

The following processing guidelines are applicable to individuals classified as
NON-FACULTY SPECIAL CONSULTANTS (Class Code 4662)

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* - 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.

All state non-faculty employees (current CSU, former CSU, rehired annuitant, or other state agency) must be hired and paid as an Hourly Intermittent Special Consultant (4662).

Current CSU non-faculty 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.

Current CSU non-faculty employees shall be paid as a Special Consultant via the Interagency Financial Transaction (IFT) process when a campus is due funds or owes payment to another CSU Campus.

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 Non-Faculty Appointment Types and Payment Process

I. Current Non-Faculty SSU Employee Receiving Payment from Another CSU Campus:

The Sonoma State University (SSU) non-faculty employee is required to obtain an email from the CSU campus department that services and payment will be rendered from documenting the proposed scope of work, dates of employment, and total compensation.

The SSU employee/department must submit the proposed additional employment documentation to Human Resources for review and approval prior to the effective date of the appointment. If approved, the SSU employee will work directly with their department to submit the Staff Special Consultant Appointment form per the standard process.

- The Special Consultant Agreement form must include a detailed description of the duties to

be performed and an explanation of the duration of the appointment, hourly rate and maximum of days approved at the campus services and payment will be rendered from.

- Current SSU 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, if applicable.

Once the work assignment is complete, the SSU department will work with Accounts Receivable and go through the IFT process to collect reimbursement from the CSU campus that services were rendered from. The SSU department is required to complete the [AR Billing SmartSheet Request Form](#), including the following information: campus/Chancellor's Office (CO), contact name and email address, description for payment, SSU's department specific chartfield string, and the total payment amount. The CO requires approval from the campus/CO stating they agree to pay the total amount to the home campus of the employee rendering services, and any backup associated with the request. Once reimbursement has been received, the SSU department is required to submit a staff consultant payment voucher for processing.

- The [Digital Hourly Intermittent Payroll Voucher](#), with appropriate approval signatures, must be submitted by the SSU department to hr@sonoma.edu, upon completion of the assignment. Separate time sheets will be required for each pay period covered.

II. Current CSU Non-Faculty Employee Receiving Payment from Sonoma State University:

An email from the department where services and payment will be rendered from at Sonoma State University (SSU) must be provided to the CSU employee outlining the scope of work, dates of employment, and total compensation. The CO requires approval from the campus/CO stating they agree to pay the total amount to the home campus of the employee rendering services, and any backup associated with the request. The CSU employee is required to work with their home campus department to submit the additional employment paperwork per their campus standard process. The CSU employee's primary home campus will need to go through their Accounting Department to request reimbursement funds via IFT from Sonoma State. Once Sonoma State is in receipt of the IFT, Accounting will work with the SSU department directly to obtain the chartfield string to process the reimbursement of funds.

III. Standard Special Consultant Appointment (CA State Agency Employee, Former CSU Employee, rehired annuitant, and/or Other):

The following items, with appropriate signature approvals, must be submitted to Human Resources 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, hourly rate and maximum of days approved. Effective immediately, all special consultants are designated as limited reporter per CSU Executive Order 1083 Revised. Limited Reporter Acknowledge is required to be completed as part of the Special Consultant Agreement Form.
- Consultants who are new to SSU or are returning following a break in service of six months or more must complete the required employment documentation provided by Human Resources 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.

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

- Document Required for Payment: The [Digital Hourly Intermittent Payroll Voucher](#), with

appropriate approval signatures, must be submitted by the SSU department to hr@sonoma.edu, upon completion of the assignment. Separate time sheets will be required for each pay period covered.

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.

III. INDEPENDENT CONTRACTOR

The Independent Contractor Review Form (ICR) must be submitted to Human Resources for review, processing and final approval prior to the effective date of the appointment. An approved ICR is required and must be included at the time of EREQ submission.