



**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

For Human Resources Office Use Only

Overtime calculation applies? ____ Yes ____ No

Original: HR Office Human Resources Office Date