

***The City of Moreno Valley Parks & Community Services Department
Welcomes you!***

Dear Instructor,

Welcome to the City of Moreno Valley Parks & Community Services Department (PCSD) Contract Class Program. This handbook is a means of communicating policies, procedures, expectations, and new developments within the PCSD. Please review the handbook thoroughly as it will serve as a reference to commonly asked questions and leave you well informed and confident in our relationship as Contractor and City. Thank you for your interest in providing Moreno Valley residents with diverse, cultural programs that enhance their lives. I look forward to working with you to provide quality classes that enrich our community.

Sincerely,

*Jeanine Heynen
Community Services Coordinator*



Important Contact Information

City of Moreno Valley Parks & Community Services Department

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

Business Hours: 7:30 a.m. – 5:30 p.m.
Monday – Thursday

7:30 a.m. – 4:30 p.m.
Friday

Website (Class Registration and Instructor Login)
www.RegisterMoval.org

Contact Contract Class Administration
E-mail – classes@moval.org
951-413-3280

COMMUNITY CENTERS

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

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

March Field Park Community Center
15325 6th Street
(951) 653-5453

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

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 next 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. 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 and submit to the PCSD office.
- The program request is reviewed by the PCSD. If the program is consistent with PCSD criteria and programming space and time is available, you will be invited to participate in an oral interview.
- Upon approval of the program proposal, all applicants must complete a live scan background check with an approved city vendor at their own expense.
- Once DOJ/ background check has cleared, the instructor's agreement for services contract must be approved by the PCSD.

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 along with important dates and showcase dates.

2. Instructor's Agreement for Services

- Contract Class Administration are responsible for preparing an Independent Contractor's Agreement for Services which must be reviewed, signed, and submitted to the department four weeks prior to the proposed start of classes. Contract Class Administration will inform you of the deadline.

3. Facilities

- The PCSD ensures all facilities are clean and ready for general use. The specific set-up of tables and chairs is the responsibility of individual instructors. The PCSD provides staff to open and close facilities. Instructors must leave facilities in the same or better conditions than they found them. Any maintenance issues should be reported to PCSD staff immediately.

4. Publicity

- The PCSD is responsible for publishing class information. The City's Soaring Recreation Activity Guide is mailed to over 55,000 Moreno Valley residents. The Activity Guide is also available on the City of Moreno Valley Webpage www.MoValParks.org.
- If requested, the PCSD can create a flyer for your class, which can be printed and may be displayed in PCSD facilities.
- If you wish to create your own flyer for your class(es), you **must** submit the flyer to the PCSD office for approval one month prior to the class start date.

5. Registration

- The PCSD is responsible for taking **ALL** class registration via walk-in or online unless otherwise specified in the contractor's agreement of services. The department collects program registration and payment, 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.**
- Participants may register 24 hours a day online at www.RegisterMoVal.org
- Registration will be closed off after the first class session has commenced.

6. Supervisory Staff

- Contract class staff are responsible for communicating with instructors, reviewing contracts, supervising facilities, publicity and registration procedures.

7. Showcases

- Contract class showcases are to be held at the end of the spring and winter season. Exact dates for the showcases will be given out at the beginning of the season.
- If the PCSD has to cancel or reschedule the showcase, a notice will be given to instructors as far out in advance as possible.

Instructor's Responsibilities

1. Income

- PCSD instructors are not considered a city employee, and therefore not eligible for City benefits.
 - Instructor responsibility includes developing and implementing curriculum, course content, instruction of the course and the entire learning process as it relates to your class. It is the instructor's responsibility to pay income taxes, as the City reports your earnings to the IRS via a W-9 form. You are issued a 1099 form each year you instruct.
- Instructor income is based on the revenue split agreement found in the instructor's Agreement for Services (contract). For example: if the contract specifies a 60%/40% split, the contractor receives 60% and the City of Moreno Valley retains 40% to cover administrative costs, operating expenses, adjusting expenses, and facility use. The amount is calculated based on primary (resident rate) activity fees

2. Accidents

- If the class takes place at a PCSD facility, the PCSD provides liability insurance naming the City of Moreno Valley, its agents, employees, and officers as additional insured. In the event of an accident, instructors **must** contact PCSD staff immediately, as well as complete an Incident/Accident Form and submit it to City of Moreno Valley PCSD within 24 hours.

