

Section: PS 803-E
Corrective Discipline Process
Manager's/Supervisor's Checklist
Appendix E

Last Revised: March 2013

Last Reviewed: March 2013

Next Review:

A. Initial steps:

1. Review the Corrective Discipline Policy.
2. Contact the Human Resource Service Team.
3. Assess the potential seriousness of the matter to determine the possible level of discipline and/or if an outside agency (policy, regulatory agencies) may need to be involved

B. Conduct the investigation:

1. Obtain as much detail as possible from the person reporting the incident/situation and identify potential witnesses
2. Meet with the employee after advising them of their right to Union representation. Ensure a union representative is present during the meeting. If the employee does not want union representation, obtain a waiver of representation (SGEU only; union representation is mandatory if CUPE 600).

During the meeting:

- a. Advise the employee of the allegations;
 - b. Ask for and listen to the explanation;
 - c. Ask if the employee had any witnesses;
 - d. Advise the employee of the next steps.
3. Interview witnesses:
 - a. Attempt to verify any of the employee's or other witnesses' claims/statements;
 - b. Ensure witnesses have direct knowledge of events;
 - c. Advise witnesses of the need for confidentiality;
 - d. Follow up with employee if questions remain or new questions arise.

C. Determiner the sanction:

1. Discuss the matter with the Human Resource Service Team.
2. Determine the proper level of authority to impose the discipline.
3. Consider:
 - a. Employee's length of service;
 - b. Employee's past discipline record;
 - c. Seriousness of the misconduct;
 - d. Employee's explanation;
 - e. Any other pertinent facts.

D. Prepare to impose the discipline;

1. Set up the meeting and advise the employee of their right to representation (see B. 2).
2. Have the letter to be provided to the employee and (if necessary) the Union, signed by the person in authority.
3. Choose a venue that ensures privacy.