



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Choose an item.	Employment Status:	Choose an item.
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Head Junior High Boys Track Coach	If PT, No. of Hrs/Day:	
				ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Michelle Burger			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Junior High School			Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Certified Degree:	Choose an item.	Annual Rate of Pay:	\$3,905.00
Extra-curricular assignment:	Head JH Boys Track Coach			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:	Joe Viola	Desired Beginning Date:	January 1, 2025		
Position Supervisor:	Blake Lucas				
Action Requested by:	Blake Lucas	Date:	December 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