



**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

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*For Human Resources Office Use Only*

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

Original: HR Office

\_\_\_\_\_  
Human Resources Office

\_\_\_\_\_  
Date