



# The Nassau County School District

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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 October 24, 2004. New rates are based upon the \$50,200 beginning teacher salary and advanced degree supplement schedules.

Name of Substitute Teacher: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Name of Regular Teacher: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Projected ending date: \_\_\_\_\_

Substitute's highest level of education completed:

(check one)	Daily Rate of Pay:	Hourly Rate of Pay:
_____ HS/Associate's Degree	Long Term Rate \$179.2851	\$23.9046
_____ Bachelor's Degree	Long Term Rate \$256.1224	\$34.1496
_____ Master's Degree	Long Term Rate \$274.6428	\$36.6190
_____ Specialist Degree	Long Term Rate \$280.2551	\$37.3673
_____ Doctorate Degree	Long Term Rate \$285.8673	\$38.1156

**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

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, 02/01/2023 KMack, 10/23/2023 KMack 10/22/2024 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