

extreme caution and discretion should be exercised when recall or reassignment is being contemplated. In such situations, the responsible manager must provide the appropriate personnel assignment division with all relevant details relating to the proposed recall or reassignment action. In turn, the appropriate personnel assignment division must seek advice from the Staff Relations Division before initiating any action.

Without limiting the authority of the employer, it is expected that recall or reassignment for disciplinary reasons would be reserved for serious and/or exceptional circumstances. In normal disciplinary situations, it is the responsibility of all managers to utilize the progressive disciplinary measures available to them prior to proposing a recall or reassignment action.

(e) Discipline in the Work Group

When the rules of conduct are being ignored by a number of employees in a work unit, the rules should be brought to the attention of the entire work group in writing. Such a notice should include a warning that deviation from the rules may lead to disciplinary action. If further incidents occur, they should be dealt with individually as in any other disciplinary situation.

(f) Evidence

- (1) In order to establish that proper grounds exist for disciplinary action, it must be ensured that there exists sound evidence relating to the misconduct. Evidence must be factual and relevant to the case and supported by appropriate documentation - not gossip or hearsay. Evidence must be directly related to the misconduct.
- (2) Previous incidents of misconduct which are intended to be taken into consideration, must have been brought to the employee's attention within a reasonable time of the infraction which was committed. Such incidents must be documented in disciplinary notices which are part of the employee's appraisal file (exception oral reprimands).

(g) Performance Appraisals

Managers who are responsible for the preparation of appraisal reports must not refer to any disciplinary action on an employee's performance appraisal. Managers may refer to aspects of an employee's behaviour or conduct which may have lead to disciplinary action; however, such occurrences must be directly related to the performance of his duties.