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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Special Consultant (SC) Agreement Form and Guidelines - Updated
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Attachments: [Special Consultant Appointment Form.pdf.ATT00001.txt](#)



Partners in Campus Business Operations

Special Consultant (SC) Agreement Form and Guidelines -Updated

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Sent On behalf of: Office of Human Resources

Hello Campus Partners,

The [Special Consultant \(SC\) Agreement form](#) and the Special Consultant guidelines on the [Office of Human Resources website](#) have been updated.

In order to comply with CalPERS hours worked reporting requirements, all rehired annuitants performing the duties of a Special Consultant must be classified in the Special Consultant - Hourly (class code 4662) classification.

The Special Consultant (SC) Agreement form and guidelines have been updated to comply with this requirement and include the following changes:

- 'Current CSU Employee' drop-down options have been updated to include rehired annuitant.
- The salary rate field allows you to select whether the special consultant is being paid a daily or hourly rate.

- The language regarding the sign-in process has been updated to reflect the current practice.
- The form has been streamlined by removing the guidelines (previously pages 2 and 3) from the actual Agreement.
- The updated [Special Consultant Guidelines](#) reflect the changes outlined above.

A PDF of the updated SC agreement form is attached for your reference only.

As a reminder, each new SC Agreement should be initiated through [Adobe Sign Workflow](#), as these forms may be updated at any time.

Thank you,

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