



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

| | | | | | |
|---|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Action Requested: | New Position | Employee Category: | Activity | Employment Status: | Choose an item. |
| Certified Position: | Choose an item. | Subject/Grade/Activity/Sport: | NBE Yearbook | If PT, No. of Hrs/Day: | |
| NEW EMPLOYEE INFORMATION / PLACEMENT | | | | | |
| Name: | Grace Crawford | Certified Degree: | Choose an item. | Hourly/Daily Rate of Pay: | \$ Split Stipend 13 |
| Location: | Choose an item. | Step: | Choose an item. | Additional Hours: | Click or tap here to enter text. |
| Salary Schedule Placement: | Choose an item. | Placement: | Click or tap here to enter text. | 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. |
| 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: | Yearbook | 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: | asap | | |
| Position Supervisor: | | | | | |
| Action Requested by: | Jokisch | Date: | 8/30/2024 | | |

(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

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|---------------------------------|--|------------------------|--|
| Chief Financial Officer: | | Superintendent: | |
| President: | | Secretary: | |

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates