



- Other than collecting an advertised supply fee, instructors may not accept fees at any time. A contract may be terminated in the event any payment is accepted from participants. Instructors are not to sell merchandise or promotion items without prior approval from the Department.
- Comply with the conduct rules established in the Douglas County Personnel Ordinance (a copy is attached).
- If, for any reason, a class must be canceled by the instructor, it is the instructor's responsibility to make up the class at a later date. The Department must be notified of any cancellations. If less than (24) hours notice is given, the instructor may be asked to assist in calling the class participants to confirm the cancellation.

**DOUGLAS COUNTY PARKS & RECREATION DEPARTMENTS'**  
**RESPONSIBILITIES:**

- Announce courses and handle related promotional activities.
- Manage registration and provide instructor with a class roster.
- Arrange for any equipment, as needed, in accordance with the Agreement.
- Provide a classroom/facility for your program. Note: Circumstances may require cancellation or rescheduling of a class or room. The instructor will be given as much notice as possible.
- Mail class evaluations to participants and prepare an evaluation at least once a year.
- Pay your class 70 % in a timely manner after the completion of the class.

**GENERAL INFORMATION:**

- The Department may employ other instructors to conduct classes in the same subject matter if public interest and demand warrant, or for other circumstances as deemed appropriate by the Department.
- The Department understands and agrees that lesson plans and manuals as provided by instructors, are the property of the instructor and the Department shall not use this material for purposes of its own, without written consent.
- This agreement may also be terminated by either party upon (30) days written notice to the other party. The Department may cause immediate termination in instances where other employees could be terminated such as drinking on the job, immoral behavior insubordination, breach of contract, or any other action in violation of County personnel policies (BCC 2.02.080).

**WAIVER:**

- Instructor understands that he/she has no benefit of, or claims to benefits, such as group insurance, liability insurance, annual/sick leave, uniform allowances, or standby or holiday pay.
- It is understood that the instructor shall indemnify, defend and hold harmless Douglas County from any and all liability for damages or expenses which may occur resulting from your participation, as an instructor in the Douglas County Parks & Recreation Program.

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SIGNED: Isler, INSTRUCTOR DATE: 4-12-00

ADDRESS: 1710 Nadowa St. TOWN: South Lake Tahoe

SOCIAL SECURITY NUMBER: [REDACTED]-4511

PHONE NUMBER: \*\* (day) (530)577-4515 (evening) (530)577-4515

\*\*Please note: If you do not want to receive phone calls from participants at the above number(s), please initial: \_\_\_\_\_

IN CASE OF EMERGENCY, CALL: Hangting Shen PHONE: (530)577-4515  
(510)622-5264

MEDICAL INSURANCE: Blue shield, California

SIGNED: B. Reed, COUNTY REPRESENTATIVE

DATE: 5/4/00

4/1/94 instagre  
revised: 1/31/95

REQUESTED BY  
**DOUGLAS COUNTY**  
IN OFFICIAL RECORDS OF  
DOUGLAS CO., NEVADA

2000 MAY 10 AM 11: 19

LINDA SLATER  
RECORDER

\$ 8 PAID K2 DEPUTY

**CERTIFIED COPY**

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: May 9, 2000 **SEAL**  
B. Reed Clerk of the 9th Judicial District Court  
of the State of Nevada, in and for the County of Douglas.

By Carol M. Mullock Deputy

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