CSUSM | OFFICE OF HUMAN RESOURCES

SPECIAL CONSULTANT APPOINTMENT GUIDELINES

I. PURPOSE / DESCRIPTION

Under general direction, the Special Consultant performs special assignments of a temporary nature, based on a particular knowledge, ability or expertise. This classification should only 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.

Effective September 1, 2025, incumbents in the Special Consultant classification must be paid an hourly rate.

II. PROCESS

A. Hiring Department Responsibilities

- Ensure the consultant meets the Special Consultant criteria (*See Reference Materials – Classification Standards, Summary of Assignments*)
- Ensure that the Special Consultant Appointment will not put a CSU employee over the 125% employment limit, and that all work will be performed outside normal CSU work hours.
- Request review and approval from Faculty Affairs of all Special Consultant appointments for Faculty (R03) employees.
- Complete and submit a **Special Consultant Appointment Form** via Adobe Sign.
- If the Special Consultant is not currently a CSU employee or has not held a Special Consultant appointment in the last year, ensure they complete the I9 and sign-in process with the Office of Human Resources (OHR) **on or prior to the first day** of their appointment.
- Ensure the Special Consultant does not begin their assignment prior to receiving the approved Special Consultant Appointment Form from OHR.
- Ensure Special Consultant timesheets accurately reflect hours worked within the approved date range and submit to Payroll for processing.

B. Special Consultant Responsibilities

- Review, understand and signify acceptance of the terms of the position by signing the **Special Consultant Appointment Form**.
- If a current CSU employee, ensure you do not exceed the 125% employment limit and that all work will be performed outside normal CSU work hours.
- If not a current CSU employee or have not held a Special Consultant Appointment within the last year, you will be required to complete the I9 and sign-in process with the Office of Human Resources (OHR) **on or prior to the first day** of the appointment.
- Do not begin the assignment until the hiring Department has received OHR approval.
- Complete Special Consultant timesheets accurately reflecting hours worked within the approved date range and submit to the hiring Department for approval.

C. Office of Human Resources Responsibilities

- Upon receipt of the **Special Consultant Appointment form**, determine that the work to be done is non-bargaining unit work and fits within the Special Consultant category of professional, exempt, specialized, temporary work.
- Determine if the rate being requested falls within the Special Consultant salary range.
- Identify all current CSU or State Agency appointments, if any, held by the Special Consultant.
- Review Sign In documents and Faculty Affairs approvals, when applicable.
- Recommend request be approved or denied.
- Notify the Hiring Department that the Special Consultant may begin working or, if denied, alternative method to appoint.