



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Support Staff	Employment Status:	Full-Time
				If PT, No. of Hrs/Day:	
Certified Position:	Support Staff - Para	Subject/Grade:	JH	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Autumn Thompson			Hourly/Daily Rate of Pay:	\$15/hr
Location:	Junior High	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	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.
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Incumbent Name:	Sarah Jones	Desired Beginning Date:	08/01/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	06/16/2025		

(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