



The Nassau County School District

1201 Atlantic Avenue
Fernandina Beach, Florida 32034

Kathy Burns, Ed.D.
Superintendent of Schools

(904) 491-9874
Fax (904) 277-9039
www.nassau.k12.fl.us

LONG – TERM SUBSTITUTE LETTER

Please submit this form to the Human Resources Department for reporting information regarding a substitute teacher recommended to receive compensation under the provisions of the Long-Term Substitute Salary Schedule as adopted by the School Board on April 15, 2022. New rates are based upon the \$46,720 beginning teacher salary and advanced degree supplement schedules.

Scott D. Hodges
Director of Human Resources

Name of Substitute Teacher: _____ **Employee ID #** _____

Name of Regular Teacher: _____ **Employee ID #** _____

Projected ending date: _____

Substitute's highest level of education completed:

	<i>(check one)</i>	Daily Rate of Pay:	Hourly Rate of Pay:
_____	HS/Associate's Degree	Long Term Rate \$166.86	\$22.2480
_____	Bachelor's Degree	Long Term Rate \$238.37	\$31.7826
_____	Master's Degree	Long Term Rate \$253.67	\$33.8226
_____	Specialist Degree	Long Term Rate \$254.69	\$33.9586
_____	Doctorate Degree	Long Term Rate \$255.71	\$34.0946

Dates substituted in one position for the same teacher. Must have taught for 10 days. On the 11th day of a substitute filling the same position, the substitute will be eligible for long term pay. Long term rates shall continue until the last consecutive day in the class, excluding absences because of illness not to exceed three consecutive days. No benefits shall accrue to the employee other than those mandated by state or federal laws. Please list days worked in the chart below.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11

Signature of Principal: _____ **Date:** _____

School: _____

FOR HUMAN RESOURCES DEPARTMENT USE ONLY - Do not write in this box.

Effective Date: _____ Daily Rate of Pay: _____

Authorized Signature: _____ Date: _____

Revised 4/09/07, 10/06/09 LRobert, 04/02/14 LRobert, 01/24/17 JMcDonald, 08/13/18 JMcDonald, 11/14/19 JMcDonald, 07/13/20 KMack, 04/13/21KMack, 07/22/2021 KMack, 09/30/21 KMack, 04/28/2022 KMack

Our mission is to develop each student as an inspired life-long learner and problem-solver with the strength of character to serve as a productive member of society.

AN EQUAL OPPORTUNITY EMPLOYER