



University Executive Directive #12-01	Issue Date: 10/29/2012
Subject: Special Consultant Appointment	Revision Date:
Approved: <i>Levy M. Moisheitz</i> President	
Contact: Human Resources, 5-3634	

AUTHORITY

In accordance with HR 2005-33, HR 2002-05, and Public Contract Code 2003-21 (“Additional Employment Policy”) campus presidents have been delegated authority to establish requirements for the appointment of Special Consultants.

POLICY

The CSU Special Consultant classification is used to appoint an individual who will work under general direction to perform a special assignment or coordinate a special project based upon a particular knowledge, ability or expertise and when there is no other appropriate CSU classification available. Special Consultants are paid a daily rate.

Current CSU employees who accept additional employment as Special Consultants are subject to the Additional Employment Policy and the applicable collective bargaining agreement, which limit total employment within the CSU to a maximum of 125% of full time. As a result, for full-time faculty, the maximum days worked annually as a Special Consultant cannot exceed 60 and the time worked should be considered and/or coordinated with any other CSU appointment(s).

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 *Appointment of Special Consultant* form shall be completed for all special consultant appointments. The form requires the information identified below:

- Any other CSU employment held by the recommended consultant must be listed on the form including work as a Student Assistant, Graduate Assistant or Work-Study Student.
- The beginning and ending date of appointment as Special Consultant must be listed. A new form must be completed for each reappointment.
- The recommended daily salary rate shall be determined in consultation with Human Resources. The current CSU daily rate minimum is \$91 and the maximum is \$1,214. The salary rate shall be based on work to be performed, equity with other positions on campus and in the CSU, and special skills and experience. For reference, see CSU Salary Schedule, E99 Excluded Classes, Class Code 4660.



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- The specific purpose and outcome of the project shall be described; 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 and submitted to Human Resources for authorization.

For new Consultants (no current or prior CSU employment) biographic information or current vitae, resume or application for employment shall be submitted along with the *Appointment of Special Consultant* form. New Consultants 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 Payroll. The documents must be presented on or before the first day of employment.



Appointment (For faculty, this appointment must be signed by the appropriate dean, as the MPP supervisor, and Faculty Affairs, and the Provost or designee; for non-faculty, this appointment must be signed by the appropriate MPP Supervisor. All Special Consultant appointments must be authorized by Human Resources and submitted to Payroll before work begins.)

Consultant's Name: _____

Department: _____ Dept ID: _____

SS Number (Last 4 digits): xxx-xx-_____ Position Number: _____

Current CSU Employee: Yes* No

*If yes, indicate classification _____ Time Base _____

Duration of Appointment: From: _____ To: _____

Recommended DAILY salary Rate: \$_____ per day (note: CSU daily rate min. \$91; max. \$1,214. Salary rate shall be based on work to be performed, equity with other positions on campus and in CSU, and special skills and experience)

Indicate: a) total annual amount not to exceed _____ b) the total days to be worked not to exceed _____

ASSIGNMENT OR PROJECT DESCRIPTION

Brief summary of project:

Major duties and responsibilities of consultant:

Special qualifications the consultant possesses to perform the assignment:

RECOMMENDATION

Project Supervisor: _____
Print Name/Title Extension

MPP Supervisor: _____
Print Name Signature/Date

APPROVAL

Faculty Affairs (Faculty Only): _____
Signature Date

Provost or Designee (Faculty Only): _____
Signature Date

AUTHORIZATION

Human Resources: _____
Signature Date