



# REQUEST FOR PERSONNEL SERVICES

## NEW BERLIN CUSD #16

<b>Action Requested:</b>	New Position	<b>Employee Category:</b>	Support Staff	<b>Employment Status:</b>	Part-time (PT)
				<b>If PT, No. of Hrs/Day:</b>	5
<b>Certified Position:</b>	Choose an item.	<b>Subject/Grade:</b>	Click or tap here to enter text.	<b>ESP Position:</b>	Cafeteria

### NEW EMPLOYEE INFORMATION / PLACEMENT

<b>Name:</b>	Courtney Colson			<b>Hourly/Daily Rate of Pay:</b>	16.00/hour
<b>Location:</b>	Elementary School	<b>Certified Degree:</b>	Choose an item.	<b>Additional Hours:</b>	Click or tap here to enter text.
<b>Salary Schedule Placement</b>	Choose an item.	<b>Step:</b>	Choose an item.	<b>Annual Rate of Pay:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement:</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Extra-curricular assignment:</b>	Click or tap here to enter text.	<b>Placement</b>	Click or tap here to enter text.	<b>Salary:</b>	Click or tap here to enter text.
<b>Incumbent Name:</b>	Brittany Lane	<b>Desired Beginning Date:</b>	5/1/2026		
<b>Position Supervisor:</b>	Heather Pidcock				
<b>Action Requested by:</b>	Heather Pidcock	<b>Date:</b>	5/1/2026		

(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

<b>Chief Financial Officer:</b>		<b>Superintendent:</b>	
<b>President:</b>		<b>Secretary</b>	

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