



# 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 July 1, 2021. New rates are based upon the \$45,242 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 \$161.58	\$21.5440
_____	Bachelor's Degree	Long Term Rate \$230.83	\$30.7773
_____	Master's Degree	Long Term Rate \$246.13	\$32.8173
_____	Specialist Degree	Long Term Rate \$247.15	\$32.9533
_____	Doctorate Degree	Long Term Rate \$248.17	\$33.0893

**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:** \_\_\_\_\_

**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

**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