

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

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](#)
- [Chart to Explain](#)

[Return to 4752 Table of Contents](#)

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): • Letter of reprimand • Suspension • Reduction in grade or pay • Removal	Performance-based actions include: • Reassignment • Reduction in grade or pay • Removal

[Return to 4752 Table of Contents](#)

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