

# Vetting Process for Instructors, Coaches, and Aides

## Background:

The Agency hires seasonal/intermittent employees to provide instruction, to coach, and to assist an instructor or coach in certain recreation and intellectual classes. This vetting process was developed to ensure consistency across the Agency in how instructors are compensated and to assist the operating departments in knowing what the Classification and Compensation (Class and Comp) Team requires to provide an appropriate rate of pay.

The **Specialty Services Pay Schedule** and the **Tennis Instructor Pay Schedule** were developed through a partnership with the operating departments who utilize these employees and the Class and Comp Team. These pay schedules were approved by the Department Heads and the Commission. The Specialty Services and Tennis Instructor pay schedules provide pay rates to be offered for instructors, coaches, and aides\*. In addition to the Specialty Services and Tennis Instructor Pay Schedules, a Guide was developed and is attached that provides grades and levels within grades for the types of classes to be instructed. Grades are based upon the type of instruction or classes provided. The levels within the grades are based upon the amount of experience, as well as the certifications and licenses held by the instructor or coach.

## Process:

Whenever an instructor, coach, or aide is to be utilized to provide instructional classes, coach a team, or assist a coach or instructor, a **Vetting Questionnaire** along with specific attachments must be provided to the Class and Comp Team for review and approval. The vetting questionnaire is a form used by the Class and Comp Team to determine the pay rate. It includes information regarding the type of class being taught as well as information about the proposed instructor, coach, or aide. The vetting questionnaire and attachments are required to be submitted to Class and Comp whenever an instructor, coach, or aide is initially hired; hired by a different facility; hired to teach, coach, or aide a different class; or has a position added as an instructor, coach, or aide. Attachments to be included include the potential employee's application, resume (if available), and certifications or licenses held by the individual. Instructional classes include but are not limited to recreation, sports, nature, coaching, cheer, dance, arts, life learning, STEAM and STEM, fitness, nutrition, music, photography, vocal, or crafts classes.

The vetting questionnaire should be reviewed and approved by Class and Comp prior to the Department offering a pay rate to the potential instructor, coach, or aide to ensure that the appropriate salary amount is offered. The Department cannot exceed the amount provided by Classification and Compensation without the written approval of a Deputy Director or Department Director. This approval cannot be delegated to anyone below the Deputy Director level. A copy of this approval must be submitted along with the Personnel Action to the HRIS Team.

A separate vetting questionnaire is required for each different class to be taught or sport to be coached, including when both competitive and developmental classes of one type are to be taught or coached by the same instructor.

A vetting questionnaire should take no longer than five (5) days to be reviewed and approved by the Class and Comp Team as long as all documentation has been provided. If the submitted vetting questionnaire has not been returned within 5 business days, please contact the Class and Comp Team to inquire about the status.

A process flow diagram is attached to show the various stages/steps of the process. The specialty services Instructor, Coach, and Aide definitions are also attached to guide your understanding of how the salary and grade are determined.

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\*Aide is defined as an assistant to an instructor or coach who teaches skills or parts of routines to a portion of the class. This may be a coach/instructor-in-training.

## What are the steps in the Vetting process?

**Step 1:** Department determines need for an instructor, coach, or aide.

**Step 2:** Department identifies instructor, coach or aide (through vacancy posting, interviews, and selection or utilizes instructor that is already employed or previously employed).

**Step 3:** Prior to offering the position to an instructor, coach, or aide, department provides the Classification and Compensation Team with the following documentation:

- NeoGov Application
- Resume (if available)
- Completed Vetting Questionnaire (see “How to Complete a Vetting Questionnaire”)
- Copies of Valid Certificates and Licenses

Classification and Compensation will use the submitted information to determine the potential employee’s rate of pay based upon the type of class to be taught as well as the education, experience, certifications, and licenses held by the candidate.

**Step 4:** Submit all completed documents to [ClassandComp@mncppc.org](mailto:ClassandComp@mncppc.org) with copy to the Classification and Compensation Manager [Boni.King@mncppc.org](mailto:Boni.King@mncppc.org).

**Step 5:** Within 5 days of receipt, the Classification and Compensation Team will review and approve a rate for the instructor, coach or aide. The Classification and Compensation Team will return a signed copy of the Vetting that provides the approved pay rate.

**Step 6:** The approved and signed Vetting should be submitted to HRIS along with the Digital Personnel Action (DPA), manual Personnel Action, or NeoGov transmittal. If the approved and signed Vetting is not provided, this may delay the hiring of instructor, coach or aide.

Any questions should be directed to [ClassandComp@mncppc.org](mailto:ClassandComp@mncppc.org) or one of the following Classification and Compensation team members:

Honovi Elwell – 301-454-1704 or email [Honovi.Elwell@mncppc.org](mailto:Honovi.Elwell@mncppc.org) or teams

Boni King – 301-454-1728 or email [Boni.King@mncppc.org](mailto:Boni.King@mncppc.org) or teams

## How to Complete the Vetting Questionnaire

The Vetting Questionnaire is a document completed by the department requesting an instructor, coach, or aide that is provided to the Classification and Compensation Team. This document along with the potential employee's/employee's application, resume (if available), and any licenses and certifications should be submitted to the Classification and Compensation Team **prior** to an offer being made to the instructor, coach or aide. The Vetting Questionnaire is available on the Classification and Compensation webpage on InSite.

### Required Fields on the Vetting Questionnaire

- a. Date of Submission
- b. Requesting Department and Division
- c. Name of Submitter
- d. Instructor, Coach, or Aide's Name
- e. Type of Instruction/Class and indicate whether the instruction/class is competitive. If the class is related to Nature Instruction indicate whether the instructor will deliver/develop curriculum or both. (Please provide detailed information)
- f. Requested Pay Rate and Grade
- g. Identify whether the instructor, coach or aide is a new hire, rehire, or add position
- h. Employee ID if the instructor, coach, or aide is currently or has been previously employed
- i. Highest level of education completed by the candidate/employee.
- j. Area of study
- k. Description of the class the candidate will be teaching/coaching (if sports related, also include whether competitive or developmental; if nature program related, also include whether developing or developing and delivering) and the age groups being taught or coached.
- l. Attach names and copies of any certificates or licenses held by the instructor or coach. Certificates and licenses can only be credited if copies are attached or can be validated through other means (e.g., online).

Submit Vetting Questionnaire along with copies of all certificates or licenses held by the instructor or coach to [ClassandComp@mncppc.org](mailto:ClassandComp@mncppc.org) and include copy to the Classification and Compensation Manager [Boni.King@mncppc.org](mailto:Boni.King@mncppc.org).

Note: If there is currently no existing job code/title that would align with the instructor/instructor aide instructional type, please submit a request for a job code/title to be added in the body of the email, with the proposed job title aligning with the instructional type.

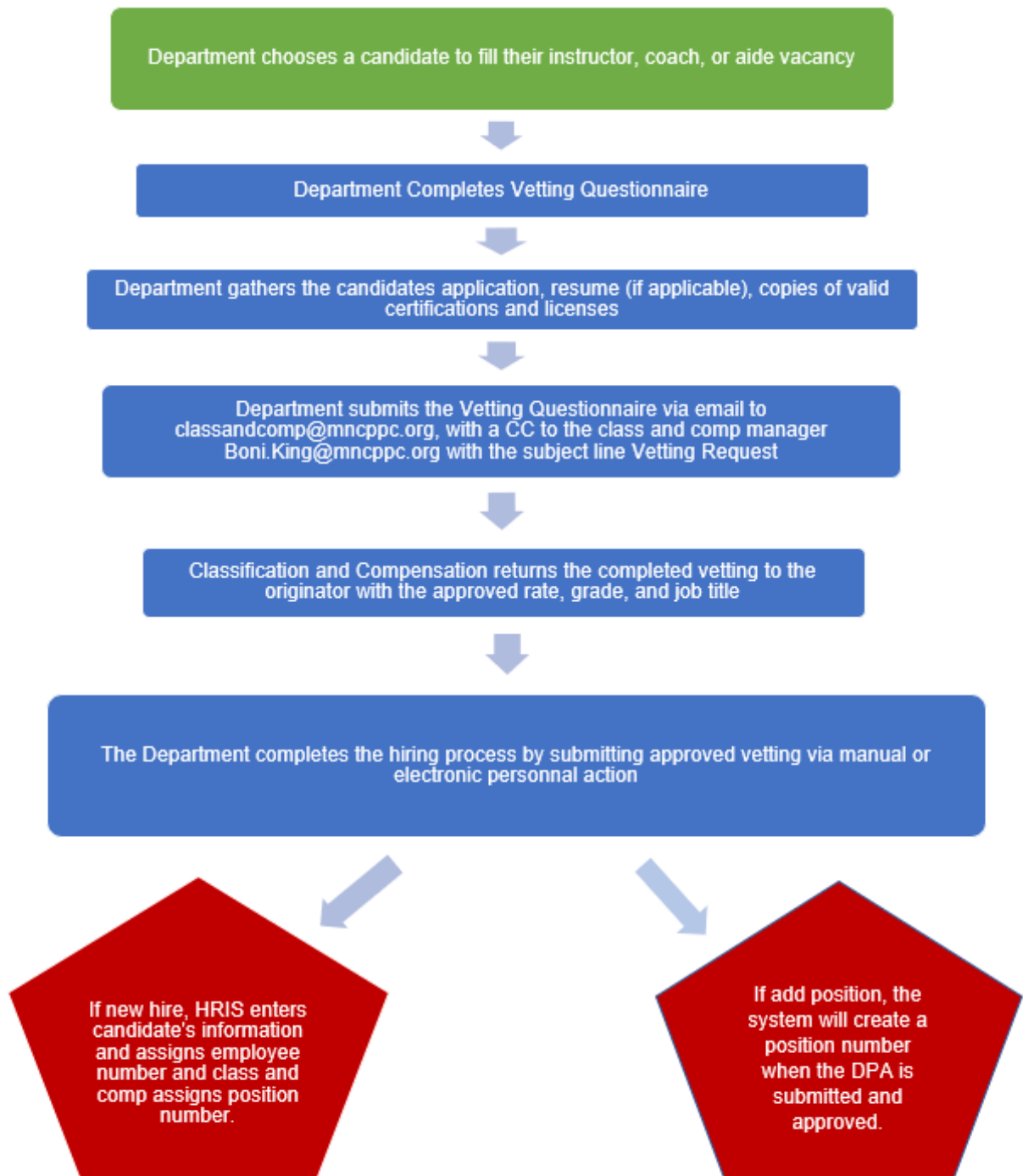
If Classification and Compensation does not respond within 5 business days, please contact them at any of the phone numbers below, through Teams or email.

Honovi Elwell – 301-454-1704 or email [Honovi.Elwell@mncppc.org](mailto:Honovi.Elwell@mncppc.org) or teams

Boni King – 3041-454-1728 or email [Boni.King@mncppc.org](mailto:Boni.King@mncppc.org) or teams

## Process Flow Diagram

A **process flow diagram** has been developed and is attached to identify the various stages of the hiring and review process for Instructors, Coaches, and Instructor/Coach Aides.





**Department of Human Resources and Management**  
**Maryland-National Capital Park and Planning Commission**

HUMAN RESOURCES DIVISION  
 6611 Kenilworth Avenue, Suite 404  
 Riverdale, Maryland 20737  
 Office: (301) 454-1700  
 Fax: (301) 454-1714

**Vetting Questionnaire**

Date of Submission: \_\_\_\_\_

Requesting Department & Division: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Type of Instruction: \_\_\_\_\_

Competitive and/or Developmental instruction:                      Competitive                      Developmental

Developing and/or Delivering Nature Programs:  
                     Developing                      Delivering                      Developing and Delivering

Requested Payrate & Grade:                      Rate \_\_\_\_\_                      Pay Grade \_\_\_\_\_

Is this a:    New Hire    Rehire    Add Position

If this candidate is internal, what is their Employee ID? \_\_\_\_\_

What is the candidate's highest level of education completed? \_\_\_\_\_

If Applicable, what was their area of study? \_\_\_\_\_

Describe the program the candidate will be teaching/coaching/aiding (please provide details to avoid delays in completing vetting.):

**List Attached Certifications**

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**SPECIALTY SERVICES PAY SCHEDULE DEFINITIONS** (8/6/21 to include  
Golf, COLA Effective 4/13/25, Minimum Wage Increase Effective 4/27/25)

| Job Title   | Grade | Definition  | Education  | Experience  | Examples of Position Titles   | Certifications  | Rate              |
|---|-------|---|--|---|---|---|-------------------|
| Specialty Services Instructor – <b>SS1A</b><br><br>Job Code 965 | S1A   | Used primarily for aides where the aide will be working with or paired with the instructor. | Minimum 16 years of age  | Up to 3 years of experience in the field and be at an intermediate skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.                               | Tutors, Martial Arts Aide, Sports class Aide, Visual or Performing Arts Aide, Fitness Instructor Aide, <b>Nature Program Instructor Aide</b> and Golf First Tee Instructor/Coach in Training  |   | <b>\$15.45/HR</b> |
| Specialty Services Instructor – <b>SSI2A</b>                    | S2A   | Used primarily for community-based classes at a developmental or introductory level.        | High School or GED<br><br>Some college or trade  | Up to 4 years of experience in the instructing in that discipline and must be at an intermediate skill level. Must show a thorough understanding of equipment used and safety precautions germane to class. | Instructors of general music, dance (ballet, jazz, hip hop, tap, line, hand, etc), crafts, holiday arts/crafts, basic level sound engineers and producers, developmental martial arts, developmental sports classes, foreign language classes, ESOL classes, technology office software, web-based software, cosmetology, mime; | Basic level achievement in discipline (ie. black belt in karate)<br><br><b>level 1 First Tee Coach w/min of 1 year of experience</b>  | <b>\$16.40/HR</b> |
| Specialty Services Instructor – <b>SSI2B</b>                    | S2B   | Used primarily for community based classes at a developmental or introductory level.        | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | More than 4 years of experience instructing in that discipline and must be at an intermediate skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.    | Instructors of music, dance (ballet, jazz, hip hop, tap, etc), crafts, holiday arts/crafts, basic level sound engineers and producers, developmental martial arts, developmental sports classes, foreign language classes, line dance, ESOL classes, technology office software, web-based software                             | Basic level achievement in discipline (ie. black belt in karate) or highest level certification in the specialized discipline;<br><br><b>Level 2 First Tee Coach w/min of 2 yrs exp &amp;</b> | <b>\$18.00/HR</b> |

| Job Title                                    | Grade | Definition  | Education  | Experience   | Examples of Position Titles   | Certifications   | Rate              |
|--|-------|---|--|--|---|--|-------------------|
| Specialty Services Instructor – <b>SSI3A</b> | S3A   | Used primarily for specialized classes which require a higher skill level or certification. | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | Up to 4 years of experience instructing in that discipline and must be at a very advanced/expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class   | Instructors of fitness classes, ceramics, pottery, photography, specialized dance (international, capoeira), competitive level dance, highly competitive gymnastics/sports coaches, guitar, piano, voice, sign language, advanced martial arts, advanced sound engineers, advanced producers, yoga, dance choreography musical technicians, and classes designated for individuals with disabilities, ice hockey coaches with certifications, <b>Nature Programs Instructors who deliver instruction.</b> | Highest level certification in the discipline (ie. black belt in karate) or possess the highest level certification in the specialized discipline  | <b>\$18.45/HR</b> |
| Specialty Services Instructor – <b>SSI3B</b> | S3B   | Used primarily for specialized classes which require a higher skill level or certification. | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | 4-10 years of experience instructing in that discipline and must be at a very advanced/expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.<br><br><b>0-4 years for nature program instructors who develop and deliver instruction.</b> | Instructors of fitness classes, ceramics, pottery, photography, specialized dance (international, capoeira), competitive level dance, highly competitive gymnastics/sports coaches, guitar, piano, voice, sign language, advanced martial arts, advanced sound engineers, advanced producers, yoga, dance choreography musical technicians, and classes designated for individuals with disabilities, ice hockey coaches with certifications.   | Highest level certification in the discipline (ie. black belt in karate) or possess the highest level certification in the specialized discipline<br><br><ul style="list-style-type: none"> <li><b>First Tee Level 3 w/3 yrs</b></li> <li><b>Golf Physical Fitness Instructor w/certs</b></li> </ul> | <b>\$23.00/HR</b> |

| Job Title                             | Grade | Definition   | Education  | Experience  | Examples of Position Titles   | Certifications   | Rate       |
|---------------------------------------|-------|--|--|---|---|--|------------|
| Specialty Services Instructor – SSI3C | S3C   | Used primarily for specialized classes which require a higher skill level or certification.  | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | More than 10 years of experience instructing in that discipline and must be at a very advanced/expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.<br><br><i>*Note: Fitness instructors who are certified to teach a trademarked class may be eligible to fit into this category and waive the 10 years experience. Classes of this nature would include: Cross Fit, Hydro Spin, Zumba, etc.</i><br><br>4 or more years for nature program instructors who develop and deliver instruction. | Instructors of fitness classes, ceramics, pottery, photography, specialized dance (international, capoeira), competitive level dance, highly competitive gymnastics/sports coaches, guitar, piano, voice, sign language, advanced martial arts, advanced sound engineers, advanced producers, yoga, dance choreography musical technicians, and classes designated for individuals with disabilities, ice hockey coaches with certifications, | Highest level certification in the discipline (ie. black belt in karate) or possess the highest level certification in the specialized discipline<br><br><ul style="list-style-type: none"> <li>First Tee Master Coach w/10 yrs</li> <li>PGA Pro-Member Pro Instructor (PGA, LPGA, USGTF) for non-revenue generating acts</li> <li>PGA Apprentice (PGA, LPGA, USGTF) for non-revenue generating acts</li> <li>Golf Clinic Instructor or Golf Fitting Instructor</li> </ul> | \$28.00/HR |
| Specialty Services Instructor – SSI4A | S4A   | Used primarily for highly specialized classes which require a higher skill level or certification.<br><br>Instructors at this level are rare to find and have attained skills through lifelong education and experience in their discipline. | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | Up to 4 years of experience instructing in that discipline and must be at a very expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.  | Instructors of Cultural History, Gardening, Horticulture, , specialized or rare music (steel drums, sitar), professional coach, specialized art (bronze casting), and sculpting.<br><br>Nature Programs Instructors who develop and deliver instruction – exceptional cases only  | Possess multiple high level certifications in the specialized discipline and can provide evidence of being the expert in their field at a regional level   | \$25.50/HR |



| Job Title  | Grade | Definition  | Education  | Experience  | Examples of Position Titles   | Certifications   | Rate   |
|--|-------|---|--|---|---|--|--|
| Specialty Services Instructor – <b>SSI4B</b>                   | S4B   | Used primarily for highly specialized classes which require a higher skill level or certification.<br><br>Instructors at this level are rare to find and have attained skills through lifelong education and experience in their discipline.    | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | 4-10 years of experience instructing in that discipline and must be at a very expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class.         | Instructors of Cultural History, Gardening, Horticulture, Specialty, specialized or rare music (steel drums, sitar), professional coach, specialized art (bronze casting), and sculpting. | Possess multiple high level certifications in the specialized discipline and can provide evidence of being the expert in their field at a regional level (ie college coach)                                | <b>\$30.50/HR</b>  |
| Specialty Services Instructor – <b>SSI4C</b>                   | S4C   | Used primarily for highly specialized classes which require a higher skill level or certification.<br><br>Instructors at this level are rare to find and have attained skills through lifelong education and experience in their discipline.    | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | More than 10 years of experience instructing in that discipline and must be at a very expert skill level. Must show a thorough understanding of equipment used and safety precautions germane to class. | Instructors of Cultural History, Gardening, Horticulture, specialized or rare music (steel drums, sitar), professional coach, specialized art (bronze casting), and sculpting.            | Valid driver's license<br><br>Possess multiple high level certifications in the specialized discipline and can provide evidence of being the expert in their field at a regional level (ie. college coach) | <b>\$ 35.50/HR</b>   |
| Specialty Services Instructor – <b>SS5</b><br><br>Job Code 969 | SS5   | Used primarily for extremely specialized classes which require a higher skill level or certification.<br><br>Instructors at this level are rare to find and have attained skills through lifelong education and experience in their discipline. | High School or GED<br><br>Some college or trade<br><br>Education/technical training in discipline being taught | Lifelong experience   | TO use this pay scale, a complete resume must be submitted to the Human Resources Director for review. You will need his/her ADVANCE approval, in writing, before making a job offer.     | Valid driver's license<br><br>Possess multiple high level certifications in the specialized discipline and can provide evidence of being the expert in their field at a regional level (ie. college coach) | TBD by HR Director on a case by case basis and using the candidate's qualification, education and experience in that extremely specialized skill |

Any rates outside of these guidelines must be approved by Deputy Directors of Parks and Recreation, Deputy Directors of Montgomery County Parks, or the Classification and Compensation Office.

**Note for Golf:** The following instructors are paid at minimum wage plus Revenue Sharing at 50% on RSI (975)- Golf Simulation Instructor; PGA Pro/Member, Pro Instructor, and PGA Apprentice Instructor (PGA, LPGA, USGTF) for group/individual lessons (revenue generating activities). First Tee Administrative work assigned to Seasonal/Intermittent Pay Schedule and Golf Equipment Repair is to be absorbed by existing pro-shop staff. (2/17/17)