



Guidelines for Teacher' Working Conditions Funds

Category	Finance and Administration		
Subject	Guidelines for Teachers' Working Conditions Funds		
Adopted		Revised	August 17, 2016
Policies Used / Referenced			

Policy Statement

- All TWCF purchases must be authorized by the School-Level Committee. Authorization must be attached to the document submitted to the Budget & Accounting Department.
- For the purposes of this policy, the Management Team is as follows:
 - Director of Schools, Hampton Education Centre
 - Director of Schools, Saint John Education Centre
 - Director of Schools, St. Stephen Education Centre

Procedures

- A pre-authorized list from the Management Team has been created to assist in determining what requires prior approval from the Director of Schools or designate and what can be authorized at the School Committee level.
- Any purchase that is not on the authorized list must be accompanied by the documentation indicating approval of the Director of Schools/designate for the purchase.
- A file is maintained at each Centre of all authorized requests. Both approved and non-approved responses are included and are filed by school.

Guidelines for Teacher' Working Conditions Funds**Items That DO NOT Require Prior Approval from the Director of Schools/designate:**

- Bottled water
- Equipment to assist teacher, e.g. science equipment, laminator, TV, CD player, equipment carts, First Aid Kits, posters for classrooms and books.
- Fees for conferences
- In-service as part of Professional Learning opportunities for teachers.
- Supply day per teacher for Professional Learning opportunities and supply time for teachers to complete student assessments.

Please note:

- Purchasing guidelines to be followed. All purchases become the property of the Province, and must be maintained at the school.
- IT equipment must receive approval.
- TWCF not spent at year end will be carried over to the next budget year.
- No purchases can be combined with personal funds.

Reference

EECD: Policy 101-Financial Responsibilities of School Districts
NBTA Teachers Collective Agreement Schedule K