

FOREWORD

For any organization to function effectively it is essential that standards governing the conduct of the people forming this organization be understood, accepted and adhered to.

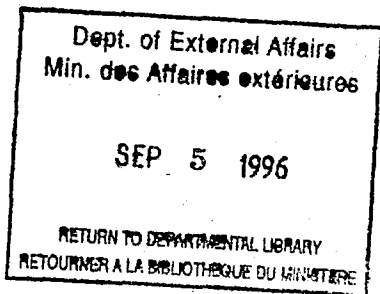
On occasion and for many reasons, however, the standards are broken. When this happens, disciplinary action must be considered; management has the responsibility of determining whether it is warranted, and if so, the form it should take.

The purpose of this booklet is to describe the Department's discipline procedure.

Supervisors and staff who require further advice or information are encouraged to communicate with APRS.

Staff Relations and
Compensation Division

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43-277-45117
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43-277-44916