



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	New Position	<b>Employee Category:</b>	Educational Support Staff	<b>Employment Status:</b>	If PT, No. of Hrs/Day:	<b>Part-time (PT)</b>
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade/Activity/Sport:</b>	Click or tap here to enter text.	<b>ESP Position:</b>		Bus Monitor
<b>NEW EMPLOYEE INFORMATION / PLACEMENT</b>						
<b>Name:</b>	Lisa Jarrad	<b>Certified Degree:</b>	Choose an item.	<b>Hourly/Daily Rate of Pay:</b>		\$15.00
<b>Location:</b>	District	<b>Step:</b>	Choose an item.	<b>Additional Hours:</b>		Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Placement:</b>	Click or tap here to enter text.	<b>Annual Rate of Pay:</b>		Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>		Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>		Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>		Click or tap here to enter text.
<b>Incumbent Name:</b>	Click or tap here to enter text.	<b>Desired Beginning Date:</b>	9/3/2024			
<b>Position Supervisor:</b>	Seth Hill					
<b>Action Requested by:</b>	Seth Hill	<b>Date:</b>	8/29/2024			DOH 9/18/24
(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)						
<b>APPOINTMENT AUTHORIZATION SIGNATURES</b>						
<b>Chief Financial Officer:</b>		<b>Superintendent:</b>				
<b>President:</b>		<b>Secretary</b>				

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