

California State University Channel Islands
GUIDELINES AND PROCEDURES
for the
APPOINTMENT OF SPECIAL CONSULTANTS OR ADDITIONAL EMPLOYMENT

I. SCOPE

These guidelines and procedures are applicable to current, new, or returning CSU employees hired as Special Consultants (Class Code 4660) or Additional Employment (Class Code 2403) to perform additional personnel services for California State University Channel Islands (CI).

II. DEFINITIONS

For the purpose of these procedures, the following definitions will apply:

- A. **SPECIAL CONSULTANT** (Class Code 4660) – An individual who is subject to the will and control of the University while performing special assignments 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.

Current CSU faculty who accept additional employment as Special Consultants are subject to the Additional Employment Policy of the California State University (HR 2002-05) and the Unit 3 (Faculty) Collective Bargaining Agreement, both of which limit total employment within the CSU to a maximum of 125% of full-time.

- B. **ADDITIONAL EMPLOYMENT** (Class Code 2403) – An individual who is subject to the will and control of the University while performing special assignments of a temporary nature based on a particular knowledge, ability, or expertise. This classification code is intended to be used to appoint full-time faculty unit employees to additional faculty unit employment.

Current CSU faculty who accept additional employment are subject to the Additional Employment Policy of the California State University (HR/Salary 2015-22) and the Unit 3 (Faculty) Collective Bargaining

Agreement, both of which limit total employment within the CSU to a maximum of 125% of full-time.

- C. **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.

III. PAYMENT FOR PERSONAL SERVICES

There are three means by which the University may pay for personal services:

A. Temporary Employee Appointment

1. In any appropriate CSU classification
2. As a Special Consultant, Class Code 4660, if no other appropriate CSU classification exists.
3. As additional employment, Class Code 2403, if no other appropriate classification exists.

- B. **Independent Contractor** (does not provide employee status and is not appropriate for individuals who have already established employee status within the CSU)

Temporary employee appointments to any CSU classification other than Special Consultant (class code 4660) and Additional Employment (class code 2403) are processed through the normal staffing process and are not addressed in these guidelines. Appointments of Independent Contractors are not addressed in these guidelines.

IV. APPOINTMENT OF SPECIAL CONSULTANTS

- A. For Job Code 4660, submit a completed and signed **Special Pay Agreement Pre-Authorization Form** to Faculty Affairs at least 2-3 weeks prior to the effective date of the appointment.

To ensure the integrity of the process and to avoid subjecting the University to inappropriate liability, an individual shall not begin work until the **Special Pay Agreement Pre-Authorization Form** has been approved by Faculty Affairs. As notification of approval, a copy of the

approved Agreement Form will be emailed to the consultant and to the program by Faculty Affairs.

- B. For Job Code 2403, submit a completed and signed **Special Pay Agreement Additional Employment Form** to Faculty Affairs at least 2-3 weeks prior to the effective date of the appointment.
- C. If the individual is new to CI, attach a current resume as supporting documentation that the individual is qualified to perform the work indicated.

Individuals hired as Special Consultants or Additional Employment who are new to CI or returning after a break in service of one year or more, must complete the sign-in process in Human Resources on or before the effective date of the Special Consultant appointment. No payment will be issued until the sign-in process has been completed.

V. PAYMENT OF SPECIAL CONSULTANTS

For Job Code 4660, submit the **Authorization for Special Pay Form** to Faculty Affairs at the end of each pay period or upon completion of the Special Consultant assignment, whichever occurs first. Separate **Special Pay Authorization Forms** will be required for each pay period covered by a **Special Pay Agreement Pre-Authorization Form**.

In the event the assignment described on the **Special Pay Agreement Pre-Authorization (4660) or Special Pay Agreement Additional employment (2403) 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.

VI. SPECIAL CONSULTANT APPOINTMENT CHANGES

Once a **Special Pay Agreement Pre-Authorization (4660) or Special Pay Agreement Additional Employment (2403) Form** has been approved, substantial changes in the assignment, any changes in the daily salary rate, or an increase in the total number of days authorized will require submission of a revised **Special Pay Agreement Pre-Authorization (4660) or Special Pay Agreement Additional Employment (2403) Form** to Faculty Affairs for approval and processing.