



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

| | | | | | |
|---|------------------------------------|--------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Action Requested: | Replacement | 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: | Coach |
| NEW EMPLOYEE INFORMATION / PLACEMENT | | | | | |
| Name: | Joseph Coulton | | | 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: | Choose an item. | Annual Rate of Pay: | Click or tap here to enter text. |
| Extra-curricular assignment: | HS Assistant Scholastic Bowl Coach | 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: | Click or tap here to enter text. | Desired Beginning Date: | 8/1/2024 | | |
| Position Supervisor: | Hattie Llewellyn | | | | |
| Action Requested by: | Hattie Llewellyn | Date: | 6/17/2024 | | |

(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