



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Choose an item.	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade:		If PT, No. of Hrs/Day:	
				Educational Support Staff Position:	Custodian
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Rena Lacy			Hourly/Daily Rate of Pay:	\$15 per hour
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:	Travis Creasey	Desired Beginning Date:	9/17/26		
Position Supervisor:	Matt Brown				
Action Requested by:	Lori Niemeier	Date:	ASAP		

(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