



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:		Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Permanent Sub	Subject/Grade/Activity/Sport:	Jr. High	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Huddelston, Dawn			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Jr. High	Certified Degree:		Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement		Step:	0	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Minder, Dalton	Desired Beginning Date:	02/28/2024		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	02/21/2024		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates