

King William County Department of Parks and Recreation Guidelines for Contracted Instructors

- Instructor Classifications**- An instructor has the option to be classified as an Independent Contracted Instructor or as a Part-time Contracted Instructor. The following are the classification requirements:
 - Independent Contracted Instructors** agree to obtain a minimum insurance policy of \$1,000,000 general liability per occurrence. Independent Contracted Instructors and their staff are not covered by the county's insurance policy, therefore, it is the responsibility of the instructor to obtain this insurance. A copy of your insurance certificate must be on file with the Parks and Recreation Department two (2) weeks prior to the start of your program. If the department does not receive a copy of your policy, your program is at risk of being canceled.
 - Part-time Contracted Instructors** must complete the necessary payroll forms to be placed on King William County Payroll at least two (2) weeks prior to the start of your program. Part-time Contracted Instructors will be covered under the County's Insurance policy as a county employee with the Parks and Recreation Department. Part-time Contracted Instructors must abide by the King William County Personnel Plan.
- Program Proposals**-All Instructors will be required to submit program proposals on the Parks and Recreation Program Proposal Form. Only those programs submitted on the appropriate form will be considered by the Parks and Recreation Office for scheduling. All requested information on the form must be completed. Program Proposals are due as follows: June 15th for FALL programs (September-December), October 15th for WINTER-SPRING programs (January-May) and February 15th for SUMMER programs (June-August).
- Program Contract** – After approval of your proposal, you will receive your Instructor's contract. You will also be directed to the department website (www.KingWilliamREC.com) to preview the write-up of your program. You should review this information and contact the office immediately if there are any discrepancies. All contracts must be signed and returned to the Parks and Recreation Office two (2) weeks prior to the start date of your program.
- Program Scheduling** – When scheduling activities, the following criteria will be used during the scheduling process: Instructor Residency, Participant Numbers, New vs. Existing or Similar Programs, Available Facility Space, Program Restrictions or Requirements and Instructor Evaluations. Please Note: Alternative locations, days and/or times may be offered from the original proposal to maximize the usage of available facilities. Instructors will be given the opportunity to withdraw a proposal should they not agree with the changes.
- Publicity** – Instructors agree to have all written publicity approved by the King William County Parks and Recreation Department before distributing it. Once program information has been published in our brochure and promoted on the department website, changes to the program must be cleared with the Parks and Recreation Department. Instructors will inform their supervisor of any media contact made regarding their program.
- Registration** - The Parks and Recreation Office will collect all registration forms and fees by the required deadline. A participant is not considered registered until the fee is received by the Parks and Recreation Department. Once the fee is received, the participant's name will appear on the program roster. Registration deadlines are set one week prior to the start of each program. If minimum enrollment is not reached one week

prior to the starting date of the class, the activity will be canceled, unless otherwise noted. If the program is canceled by King William County Parks and Recreation, a full refund or credit will be offered to those registered.

** Instructors are given the option to allow registration at their class. If the Instructor chooses to allow registration, the Instructor IS responsible for the collection of the appropriate registration forms and fees and agrees to forward all forms and fees to the Parks and Recreation Office the next business day. Instructors are also responsible for completing and submitting the appropriate Revenue Transmittal Form.*

7. **Rosters/Attendance Sheets/Email Blasts** - All Contracted Instructors with King William County Parks and Recreation will be set up with an account on the department website where you will be able to track class registrations, have access to class rosters and utilize the E-mail blast system to keep in contact with program participants regarding class changes or cancellations. Instructors may also print off Attendance Sheets and Sign In/Out sheets for upcoming classes from the website. Class information is available while the program is "Active".

8. **Payment for Services** – Statements/Invoices requesting payment will be accepted upon completion of registration and processed to the Finance Department for payment at the conclusion of the program. Accounts Payable/Payroll is processed by the Finance Office once a month.
 - **Independent Contracted Instructors** agree to submit an invoice requesting payment upon completion of registration to the Parks and Recreation Department. All approved invoices will be sent to the Finance Department for payment at the conclusion of the program. When preparing your invoice, please be reminded that King William County will payout 90% of the total collected fees for programs that meet more than once and for programs that meet only once, King William County will retain \$4.00 per person from the collected fees. Checks will be mailed to instructor directly from the County Finance Office. *Independent Contractors that wish to have their payments sent electronically to their financial institution must complete an ACH Vendor Payment Enrollment Form.*

