

- 4.7 Supervisors and authorized managers in responding to instances of misconduct should seek consistency of action. Sound responses to behavioural problems can be made only after an evaluation of the total working situation, and, whenever necessary, after consultations with other supervisors, personnel advisers and specialists in staff relations.
- 4.8 The following chart is designed as a guide. It indicates the level of seriousness of sample infractions and the disciplinary procedures which may be appropriate responses in each case. Discipline may be reduced or extended as indicated by the facts of the case. The listed infractions are only examples and are not intended to be all inclusive or in any way limit the Department's right to discipline.

Disciplinary Guide Chart				
			4	
			3	
		2		
	1			
Verbal	Written	1 to 10 days	More than 10 days	Discharge
Reprimand		Suspension		

Level One

Lateness,
 Appearance,
 Abuses of leave,
 Absence without leave,
 Disregard for safety rules,
 Use of obscene language.