

**SUBJECT: SPECIAL CONSULTANT APPOINTMENTS**

**DATE: October 2015**

**I. PURPOSE / DESCRIPTION**

A Special Consultant is a professional, exempt, temporary employee who has extensive, demonstrated experience in a particular area or specialty in which services are required for a defined period of time. A Special Consultant appointment is a professional assignment that requires the consultant's particular knowledge, ability, or expertise.

Special Consultants must have extensive, demonstrated experience in the particular area or specialty in which services are required. The incumbent must have successfully applied a wide variety of knowledge and skills in achieving similar objectives.

The work performed by a Special Consultant is non-bargaining unit work.

The Special Consultant is paid at a daily rate and is paid once per month.

Appointment as a Special Consultant shall not exceed one year.

Special Consultants must be certified as eligible to work under the provisions of the Immigration Reform and Control Act. They are covered by workers' compensation and unemployment insurance through the University. They do not accrue benefits such as sick leave, vacation, health and dental benefits, or accumulate seniority points. Special Consultants participate in one or several University retirement plans and may be subject to social security and/or Medicare deductions.

A Special Consultant may not start work prior to a successful completion of a background check.

**II. PROCESS**

**A. Hiring Department Responsibilities**

1. Prior to hire, the department must submit the [Request for Temporary Support](#) form to Workforce Planning by email to [classcomp@sjsu.edu](mailto:classcomp@sjsu.edu). A list of duties being done by the Special Consultant must accompany the Request for Temporary Support.
2. Escort the Special Consultant to Human Resources on his/her first day of employment in order to complete required documents.

**B. Human Resources Responsibilities**

1. Upon receipt of the Request for Temporary Support, Workforce Planning will determine that the work needing to be done fits within the Special Consultant category of temporary support.
2. Workforce Planning will determine that the daily rate being requested falls within the Special Consultant salary range.
3. Workforce Planning will arrange for a background check prior to hiring.
4. Workforce Planning will notify the hiring department that the Special Consultant may begin working.

**C. Special Consultant Responsibilities**

1. Complete an SJSU employment application.
2. Respond to the request for information to conduct a background check.
3. Upon confirmation of appointment to a Special Consultant position, complete employment documents in the Human Resources office on the first day of employment.