

## REQUEST FOR PERSONNEL SERVICES NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee	Certified	Employment Status	Eull time (ET)	
Requested.	Replacement	Category:	Certified	Employment Status:	Full-time (FT)	
0 4161 1	T	Ta	1	If PT, No. of Hrs/Day:		
Certified		Subject/Grade/				
Position:	Substitute - Long-Term	Activity/Sport:	Permanent Sub	ESP Position:	Choose an item.	
NEW EMPLOYEE INFORMATION / PLACEMENT						
Name:	Kelsie Knox			Hourly/Daily Rate of Pay:	\$150/day	
					Click or tap here to	
Location:	Elementary School	Certified Degree:	Choose an item.	Additional Hours:	enter text.	
Salary Schedule					Click or tap here to	
Placement	Choose an item.	Step:	0	Annual Rate of Pay:	enter text.	
Extra-curricular	Click or tap here to enter		Click or tap here to enter		Click or tap here to	
assignment:	text.	Placement:	text.	Salary:	enter text.	
Extra-curricular	Click or tap here to enter		Click or tap here to enter		Click or tap here to	
assignment:	text.	Placement	text.	Salary:	enter text.	
Extra-curricular	Click or tap here to enter		Click or tap here to enter		Click or tap here to	
assignment:	text.	Placement	text.	Salary:	enter text.	
Incumbent	Click or tap here to enter	Desired				
Name:	text.	Beginning Date:	8/10/2023			
Position						
Supervisor:	Brandi Maxedon					
Action						
Requested by:	Brandi Maxedon	Date:	5/22/2023			
Placement Extra-curricular assignment: Extra-curricular assignment: Extra-curricular assignment: Incumbent Name: Position Supervisor: Action Requested by:	Choose an item. Click or tap here to enter text.  Brandi Maxedon	Step:  Placement:  Placement  Placement  Desired Beginning Date:  Date:	Click or tap here to enter text. 8/10/2023	Salary: Salary: Salary:	enter text. Click or tap here to enter text.	

(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