

REQUEST FOR PERSONNEL SERVICES **NEW BERLIN CUSD #16**

Requested: Replacement Category: Paraprofessional Employment Status: Full-time (FT) If PT, No. of Hrs/Day:	Action		Employee					
Certified Position: Choose an item. Subject/Grade: NEW EMPLOYEE INFORMATION / PLACEMENT Hourly/Daily Rate of Pay: Elementary School Certified Degree: Choose an item. Click or tap here to enter text. Extra-curricular assignment: Extra-curricular assignment: Extra-curricular assignment: Extra-curricular assignment: Elementary School Certified Degree: Choose an item. Choose an item. Choose an item. Step: Choose an item. Click or tap here to enter text. Salary: Click or tap here to enter text. Click or tap here to enter text. Salary: Click or tap here to enter text. Salary: Click or tap here to enter text.	Requested:	Replacement	Category:	Paraprofessional	Employment Status:	Full-time (FT)		
Name: Emily Tipsword Elementary School Step: Choose an item. Click or tap here to enter text. Extra-curricular assignment: Extra-curricular assignment Extra-c					If PT, No. of Hrs/Day:			
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Name:Emily TipswordCertified Degree:Choose an item.Additional Hours:Click or tap here to enter text.Location:Elementary SchoolCertified Degree:Choose an item.Additional Hours:Click or tap here to enter text.Salary Schedule PlacementChoose an item.Choose an item.Annual Rate of Pay:Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.	Position:	Choose an item.	Subject/Grade:		Staff Position:	Individual Aide		
Name:Emily TipswordRate of Pay:\$15/HrLocation:Elementary SchoolCertified Degree:Choose an item.Additional Hours:Click or tap here to enter text.Salary Schedule PlacementChoose an item.Step:Choose an item.Annual Rate of Pay:Click or tap here to enter enter text.Extra-curricular assignment:Click or tap here to enter text.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.Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.Extra-curricular assignment:Click or tap here to enter text.Click or tap here to enter text.	NEW EMPLOYEE INFORMATION / PLACEMENT							
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Location: Elementary School Certified Degree: Choose an item. Additional Hours: enter text.	Name:	Emily Tipsword			Rate of Pay:	\$15/Hr		
Salary Schedule Placement Choose an item. Step: Choose an item. Choose an item. Choose an item. Choose an item. Click or tap here to enter text. Salary: Click or tap here to enter text.						Click or tap here to		
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Incumbent Desired								
	Incumbent		Desired					
Name: Brooke Brummett Beginning Date: September 5, 2023	Name:	Brooke Brummett	Beginning Date:	September 5, 2023				
Position	Position							
Supervisor: Haas/Maxedon		Haas/Maxedon						
Action								
Requested by: Shelley Haas Date: August 30, 2023 (Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3vrs=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