

**GUIDELINES FOR TEACHERS' WORKING
CONDITIONS FUNDS**

Category	Finance and Administration		
Subject	Guidelines for Teachers' Working Conditions Funds		
Adopted		Revised	February 2021

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.

Items That DO NOT Require Prior Approval from the Director of Schools/designate:

- Bottled water
- Everyday classroom resources (pens, pencils, paper, staplers, three hole punch, etc.)
- Equipment to assist teacher, e.g. science equipment, laminator, external hard drives, USB memory sticks, equipment carts, First Aid Kits, posters for classrooms and books
- Fees for conferences
- Professional Learning opportunities for teachers/on-line PD programs
- 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. For example: software and devices that may require WiFi capabilities.
- TWCF not spent at year end will be carried over to the next budget year.

**GUIDELINES FOR TEACHERS' WORKING
CONDITIONS FUNDS**

- No purchases can be combined with personal funds.

Reference

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