

**Duncan Public Schools
P.O. Box 1548
Duncan, Oklahoma 73534**

Notice to Certified Employees of the Duncan Public Schools

The following pay periods will be used during the 2009-2010 school year.

1. Certified personnel who are paid on the July and August payroll will be paid by the last working day of the month.
2. Our regular classroom teachers report to work on August 7, 2009. We will run regular pay dates according to the schedule below:

Regular Pay Dates for Certified Personnel

August 27
September 25
October 27
November 24
December 18
January 27
February 26
March 26
April 27
May 21
June 25

3. State law prohibits paying any certified employee until the full amount of the warrant has been earned.
4. State law prohibits paying any certified employee until a valid Oklahoma Teacher's Certificate is on file in the Superintendent's Office.