

DISCIPLINE REPORT

SECTION 1 - DETAILS OF STAFF MEMBER:

Name of staff member: _____ Payroll No: _____

Position Title: _____ Post No: _____

Ministry: _____ Department: _____

Mailing address of staff member: _____

Date staff member *suspended* from duty (if applicable): _____

SECTION 2 - DETAILS OF ALLEGED OFFENCE:

Alleged disciplinary offence(s): _____

(The alleged offence(s) should be an offence identified from Section 36 of the Public Service Act or an identified offence listed in Appendix A of Chapter 6 of the Public Service Staff Manual).

Date(s) the alleged offence occurred: _____

Details of the alleged offence: *(In this section, please describe carefully exactly what has happened. Attach a separate report if there is insufficient space here and clearly label it ATTACHMENT A.)*

Evidence for the alleged offence:

List here, in dot point form, any evidence that you have for the alleged offence. For example, statements from witnesses; missing property found in the staff member's possession etc.

* _____

* _____

* _____

* _____

* _____

* _____

What attempts have been made to resolve the matter within the Department up to now:

Please indicate, in point form, what attempts have been made in the Department to resolve this matter. For example, number of times that the staff member was counselled by their supervisor; dates that the staff member received first and second warnings etc.

* _____

* _____

* _____

* _____

* _____

* _____

SECTION 3 - PROVIDING THIS DISCIPLINE REPORT TO THE STAFF MEMBER

After the above sections have been completed by the Director, this Discipline Report is to be provided to the staff member for his or her certification and response. The staff member is to be given seven (7) calendar days inclusive for this purpose. If posting form, provide additional days for mail delivery on top of the seven days the staff member has the form.

Date this Discipline Report provided to staff member: _____

Date this Discipline Report is to be returned to the Director: _____

SECTION 4 - STAFF MEMBER'S CERTIFICATION AND RESPONSE:

This section is to be filled in by the staff member and then this Discipline Report is to be returned to the Director of his or her Department within seven (7) calendar days by the staff member. Failure to return the report may constitute a new disciplinary offence.

I, _____ (name) certify by signing below that:

- I have been shown and provided with this *Discipline Report*;
- I have been provided with seven days to respond to it;
- If I choose to make a response it is noted below or attached to this form;
- I understand that if I do not provide a response to this report, it may be assumed by the Public Service Commission that I agree with the allegations made in this report; and
- I will return this *Discipline Report* to the Director seven days after receiving it.

By ticking the appropriate box, I also certify that: *(Please tick only box only, either 1, 2, or 3)*

1. I accept that the allegation(s) made against me in this report are true; **OR**

2. I partially accept that the allegations against me in this report are true
(If there is more than one allegation and you accept one or more but not all of them, please indicate which allegations you accept and which ones you reject in the space provided below); **OR**

3. I do not accept that the allegation(s) made against me in this report are true.

Details of my response:

(Please provide a written response to the allegations contained in this report. If there is insufficient space here, attach a separate report and label it ATTACHMENT B).

Name: _____ **Signature:** _____

Date this report returned to Director: _____ *(This date must be no later than seven calendar days after receiving the report. If posting it back, do so seven days after receiving it)*

SECTION 5 - DIRECTOR'S CERTIFICATION:

- I certify that to the best of my knowledge the above allegations made by me are true.
- I certify that I have provided the staff member concerned with this *Discipline Report* and provided him or her with seven (7) calendar days to return it to me with their response.

Name: _____ Signature: _____ Date: _____

SECTION 6 - DIRECTOR-GENERAL'S CERTIFICATION:

- I certify that to the best of my knowledge the above allegations made in this report are true.
- I certify that this *Discipline Report* has been provided to the staff member and that they have been provided with seven (7) calendar days to respond to it.

Name: _____ Signature: _____ Date: _____

Public Service Commission only

SECTION 7 - PUBLIC SERVICE COMMISSION CONSIDERATION:

Date *Discipline Report* received from Ministry: _____

Date *Discipline Report* considered by the Commission: _____

- | | | |
|-------------------------------|--|--------------------------|
| Outcome of PSC consideration: | 1. Suspension <u>removed</u> : | <input type="checkbox"/> |
| | 2. Suspension <u>confirmed</u> : | <input type="checkbox"/> |
| | 3. Matter dismissed | <input type="checkbox"/> |
| | 4. Staff member dismissed | <input type="checkbox"/> |
| | 5. Matter referred to Police | <input type="checkbox"/> |
| | 6. Matter referred to Disciplinary Board | <input type="checkbox"/> |

Chairman of the Public Service Commission:

Signature: _____ Date: _____

Staff member and Ministry informed of PSC decision on: _____

If confirmed, matter referred to Police or Disciplinary Board on: _____