



**AUTHORIZATION FROM HUMAN RESOURCES REQUIRED PRIOR TO COMMENCING WORK.**

CONSULTANT INFORMATION		
<b>NAME:</b>	<b>CURRENT SFSU EMPLOYEE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>SFSU ID#</b>
If YES, Classification/Timebase(s): _____		
If not SF State, name of campus or state agency: _____		Retired CalPERS Annuitant* <input type="checkbox"/> YES <input type="checkbox"/> NO
*Retirees should not be appointed to vacant permanent part-time or permanent full-time positions even if the hours worked will not exceed 960 hours per fiscal year or the retiree will be subject to mandatory reinstatement from retirement. Annuitants who work more than 960 hours in a fiscal year are subject to mandatory reinstatement, reimbursement of the retirement allowance and payment of retroactive contributions and the University is subject to financial penalties.		
<b>Attach:</b> <input type="checkbox"/> Resume/Vita <input type="checkbox"/> Employee Information Form <input type="checkbox"/> CSU SSA-1945 <input type="checkbox"/> I-9 Form <input type="checkbox"/> Employee Action Request Form <input type="checkbox"/> CalPERS Reciprocal Form		
If required, attach copy of current license(s), certification(s) and/or valid California Driver's License		

POSITION INFORMATION	
<b>Department:</b>	<b>Department ID:</b>
<b>Position#:</b>	<b>Classification:</b> Special Consultant <b>Class Code:</b> 4660

PROJECT INFORMATION			
<b>Supervisor Name:</b>	<b>Title:</b>	<b>Ext:</b>	<b>Email:</b>
Project Description (Include Purpose, Audience, Funding Source or attach document :			
Major Duties & Responsibilities:			
Qualifications Required (Include Licenses, Certification, Valid CA Driver's License):			
Recommended Rate: \$ _____ per day		Total Contract Amount not to Exceed _____	
<b>Begin Date:</b>	<b>End Date:</b>	<b>Prepared By:</b>	<b>Ext:</b>
NOTE: Dean/Director/Administrator is responsible for insuring work assigned is not performed during the work week schedule of the employee's primary assignment; faculty do not perform work assigned on academic work days; and monitoring total time worked and paid			

NEPOTISM COMPLIANCE
Will the consultant be in a position that is under the supervision or control of an immediate family member who has or may have a direct effect on the individual's work, progress or performance? <input type="checkbox"/> NO <input type="checkbox"/> YES (Please consult with Human Resources prior to completing the Nepotism Compliance Plan)

CONSULTANT
Have you been an employee of a CalPERS agency? <input type="checkbox"/> NO <input type="checkbox"/> YES, Agency _____
<b>Signature:</b> _____ <b>Date:</b> _____

APPROVAL (Signatures)		
Dean/Director/Administrator Name	Signature	Date
Vice President Name	Signature	Date

HUMAN RESOURCES USE ONLY	
Reviewed and recommended for Special Consultant classification. <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____
_____	Initials of HR Director/Manager
Steve Blecha, Associate Director, Talent Management & Compensation Solutions	_____
_____	Date

## **I. PURPOSE / DESCRIPTION**

A Special Consultant is a professional, exempt, temporary employee who has extensive, demonstrated experience in a particular area or specialty in which services are required for a defined period of time. CalPERS retirees may only be appointed as temporary "extra help" appointments during an emergency to prevent stoppage of public business or to perform work of limited duration. Retirees may not be appointed to vacant permanent part-time or permanent full-time positions, even if the hours worked will not exceed 960 hours per fiscal year.

- The work performed by a Special Consultant is non-bargaining unit work, i.e., the work is not covered by a CSU Classification included in a collective bargaining agreement
- The Special Consultant is paid at a daily rate for the number of days worked in a month.
- Appointment as a Special Consultant shall not exceed one year or overlap fiscal years.

Special Consultants must be certified as eligible to work under the provisions of the Immigration Reform and Control Act (IRCA). They are covered by workers' compensation and unemployment insurance through the University. They do not accrue benefits such as sick leave, vacation, health and dental benefits, or accumulate seniority points. Special Consultants participate in a University retirement plan and contribute to Medicare. If the Special Consultant is an active member of the California Public Employees' Retirement System (CalPERS), deductions will be taken for Social Security. If the individual is not a retired CalPERS annuitant or active member, s/he will be placed in the State of California Part-time, Seasonal and Temporary (PST) retirement plan. PST is a 457 defined benefit plan administered by the Savings Plus Program.

## **II. PROCESS**

### **A. Hiring Department Responsibilities**

1. Prior to hire, submit the Request to Appoint Special Consultant form with Consultant's signature, and with the Employee Information Form, CSU SSA-1945, I-9, Employee Action Request (EAR) and Consultant's resume/vita to Human Resources.
2. Retirees should not be appointed to vacant permanent part-time or permanent full-time positions even if the hours worked will not exceed 960 hours per fiscal year or the retiree will be subject to mandatory reinstatement from retirement.
3. Once approval is received, create and submit an ETRAC to initiate the hire.
4. Consult with Human Resources if the Special Consultant will be under the supervision or control of an immediate family member who has or may have a direct effect on the individual's work, progress or performance.
5. Submit hard copy Absence and Additional Time Worked Report (634), with appropriate approvals, on or immediately following the last business day of the pay period.
6. Track the days worked and amount paid to insure the limits in the appointment are not exceeded. If the Special Consultant is a CalPERS retired annuitant, insure time worked for all CalPERS employers does not exceed 960 hours (120 days) in a fiscal year. Penalties accrue if this limit is exceeded: Employees who work more than 960 hours in a fiscal year are subject to reinstatement, reimbursement of retirement allowance and payment of retroactive contributions and the University is subject to financial penalties.

### **B. Special Consultant Responsibilities**

1. Submit a resume/vita for the Special Consultant position.
2. Review, understand and signify acceptance of the terms of the consultancy by signing the Request to Appoint Special Consultant. Indicate whether or not you have been an employee of a CalPERS agency.
3. Complete the required employment documents:
  - a. Current Faculty or Staff: Employee Information Form, CSU SSA-1945, I-9, Employee Action Request (EAR), and CalPERS Reciprocal Form
  - b. New Staff and/or Faculty: Employee Action Request (EAR), Oath of Allegiance, Designation of Person Authorized to Receive Warrants, Biographical Information (PF 002-A, Rev 6/03) and Immigration Reform and Control Act (IRCA) Certification (I-9)

### **C. Human Resources Responsibilities**

1. Upon receipt of the Request to Appoint Special Consultant, determine that the work to be done is non-bargaining unit work and fits within the Special Consultant category of professional, exempt, temporary support.
2. Determine if the daily rate being requested falls within the Special Consultant salary range.
3. Identify all current CSU or State Agency appointments, if any, held by the Special Consultant.
4. Verify/Alert the hiring department if the Special Consultant is a CalPERS retired annuitant.
5. Review Consultant's resume/vita and completed employment forms.
6. Recommend request be approved or denied by the AVP, HRSRM
7. Notify the hiring department that the Special Consultant may begin working or, if denied, alternative method to appoint.