

for which an oral reprimand is considered insufficient. A written reprimand includes the following elements:

- must be clearly identified as a written reprimand;
- must identify the misconduct;
- must identify and/or suggest alternative behaviour which is desired in the future;
- must inform the employee that any future misconduct may be subject to more severe disciplinary measures, up to and including discharge.

(ii) Suspension Without Pay

1-10 days

Suspension involves the removal of an employee from duty for a period for which he will not be paid. It will normally apply if there is a continuation of infractions which have not been corrected by written reprimands or for an act of misconduct for which a lesser disciplinary measure is considered inappropriate.

10 days +

Suspension in excess of 10 working days or suspensions pending investigation for discharge is reserved for misconduct which is extremely serious in nature, or misconduct which has not been corrected by less severe disciplinary measures. Suspension in excess of 10 days should not be applied unless the advice of the Staff Relations Division is first obtained.

(iii) Financial Penalties

Financial penalties may only be utilized as a disciplinary option in lieu of a suspension when it is considered preferable for operational and/or economic reasons. It should be emphasized that the use of financial penalties should be supported by compelling operational requirements.

The introduction of financial penalties as a disciplinary option is intended to alleviate the practical problems associated with the use of suspension in certain limited circumstances. For example,