

Special Consultant Agreement Form

Please use this form to appoint current SSU Non-Faculty employees and current Faculty employees at another campus. For an active SSU Faculty member, please submit the Intermittent Faculty-related Appointments Form to Faculty Affairs and Success. **In order for Human Resources to process, the Special Consultant Agreement and Limited Mandated Reporter Forms must be completed in full and submitted together.**

Consultant Name: _____ SSU Empl. ID: _____

Consultant Email: _____ Consultant Phone: _____

Consultant Address: _____

Select One:

- ☐ Has another position with Sonoma State University
- ☐ Has a position at another CSU campus (campus: _____)
- ☐ Has no CSU affiliation at this time
- ☐ Rehired Annuitant

Start Date: _____ End Date: _____

Estimated total number of work days: _____

HR Dept #: _____ Hourly Rate: _____
(Hourly consultant rate range)

Payroll Unit: _____ Total Budget Authorized: _____

PeopleSoft Position # (HR only): _____

Distribution of Labor Cost: _____ Grant Funded ☐ Yes ☐ No

Fund	Finance Dept. ID	Project/Grant	% Applied

I have reviewed the [Sonoma State University Processing Guidelines for Non-Faculty Special Consultants](#). This appointment will be consistent with the appropriate CSU guidelines and any collective bargaining agreement(s).
*if applicable for dept./unit

Department Reviewer/Principal Investigator*

Academic Affairs Budget*

Appropriate Administrator

University Budget

Dean/Director/Senior Director

Vice President/Provost/AVP

Human Resources

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POSITION PURPOSE

Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge ability or expertise. Incumbents in this classification perform administrative studies, make appropriate recommendations, conduct oral briefing of study results and prepare written reports. Incumbents may also be asked to work with other SSU personnel to implement a desired plan of change, providing the necessary coordination, guidance and training.

MAJOR DUTIES

(This field is required and must be completed by Appropriate Administrator)

WORK ENVIRONMENT

Duties are performed in various locations on the Sonoma State University campus and/or remotely using standard office technology which may require the use of a computer and/or other audiovisual equipment.

MINIMUM QUALIFICATIONS

Extensive experience in the area or specialty for which the Special Consultant services are being required, and which demonstrates that the incumbent has applied successfully a wide variety of knowledge and skills to achieve objectives.

CONDITIONS OF APPOINTMENT

Special Consultant appointments are approved only for the dates, hourly rate, and total number of days specified in this agreement. Any changes in employment require review and approval by Human Resources. Special Consultant appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments. If the assignment, as described in this agreement, is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel this contract or to reduce the total number of days for which payment will be made. Current CSU system employees who accept additional employment as Special Consultants are subject to the Additional Employment Policy of the California State University (HR 2002-05 and Public Contract Code 2003-21) or the applicable collective bargaining agreement, all of which limit total employment within the CSU to a maximum of 125% of full time. According to the California Government Code, Section 21224, a retired public employee may only be appointed without reinstatement from retirement, or loss or interruption of benefits, if the appointment is either during an emergency to prevent stoppage of public business, or because the retired person has specialized skills needed in performing work of limited duration. It is the retiree's responsibility in conjunction with the campus to track hours of employment and ensure that the total(s) do not exceed 960 hours in a fiscal year. Under the Immigration Reform and Control Act 1986 (IRCA), all new consultants are required to complete a Form I-9 and present original documents that establish identity and employment authorization to the Human Resources Office. The documents must be presented on or before the first day of employment and must be originals. A background check (including a criminal records check) must be completed satisfactorily before work is authorized to begin. Failure to satisfactorily complete the background check may affect the status of this agreement or continued employment of current employees.

TAXES

Special Consultant pay may be subject to social security/retirement/Medicare tax deductions and will result in receiving a W-2 which, for current CSU employees will be aggregated with regular pay for tax purposes.

BENEFITS

Special consultants may be eligible for Worker's Compensation Insurance and Unemployment Insurance. Effective July 1, 2021, compensation in Special Consultants classifications may no longer be reported to CalPERS for any employees in this classification.

PAYMENT PROCESS

Special Consultants are paid at an hourly rate. An approved [Digital Hourly Intermittent Payroll Voucher](#) must be submitted to the project supervisor before the campus Payroll Office can request payment from the State Controller's Office. A separate voucher is required for each pay period Payroll calendars can be found by clicking this link: [Payroll Calendar](#). Consultants on the State's Direct Deposit Program will have their payments deposited; Consultants who wish to have their checks mailed must provide a self-addressed, stamped envelope to the Payroll Office before pay day.

I agree to perform the duties described above within the time period indicated. If I am a new or returning employee, I understand I will need to provide identification documents and complete certain forms prior to the effective date of this appointment. In addition, I understand that no payment will be made without an approved Special Consultant Voucher submitted to the Payroll Office for each pay period worked. I certify that this Special Consultant assignment will not conflict with my regular SSU employment, if any.

