REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Choose an item.	Employee Category:	Educational Support Staff	Employment Status:	Choose an item.
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/ Activity/Sport:	Career Day Planner	ESP Position:	Choose an item.

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Angie Marr			Hourly/Daily Rate of Pay:	Splitting Career Day Coordinator Stipend
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	0	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:	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:	Click or tap here to enter text.	Desired Beginning Date:	5/1/2023		
Position Supervisor:	Brandi Maxedon				
Action Requested by:	Brandi Maxedon	Date:	5/22/2023		

(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