

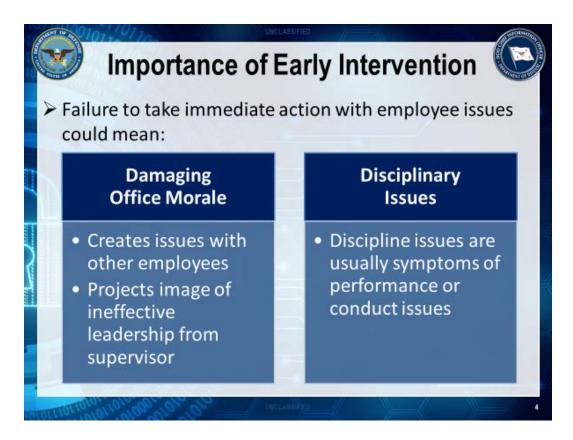


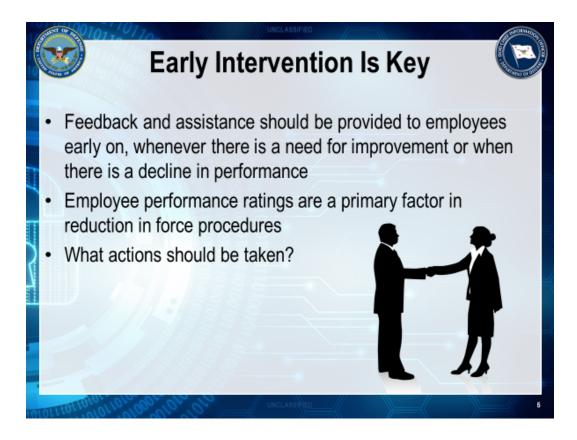
Learning Objectives

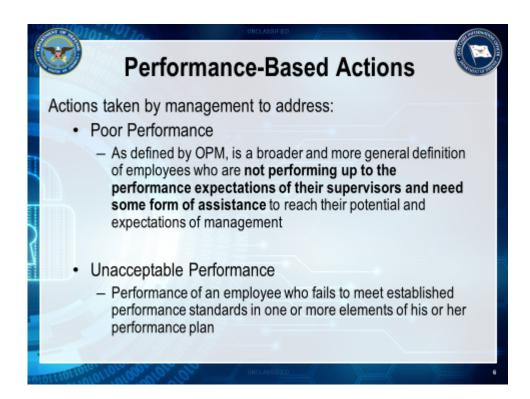


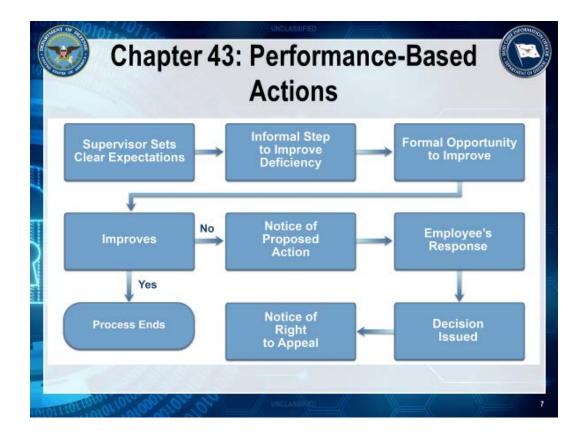
- Define performance and conduct based actions
- List the procedural requirements for taking a performance or conduct based action
- Discuss the requirements for a within-grade increase (WGI) and the circumstances when to delay or withhold a WGI
- Procedural Requirements of Performance and Conduct based actions
- Explain and apply the Douglas Factors and the applicable agency Table of Penalties
- Discuss the grievance and appeal processes for performance and conduct based actions

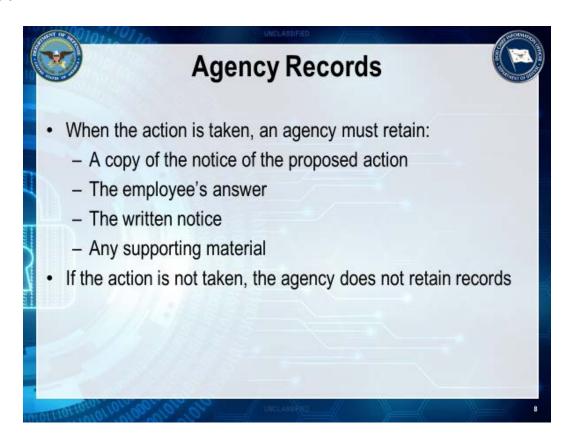










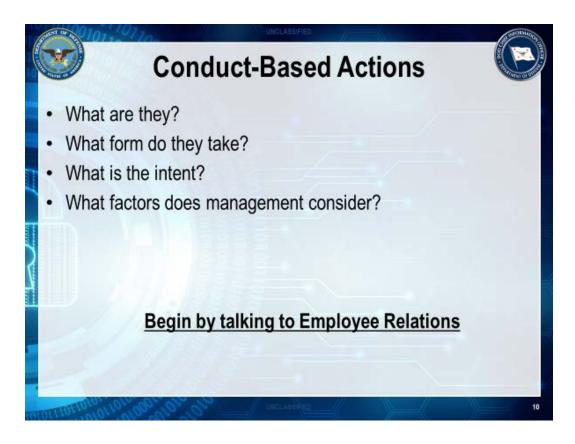




Within-Grade Increase



- Employee performance is based on the most current rating of record
- When a WGI decision is not consistent with the employee's most recent rating of record, a more current rating of record must be prepared
- · WGIs may be withheld if:
 - The employee's performance is less than "Fully Successful"
 - The employee is reassigned because of unacceptable performance and is eligible for a WGI prior to completing the minimum period of performance



