

SPECIAL CONSULTANT PROCEDURES

POLICY

The CSU Special Consultant classification is used to appoint an individual to work under general direction to perform a special assignment or coordinate a special project based upon their knowledge, ability or expertise when there is no other appropriate CSU classification available. The classification must be used for work that meets the "exempt" criteria of the Fair Labor Standards Act (FLSA). The University can exercise control over how the work is performed. **Special Consultants are paid a daily rate regardless of the hours worked in a given day.** The Special Consultant classification is not represented by a collective bargaining agreement. The Special Consultant salary is taxed (unlike the compensation for independent contractors, which is not taxed). Departments may not use the Special Consultant classification to appoint a CSUDH non-exempt employee to a temporary appointment.

Current CSU employees who accept additional employment as Special Consultants are subject to the Additional Employment Policy and the terms of the applicable collective bargaining agreement, which limit total employment within the CSU to a maximum of 125% of full time (includes all auxiliary organizations). The work must be of a significantly different nature from an individual's normal or primary work assignment.

CSU Retired Annuitants who are appointed as Special Consultants are subject to CalPERS regulations which limit total employment to 960 hours (120 days) annually on a fiscal year basis. The consultant's supervisor is responsible for monitoring the total time worked and total amount paid.

PROCEDURES

The *Special Consultant Contract* shall be completed for all Special Consultant appointments and reappointments before their work begins. The form requires the information identified below:

- List other CSU employment held by the recommended consultant; if any.
 - The beginning and ending date of appointments as Special Consultant must be listed.
 - The salary rate is based on work to be performed, and special skills and experience. For reference, see CSU Salary Schedule, E99 Excluded Classes, Class Code 4660.
 - Description of the specific purpose and outcome of the project; the primary duties and responsibilities and the specialized and unique skills, knowledge and experience the consultant possesses or must have to perform duties shall be identified.
- All signed approvals shall be obtained from the Appropriate Administrator assigning the work and shall be
- submitted to Human Resources for authorization **prior** to beginning the assignment. Departments will be notified once the contract has been approved.

New Consultants (without current or prior CSUDH employment) are required to sign an Oath of Allegiance and comply with the Immigration Reform and Control Act of 1986 (IRCA) by completing a Form I-9 and presenting original documents that establish identity and employment authorization to Human Resources. The documents must be presented on or before the first day of employment.

For faculty, this appointment must be signed by the appropriate Dean, Faculty Affairs, and the Provost; for non-faculty, this appointment must be signed by the Appropriate Administrator.

All Special Consultant appointments must be authorized by Human Resources.