REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	**Employee Category:**	Educational Support Staff	**Employment Status:**	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	**Subject/Grade/ Activity/Sport:**	Click or tap here to enter text.	**ESP Position:**	Paraprofessional - Special Education
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brandt Crews			**Hourly/Daily Rate of Pay:**	17
Location:	Choose an item.	**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:	Basma Al Samma	**Desired Beginning Date:**			
Position Supervisor:	Chelsea McGlothlin				
Action Requested by:	Chelsea McGlothlin	**Date:**	11/12/2026		

(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