

CONTRACTING WITH TRAINERS/CONSULTANTS

Prior to conducting a training or consulting project, you must be classified in order to determine how you will be paid. The Training Specialist will assist you in getting classified by administering an email classification survey, compiling the results and working with the SDSU Research Foundation to classify you. The classification decision will be communicated to the trainer/consultant prior to a contract being executed. The general principles below describe the options for classification, and resulting types of contracts.

TRAINERS WITHOUT A BUSINESS OR PROFESSIONAL LICENSE

If you do not have a business by which you consult and train for others and do not have a professional license, you may be made a temporary, casual employee of the SDSU Foundation for the purposes of being paid to train for the Academy.

Local trainers will visit the SDSU Foundation to fill out the appropriate employee paperwork. The following link will inform you about the process, procedure and documents you will have to produce:

http://www.foundation.sdsu.edu/hr/employment/new_emp_info.html

Out of town trainers may download the new hire forms and mail them into the SDSU Foundation to establish themselves as employees. The following link will inform you about the forms to fill out and mail:

http://www.foundation.sdsu.edu/forms/index.html#hr_hire

The Academy will send you, approximately a month before your training date, a cover letter with a:

- Special Pay Contract
- Scope of Work document providing specific training details
- Directions to the training facility
- Hotel accommodations available in the training area

You will sign the Contract and Scope of Work document and return them to the Academy. Your contract will be submitted for payment once your training date occurs, and you will be paid on employee pay days (the 10th and 25th of the month).