



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Support Staff	Employment Status:	Full-Time
Certified Position:	Support Staff - Para	Subject/Grade:	JH	If PT, No. of Hrs/Day:	
				ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Julie Garman			Hourly/Daily Rate of Pay:	15.00/Hour
Location:	Junior High		Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Certified Degree:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Step:	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:	Hunter Mitchell	Desired Beginning Date:	08/01/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	07/31/2025		

(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