



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

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

Submit One Form Per Class

Name _____ SID# _____

Item # _____ Course _____ FTE ____ Title _____

Class meets (Days/Time) _____ for a total of _____ hours/week

The class meeting time DOES ____ DOES NOT ____ coincide with my regular work schedule.

If the class DOES meet during the 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