3. Cancellation of Class

- If an **entire class session** must be cancelled, please contact the PCSD office at least **three business days** prior to the start of class. PCSD staff will communicate with participants and instructors if a class is cancelled due to low enrollment. The Department will also process refunds as approved by the Contract Class Administration.
- If an **individual class** must be cancelled, please contact the PCSD office at least **one business day** prior to the start of class. The instructor is responsible for notifying all participants if a class meeting is cancelled.

4. Change of Instructor Information

- Instructors must notify the PCSD **immediately** of any change of personal information written on the agreement. Failure to notify PCSD may result in delayed payment or termination of Agreement.

5. Class Attendance

- It is required that each instructor takes attendance at each class meeting, either online through ActiveNet instructor portal or on ActiveNet paper attendance sheets. If attendance is taken on paper the attendance sheet must be turned in to PCSD staff at the conclusion of the class. This is to verify participants on the roster are the 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 a participant is not picked up, contact PCSD staff to assist in contacting the participant's parent or guardian.

7. Class Enrollment

- Instructors are required to meet **75%** of the pre-agreed registration minimum for each guide season. Guide seasons are typically 4 months, therefore, *3 out of 4 months the class must be conducted.* If your class fails to meet this minimum, it may be subject to removal.
- All new classes (classes that have been offered for 4 months or less) must have an enrollment minimum of 2 participants.

8. Class Publicity

- ***PCSD Soaring Recreation Activity Guide***
 - The instructor is responsible for submitting a program schedule to the PCSD. If the instructor does not submit appropriate program schedule by the deadline, the information is not included in the Activity Guide. Once the program schedule is submitted to the PCSD, no changes may be made to any class until the next season of the Activity Guide. The PCSD will provide a yearly calendar of program schedule due dates for the Activity Guide.
- ***Marketing Material***
 - In order for contract class administration to create and distribute marketing material, the instructor must submit detailed information on the class. If the instructor is interested in promoting their services outside of PCSD facilities, the Contract Class Administration can provide a digital copy of any marketing material to the instructor.
 - PCSD prints and supplies fliers for the public at the Moreno Valley Conference & Recreation Center. Any other printing is the responsibility of the instructor.

- PCSD may, at its discretion, feature classes in social media posts. To request that your class or classes be featured please contact the Contract Class Administration and provide pictures of your class(es).

➤ **Supply Lists & Material Fees**

- Instructors must submit all information regarding class supply/material lists or fees at time of application. Contract Class administration must approve supply/material lists or fees prior to executing the Agreement for Services.

9. Class Rosters

- PCSD makes rosters and attendance sheets available online for instructors. Therefore, it is the responsibility of the instructor to print rosters and attendance sheets prior to the beginning of each new class session.
- Rosters and attendance sheets can be found in the "Instructor Services" section of ActiveNet. For technical assistance with Active, contact the Contract Class Administration.

10. Legal Documents

- All instructors must sign an Agreement for Services (contract) at least one month prior to the first class meeting. If an agreement is not received by the date established by the PCSD, the class may be canceled.
- **All Instructors** are required to submit the following documents to the PCSD:
 - IRS W9
 - ACH Authorization for Direct Deposit
 - Waiver of Workers Compensation (if applicable)
 - Moreno Valley Business License
- Instructors who use **non-PCSD** facilities are required to submit the following additional documents:
 - Liability Insurance (*contact the PCSD for requirements*)
 - Moreno Valley Business License (*If 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. Business licenses may be obtained at the City of Moreno Valley City Hall*)

11. Facility Usage

- PCSD staff opens and closes facilities.
 - City of Moreno Valley PCSD is not responsible for personal equipment/ supplies stored at PCSDS facilities.
- All instructors are responsible for:
 - Set up of tables and chairs
 - Leaving the facility clean
 - Properly returning tables and chairs
 - Ensuring that no food or drink is consumed in the facility, *with the exception of water.*
 - Reporting any maintenance issues or concerns to PCSD staff before leaving the facility

- No posting of signage or affixing any material to the walls or flooring of PCSD facilities is permitted.
- Portraying the City of Moreno Valley in a positive manner.