 - **Part-time Contracted Instructors** agree to submit a statement showing program registration numbers and requested Instructor payment reflecting 80% of the total collected fees for programs that meet more than once. Programs that meet only once, King William County will retain \$6.00 per person from the collected fees. Payment will be deposited into the bank account authorized by the instructor on the last day of the month in which the program ends. **Instructors must enroll in the King William County Employee E-Pay program to view your final payment statement. To enroll go to www.KingWilliamCounty.us, click on Department and Services, go to Employee Pay and follow the instructions for Employee E-Pay. Please contact the Department of Parks and Recreation if there is a question concerning this payment cycle or the Employee E-Pay program.*

9. **Refunds** – A participant may request a refund by submitting a **Refund Request Form** to the Department of Parks and Recreation. If a participant withdraws from a program, this change will be reflected on the class roster available at www.KingWilliamREC.com.

**Refund Policy – Full refund will be issued if a program is full or canceled by the department, if a change in day, time or location prohibits participant's attendance, or if participant withdraws prior to the first class meeting. If a participant wishes to withdraw from a class/program after the first meeting date, they must do so within two business days (refund is subject to a \$5 processing fee). Refund requests will not be considered once a program has ended. Refund requests may be considered on a case by case basis. Refunds may take up to four weeks to process.*

10. **Cancellations or Make Up Classes** – Instructors agree to inform the department immediately if any changes are necessary in the regular schedule. If a make-up class is needed, facility arrangements are to be coordinated through the department. Instructors agree to contact their students should the class be rescheduled due to schedule conflicts, weather conditions, facility schedule changes or illness. All class meetings missed need to be made up if possible, unless otherwise directed by the Parks and Recreation Department.
11. **King William County Weather/Adverse Conditions Policy – Programs/Activities**
When King William County Schools are closed due to inclement weather or adverse conditions, all recreational programs and activities will be canceled. When cancellations occur the following steps will be taken for notification of cancellation: (1) Program and Activity cancellations will be posted as an “Alert” on the department website www.KingWilliamREC.com, (2) an e-mail blast will be sent to all registered participants, (3) and an updated message regarding the cancellation(s) will be recorded on the Activity Hotline at (804) 769-3011 ext. 4281.
12. **Accidents/Incidents** – All contracted instructors are required to complete and submit to the King William County Parks and Recreation Department an Accident/Incident Report following an accident or incident occurring on site during their program. Instructors understand that they are to contact the parent/guardian immediately for participants under 18 years of age. Instructors understand that they are to inform the Parks and Recreation Department of the accident or incident as soon as possible. **Staff contacts: JudiAnn Shaver, Director (804) 241-4292 or Greg Stubblefield, Recreation Supervisor (804) 241-4645.**
13. **Background Screening Policy** – Instructor agrees to comply with the King William County Background Screening Policy, which requires all individuals under contract with King William County, to successfully pass a national criminal background check based on the criteria listed in the policy.
14. **Photo Identification** – A photo identification badge will be issued to an Instructor after the successful completion of a National Criminal Background Check. The photo ID will expire one year from the date of issuance. Photo ID’s are to be displayed at all times when working for the Parks and Recreation Department.
15. **Evaluations** – Program evaluations will be distributed, by email (surverymonkey.com), to all participants on the last scheduled week of the program. Instructor agrees to ask each participant to complete the evaluation. Participation numbers will be monitored for each class/program. Minimum participation numbers will be set for individual programs. If minimum numbers are not met within three (3) seasons, the class/program will be evaluated and changed or removed from the department program.
16. **Conduct** – Instructors will conduct the class/program in a professional manner consistent with the desired image of the department, including, but not limited to, being neat, courteous, knowledgeable, efficient, competent and using proper dress, language and demeanor. Instructors should express appropriate greetings and appreciation to participants on behalf of the Parks and Recreation Department.
17. **American Disabilities Act** – King William County Parks and Recreation makes every effort to comply with the American Disabilities Act (ADA). Person with disabilities may request to participate in any activity sponsored by this department. All reasonable accommodations must be achieved by the instructor and supervisor to meet the needs of the participants. All instructors must accept this philosophy and their actions must reflect a commitment to accommodate persons with disabilities.

