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HRDG 4752 - Disciplinary or Alternative Actions - Section B

Last Modified:

Subchapter 4752 - Disciplinary or Alternative Action **Section B - How Misconduct and Performance Action Differ**

- [Conduct vs. Performance](#)
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Conduct vs. Performance

Conduct (or behavior) problems must be handled differently from the way that **performance** problems are handled due to varying Federal regulations which pertain to these issues. Also, conduct problems relate to a violation of the conduct and responsibility regulations; whereas, performance problems relate to an inability to do the job.

Performance problems are not addressed in this subchapter, but will be addressed in a later subchapter in your Human Resources Desk Guide. For more information on handling performance problems, contact your servicing Employee Relations Specialist.

The following chart differentiates between **conduct** and **performance** issues:|

| | | |
|-------------------------|---|---|
| Chart to Explain | Conduct/behavior problem | Performance deficiency |
| | Employee refuses to work or will not do something | Employee lacks ability to do the assigned work or is incapable of performing satisfactorily |
| | Won't do something - Example: Insubordination | Can't do something - Example: typist making lots of typing errors |
| | Violates the standards of conduct regulations | Does not meet the requirements in the performance standards |
| | Take action to correct misconduct (MUST use disciplinary/adverse action regulations or take an alternative action) | Take action to correct performance (MUST use performance management regulations and give employee an opportunity to improve performance) |
| | Disciplinary actions include (but are not limited to): <ul style="list-style-type: none">• Letter of reprimand• Suspension• Reduction in grade or pay• Removal | Performance-based actions include: <ul style="list-style-type: none">• Reassignment• Reduction in grade or pay• Removal |

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