



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 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 December 14, 2006. New rates are based upon the \$40,000 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:
_____	High School Diploma	Long Term Rate \$122.45	\$16.3265
_____	Associate's Degree	Long Term Rate \$142.86	\$19.0476
_____	Bachelor's Degree	Long Term Rate \$204.08	\$27.2108
_____	Master's Degree	Long Term Rate \$219.39	\$29.2517
_____	Specialist Degree	Long Term Rate \$220.41	\$29.3877
_____	Doctorate Degree	Long Term Rate \$221.43	\$29.5238

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
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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

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