



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

<b>Subject: Appointment of Special Consultant to the University Payroll</b>	
Department: <b>Academic Personnel/Staff Human Resources</b>	Reference No.:
Division: <b>Academic Affairs / Administration &amp; Finance</b>	Issue Date: <b>September 1988</b>
References: <b>NA</b>	Revision Date: <b>July 2005</b>
Web Links: <a href="#">Additional Employment HR 2002-05</a> <a href="#">Special Consultant Employment Requirements HR 2005-33</a>	Expiration Date: <b>NA</b>

There are two options for retaining the services of consultants by the University. Contract consultants may be retained through the development of an agreement for consulting services issued by the Purchasing Office. In addition, a "Special Consultant" may be hired as a University employee (and placed on the University payroll).

## 1. Use of Special Consultant Classification

The CSU Special Consultant classification is reserved for employment of a temporary nature which involves a particular knowledge, ability or expertise. Examples of activities appropriate for individuals employed as Special Consultants include: performing administrative studies, preparing written reports, gathering and analyzing various forms of data, and conducting oral briefings. As a Special Consultant's expertise may lie in any of a number of areas, the range of permissible assignments for individuals employed in this manner is, in fact, quite broad.

However, there are two major restrictions on the use of Special Consultants. First, the classification is within the administrative, rather than the instructional, category; thus, the Special Consultant appointment option may not be used as a substitute for regular instructional classifications. In contrast, consultants may be used to conduct training workshops, evaluation seminars, specialized examinations or other short-term "teaching" programs which require their particular expertise. (Examples of this type of permissible activity include service as a Guest Lecturer and employment as an evaluator for a specialized testing program such as the Writing Proficiency Examination.)

Second, the Special Consultant designation may not be applied to a group of duties covered by an established CSU administrative or staff job classification. Although the position of director of a unique program or event may be appropriately classified as that of a Special Consultant, it is normally the case that the responsibilities assigned to his or her support staff fits best into an analyst, specialist, technician or administrative assistant/support classification. If so, equitable concerns dictate that these individuals be employed as analysts, specialist, etc., and this be paid at the same monthly or hourly rate as other University employees working in that class.

## 2. Special Consultant Differentiated From Requisitioned Consultant Services

"Special Consultant" denoted a personnel/payroll classification which is affected by the same employment policies and compensation procedures as any other temporary employment mechanism within the CSU. Thus, Special Consultant compensation is subject to taxes and other appropriate withholdings, and Special Consultant workload may be limited by additional employment restrictions (please see following section).

Conversely, requisitioned consultant services are processed by the Purchasing and Business Offices and do not involve the University personnel/payroll system. Payment for such services is made in the same manner as payment for the purchase of goods-that is, no funds are withheld for taxes, Social Security payments or other items (although taxable income will be reported to the appropriate agencies), and the CSU system's additional employment rules do not come into play.

It is beyond the scope of this document to discuss in detail the appropriate uses for each process; individuals with questions in this area may wish to contact the Director of Purchasing and/or Academic Personnel or Staff Personnel. However, all appointing authorities should note that if an individual is already employed by CSULB, University policy requires that he or she be employed as a Special Consultant through the personnel/payroll process, when consultant services beyond the scope of the individual's regular employment are needed.



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### **3. Special Consultants and Additional Employment**

As a general rule, a CSU employee may accept additional employment (or overload) within the CSU up to a maximum of 25% above a full-time appointment. (Another way of expressing this is that no individual may be employed within the CSU for more than 125% "effort", with 100% being the equivalent of a full-time commitment.) This restriction applies to all CSU employment (both state funded as well as non-state funded) and includes all auxiliary organizations.

University employees should be aware that more complete information regarding additional employment is available in several documents (Unit 3/Faculty Agreement <sup>1</sup>, Unit 4/Academic Support Agreement <sup>2</sup>, and HR 2002-05). These materials should be consulted before any offer of additional employment is extended or accepted. However, for the purpose of this policy statement, it is sufficient simply to note that employment as a Special Consultant will be counted as a portion of the 125% employment maximum.

As Special Consultants are paid on the basis of a daily rate, each day of workload as a consultant is aggregated with an individual's "regular" workload measure (e.g., 40 hours/week, 12 units/semester) when determining total permissible CSU employment. As this often involves reconciling two different forms of workload measurement, it may be difficult for an individual to ascertain whether all proposed employment is within stated limits. Employees and their managers are encouraged to contact Academic Personnel or Staff Personnel for assistance in this regard.

<sup>1</sup> Please see Article 36 as well as the following provisions: 27.15, 28.14, 29.14 and 30.10

<sup>2</sup> Please see Article 30 (30.2 through 30.12)

### **4. Special Consultant Personnel and Payroll Documentation**

When a Special Consultant appointment is contemplated, the hiring department must forward both a job description and a statement (or estimate) of the number of working days needed to complete the assignment to either Academic Personnel or Staff Personnel. Based on a review of these materials, Academic Personnel or Staff Personnel will determine whether Special Consultant is the correct classification for the duties as described and will notify the hiring authority accordingly. Once an individual has been identified for employment as a Special Consultant, his or her resume and a completed Personnel/Payroll Transaction Form (PTF) should be forwarded to Academic Personnel or Staff Personnel at least a week before the special consultancy is scheduled to begin and the first pay voucher must accompany the PTF. If the resume indicates the individual is qualified to perform the duties as noted in the job description, the PTF will be routed for further processing. **(The only exception to this procedure is for individuals hired as special consultants by Testing Services. These employees only require an Immediate/Special Pay Hiring Form and Pay Voucher that will be processed by HRIS and Payroll. The vouchers will be filed in the employee's payroll file.)**

It should be noted that the permissible duration of a Special Consultant appointment will vary according to the circumstances involved. For example, the terms of a grant or contract could have an impact on the length of service required from a Special Consultant, as could the nature of the assignment itself. However, no Special Consultant appointment period (or initial appointment and subsequent extension) may exceed ninety (90) working days without the express consent of the appropriate Vice President.

When necessary, it is possible to establish a Special Consultant appointment period extending for as long as one academic or fiscal year. (This situation normally arises when consultant services are needed for a day or two per month throughout the year.) However, while the personnel transaction form may reflect an appointment which extends for a full 12 months, it is still necessary to limit the consultant's active service period (or amount of vouchered time) to a maximum of 90 days.

In addition, it may be advisable in certain situations to establish a variable rate of compensation for a consultant (reflected on a personnel transaction form as "daily rate not to exceed \$ \_\_\_\_\_"). However, all variable rates must be approved in advance by either Academic Personnel or Staff Personnel, and documentation regarding the reasons for establishing a variable rate must be forwarded with the job description and statement on estimated length of service



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Since Special Consultants are paid on the basis of reported days of service, Immediate/Special Pay Hiring Form and Pay Vouchers must be forwarded to the Human Resources Information Systems (HRIS) Office at the end of each applicable pay period in order to generate the correct compensation for that period. All Immediate/Special Pay Hiring Form and Pay vouchers must be signed by the appropriate administrator; vouchers which do not reflect this signature will be returned to the originating department. Individuals who are not already CSULB employees must also;

--sign in as new employees (documents are available at the Payroll Office); and

--provide appropriate documentation regarding U.S citizenship or lawful U.S. residency, in accord with recent immigration reforms.

Failure to do so will prevent the University from issuing payment.

Questions regarding Special Consultants may be directed to Irene Wood in Academic Personnel or Thomas Angell in Staff Personnel.

**FORMS:** [Immediate/Special Pay Voucher](#)