

# CALIFORNIA STATE UNIVERSITY, SACRAMENTO SPECIAL CONSULTANT AGREEMENT

Special Consultants, Classification Code 4660, are appointed on a temporary basis to perform professional tasks. Such an appointment must not conflict with a current employee's regularly scheduled duties. All Special Consultants are to be paid a **daily** salary from temporary help accounts.

**All Special Consultant appointments must be approved by the Office of Human Resources before any work may begin.**

(Type the Consultant's Name and Mailing Address in the box below)

Date: \_\_\_\_\_

EMPL ID: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Department ID: \_\_\_\_\_

Project Grant: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Telephone Extension: \_\_\_\_\_

Total Days Authorized: \_\_\_\_\_

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

Total Pay Authorized: \_\_\_\_\_

<b>HR OFFICE USE ONLY:</b>
<b>245-</b> _____ <b>-4660-</b> _____

DAILY RATE WAS DETERMINED IN THE FOLLOWING MANNER: \_\_\_\_\_

\_ DESCRIPTION OF DUTIES TO BE PERFORMED - Complete [Temporary Hire - Position Description](#)

Project Coordinator SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Head SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY CONSULTANT:**

(Current/Former CSUS Employee Status)

<b>CHECK ALL THAT APPLY</b>
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- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Current CSUS Employee            | <input type="checkbox"/> Faculty            | <input type="checkbox"/> Full-Time           |
| <input type="checkbox"/> Former CSUS Employee             | <input type="checkbox"/> Staff              | <input type="checkbox"/> Part-Time           |
| <input type="checkbox"/> New CSUS Employee                | <input type="checkbox"/> Management (MPP)   | (Timebase: _____)                            |
| <input type="checkbox"/> PERS Retiree (Retired Annuitant) | <input type="checkbox"/> Student Assistant  | <input type="checkbox"/> Hourly Intermittent |
|   | <input type="checkbox"/> Graduate Student   |  |
|   | <input type="checkbox"/> Special Consultant |  |

FOLLOWING APPROVAL OF THIS APPOINTMENT BY THE SENIOR ASSOCIATE VICE PRESIDENT FOR HUMAN RESOURCES, and subject to the conditions stated on the reverse of this form, I agree to perform the duties described above within the time period indicated. As a new or returning employee, I understand I will need to provide identification documents and complete certain forms in the Payroll Office prior to the effective date of this appointment (see instructions on the reverse side of this form). In addition, I understand that no payment will be made without an approved time sheet being submitted to the HR Payroll Office for each pay period worked. I certify that this Special Consultant assignment will not conflict with my regular CSUS employment, if any.

\_\_\_\_\_ Consultant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPROVALS:**

_____ Dean /Program Administrator	_____ Date	_____ Senior Associate Vice President for Human Resources/Designee	_____ Date
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**INSTRUCTIONS:** Submit, Temporary-Hire Position Description, CV/resume, this Special Consultant Agreement and a Personnel Transaction Form (PTF) to Classification & Compensation for processing/approval. (E-mail to: [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu)) See also [Checklist](#).

## CONDITIONS OF APPOINTMENT

Special Consultant appointments are approved for the dates, daily rate, and total number of days specified in this agreement only. Any changes in the period of employment, the daily rate, or the total number of days authorized must be submitted on a new agreement form and approved by the Vice President for Human Resources. Significant changes in the actual assignment will also require a revised agreement form.

Special Consultant appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments.

In the event the assignment as described on the face of this agreement form is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel this appointment or to reduce the total number of days for which payment will be made.

This contract must be signed by the Dean/Program Administrator and approved by the Vice President for Human Resources before any work may begin.

Current CSU employees who accept additional employment as Special Consultant are subject to Additional Employment Policy of the California State University (FSA 82-20) or the applicable Memorandum of Understanding (MOU), all of which limit total employment within the CSU to a maximum of 125% of full-time.

## PAYROLL SIGN-IN AND IRCA VERIFICATION

New employees (consultants) or those who have had a break in service of six months or more must complete an oath of allegiance and a W-4 form in Payroll Services, Sacramento Hall 161. In order to establish identity and work authorization under the Immigration Reform and Control Act of 1986 (IRCA), all new consultants or those who have had a break in service are required to bring the documents listed below to HR Payroll Services, Sacramento Hall 161. The documents must be presented within three (3) working days of the initial date of appointment or on the first day of employment if the appointment is for less than 3 days:

Original Social Security Card\*

Plus the original or certified copy of any one of the following documents:

Unexpired Driver's License  
State Issued Identification Card  
U.S. Military Card  
U.S. Passport  
Unexpired Foreign Passport with work authorization stamp  
Certification of U.S. Citizenship or Naturalization  
Alien Resident or Registration Card (Visa) with photograph

\*(This document is required by the University, not by IRCA. Xerox copies are unacceptable.)

The completion of these forms, the approval of this appointment, and an approved time sheet are necessary before payment can be made.

## BENEFITS

Special Consultants are not eligible for health, dental, or vision care insurance. They are, however, eligible for OASDI (Social Security) and Workman's Compensation and may be eligible for Unemployment Insurance.

## REQUIRED TIME SHEETS AND PAYMENT PROCESS

Special Consultants are paid a daily rate for each day worked. An approved time sheet will be required before any payment can be made. Time sheets must be submitted to the Project Coordinator or Department/Division Head upon completion of the assignment or at the end of the monthly pay period, whichever comes first. For assignments spanning more than one pay period, a separate time sheet will be required for each pay period. Payment will be made approximately two weeks after submission of the approved time sheet to HR Payroll Services.

## TAXES

Appropriate OASDI (Social Security), Federal, and State taxes will automatically be withheld from each payment.