

SECTION 1

Definitions and interpretations

- 1.1 *Supervisor* is an individual who has first-line responsibility for the standards of conduct of employees under his authority and supervision.
- 1.2 *Authorized manager* is an individual to whom authority has been delegated to respond to grievances in accordance with Section 72(2) of the Public Service Staff Relations Board Regulations and Rules of Procedures (See Grievance Procedure).
- 1.3 *Employee* is a Canada-based public servant employed by the Government of Canada in accordance with Section 2(1) of the Public Service Employment Act.
- 1.4 *Misconduct, breach of discipline, offence and infraction* are synonyms for actions which violate reasonable, required standards of conduct and discipline.
- 1.5 *Disciplinary action* is action taken by a supervisor or an authorized manager following a breach of discipline by an employee. Departmental discipline procedure may be informal or formal. Informal disciplinary procedure is described in Section 3. Formal procedure consists of four levels of disciplinary action of progressive severity: oral reprimand, written reprimand, suspension, and discharge. All disciplinary actions except discharge have as their goals the correction of an employee's behaviour. Disciplinary action may be initiated at any of the four levels. Intermediate levels may be omitted as deemed appropriate.
- 1.6 a) *Reprimand* is a statement outlining:
 - a) an employee's misconduct
 - b) the corrective action required, and
 - c) a warning of consequences in the event of further breaches of discipline.