

## **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 being legally obligated for failure to complete the job
    - Worker is paid by the hour, day, week, month and cannot renegotiate the amount paid for services at any time s/he chooses
2. Complete all sections of the form in detail (computer-generated form may be substituted).
  - a. Describe the assignment to be completed (what, why, when, where) -- use additional sheets if necessary.
  - b. Indicate the estimated total payment.
  - c. Obtain the appropriate departmental signatures.
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 and the hiring department.
  - 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.