



**MOONLIGHT CONTRACT SCHEDULE ADJUSTMENT  
FOR  
FULL-TIME CLASSIFIED AND ADMINISTRATIVE/EXEMPT EMPLOYEES**

I am contracted by Edmonds Community College to perform a **non-teaching** moonlight assignment in addition to my regular full-time assignment. The following information is provided for my personnel contract file:

Name \_\_\_\_\_ SID# \_\_\_\_\_

Project Description:

These additional duties will exceed my regular assignment and will require \_\_\_hours additional work per week for \_\_\_months. This work will be performed outside of my regular work hours. I will be compensated at the rate of \$35 per hour or at STEP A for Counseling.

Project work occurs: (list days and times)

This temporary moonlight project: DOES\_\_\_\_ DOES NOT\_\_\_\_ coincide with my regular work schedule.

If the project work does occur during my regularly scheduled work day, my work schedule will be adjusted as follows:

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Approved: Employee Supervisor Date

\_\_\_\_\_  
Approved: Appropriate Vice President Date

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*For Human Resources Office Use Only*

Overtime calculation applies? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Original: HR Office Human Resources Office Date