



2022/23 KSDC INSTRUCTOR POLICIES & WORKSHOP PROCEDURES

We are pleased that you have agreed to offer a workshop through the Kenmore Staff Development Center.

Instructor Payment Scale

Instructors may earn up to \$50 per workshop hour for courses that have 10 or more participants per instructor.

PAYMENT POLICIES:

- 10 or more participants =\$50 per hour
- 9 participants = \$45 per hour
- 8 participants = \$40 per hour
- 7 participants = \$35 per hour
- 6 participants = \$30 per hour
- Workshops with fewer than 6 participants will only run if instructors accept credits in lieu of pay.
- Instructor pay rate for Departments with fewer than 10 members will be determined on a case-by-case basis.

Instructor contracts will be sent following the first day of a workshop. The Contract is the only paperwork which will need to be returned to the Center as all other instructor duties will be handled within the Frontline software.

Workshop Cancellations

Workshops with insufficient enrollment will be canceled within two weeks of start date. Instructors and participants will be notified by the Staff Center.

3 Year Cycle for Credits

Workshops may be taken for full credit every 3 years UNLESS the content has been modified. Refer all questions to the Staff Center.