

## ***The City of Moreno Valley Parks and Community Services Welcomes you!***

*Dear Instructor,*

*We welcome you as an important part of the City of Moreno Valley Parks and Community Services Department (PCSD) Contract Class Program. Your expertise and aptitude allows the PCSD to offer a wide variety of classes and workshops in the community. We thank you for your time in reading this handbook, as it is designed to help keep instructors informed of policies and procedures.*

*Additionally, this handbook serves as a means of communicating new developments within the division of our PCSD. Please read this handbook thoroughly and keep it at hand as it will serve as a means for references to commonly asked questions. The PCSD entrusts that this handbook will leave you well informed and confident in our relationship as Contractor and City as we strive towards our common goal of providing our citizens with diverse, cultural programs, thus enhancing the lives of our citizens. We look forward to working with you as you provide quality classes which enrich the lives of our citizens.*

*Sincerely,*

*Parks and Community Services*



## **Important Contact Information**

### ***City of Moreno Valley Parks and Community Services Department***

14075 Frederick St.  
Moreno Valley, CA 92553  
(951) 413-3280 Fax (951) 413-3719

Business Hours: 7:30 a.m. - 8:30 p.m.  
Monday – Thursday

7:30 a.m. – 4:30 p.m.  
Friday

Contact Contract Class Administration  
E-mail – [classes@moval.or](mailto:classes@moval.or)  
951-413-3280

### ***COMMUNITY CENTERS***

Conference and Recreation Center  
14075 Frederick Street  
(951) 413-3280

Senior Community Center  
25075 Fir Avenue  
(951) 413-3430

### ***City of Moreno Valley PCSD observes the following holidays:***

*New Year's Day* - January 1

*Martin Luther King Day* - 3rd Monday in January

*President's Day* - 3rd Monday in February

*Memorial Day* - Last Monday in May

*Juneteenth* - June 19

*Independence Day*- July 4

*Labor Day* - 1st Monday in September

*Veteran's Day* – November 11

*Thanksgiving Day* - 4th Thursday in November and following Friday

*Christmas Eve* – December 24

*Christmas Day* - December 25

**If holiday falls on a weekend, the closest business day is observed.**

### **What is an Independent Contract Instructor?**

- As an independent contract instructor for the City of Moreno Valley, you are not a city employee but are still held to the same standard of quality performance as a representative of the City. Contractors create their own curriculum, provide their own supplies, and staff their own activities independently. In addition, they set their own hours and budget. Independent contract instructors offer a general service to the public and are required to abide by the terms of their contract with the agency for which they are providing the service.

### **Independent Contract Instructor Approval Process**

- Complete a program request form.
- Submit your request form to the PCSD office.
- Upon approval of the proposal, all applicants must be fingerprinted at the Moreno Valley Police Department at their own cost.
- Once DOJ/ background check has cleared, the instructor's agreement for services contract must be approved by the PCSD.
- The program request will be reviewed by the PCSD. If the program is consistent with the City criteria and programming space and time is available, then you will be asked to participate in an interview.

## **City of Moreno Valley PCSD Responsibilities:**

### **1. Instructor Handbook**

- The City of Moreno Valley PCSD provides this handbook to familiarize you with the department's policies and procedures. Important department and community center phone numbers are listed at the beginning of this handbook.

### **2. Instructor's Agreement for Services**

- Contract Class Administration will be responsible for preparing an instructor's agreement for services and mailing them to the instructors. This agreement must be reviewed, signed, and submitted to the department four weeks prior to the start of classes. Contract Class Administration will inform you of the deadline.

### **3. Facilities**

- The PCSD will ensure all facilities are clean and ready for general use. Although the specific set-up of tables and chairs is the responsibility of individual instructors, in most cases staff will be able to assist. The PCSD will provide staff to open and close facilities, unless approved arrangements have been made. Instructors must leave facilities in the same or better conditions than they found them. Any maintenance issues should be reported to City staff immediately.

### **4. Publicity**

- The PCSD will be responsible for publishing class information. The City's Soaring Recreation Activity Guide is mailed directly to over 55,000 Moreno Valley residents. The Activity Guide is also available on the City of Moreno Valley Webpage [www.moval.org](http://www.moval.org). If you'd like to create and distribute flyers publicizing your class(es), you **must** submit the flyer to the PCSD office for approval one month prior to the class start date. No publication will be authorized without prior approval.

### **5. Registration**

- The PCSD will be responsible for taking **ALL** class registration via walk-ins and mail-in or online. The department collects program registration and payment, distributes class supply lists, issues refunds, and handles other related administrative responsibilities. If participants arrive to class and they have not properly registered, instructors must inform them to register through the PCSD before they can attend any class meetings. **Instructors may not collect registration for classes.**

## 6. Supervisory Staff

- The PCSD has assigned specific staff to oversee the contract class program. They are responsible for communicating with instructors, reviewing contracts, supervising facilities, publicity and registration procedures.

