



HUMAN RESOURCE SERVICES DIVISION

P.O. Box 246870 Sacramento, CA 95824-6870

(916) 643-9050 FAX (916) 643-9454

Cancy McArn, Chief Human Resources Officer

SCHOOL YEAR: _____

TO: Principal / Administrator /
School Office Manager

DATE: _____

FROM: _____, Personnel Technician II
(916) 643-

SUBJECT: DAILY RATE FOR DAY-TO-DAY SUBSTITUTE TEACHER ON EXTENDED ASSIGNMENT

The employee listed below has been a day-to-day substitute at:

Name of Substitute Teacher: _____

PSL #: _____

Vice: _____

Fully Credentialed Salary
Schedule

Effective Dates: _____

Daily Rate: \$ _____

Not Fully Credentialed (NFC)
Salary Schedule

Rate Class / Step

Fully credentialed day-to-day substitutes working in excess of 30 days, who are responsible for lesson planning and all other teacher duties, will be paid on the regular teachers' salary schedule at their daily rate for the period of time they are in the position listed above.