



Creedmoor Parks & Recreation
www.cityofcreedmoor.org/Recreation
recreation@cityofcreedmoor.org
(919) 764-1005

CREEDMOOR PARKS & RECREATION

INDEPENDENT CONTRACTOR

INSTRUCTOR GUIDE

How to become an Independent Contract Instructor for the City of Creedmoor

Instructors are hired on a contractual basis. In order to become an Independent Contract Instructor for the City of Creedmoor Parks and Recreation Department, a potential Instructor must first submit a Contract Instructor Course Proposal.

For your convenience you can find a Contract Instructor Course Proposal Form at the end of this guide and on our City website at www.cityofcreedmoor.org. Please complete these forms and return to the Creedmoor Community Center at 108 E Wilton Drive, Creedmoor, NC 27522, or email to recreation@cityofcreedmoor.org. Instructor Applications and Course Requests are accepted year round. Partially completed Applications and/or Course Requests will not be considered.

Once you have submitted your Contract Instructor Course Proposal Form(s) the Recreation Director will contact you and serve as your primary point of contact for the processing of your application. The Director will review your paperwork and notify you if your application has been accepted. Once accepted, you must provide the required items listed below before being approved. Once approved, you will enter into an Independent Contractor Agreement with the City of Creedmoor.

Items Required

Before the department can enter into an Independent Contractor Agreement the following documents must be obtained from a potential instructor:

- Contract Instructor Course Proposal Form
- A copy of photo identification (North Carolina Driver's License or Government issued ID card).
- A completed City of Creedmoor New Vendor form and W9.
- City of Creedmoor Instructional Services Agreement
- If you have employees, proof of Worker's Compensation and Employer's Liability insurance. If you are an instructor without employees we will need a letter stating you are the sole proprietor.
- Completed City of Creedmoor Background Screening. No Contract Instructor may teach a class until they have been notified by the Director that they have cleared this process. This must be redone every two years or if there is a break in service of more than 6 months. This background clearance requires fingerprinting conducted by the City of Creedmoor Police Department. Fingerprints are conducted by appointment, for appointments please call (919) 528-1515. Instructors are responsible for background check fees based on current City of Creedmoor fee and rate schedule.
- Proof of General Liability insurance.

Income Tax Reporting

The City of Creedmoor does not withhold state or federal income tax, but does report income paid to instructors via IRS Form 1099 if such income is in excess of \$500. It is the instructor's responsibility to satisfy any taxes due in an appropriate manner.

Insurance

The City of Creedmoor will not defend or payout on claims brought against a contractor of the City.

It is important to understand that your contract with the City is as an instructor of a class or activity. You are an independent contractor and not an employee of the City. The City does not provide any insurance coverage for you as an instructor. Therefore, if any liability claim were to occur against you and the City, you would be responsible for defending yourself, and potentially paying a claim brought against you. To protect yourself, obtain liability insurance. All contractors are responsible for providing a Certificate of Insurance naming the City of Creedmoor as an additionally insured party with General Liability limits set at no less than \$1,000,000 per occurrence prior to entering into a contract to provide services.

Instructor Payment

As an Independent Contract Instructor you will receive a percentage of course revenue and the department will retain a percentage. The City of Creedmoor offers contracted instructors the following rates:

- 60% Instructor/40% City – Programs and skills that can be learned and taught with several years of training or less and do not require certification.
- 70% Instructor/30% City – Programs and skills that are mastered over several years through formal training/education and require certification (e.g., yoga, professional training).
- 80% Instructor/20% City – Programs that are highly technical in nature and require many years of training on the part of the instructor to master (e.g., music lessons, martial arts).

In addition to the percentages indicated above, an added 7%(60/40), 5%(70/30), and 3%(80/20) is provided for instructors that have demonstrated a demand for a specific course by running that course at or above 90% capacity for 3 consecutive occurrences of said course. The bonus will be paid starting with the third occurrence where the 90% capacity target is met for a course and continue until either attendance in the course falls below 90% or substantial changes to the course are made (e.g., capacity, fee, structure). Trial or free courses, and course refunds are not included toward meeting the 3 course/90% capacity goals.

All registration fees are collected and deposited by the department. It is the City of Creedmoor's policy to provide payment after receipt of services. Therefore, advance payments are not possible. Percentages are paid to instructors, by check, within 10 business days after receiving the class attendance sheet and class evaluation forms. It is the instructor's responsibility to submit all required documents at the end of each class session to receive a timely payment.

The percentage paid is based on the total paid, program participant registration fees, minus refunds. We will not pay out on participants who received a refund or admitted to a class without payment.

The City will not withhold money for social security or federal income tax. Annual payments to an Independent Contract Instructor from the City in excess of \$500 will be reported to the Internal Revenue Service.

Course Registration

The City of Creedmoor Parks and Recreation Department shall be responsible for and have complete control over the registration of participants. Under no circumstances is an instructor to accept payments, except for preapproved materials fees. Registrations are processed on a first-come-first-served, City Residency and Member priority basis. No registrations may be taken by an instructor. All participants must pre-register with the department before being allowed into any class/program, including day-of drop ins.

Absences. Substitutes. Cancellations

If an instructor is ill or unable to meet with their class, the instructor must notify the facility where the course is scheduled as soon as possible but no later than one hour prior to the start of class.

If an instructor has made arrangements for a substitute, the department must be notified no later than one hour prior to the start of class. All substitutes must have an approved application on file, must provide proof of insurance coverage, if applicable, and must have paid, completed, and passed a background screen before performing services for the City of Creedmoor.

The department reserves the right to cancel, combine, or divide courses; to change the time, date, or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the department, the department will issue a refund and inform the instructor and students of the cancellation.

Course Times

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

Course Enrollment

Once enrollment has started for a new session, instructors can inquire about their class enrollment at any time by contacting the Community Center.

Attendance Sheets

The attendance sheets and evaluation forms will be available upon request, a final printed roster and evaluations will be available for pick-up 30 minutes before the start of your program, but can be provided earlier upon request. Be sure to pick up your roster and evaluation forms before you go to your class.

Taking Attendance

It is the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants may have shown up to class without paying. Please inform individuals who have not paid to go to the front desk and see staff to register. Participants must either be on your sheet or have a Parks and Recreation issued receipt before you admit them to your class.

No Shows

If a participant does not show up for the first class, please give the participant a call to remind them of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes they have signed up for, but it's good customer service to call your participants (phone numbers are printed on the attendance sheet). This is a good time to introduce yourself, remind participants of any supply, etc. requirements and of the date and time of the classes.

Facility Usage

Classes may be held in various locations throughout the City of Creedmoor, including, but not limited to, Lake Rogers Park, Harris Park, and the Creedmoor Community Center.

All Independent Contract Instructors using Parks and Recreation facilities will be allowed to set up their rooms/activity area 15 minutes prior to the beginning of class/program activities, additional time may be allotted for set-up intensive programming. The instructor must always leave the room/activity area in the condition in which it was found. This means cleaning up any materials (art supplies, paper, etc.) and replacing any furniture and/or equipment back in its original location after the class/program ends. All facilities have Parks and Recreation staff assigned to open and close the facility. If staff is not present to open or close, the instructor should contact the Recreation Director at 252-493-2897.

Instructors may not use any City-owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Recreation Director. Plan to have all equipment, materials, and copies provided at your expense.

Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. If an accident occurs in your class, please act calmly, promptly, and efficiently and take care of the situation. Notify a Parks and Recreation staff member on duty immediately. They will be responsible for preparing the accident and incident report.

Emergencies

Fire Alarm/Bomb Threat

Clear the area in an orderly manner, use the course roster to account for all participants. If on the gymnasium level (or workout equipment area with participants who can safely use the stairs) exit and proceed to the flag pole in the parking lot, if on the Willow Oak/Meeting Room Level exit and proceed to the concessions stand.

Do not re-enter the building until appropriate personnel give you permission to do so.

In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years of age are held in a safe area until a parent/guardian can pick them up.

Medical Emergency

Use your cell phone and call 911. Certified individuals should administer immediate First Aid. An AED is located in the hallway outside the Meeting Rooms/Willow Oak Event Room and on the gymnasium level adjacent to the front door.

Americans with Disabilities Act (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the City of Creedmoor and the Parks and Recreation Department to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with disabilities so that they can have an equal opportunity to participate or benefit. This policy extends to Independent Contractors.

Harassment and Discrimination in the Workplace

Harassment is any behavior that is disrespectful and causes discomfort to another person. Discrimination is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation

The City of Creedmoor prohibits any form or type of harassment to, or discrimination of, any person. It is important for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal. This policy extends to Independent Contractors.

Child Abuse

All contractors are legally required to report questionable bruises or marks that are repetitious and obvious to the Recreation Director. Likewise, should a child indicate to a contractor that abuse, either physical or sexual, is happening to them, it is their obligation to report the discussion to the Recreation Director

Contact Information

Christopher Horrigan, Recreation Director

chorrigan@cityofcreedmoor.org

919-764-1005 (office)

252-493-2897 (cell)

Angela Perry, Recreation and Events Coordinator

events@cityofcreedmoor.org

919-764-1013 (office)

919-215-6713 (cell)

Creedmoor Community Center

919-764-1021

Creedmoor Police Department, Non-emergency

919-528-1515

City Hall

919-528-3332