## Instructor's Responsibilities

### 1. Income

- As an instructor with the PCSD, you are not considered a city employee; therefore, you are not eligible for City benefits. Your responsibility is to fulfill the obligations outlined in your agreement for services.
  - This includes developing and implementing curriculum, course content, instruction of the course and the entire learning process as it relates to your class. It is your responsibility to pay income taxes, as the City will report your earnings of 60% to the IRS through a W-9 form. You will be issued a 1099 form each year you worked as an instructor.
- The current contract specifies a 60/40% contractual split of funds collected, based on the resident and insurance fees. The contractor receives 60% and the City of Moreno Valley retains 40% to cover operating expenses and facility use. If said contractor has an outside facility, split of fund will be contractor 80% and City 20%.

### 2. Accidents

- The City does not provide medical liability insurance naming the City, its agents, employees, and officers as additionally insured. In the event of an accident, instructors **must** complete an Incident/Accident Form and submit it to City of Moreno Valley PCSD within 24 hours. Please call the PCSD office if you need these forms.

### 3. Cancellation of Class

- If you need to cancel a class, please contact the PCSD office at least 48 hours prior to the start of class. The instructor is responsible for notifying all participants if a cancellation is needed. The department will also process refunds as approved by the Contract Class Administration. City staff will communicate with participants and instructors if a class is cancelled due to low enrollment.

#### 4. Change of Instructor Information

- Instructors must notify the PCSD **immediately** of any change of personal information written on the agreement. This will prevent any delays in the PCSD submitting information, payment, etc., to the instructor.

#### 5. Class Attendance

- It is recommended that each instructor takes attendance at each class meeting. This is to verify participants on the roster to participants attending. If someone is in attendance that has not enrolled, they **MUST** contact the PCSD to complete a registration form, pay the registration fee and sign a waiver before they are allowed to participate in class. **Instructors will not be paid for students who have not registered and paid for the class, regardless of whether or not they attended the class.**

#### 6. Class Dismissal/Late Pick-Ups

- *Never leave your class area or participants unattended.* At the conclusion of class, the instructor must ensure that all minor participants are released to the parent or legal guardian. If you have a participant that is not picked up, contact PCSD staff and we will further assist you in calling the participant's parent or guardian.

#### 7. Class Enrollment

- In becoming an instructor, we require that all instructors meet **30%** of the registration minimum for each guide session. Our guide sessions are typically 4 months, therefore, *we require roughly 3 out of 4 months the class must run. If your class fails to meet this minimum, it may be subject to removal.* This is to ensure we have commitment on the instructor's behalf for our participants, as well as to ensure the time/space is being utilized properly due to our limited classroom times for instructors.
- If a class is held in a City of Moreno Valley PCSD facility and it does not meet its minimum enrollment, which is set by the instructor, it will be canceled three days prior to the start date. Participants will be encouraged to transfer to the next session of that class. If the class is held at a non-City facility and does not meet its minimum enrollment, the instructor will be notified three days prior to the class start date by the department and the instructor will need to make the decision whether or not to hold the class.

#### 8. Class Publicity

- ***PCSD Soaring Recreation Activity Guide***

- The instructor is responsible for submitting a program schedule to the PCSD. The instructor will have the opportunity to correct the initial Activity Guide draft. If the instructor does not submit appropriate program schedule by the deadline, the information will not be included in the Activity Guide.

➤ **Flyers**

- In order for contract class administration to create and distribute class flyers, the instructor must submit detailed information on the class. If the instructor is interested in promoting their services outside of the City, the contract class administration can provide the PDF form.

➤ **Supply Lists**

- Instructors must submit all information regarding class supply/material lists at time of application. Contract Class administration must approve supply/material lists prior to executing agreements.

## 9. Class Rosters

- It shall be the responsibility of the PCSD to provide class rosters and attendance sheets, unless the instructor has made arrangements to pick up the rosters prior to the beginning of each new class session.

## 10. Legal Documents

- All instructors must sign an **Agreement for Services** at least one month prior to the first class meeting. If an agreement is not received by the date established by the City, the class will be canceled.
  - The City of Moreno Valley is requesting that all contract instructors teaching at an offsite location have a business license. If you are part of a non-profit organization and are able to show proof of a 501c3, the license is free. Others will be required to pay the annual license fee.

## 11. Facility Usage

- City staff will open/close facilities.
- All instructors are responsible for:
  - Set up tables/chairs
  - Leaving the facility clean
  - Properly returning tables and chairs to their original area
  - Ensuring that no food/drink is consumed in the facility, *with the exception of water.*
  - Reporting any maintenance issues or concerns to City staff before leaving the facility

- ***City of Moreno Valley PCSD is not responsible for personal equipment/ supplies stored at City facilities.***

## **12. Safety**

- As a contract instructor, it is your primary responsibility to ensure the safety of participants involved with your activity. You are advised to visually inspect your program site and promptly report any hazards or unsafe conditions to the PCSD staff.

