



## City of Laguna Beach | Recreation Division Contract Instructor FAQs

**Q** How is a Contract Instructor different from a City employee?

**A** The table below demonstrates the differences between a contractor and an employee.

<b>RESPONSIBILITIES</b>	<b>CONTRACTOR</b>	<b>EMPLOYEE</b>
Schedules	Contractor sets class schedules (with the approval of the City dependent upon facility availability).	Employees are told when and where to work.
Course Content	Contractor develops and sets course content.	Employees are told how to work or use set lessons plans.
Course Materials	Contractor provides all course materials and supplies or charges a material fee to participants.	The City supplies all necessary work materials.
Payment	Contractor splits base revenue with the City.	Employees are paid by the hour.
Tax Liability	Contractor is responsible for taxes and receives a 1099 at the end of the year.	Applicable taxes are paid by the City, and the Employee receives a W-2 at year end.

**Q** How often do the classes occur?

**A** The City of Laguna Beach operates on a quarterly schedule. Holiday closures are observed at most facilities. Blackout dates will be provided for any special events prior to each quarter.

**Quarters:**

Winter: January – March

Spring: April – mid-June

Summer: mid-June – August

Fall: September – December

**Q** Where do the classes occur?

**A** Classes are offered at City facilities, depending on availability. Available locations include the Community & Susi Q Center, Community & Recreation Center, Lang Park, the LBHS & Community Pool, and various sports fields.

**Q** What compensation do contractors receive?

**A** Contractors share a 65/35% split of revenue with the City. The 35% retained by the City covers the use of the facility and staff time for administering the program and processing registrations.

**Q** Is fingerprinting or a background check required?

**A** Contractors, subcontractors and assistants to contractors are required to clear a background check by the City of Laguna Beach Police Department. A \$32 fee is charged for subcontractors and assistants to the contractor.

**Q** How is the course fee determined?

**A** The course fee is set by the instructor; however, City staff will make recommendations based on best practices, experience, and marketing trends to meet the City's goal of offering quality and affordable classes and programs to Laguna Beach residents.

**Q** Who handles registration?

**A** The City is responsible for processing all registration and for the collection of course fees. The contractor is responsible for the collection of supplies/material fees as defined by the course description.

**Q** When will a contractor be paid?

**A** Payment is determined by the contract terms. Full payment is usually received within 3 weeks of the conclusion of the quarter in which the class is taught.

**Q** Does the City provide any equipment for instructor use?

**A** Audio equipment for music, LCD projectors and whiteboards are available with advance notice on a first-come, first-served basis.

**Q** How do instructors obtain enrollment rosters?

**A** Rosters are available online at the City website. Each instructor has an individual account. It is the instructor's responsibility to obtain rosters, monitor enrollment, and notify the City and participants regarding cancellations, skip dates and all other pertinent information.

**Q** What other requirements need to be met prior to finalization of an instructor contract with the City?

**A** Upon approval from the City, an instructor must have a current Laguna Beach Business license and instructors must have a current CPR/AED certification within three months entering into the agreement.