



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:	Assistant High School Softball	If PT, No. of Hrs/Day:	
				ESP Position:	Choose an item.

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Kristy Weidhuner	Hourly/Daily Rate of Pay:			Click or tap here to enter text.
Location:	High School	Additional Hours:			Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Annual Rate of Pay:	0		\$3,905.00
Extra-curricular assignment:	Assistant HS Softball	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.
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Incumbent Name:	Melissa Dillon	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