**Template Pay Raise Letter for Certified Employees**

**Purpose:** Districts can customize this letter to inform certified employees about the legislatively approved pay raise.

Dear [District] certified team:

I hope you are relishing these first few weeks of summer – enjoying much-deserved time with family, friends and activities. I’m interrupting this special time briefly to share good news with you about the coming school year.

Gov. Kevin Stitt recently signed legislation that will invest an additional $500 million in Oklahoma schools next year. This will provide more general funding for schools, as well as a pay increase for certified employees based on the following\*:

* $3,000 (0-4 years of experience)
* $4,000 (5-9 years of experience)
* $5,000 (10-14 years of experience)
* $6,000 (15 or more years of experience)

\**The pay increase will be prorated for part-time employees and [will also/will not] apply to those who are currently working post-retirement and collecting retirement benefits.*

The district’s updated salary schedule can be reviewed here: [URL to minimum state salary scale or local scale]. If the district pays more than the state minimum: [District] is proud to pay teachers an average of $[amount] per step more than the state-required minimum salary schedule and most Oklahoma school districts.

Optional: You can also determine how many years of experience you currently have on file by visiting: [URL to district payroll portal if local- and state-approved credit will be used or URL to SDE Single-Sign On portal if only state-approved credit will be used.] If you have any questions about your years of experience, please contact [Name], [Title] at [phone] or [email].

We are grateful to Oklahoma legislators for hearing our concerns about teacher compensation in our state. While we still have improvements to make, this is a step in the right direction. Although state dollars were not allocated specifically for support staff pay raises, we also look forward to finding solutions for them because they, too, are truly valued members of our team.

Thank you for choosing to be an Oklahoma public school teacher and for being part of the [District] family. Your work to make a difference for our students is greatly appreciated.

Have a wonderful summer!

Sincerely,

Name  
Superintendent