



**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.