

- the consequences of future misconduct. Specifically, the employee should be informed that any future misconduct will be subject to more severe disciplinary measures, up to and including discharge (except in the case of discharge).
- the right of the employee to file a grievance in accordance with the terms of the grievance procedure for his group should he disagree with the disciplinary action taken, without prejudice to his rights under the Public Service Staff Relations Act.

The notice should be signed and dated by the employee as having been read and understood. The original should be provided to the employee for his retention, and, if required by the collective agreement, a copy should be sent to his union representative. Many collective agreements require the employer to inform the employee's union representative of the disciplinary action taken.

If the employee should refuse to sign the notice as having been read and understood, a notation should be made on the copy being retained by the manager and witnessed by another management representative. A copy of the disciplinary notice signed by the employee must be placed on the employee's appraisal file. This notice will be destroyed after a period of two years or such other time period as may be prescribed in the provisions of the appropriate collective agreement, provided that no further disciplinary actions have been recorded during that period.

If a disciplinary action involves a financial penalty or the deduction of pay, it is the manager's responsibility to notify the Compensation and Benefits Division by written memorandum.

In cases which require the submission of a recommendation for suspension or discharge to an officer with the delegated authority, a completely documented case must accompany the recommendation. This documentation must include: a description of the infraction(s) involved and the circumstances bearing on the infraction(s); a summary of the employee's work and disciplinary history; and, the rationale for the recommended disciplinary action.

(h) Follow-up

Because the objective of disciplinary action is to correct unacceptable behaviour or conduct, the supervisor should take whatever steps are necessary to ensure behaviour improves, without harassing or over-supervising the employee.