



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 October 12, 2023. New rates are based upon the \$50,000 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:

(check one)	Daily Rate of Pay:	Hourly Rate of Pay:
_____ HS/Associate's Degree	Long Term Rate \$178.5714	\$23.8095
_____ Bachelor's Degree	Long Term Rate \$255.1020	\$34.0136
_____ Master's Degree	Long Term Rate \$273.3624	\$36.4829
_____ Specialist Degree	Long Term Rate \$279.2346	\$37.2312
_____ Doctorate Degree	Long Term Rate \$284.8469	\$37.9795

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