

# Guidelines for Conduct-Based Discipline for Common Offenses

(Formerly Table of Offenses and Penalties)

HUMAN  
CAPITAL



## What's the Focus?

### PERFORMANCE DEFICIENCY

"I don't know how to..."



OR

### MISCONDUCT

"I don't want to..."



The Guidelines for Conduct-Based Discipline for Common Offenses (formerly Table of Offenses and Penalties) are to address **Conduct issues only**.

(Performance deficiencies should be addressed following a completely separate process.)

## What's New?

"Recommended," "Mitigated," and "Aggravated" penalty range columns have been removed

Penalties are determined based on 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>/Subsequent Offense and relative to the presence or absence of previous discipline

Wider penalty ranges, which allow management flexibility to address mitigated circumstances as well as more egregious/serious matters

All references to performance have been removed and are addressed under a separate process

## What's Unchanged?

The purpose of a penalty is to **correct behavior, not to punish**. Penalties must take into account the progressive discipline concept

A penalty factor analysis must be conducted to determine the reasonable and appropriate penalty

Both the proposing and deciding official must provide **separate and distinct analysis** of the applicable penalty determination factors

Management has the discretion to go outside a given range if they determine the circumstances warrant

**Contact your servicing HC-ER Specialist for assistance!**