

- (i) When the recall and/or reassignment of an employee is being considered for reasons which may be associated with discipline, the responsible manager must seek the advice of the appropriate personnel assignment division and the Staff Relations Division prior to taking action. (See Section 5(d)).
- (j) A Disciplinary Committee consisting of senior managers has been established to review particularly sensitive and/or serious disciplinary cases and in instances in which it is deemed appropriate, the findings and recommendations of the Committee are forwarded to the Under-Secretary. 1*

The Committee will also review disciplinary action on a regular basis to ensure equity, fairness of treatment, and consistent application of the Department's standards of discipline as applied to all employees in the Department of External Affairs.

4. DELEGATION OF AUTHORITY

The authority to impose disciplinary penalties is delegated as follows:

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| <p>(a) <u>Oral and Written Reprimand</u></p> <p>(b) <u>Suspension - up to and including 10 working days or a financial penalty of equivalent value</u></p> <p>(c) <u>Suspension - in excess of 10 working days or a financial penalty of equivalent value</u></p> <p>(d) <u>Discharge</u></p> | <p>- All supervisors and managers whose assigned duties include the preparation of employee performance appraisals.</p> <p>- Managers who are identified as the first step in the Departmental grievance procedure and their superiors.</p> <p>(i) USS, DMT, DMC (ii) TFB, UGB, LGB, SFB, MCB, ACB, PGB, EFB, RGB, IFB, CCB, GGB, XDX, JCX, FPR, 2*</p> |
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1* NOTE: Cases which are likely to result in penalties under 4(c) and 4(d) below should be referred to the Committee prior to any action.

2* Note: Employees who belong to a responsibility centre which does not fall under the jurisdiction of managers listed in category (ii), and/or those employees not assigned to a specific responsibility centre (i.e. between postings, language training etc.) will be deemed to fall under the authority of the appropriate personnel assignment division for the purposes of level (a) and (b) and the ADM Personnel for the purposes of level (c) and (d).