



**MATRIX**  
**SPECIAL CONSULTANT VS. INDEPENDENT CONTRACTOR**

This matrix is provided to assist campus personnel in determining if an individual service provider should be classified as a Special Consultant or an Independent Contractor.

1. If the majority of the conditions fall in the “Special Consultant” column, please contact HR for further guidance.
2. If the majority of the conditions fall in the “Independent Contractor” column, please prepare an Independent Contractor Checklist and attach to a CFS requisition for processing by PCLASS.

<b>Special Consultant (processed by HR)</b>		<b>Independent Contractor (processed by PCLASS)</b>	
	Is a current State, CSU, or CSUDH employee.		Is not a current State, CSU, or CSUDH employee.
	Has been a CSU employee with the past 24 months.		Is engaged in the pursuit of an independent trade, business, or profession in which these same services are offered to the public.
	No other appropriate classification currently exists in CSU system.		Is an individual operating a business as a “sole proprietor” who will be the only person performing the work or service(s).
	Work is of a temporary nature (normally not to exceed one year).		Works for an established set fee and not for a salary or hourly wage.
	Total employment within the CSU does not exceed 125% (includes all auxiliary organizations).		Services are of a specialized or technical nature and knowledge, expertise or experience are not available within CSUDH.
	The work must be of a significantly different nature from an individual’s normal or primary work assignment.		Requires no training or supervision and has total control over the work or services being performed. Has a specific schedule or timeline to be followed for instruction, lecture, presentation, etc.
	Will not act as coordinator of an on-going or recurring academic or academic-related program. Such coordinators should be placed in an appropriate CSU classification (e.g., class code 2361, 12-month faculty).		Equipment, materials, supplies and work area are not provided by the CSUDH.