12. Safety

- It is the responsibility of the instructor to ensure the safety of participants involved in your activities. You are advised to visually inspect your program site and promptly report any hazards or unsafe conditions to the PCSD staff.
- Any injuries or accidents must be reported to PCSD staff immediately.

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. Instructors are not allowed to participate without approval in place. It is the instructor's responsibility to schedule and cover the cost of the live scan process with a PCSD-approved vendor.
- PCSD provides contact information for approved live scan vendor(s).

14. Holidays

- Generally, classes held in PCSD facilities are not 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 are held on national and public school holidays, the instructor must notify the PCSD at the time the class program schedule is submitted.

15. Insurance

- For any class that takes place at a PCSD facility, insurance is provided through the City's SCMAF insurance program. A \$3 insurance fee is added to registration fees.
- For any class that takes place at a non-PCSD facility, proof of insurance meeting City requirements must be provided.

16. Instructor Absence/Tardiness

- In the event an instructor is unable to teach due to illness, etc., the following procedure must be adhered to:
 - The PCSD must be notified within 24 hours of class.
 - Instructor finds a substitute instructor, equally or better qualified to teach class at the prescribed time and place. The substitute must meet the requirements outlined in item number 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 is canceled and a makeup class is added to the end of the session. The instructor is responsible for notifying the PCSD of the cancellation and the date when the class is rescheduled. It is the responsibility of the instructor to call all students if a cancellation is needed.
- In the event an instructor is late to class, they must notify the PCSD immediately.
 - If class is not in a PCSD facility, it is *your responsibility* to inform your students by phone. If tardiness is a continual problem, the contract instructor will receive a violation letter.

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 or activities may be scheduled immediately following. If the classroom is being used by another group prior to class, please be courteous and wait until that class is over before entering 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 or her for guidance.

19. Supplies

- Any supplies needed for a class is the responsibility of the instructor. If supplies are to be obtained by the student or a materials fee is required, it is 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 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.
 - First aid should only be offered by certified personnel and **Instructors should never administer any type of medication (even Tylenol or Advil).**

21. PCSD Facility Policies

- All contract instructors shall strictly adhere to the policies of the particular PCSD facility being utilized. Issues and concerns with PCSD facilities should be addressed with the Contract Class Administration.

22. Agreement Termination Policy

- If an instructor has violated PCSD policy three times which requires written correspondence, the Agreement for Services will be terminated and not eligible for reinstatement.

- Violations include, but are not limited to, late submittal of class proposals, non-communication with contract class staff, unapproved class cancellations, instructor no-show, non-submittal of attendance sheets etc.

23. 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 a minor is being disruptive or extremely difficult, it is best to address it with the parent or guardian. 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 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 a resolution is not provided, refer them to Contract Class Administration. Avoid physical and verbal altercations at all costs.
 - *General issues* – As a reminder the PCSD is here to assist with any issues with your class. Please continue to communicate any issues or concerns. Feel free to email or call your PCSD administration.

24. Public Contact Information

- Instructors are required to provide the PCSD with a phone number or email address that members of the public can utilize to contact the instructor with questions about class offerings. Instructors are expected to respond to customer requests and inquiries in a timely and professional manner. This contact information is published in the activity guide.

25. Communication

- Timely communication with the Contract Class Administration is imperative to the success of your individual programs as well as the success of the Contract Class program as a whole. Email is the primary form of communication used by the Contract Class Administration. Instructors must respond to emails within 48 hours. Lack of timely communication is grounds for a violation letter.

26. Americans with Disabilities Act and Non-Discrimination

- 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.

**The remainder of this page intentionally left blank
Signature page to follow**

I have read and understand the above policies and procedures set forth by the PCSD for the services of a Contract Class Instructor.

Print Name

Signature and Date

Please sign and return this page to PCSD