



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

| | | | | | |
|---|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Action Requested: | New Position | Employee Category: | Educational Support Staff | Employment Status: | Part-time (PT) |
| Certified Position: | Choose an item. | Subject/Grade/Activity/Sport: | Click or tap here to enter text. | If PT, No. of Hrs/Day: | |
| NEW EMPLOYEE INFORMATION / PLACEMENT | | | | | |
| Name: | Eva Eiy | | | Hourly/Daily Rate of Pay: | \$15.00 |
| Location: | District | Certified Degree: | Choose an item. | Additional Hours: | Click or tap here to enter text. |
| Salary Schedule Placement | Choose an item. | Step: | Choose an item. | 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. |
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| Incumbent Name: | Click or tap here to enter text. | Desired Beginning Date: | 8/14/2025 | | |
| Position Supervisor: | Seth Hill | | | | |
| Action Requested by: | Seth Hill | Date: | 8/14/2025 | | |
| (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