Consultant Signature: _____

Date: _____

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Limited Mandated Reporter

Limited Reporters' Statement Acknowledging Requirement to Report Child Abuse and Neglect

California law requires certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a Mandated Reporter (General Reporter). As a General Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

[CSU Executive Order 1083 Revised](#) identifies two categories of employees as mandated reporters:

- **General Reporters:** those who are legally required to report child abuse or neglect no matter where it occurs.
- **Limited Reporters:** those who are legally required to report child abuse or neglect only if it occurs on CSU premises or at an official activity of, or program conducted by, the CSU.

Training

"Mandatory Reporting of Child Abuse and Neglect" is training which will be assigned to all employees and delivered through our Learning Management System, Skillport. This training is required for managers and highly recommended for all other employees. Please log into SSU online services, select "Skillport," and click on "View My Plan" to access this training.

WHEN REPORTING ABUSE IS REQUIRED

As a Limited Mandated Reporter, whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, on CSU premises or at an official activity of, or program conducted by, the CSU, you must report the suspected incident. (Penal Code §§ 11166(a) and 11165.7 (a) (4)).

PROCEDURE FOR REPORTING

- Step One - By phone: Immediately, or as soon as possible, after observing the abuse and/or neglect, make a telephone report to Sonoma County Child Protection 24/7 Hotline (707) 565-4304 or (800) 870-7064
- Step Two - In Writing: Within 36 hours, file a written report and email it to FYCSCAR@schsd.org, (link sends e-mail) or fax to (707) 565-4324. Complete the California Suspected Child Abuse form (SS 8572) online. See the state guidelines for completing Form SS 8572. You can save the document, then email the form, or download the form, print and fax.
- In case of an emergency or if a crime is in progress, employees should always immediately call 911.

Note: Reporting to a supervisor, a coworker, or other person is not a substitute for making a mandated report to one of the agencies listed above.

Additional Resources

- [CSU Executive Order 1083 Revised](#)
- [Excerpts of California Child Abuse and Neglect Reporting Act Penal Code Sections 11164 through 11165.7, 11166, 11166.01, and 11167 – Attachment A, CSU Executive Order 1083 Revised](#)
- [Categories of Mandated Reporters– Attachment B, CSU Executive Order 1083 Revised](#)
- [Limited Reporter Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect Form - Attachment C, CSU Executive Order 1083 Revised](#)
- [General Reporter Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect Form - Attachment D, CSU Executive Order 1083 Revised](#)
- [California Suspected Child Abuse Form \(Form SS 8572\)](#)
- [Guidelines for completing Form SS 8572](#)
- [Sonoma County Family Youth and Children's Services](#)

ABUSE AND NEGLECT THAT MUST BE REPORTED

- Physical abuse, meaning physical injury other than by accidental means inflicted on a child (Penal Code § 11165.6).
- Sexual assault, including sex acts with a child, intentional masturbation in the presence of a child, child molestation, and lewd or lascivious acts with a child under 14 years of age or with a child under 16 years of age if the other person is at least ten years older than the child (Penal Code § 11165.1(a)(b)).
- Sexual exploitation, including acts relating to child pornography, child prostitution, or performances involving obscene sexual conduct by a child (Penal Code § 11165.1(c)).
- Statutory rape involving sexual intercourse between a child under 16 years of age and a person 21 years of age or older, which is also a form of "sexual assault" (Penal Code § 11165.1(a)).
- Neglect, meaning the negligent treatment or maltreatment of a child by a parent, guardian or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare (Penal Code § 11165.2).

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- Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered (Penal Code § 11165.3).
- Unlawful corporal punishment, meaning a situation in which any person willfully inflicts upon a child cruel and inhuman corporal punishment or a physical injury (Penal Code § 11165.4).

WHAT IS NOT CHILD ABUSE OR NEGLECT?

The law does not consider the following child abuse or neglect for reporting purposes:

- Injuries caused by two children fighting during a mutual altercation (Penal Code § 11165.6)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment (Penal Code § 11165.6)
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property, for self-defense, or to obtain possession of weapons or other dangerous objects under a child's control (Penal Code § 11165.4)
- Corporal punishment, unless it is cruel or inhumane or willfully inflicts a physical injury (Penal Code § 11165.4)
- Not receiving medical treatment for religious reasons (Penal Code § 11165.2(b))
- Acts performed for a valid medical purpose (Penal Code § 11165.1(b) (3))
- An informed and appropriate medical decision made by a parent, guardian or caretaker after consultation with a physician who has examined the child (Penal Code § 11165.2(b))

IMMUNITY AND CONFIDENTIALITY OF REPORTER

Mandated Reporters cannot be held civilly or criminally liable for their reports. Instead, they are granted immunity from prosecution for their reporting of suspected child abuse (Penal Code § 11172(a)). Both the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies (Penal Code § 11167(d)).

PENALTY FOR FAILURE TO REPORT ABUSE OR IMPEDING REPORT

Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.

ACKNOWLEDGMENT

I acknowledge being provided with copies of Penal Code Sections 11165.7, 11166, 11166.01, and 11167. I acknowledge and understand my responsibility and legal obligation to report known or suspected child abuse or neglect in compliance with Penal Code Section 11166.

Employee Name: _____ Employee ID: _____

Employee Signature: _____