



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

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|---|----------------------------------|--------------------------------|----------------------------------|--|----------------------------------|
| Action Requested: | New Position | Employee Category: | Bus Monitor | Employment Status: | Part-time (PT) |
| | | | | If PT, No. of Hrs/Day: | |
| Certified Position: | Choose an item. | Subject/Grade: | Transportation | Educational Support Staff Position: | Bus Monitor |
| NEW EMPLOYEE INFORMATION / PLACEMENT | | | | | |
| Name: | Melissa Combs | | | Hourly/Daily Rate of Pay: | \$14.00/hr. Monitor |
| 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: | | Desired Beginning Date: | 8/28/2024 | | |
| Position Supervisor: | Hill | | | | |
| Action Requested by: | Seth Hill | Date: | 04/19/2023 | | |

(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

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|---------------------------------|--|------------------------|--|
| Chief Financial Officer: | | Superintendent: | |
| President: | | Secretary | |

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