

Performance & Conduct

Note: It should be understood that some conduct issues can affect an employee's performance. Also, some performance issues may seem like conduct but may actually be a performance issue where training will eliminate the problem. **Always** consult with your Regional Human Resources "Employee Relations Specialist" when addressing a performance or conduct problem.

Performance	Conduct
<i>"Can't do"</i>	<i>"Won't do"</i>
Typically involves an inability to perform critical elements of the position at the fully or minimally successful level.	Typically involves breaking a known workplace rule (either written or unwritten), regulation or standard of conduct.
Examples include: <ul style="list-style-type: none"> <input type="checkbox"/> Being late with assignments <input type="checkbox"/> Quality of work being minimally successful or unsatisfactory <input type="checkbox"/> Quantity of work being minimally successful or unsatisfactory. <input type="checkbox"/> Work not being completed in a timely manner <input type="checkbox"/> Poor customer service knowledge and skills <input type="checkbox"/> Poor organizational skills <input type="checkbox"/> Incomplete work <input type="checkbox"/> Missing an important project deadline 	Examples include: <ul style="list-style-type: none"> <input type="checkbox"/> Misuse of government equipment, vehicle, charge card, etc. <input type="checkbox"/> Time and leave abuse <input type="checkbox"/> Tardiness, absenteeism <input type="checkbox"/> Unauthorized delay in returning from lunch or break periods. <input type="checkbox"/> Travel Voucher fraud <input type="checkbox"/> Misuse of a computer including pornography <input type="checkbox"/> Damaging government property <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Working under the influence of alcohol or drugs. <input type="checkbox"/> Improper or unauthorized release of sensitive information <input type="checkbox"/> Boisterous or disruptive/disorderly conduct or use of insulting, intimidating or abusive language. <input type="checkbox"/> Deliberately making false statements about others. <input type="checkbox"/> Failure to comply with safety standards. <input type="checkbox"/> Failure or delay in carrying out instructions. <input type="checkbox"/> Refusal to follow a direct order. <input type="checkbox"/> Falsification of government records or documents. <input type="checkbox"/> Gambling while on duty. <input type="checkbox"/> Theft <input type="checkbox"/> Dress code violations