

The following processing guidelines are applicable to individuals classified as  
NON-FACULTY SPECIAL CONSULTANTS (Class Code 4660) only

## I. DEFINITIONS

For the purpose of these procedures, the following definitions will apply:

1. *Employer* - Sonoma State University (SSU) appointing power.
2. *Non-faculty Special Consultant* (Class Code 4660) - An individual who is subject to the will and control of the University while performing special assignments, not related to classroom instructions, of a temporary nature based on a particular knowledge, ability, or expertise. Individuals may be designated as Special Consultants only if no other appropriate CSU classification is available. Special Consultants are considered temporary employees of the University and are paid a daily salary regardless of the number of hours worked in a given day.

Current CSU employees who accept additional employment as Special Consultants are subject to the Additional Employment Policy of the California State University or the applicable memorandum of understanding (MOU), all of which limit total employment within the CSU to a maximum of 125% of full-time.

3. *Independent Contractor* - An individual who is subject to the control or direction of the University merely as to the result to be accomplished by the work and not as to the means and methods for accomplishing the result. Independent Contractors are not considered employees of the University. Payment is based upon completion of specific work, rather than time worked.

An independent contractor must meet the following criteria:

- Is not currently appointed to a temporary, probationary, or permanent University-funded or reimbursed position
- Is engaged in an independent trade, business, or profession in which these same services are offered to the general public. In most cases, the individual will be required to provide a Business License Number, a Taxpayer I.D. Number, and a Company Name
- May not and does not participate directly or indirectly in the benefit programs of the University. Supplies, work area, and personal liability insurance are not furnished by the University
- The services to be performed are not available within SSU, cannot be performed by SSU employees, or are of such a specialized or technical nature that the knowledge, experience, or ability are not available through the normal staffing process.

## II. SPECIAL CONSULTANT APPOINTMENT (Employee Appointment)

1. Documentation Required for Appointment:

The following items, with appropriate approval signatures, must be submitted to Employment Services for review, processing and final approval prior to the effective date of the appointment:

- **Special Consultant Agreement form** which must include a detailed description of the duties to be performed and an explanation of the duration of the appointment, daily rate and maximum of days approved. Effective immediately, all special consultants are designated as limited reporter per CSU Executive Order 1083 Revised. For more information, please see [Child Abuse Mandated Reporting](#). Limited Reporter Acknowledge is required to be completed as part of the Special Consultant Agreement Form
- Current employees who accept additional employment as special consultants during their normal work hours will need to submit a statement from the Appropriate Administrator indicating an adjustment to the employee's regular work schedule will be made so that the special consultant assignment will not conflict with the regular assignment

In addition, consultants who are new to SSU or are returning following a break in service of six months or more must complete the documents listed below in the HR Office within three (3) days of the effective date of their appointment or on the first day of employment if the appointment is for less than three (3) days:

- [New Employee Information Form](#)
- [Employee Action Request Form \(W-4\)](#)
- [I-9 Employment Eligibility Verification Form](#)
- [Notice of Exclusion From CalPERS Membership](#)
- [Statement Concerning Your Employment in a Job Not Covered by Social Security](#)

**To ensure the integrity of the process and to avoid subjecting the University to inappropriate liability, an individual shall not begin work until Employment Services confirms with the department that the Special Consultant has successfully completed a background check and the Special Consultant Agreement form has been approved.**

A copy of the approved Special Consultant Agreement form will be emailed to the consultant and the hiring department by the Office of Human Resources as notification of approval.

## 2. Document Required for Payment

The Special Consultant Pay Voucher, with appropriate approval signatures, will be submitted to [hr@sonoma.edu](mailto:hr@sonoma.edu), upon completion of the assignment or at the end of the monthly pay period, whichever comes first. Separate monthly time sheets will be required for each pay period covered by a Special Consultant Agreement form.

NOTE: In the event the assignment described on the face of the Special Consultant Agreement form is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel the appointment (and all payment) or to reduce the total number of days for which payment will be made.

## 3. Special Consultant Appointment Changes

Once a Special Consultant Agreement form has been approved, substantial changes in the assignment or any changes in the daily salary rate or in the total number of days authorized will require a new Special Consultant Agreement form.

### III. INDEPENDENT CONTRACTOR

All Independent Contractor appointment needs to be submitted via E-req to Contracts and Procurement Office, with the Independent Contractor Review Request Form attached.