



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:		Employment Status:	Full-time (FT)
Certified Position:	Teacher	Subject/Grade:	4 th grade	If PT, No. of Hrs/Day:	
				Educational Support Staff Position:	

NEW EMPLOYEE INFORMATION / PLACEMENT

Name:	Ashley Berola	Certified Degree:	BA	Hourly/Daily Rate of Pay:	
Location:	Elementary School	Step:	2	Additional Hours:	+0
Salary Schedule Placement	Choose an item.	Placement:	Click or tap here to enter text.	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.
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:	Hepperly, Kimberly	Desired Beginning Date:	August 10, 2023		
Position Supervisor:	Brandi Maxedon				
Action Requested by:	Brandi Maxedon	Date:	June 30, 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