

South Shore Regional Centre for Education
NSTU Article 9 Teacher Fund Guidelines
Effective October 2022

Purpose: to outline policies and procedures for recording, tracking, and paying out noon hour supervision funds to teachers.

Teachers participating in noon hour supervision increases student safety, enhances the school environment, and enables a positive culture. It also places a focus on an environment of professionals, best able to model positive behaviors and build relationships.

- Schools are to determine the teachers who have agreed to noon hour supervision
 - The school office tracks the hours performed
 - The school office submits the hours to the office of the Director of Programs and Student Services monthly
 - There needs to be a process at the school level to confirm they have done the supervision and to track the teachers' and the number of minutes that they supervised.
 - Hours will not be paid if not recorded on this document
 - Payment will be made to the school
 - The school office allocates payments to teachers' accounts (either separate categories or, the preferred, excel spreadsheet) based on the schedule
- The rate is minimum wage
- Approval of utilization is school-based
- Rules around use of funds are as follows:
 - To be used for classroom and program enhancement only
 - Must be allocated to the teacher's home room or program only and not used as general school funds
 - Unspent funds at the end of the school year do not travel with the teacher should they leave the school.
 - Funds remaining in school accounts may be used for school-wide initiatives, at the discretion of the school principal
 - Items purchased can travel with the teacher but is to remain within the region.
 - Every effort should be made by the teacher to ensure goods are received prior to the end of the school year to ensure they are accounted for by the appropriate school. Delivery dates should be reviewed to ensure it is not during the last few weeks of school or over the summer months.
 - Not to be used for personal gain
 - Not to be used for classroom modification (i.e., construction)
 - Internal technology purchases are allowable but remain the property of the Region and may travel with the teacher between schools within the region
 - Tech purchases should be made by emailing the request to techpurchasing@ssrce.ca
 - Technology purchases include but are not exclusive to: laptop, desktop, and Chromebook computers, iPads, device storage/charging carts, LED projectors, some software, display adapters - video, audio and charging cables, digital still, document and video cameras, security cameras, etc.

- The Regional Centre has recommendations on the type of device for each position. Should the teacher be requesting a purchase outside of those recommendations, the teacher understands that there may be limited technology support and the refresh of a similar device is not guaranteed.
 - Technology purchases are subject to availability.
- Reimbursements are made to teachers from the school with prior Principal (or designate) approval
 - Receipts are required for accounting purposes at all times (both detail and proof of purchase)
 - Regional procurement policies and procedures are to be followed for all purchases
- School Administrators (PSAANS) are not eligible to earn or collect Noon Hour Supervision Funds