

SPECIAL CONSULTANT REQUEST INSTRUCTIONS

1. Use this form to hire an individual as a Special Consultant, class code 4660, if:
 - a. The individual will perform a special, one-time assignment of a temporary nature, based on a particular knowledge, ability or expertise, that is not covered by a more specific CSU Classification & Qualification Standard; and
 - b. An employer-employee relationship exists. For example:
 - HSU assigns, reviews and supervises the individual's work; specifies work location, hours of work, order or sequence of services.
 - HSU provides materials, equipment, tools, assistants, etc.
 - Worker can quit or be terminated at any time without legal ramifications for failure to complete the job.
 - Worker is paid by the hour, day, week or month and s/he cannot renegotiate the amount paid for services at any time.
2. Complete all sections of the form in detail.
 - a. Describe the assignment to be completed (what, why, when, where) - use additional sheets if necessary.
 - b. Indicate the estimated total payment. Please see the following link for the current minimum daily pay rate:
<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=4660&D1=0&Page=1&Recs=15> .
 - c. Obtain the appropriate departmental signatures. Approval to use a Special Consultant must be obtained prior to the commencement of work, using the Special Consultant Request Form. This form must be approved by an individual authorized by the campus' delegation of signature authority.
3. Submit the form to the Human Resources Department.
4. If the request is consistent with Federal, State and University guidelines, the Human Resources Department will forward it to the appropriate vice president for approval.
5. When approved:
 - a. Human Resources will distribute copies to Payroll.

- b. The special consultant must complete the appropriate employment documents, if not already an HSU employee.

- c. The hiring department must submit a Special Consultant Time Voucher (Form PR-43) to Payroll to generate payment.