

# SPECIAL CONSULTANT APPOINTMENT GUIDELINES

## I. PURPOSE / DESCRIPTION

Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge, ability or expertise. This classification should be used for work that meets the “exempt” criteria of the Fair Labor Standards Act (FLSA) and is not to be used for non-exempt work. Incumbents in this classification are paid on a daily rate.

Special Consultants must be certified as eligible to work under the provisions of the Immigration Reform and Control Act (IRCA). They are covered by workers’ compensation and unemployment insurance through the University. They are not eligible for benefits such as sick leave, vacation, health and dental benefits. Special Consultants participate in a University retirement plan and contribute to Medicare. If the Special Consultant is an active member of the California Public Employees’ Retirement System (CalPERS), deductions will be taken for Social Security. If the individual is not a retired CalPERS annuitant or active member, s/he will be placed in the State of California Part-time, Seasonal and Temporary (PST) retirement plan. PST is a 457 defined benefit plan administered by the Savings Plus Program.

## II. PROCESS

### A. Hiring Department Responsibilities

- Ensure the consultant meets the Special Consultant criteria (*See Reference Materials – Classification Standards, Summary of Assignments and Procurement Independent Contractor*)
- Ensure that the Special Consultant Appointment will not put a CSU employee over the 125% employment limit, and that all work will be performed outside normal CSU work hours.
- Refer to the Special Consultant Hiring Checklist and complete the **Special Consultant Appointment Form**.
- Request review and approval from Faculty Affairs of all Special Consultant appointments for Faculty (R03) employees.
- Submit the fully signed **Special Consultant Appointment Form** to Human Resources (Craven 1200) for processing.
- If the Special Consultant is not currently a CSUSM employee (even if employed at another CSU), or has not held a Special Consultant appointment in the last year, ensure the consultant comes to Human Resources to complete Sign-In documents **on or prior to the first day** of their appointment.
- Ensure the Special Consultant does not begin their assignment prior to receiving the approved Special Consultant Appointment Form from Human Resources.
- Ensure Special Consultant timesheets accurately reflect days worked within the approved date range and submit directly to Payroll for processing.

### B. Special Consultant Responsibilities

- Review, understand and signify acceptance of the terms of the position by signing the **Special Consultant Appointment Form**.
- If a current CSU employee, ensure you do not exceed the 125% employment limit and that all work will be performed outside normal CSU work hours.
- If not a current CSUSM employee, or have not held a Special Consultant Appointment within the last year, you will be required to come to Human Resources (Craven 1200) to complete Sign In documents **on or prior to the first day** of the appointment.
- Do not begin the assignment until the hiring Department has received Human Resources approval.
- Complete Special Consultant timesheets accurately reflecting days worked within the approved date range and submit to the hiring Department for approval.

## C. Human Resources Responsibilities

- Upon receipt of the **Special Consultant Appointment form**, determine that the work to be done is non-bargaining unit work and fits within the Special Consultant category of professional, exempt, specialized, temporary work.
- Determine if the daily rate being requested falls within the Special Consultant salary range.
- Identify all current CSU or State Agency appointments, if any, held by the Special Consultant.
- Verify/Alert the hiring department if the Special Consultant is a CalPERS rehired annuitant.
- Review Sign In documents and Faculty Affairs approvals, when applicable.
- Recommend request be approved or denied.
- Notify the Hiring Department that the Special Consultant may begin working or, if denied, alternative method to appoint.

## III. References

All documents can be found on the Human Resources Webpage:

### [Employment & Compensation//Special Consultant](#)

- Special Consultant Hiring Checklist
- Special Consultant Classification Standards
- Special Consultant Versus Independent Contractor Summary of Assignments
- Procurement – Independent Contractor Determination Checklist