

****BEGINNING 9/1/25: HOURLY RATE 4662 REPLACES DAILY RATE 4660****

1. Review and understand [125% Rule and Guidelines for Faculty Additional Employment](#)
2. Read and agree to Conditions of Employment, page 2.
3. Before work begins, submit project pre-authorization (once per project) to FAS, page 1.
4. Monthly: Submit payroll voucher to report hours per day, via PeopleSoft Self-Service or [Digital Voucher](#) by noon on the first business day of the following pay period per the [special consultant payroll calendar](#).

PROJECT PRE-AUTHORIZATION

Form Completed By: _____

EMPLOYEE INFORMATION	
Employee Name: (as listed in PeopleSoft)	Employee ID:
If rehired annuitant, check here: _____ (must comply with CalPERS hours worked reporting requirements)	

HIRING DEPARTMENT	
Department Name:	Department #:

SPECIAL CONSULTANT – HOURLY RATE PROJECT INFORMATION		
Project Supervisor (or PI if grant funded):		
Project Name:		
Major Duties:		
Start Date:	End Date:	Hourly Compensation Rate:
Estimated total number of work days:		Total Budget Authorized:

OPTIONAL: DISTRIBUTION OF LABOR COST (WILL BE SUBMITTED ON MONTHLY PAYROLL VOUCHER)					
Account:	Fund:	Finance Dept ID:	Class:	Project:	Hours to be applied:

CERTIFICATION AND SIGNATURES	
I have reviewed and understand the 125% Rule and Guidelines for Faculty Additional Employment . I certify this work qualifies as Special Consultant – Hourly employment (per page 2), is consistent with CSU guidelines and the Unit 3 Collective Bargaining Agreement, and that the compensation is reasonable for the work performed.	
Faculty Signature:	Date:
Appropriate Administrator Signature:	Date:
If Grant Funded, Principal Investigator Signature:	Date:

Submit to: facultyadd@sonoma.edu Please submit one email per faculty member assignment

Conditions of Employment: Special Consultant – Hourly (Job Code 4662)

Faculty who are part-time employees may use the Special Consultant – Hourly job code. Full time faculty may not use this employment type and job code. Work performed is non-bargaining unit work.

POSITION PURPOSE

Under general direction, the faculty member performs special assignments of a temporary nature, based on a particular knowledge ability or expertise. Incumbents in this classification perform activities such as, providing subject matter expertise by way of conducting research and/or analysis, organizing and/or synthesizing findings, presenting information and/or facilitating discussions, performing administrative functions, making appropriate recommendations on plans, programs and/or alternative courses of action, conducting oral briefings of study results, preparing written reports, conducting investigations, participating in plan implementation, facilitating necessary coordination of activities, and providing guidance and trainings.

MINIMUM QUALIFICATIONS

Extensive experience in the particular area or specialty for which the consultant's services are required, and which demonstrates that the incumbent has applied successfully a wide variety of knowledge and skills in achieving similar objectives to the scope of the assigned project. Job-related educational preparation appropriate to the assignment or the appropriate CSU standard.

CONDITIONS

Special Consultant – Hourly assignments are approved only for the dates, hourly rate, and total number of days specified in this agreement. Any changes in the period of employment, the hourly rate, the total number of days authorized, or assignments must be submitted on a new agreement form and approved by the Office of Faculty Affairs & Success. Part-Time Additional Employment automatically expires at the end of the period stated and do not establish consideration for subsequent employment. If the assignment is not completed or is not completed in a satisfactory manner, the University reserves the right to cancel this assignment or to reduce the total number of hours for which payment will be made. Current CSU system employees who accept additional employment are subject to the Additional Employment Policy of the California State University (HR 2002-05) and the Unit 3 (Faculty) Collective Bargaining Agreement both of which limit total employment within the CSU to [a maximum of 125% of full time](#).

According to the California Government Code, Section 21224, a retired public employee may only be appointed without reinstatement from retirement, or loss or interruption of benefits, if the assignment is either during an emergency to prevent stoppage of public business, or because the retired person has specialized skills needed in performing work of limited duration. It is the retiree's responsibility in conjunction with the campus to track hours of employment and ensure that the total(s) do not exceed 960 hours in a fiscal year.

TAXES

Special Consultant – Hourly pay may be subject to social security/retirement/Medicare tax deductions and will result in receiving a W-2 which, for current CSU employees will be aggregated with regular pay for tax purposes.

BENEFITS

Special consultants may be eligible for Worker's Compensation Insurance and Unemployment Insurance. Effective July 1, 2021, compensation in Special Consultants classifications may no longer be reported to CalPERS for any employees in this classification.

PAYMENT PROCESS

Special Consultant – Hourly employment is paid at an hourly rate. PeopleSoft Self-Service reporting or an approved [Digital Voucher](#) must be submitted to the project supervisor, in accordance with their instruction, before the campus Payroll Office can request payment from the State Controller's Office. A separate voucher is required for each pay period per the [special consultant payroll calendar](#). Faculty members on the State's Direct Deposit Program will have their checks deposited; or, [live pay warrant distribution](#) occurs at the Seawolf Service Center on the scheduled payday. Faculty members that would like to have their pay warrant mailed instead must email payroll@sonoma.edu with their name and the address on file in MyHR.