## **13. Fingerprint Scanning/Livescan**

- Instructors, their assistants, and substitutes must participate in fingerprinting and a background check per the Department of Justice in accordance with Education Code Section 10911.5. It is the instructor's responsibility to schedule and cover all cost of the livescan process.

## **14. Holidays**

- Generally, classes held in City of Moreno Valley facilities will not be scheduled on national and public school holidays. There is a list of holidays at the beginning of this document. If classes are held in a non-City of Moreno Valley facility and classes will be held on national and public school holidays, the instructor must notify the PCSD at the time the Class Proposal Application is submitted.

## **15. Insurance**

- Insurance is provided through the city's SCMAF insurance program. A \$2 insurance fee will be added to registration fees to cover the cost.

## **16. Instructor Absence/Tardiness**

- In the event an instructor will not be able to teach class due to illness, etc., the following procedure will be used:
  - The PCSD will be notified within 24 hours of class.
  - Instructor will find a substitute instructor, equally or better qualified to teach class at the prescribed time and place. The substitute must have the requirements outlined in item numbers 2, 5, 6, 9, 10, 12, and 13.
  - Instructor shall notify the PCSD of the person's name, qualifications, address, and telephone number.
  - Any payment for the substitute shall be arranged between the substitute and the primary instructor.
  - If a substitute cannot be found, class will be canceled and a makeup class will be added to the end of the session. The instructor will be responsible for notifying the PCSD of the



cancellation and the date when the class will be rescheduled. It is the responsibility of the instructor to call all students if a cancellation is needed.

- In the event an instructor will be late to class, they must notify the PCSD immediately.
  - If your class is not in the Community Centers, it is *your responsibility* to inform your students by phone. If tardiness is a continual problem, the contract will be terminated.

### 17. Instructor Courtesy

- Please arrive at least ten (10) minutes prior to start of class in order to set-up. Please end class on time as other classes/activities may be scheduled immediately following your class. If your classroom is being used by another group prior to your class, please be courteous and wait until that class is over before you/your participants enter the room.

### 18. Preparation

- The participants under your direction come to class to learn or secure a new skill. To fulfill their goals, it is important and mandatory that each instructor is thoroughly prepared to teach the participants who look to him/her for guidance.

### 19. Supplies

- Any supplies needed for a class will be the responsibility of the instructor. If supplies are to be obtained by the student or a materials fee will be charged, it will be the responsibility of the instructor to provide the PCSD with a supply list at time of class submittal and before agreements are executed. The material fees are to be paid at the first class meeting and directly to the instructor. Instructors cannot make a profit from the sale of these materials.

### 20. Emergency Procedures and Phone Numbers

- If an emergency occurs during normal business hours, immediately see staff on duty and notify the Contract Class Administration. If an emergency occurs after normal business hours, call 911 for a life or property threatening situation. For non-emergency situations, call (951) 413-3280. If your classes are held outside and you require emergency assistance (e.g. dogs fighting, etc.) call 911 immediately or (951) 486-6700.
  - First aid should only be offered by certified CPR personnel and **Instructors should never administer any type of medication (even Tylenol or Advil).** First aid should be limited to Band-Aids, ice packs and gauze.

### 21. Recreation Center Policies

- All contract instructors shall strictly adhere to the policies of the particular community center being utilized. Additionally, contract instructors are required at all times to portray the City of Moreno Valley in a positive manner. Issues and concerns with the community centers should be addressed to the Contract Class Administration.

## 22. Problems/ General Issues

- Not every participant is going to be cooperative; instructors should take the following steps when dealing with problems or general issues;
  - *Minor Participants* – If you have a minor in your class who is being disruptive or extremely difficult, it may be best to address it with the parent or guardian in a non-offensive manner. A simple conversation after class or off to the side away from other parents is appropriate. Clearly explain the issues and ask for their assistance in dealing with the minor. If the problem persists, please let the parent know unless they can change their child's behavior you will have to refer them to the Contract Class Administration.
  - If previous concerns continue to exist, please contact the Contract Class Administration for further assistance.
  - *Adult Participants* – Please be cautious when dealing with unhappy or disgruntled adult participants. If you cannot resolve the issue, please refer them to us and we'll handle the situation. Avoid physical and verbal altercations at all costs. If issue with disruptive or extremely difficult adult participant continues, please contact the Contract Class Administration for further assistance.
  - *General issues* – As a reminder the PCSD is here to assist you with any issues with your class. Please continue to communicate any issues or concerns. Feel free to email or call your PCSD administration.

## 24. Americans with Disabilities Act

- Instructor agrees, assures and certifies that, except as permitted by law, no person shall, on their grounds of race, religious creed, color national origin, ancestry, age, physical disability, medical condition including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition thereto, marital status, sex or sexual orientation, be excluded from participation in or be denied the benefits of the services provided.