SECTION 2

Authorities

2.1 *The Under-Secretary.* In accordance with Section 106 of the "Public Service Terms and Conditions of Employment Regulations", and Section 7(1)(f) of the "Financial Administration Act", the Under-Secretary of State for External Affairs is delegated authority by Treasury Board to establish standards of discipline for employees, and to prescribe, impose, vary or rescind financial and other penalties, including suspension and discharge that may be applied for breaches of discipline or misconduct. (For the relevant sections of the aforementioned documents, see Appendix D).

2.2 *Supervisors.* The supervisor has been delegated the primary responsibility for maintaining discipline. All supervisors have the authority to institute informal disciplinary procedures and formal procedures at the first two levels (oral reprimand and written reprimand).

2.3 *Authorized managers and their superiors.* Authorized managers in the grievance procedure and their superiors have the authority to rescind or modify a disciplinary action taken by a subordinate. Rescinding or modifying a disciplinary action normally requires prior consultation with the supervisor who initially applied the disciplinary action, and where necessary and/or appropriate, with a staff relations officer. Disciplinary sanctions at the level of suspension and discharge may only be instituted by authorized managers and their superiors. The involvement of superiors is mandatory in the event of suspensions in excess of ten days and of discharge.

2.4 *The appropriate level of authority.* The following table illustrates the appropriate level of authority for each level of action: