



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full Time
				If PT, No. of Hrs/Day:	
Certified Position:	Teacher	Subject/Grade:	6-8 Social Studies	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Olivia Killion			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	JH School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	MA+0.	Step:	0	Annual Rate of Pay:	\$45,291.04
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:	Jeff Harres	Desired Beginning Date:	8/1/2023		
Position Supervisor:	Timothy Roberts				
Action Requested by:	Timothy Roberts	Date:	2/6/2023		

(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