

## Special Consultant Agreement Form

(Please use this form to appoint current SSU Non-Faculty employee, and current Faculty employee at another campus. For an active SSU Faculty member, please submit [Intermittent Faculty-related Appointments Form](#) to Academic Personnel)

**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 Address: \_\_\_\_\_ Consultant Phone: \_\_\_\_\_

Consultant Email: \_\_\_\_\_

Select One: ☐ Has another staff/MPP position with Sonoma State University  
☐ Has a position at another CSU campus (campus: \_\_\_\_\_)  
☐ Has no CSU affiliation at this time

If Consultant is an SSU or CSU employee, Appropriate Administrator to complete the following:

Classification: \_\_\_\_\_ Dept.: \_\_\_\_\_ Time Base: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Estimated total number of work days: \_\_\_\_\_

HR Dept #: \_\_\_\_\_

Daily Rate: \_\_\_\_\_

**\*\*Effective 1/1/23, minimum daily rate is \$124 and maximum daily rate is \$1,250\*\***

Payroll Unit: \_\_\_\_\_

Total Budget Authorized: \_\_\_\_\_

PeopleSoft Position # (HR only): \_\_\_\_\_

Distribution of Labor Cost:

Grant Funded ☐ Yes ☐ No

Fund	Finance Dept. ID	Project/Grant	% Applied

NOTE - this form must be signed by Dean or Director and approved by Human Resources before any work begins.

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).

\_\_\_\_\_  
Department Reviewer/Principal Investigator\*

\_\_\_\_\_  
Academic Affairs Budget\*

\_\_\_\_\_  
Appropriate Administrator

\_\_\_\_\_  
University Budget

\_\_\_\_\_  
Dean/Director/Senior Director

\_\_\_\_\_  
Vice President/Provost/AVP

\* if applicable for dept./unit

\_\_\_\_\_  
Human Resources

**Special Consultant Agreement Form****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 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, daily rate, and total number of days specified in this agreement. Any changes in the period of employment, the daily rate, the total number of days authorized, or assignments must be submitted on a new agreement form and approved by the Office of 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 list of acceptable I-9 documents can be found at this link: <http://www.uscis.gov/files/form/I-9.pdf>, or you may contact University Personnel ([hr@sonoma.edu](mailto:hr@sonoma.edu)). 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.

Effective July 1, 2021, compensation in Special Consultants classifications may no longer be reported to CalPERS for any employees in this classification.

**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.

**PAYMENT PROCESS**

Special Consultants are paid on a daily rate basis. An approved [Staff Special Consultant Voucher](#) must be submitted to the project supervisor, in accordance with their instruction, before the campus Payroll Office can request payment from the State Controller's Office. If paid on a monthly basis, a separate voucher is required for each pay period (NOTE: pay periods do not always match the calendar months. 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: \_\_\_\_\_

# 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.

**A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.**

Online training is available to you at <https://ds.calstate.edu/?svc=skillsoft> (under keyword search "Mandated Reporter")

**This training is mandatory for all management employees. While it is not required for other employees, we strongly encourage all employees to take 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) (41)).

### PROCEDURE FOR REPORTING

To make a report, you **must** do the following:

- **Immediately, or as soon as practically possible**, contact by phone Sonoma County Child Protection Hotline (24/7) **(707) 565-4304** or **(800) 870-7064**
- **Within 36 hours of receiving the information concerning the incident**: complete Form **SS 8572** per the **instructions**; email or fax the printed form to (707) 565- 4324.

Additional names and contact information for agencies that can accept reports are available online at the following websites:

- California State University Police Departments (by campus): <http://calstate.edu/strategicinitiatives/UPD/contacts.shtml>
- Child Protective Services by County:  
[http://www.hwcws.cahwnet.gov/countyinfo/county\\_contacts/hotline\\_numbers.asp](http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/hotline_numbers.asp)
- For Sheriffs' Departments (by county): <http://www.calsheriffs.org/sheriffs-offices.html>

**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.

### 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)).

## Limited Mandated Reporter

**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).

**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 enjoy 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

A Mandated Reporter who fails to make a required report of abuse, or any administrator or supervisor who impedes or inhibits a report, is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1,000, or both (Penal Code Section 11166(c) and Section 11166.01(a)). Where the abuse results in death or great bodily injury, the Mandated Reporter who fails to make a required report or administrator or supervisor who impeded or inhibited the report is subject to punishment of up to one year in jail, a fine of \$5,000, or both (Penal Code Section 11166.01(b)).

### 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's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department Name: \_\_\_\_\_

Signature: \_\_\_\_\_