

Consultant: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fresno State ID: \_\_\_\_\_  
*(TYPE OR PRINT NAME AS IT APPEARS ON THE SOCIAL SECURITY CARD)*

Home Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

- Check all that apply:  Has another position on campus     Has position at other CSU campus  
 New Fresno State Employee     Current State of California Employee  
 Former Fresno State Employee     Former Fresno State Employee

**COMPLETE FOR CURRENT CSU AND FRESNO STATE EMPLOYEES ONLY:**

Primary CSU/Fresno State Position:     Full Time     Part Time    Timebase: \_\_\_\_\_     Hourly

Are you currently a member of PERS or STRS? If yes, indicate Agency \_\_\_\_\_     Yes     No

Will this special consultant appointment result in more than 125% employment within the CSU system?     Yes     No

Is this special consultant appointment outside normal CSU work hours?     Yes     No

If "No," please enter ETR for adjusted work schedule or Absence Management appropriate:

- Adjusted work scheduled, detail included in description.
- Appointee is taking vacation to complete this assignment.
- Academic Year Appointment.

Appointee served in a prior Special Consultant Appointment:  Yes     No    From: \_\_\_\_\_ To: \_\_\_\_\_

**This contract must be signed by the appropriate Dean or AVP and approved by the AVP of Human Resources or Faculty Affairs before any work begins. (For current CSU, Fresno State faculty, form must be sent to Faculty Affairs)**

Description of Duties (must be detailed and specific):

## **CONDITIONS OF APPOINTMENT**

The Special Consultant performs special assignments (non-bargaining unit work) of a temporary nature and appointments are approved only for the dates, daily rate, and total number of days specified in this agreement. This classification should be used for work that meets the “**exempt**” criteria of the Fair Labor Standards Act (FLSA) and is **not** to be used for non-exempt work. Any changes in the period of employment, the daily rate, the total number of days authorized, or assignments must be submitted on a new agreement form and approved by the Office of Human Resources.

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

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

Current CSU system employees who accept additional employment as Special Consultants are subject to the Additional Employment Policy of the California State University (HR 2002-05 and Public Contract Code 2003-21) or the applicable collective bargaining agreement, all of which limit total employment within the CSU to a maximum of 125% of full time. Work must be performed outside normal CSU work hours for employees approved for additional employment.

## **OATH OF ALLEGIANCE AND IRCA VERIFICATION**

**NEW HIRED CONSULTANTS:** All consultants are required to sign an Oath of Allegiance. Under the Immigration Reform and Control Act 1986 (IRCA), all new consultants are required to complete a Form I-9 and present original documents that establish identity and employment authorization to the Human Resources Office. The documents must be presented on or before the first day of employment and must be originals. A list of acceptable I-9 documents can be found at this link: <http://www.uscis.gov/files/form/I-9.pdf>, or you may contact Staff Human Resources at 559.278.2032.

**REHIRED CONSULTANTS:** Rehired consultants are required to complete a new Oath of Allegiance if their original Oath of Allegiance was signed more than one year ago. Rehired consultants who have previously completed a Form I-9, may re-verify their information without presenting original documents if the consultant is rehired within three years of initial date of hire; and other eligibility requirements are met. CSU Retired annuitants who are appointed as Special Consultants are subject to CalPERS regulations which limit total employment to 960 hours (120 days) annually on a fiscal year basis. The consultant’s supervisor is responsible for monitoring the total time worked and total amount paid.

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

**BENEFITS:** Special consultants may be eligible for Worker's Compensation Insurance and Unemployment Insurance.

## **PAYMENT PROCESS**

Special Consultants are paid on a daily rate basis. An approved Special Consultant Timesheet must be submitted to the appropriate administrator, before the campus Payroll Office can request payment from the State Controller's Office. A separate timesheet is required for each pay period (NOTE: pay periods do not always match the calendar months - Payroll calendar can be found on the [Payroll Website](#)).

**TAXES:** Special Consultant pay may be subject to retirement/social security/medical tax deductions which, for current CSU employees will be aggregated with regular pay for tax purposes.

**Start Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

**Daily Rate:** \_\_\_\_\_ Cannot exceed daily rate in Section E99 of the Salary Schedule. (Minimum rate \$120/day, \$1,250/day max.)

**Estimated number of workdays:** \_\_\_\_\_

**Maximum payment authorized:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

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

**Dept/Division:** \_\_\_\_\_

**Consultant's Appropriate Administrator (print name):** \_\_\_\_\_

**Phone:** \_\_\_\_\_

*I have reviewed the above and agree to the conditions of this consulting appointment as stated on the reverse of this form. In accordance with the immigration Reform and Control Act of 1986, I understand I will be required to provide identity documents and complete an I-9 to verify my right to work in the United States.*

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<b>Consultant Signature</b>	<b>Date</b>
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*I understand that the consultant will not begin the assignment until HR has approved. I have reviewed the special consultant procedures to ensure this appointment will be consistent with the appropriate CSU guidelines and collective bargaining agreement. I have also ensured this special consultant appointment will not put any current CSU staff over the 125% employment limit.*

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<b>Manager (REQUIRED)</b>	<b>Date</b>	<b>Dean/ AVP (REQUIRED)</b>	<b>Date</b>
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<b>AVP for Human Resources (REQUIRED)</b>	<b>Date</b>
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