



## Contract Instructor Frequently Asked Questions



- Q: What is the process to become a Contractor Instructor for the Parks & Recreation Department?**
- A: Complete and return the Prospective Contractor Packet to Katy Brecher at [kbrecher@losaltosca.gov](mailto:kbrecher@losaltosca.gov). If your program is approved, you will be contacted to schedule an interview, and then a final decision will be made regarding your program.
- Q: What is the role of a Contract Instructor? What does the department provide?**
- A: Contract Instructors are responsible for submitting their program information in a timely manner when requested and providing quality instruction during programs. The department manages registration, provides space for the program, and markets programs.
- Q: How does payment work? What is the fee split between the Contract Instructor and the Parks & Recreation Department?**
- A: The department pays the Contract Instructor a percentage of the total program fees collected, minus a \$12 administration fee per class registration. The percentage split is 60% (Contract Instructor)/40% (Department) for in-person programs and 80% (Contract Instructor)/20% (Department) for virtual programs. Contract Instructors are mailed a check at the end of each season, direct deposit is not available.
- Q: Do I need liability insurance to be a Contract Instructor?**
- A: Contract Instructors are required to obtain liability insurance coverage, naming the City of Los Altos as the Certificate Holder. Minimum insurance requirements will be provided once your program is approved. If your program is free, you will be covered under the City of Los Altos' insurance policy.
- Q: What happens after my program is approved?**
- A: If your program is approved, you are required to submit an updated W-9 and Certificate of Liability Insurance (COI). All instructors facilitating programs will be contacted by HR to complete a background check and tb test. The department must receive clearance prior to the start of instruction. Any instructors under the age of 18 will only have to complete a tb test.
- Q: Would I be considered an employee of the City of Los Altos?**
- A: No, all Contract Instructors are Independent Contractors and are not employed by the city. Contract Instructors work per a contract set for a designated amount of time (typically 1 year).
- Q: Can I rent a room to instruct my program instead of becoming a Contract Instructor?**
- A: If you are charging a fee to participate in your program, you cannot rent a room and you must become a Contract Instructor per the process outlined above.