



Moonlight Contract Schedule Adjustment for Full-Time Classified and Administrative/Exempt Employee

SUBMIT ONE FORM PER CLASS

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

NAME _____ EMPLOYEE ID _____

ITEM # _____ COURSE _____ FTE _____ TITLE _____

CLASS MEETS (DAYS/TIME) _____ FOR A TOTAL OF _____ HOURS PER 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: VICE PRESIDENT _____ DATE _____

RETURN COMPLETED FORM TO HUMAN RESOURCES

FOR HUMAN RESOURCES OFFICE USE ONLY

OVERTIME CALCULATION APPLIES? YES NO

HUMAN RESOURCES OFFICE _____ DATE _____