CES HR Elements- Lesson 7 Performance and Conduct Based Actions, Grievance, and Appeal Procedures



Informal & Formal Actions



INFORMAL

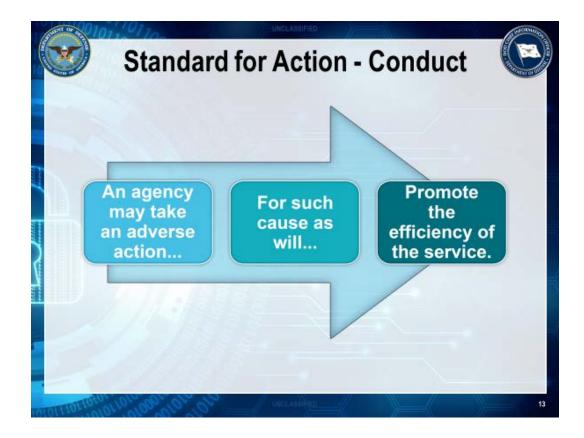
Verbal Warning/Admonition, Letter of Counseling, Letter of Instruction

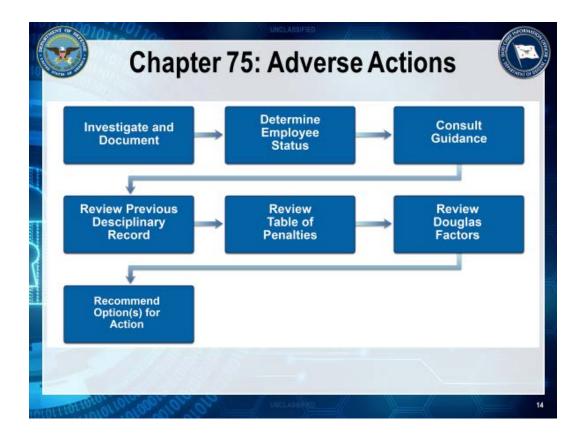
Discipline: Any one or combination of actions imposed as a sanction or penalty after an official finding of misconduct. The intent of the penalty may be to correct or instruct. Action is taken for such cause to promote the efficiency of the service.

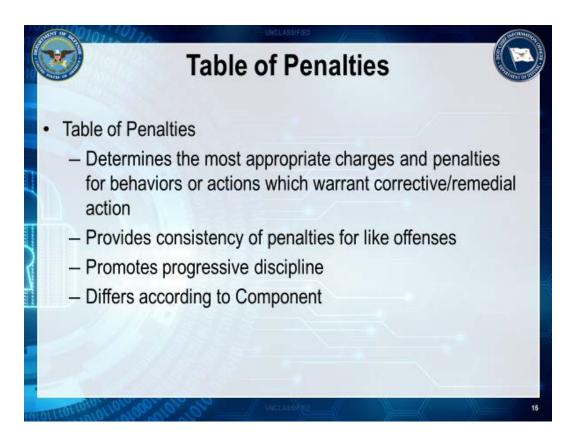
FORMAL

 Reprimands, Adverse Actions, Appealable Adverse Actions

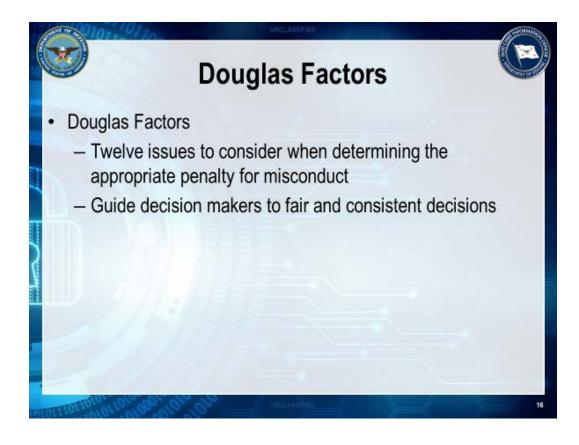
14







CES HR Elements- Lesson 7 Performance and Conduct Based Actions, Grievance, and Appeal Procedures







- Bargaining Unit Employees (BUEs) may file an appeal to the Merit Systems Protection Board (MSPB) or a grievance under their applicable collective bargaining agreement (CBA)
- Employees not represented by a union may file an appeal to the MSPB
- In limited circumstances, employees may file an administrative grievance
- Contact your Labor and Employee Relations Specialist to determine individual employee appeal rights



Lesson 7 Review



- Define performance and conduct based actions
- List the procedural requirements for taking a performance or conduct based action
- Discuss the requirements for a within-grade increase (WGI) and the circumstances when to delay or withhold a WGI
- Procedural Requirements of Performance and Conduct based actions
- Explain and apply the Douglas Factors and the applicable agency Table of Penalties
- Discuss the grievance and appeal processes for performance based actions