



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Certified	Employment Status:	Choose an item.
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Choose an item.
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Kristen McGuire			Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Senior High School	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:	SADD Sponsor	Placement:	0	Salary:	1201.00
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:	Lauren Hemmerle	Desired Beginning Date:	8/29/2025		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	8/29/2025		

(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