REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Choose an item.	**Employee Category:**	Choose an item.	**Employment Status:**	Choose an item.
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	**Subject/Grade/ Activity/Sport:**	Click or tap here to enter text.	**ESP Position:**	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Lindsay Johnson			**Hourly/Daily Rate of Pay:**	Click or tap here to enter text.
Location:	Senior High School	**Certified Degree:**	Choose an item.	**Additional Hours:**	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	**Step:**	5	**Annual Rate of Pay:**	Click or tap here to enter text.
Extra-curricular assignment:	Senior Class Sponsor	**Placement:**	Click or tap here to enter text.	**Salary:**	1641.00
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:	Joe Viola	**Desired Beginning Date:**	10/15/2026		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	**Date:**	10/15/2026		

(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