



# The Nassau County School District

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

Kathy Burns, Ed.D.  
Superintendent of Schools

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## LONG – TERM SUBSTITUTE LETTER

Please submit this form to the Personnel 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 December 14, 2006.

*Suzanne J. Davis*

Director of Personnel Services

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:
_____	High School Diploma	Long Term Rate \$120.61	\$16.0813
_____	Associate's Degree	Long Term Rate \$140.71	\$18.7613
_____	Bachelor's Degree	Long Term Rate \$201.02	\$26.8027
_____	Master's Degree	Long Term Rate \$216.33	\$28.8440
_____	Doctorate	Long Term Rate \$218.37	\$29.1160

**Dates Substituted in one position for the same teacher.** Must have taught for 10 days. On the 11<sup>th</sup> 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
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Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR PERSONNEL 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

***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