



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Teacher	Subject/Grade/Activity/Sport:	Art	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Grace Crawford			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Choose an item.	Certified Degree:	BA	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	BA+0	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:	Andrea Rupnik	Desired Beginning Date:	1/3/2023		
Position Supervisor:					
Action Requested by:	Shelley Haas	Date:	9/18/2023		

(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