



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:		Subject/Grade:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
				ESP Position:	Custodian

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Erik Lehen			Hourly/Daily Rate of Pay:	\$15 per hour
Location:	Elementary 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:	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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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:	Todd Cheek	Desired Beginning Date:	7-21-2025		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	Date:	7/8/2025		

(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