



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Paraprofessional	Employment Status:	Full-time (FT)
Certified Position:		Subject/Grade:	Elementary	If PT, No. of Hrs/Day:	
				Educational Support Staff Position:	Paraprofessional - Individual Aide

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Hannah Steck			Hourly/Daily Rate of Pay:	\$16/Hr
Location:	Elementary School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:		Annual Rate of Pay:	
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Andrea Stone	Desired Beginning Date:	August 10, 2023		
Position Supervisor:	Haas/Maxedon				
Action Requested by:	Shelley Haas	Date:	July 27, 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

Chief Financial Officer:		Superintendent:	
President:		Secretary	

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