Appendix B

PERFORMANCE ISSUE vs. MISCONDUCT

Performance Issue
May include, but not limited to:
- Tardiness
- Excessive Absences
- Missing Deadlines
- Poor Quality Work
- Excessive Errors
- Low Productivity
- Rude to Customers, Co-workers, Supervisor

Misconduct
May include, but not limited to:
- Threats of Physical Harm to Others
- Embezzlement
- Destruction of State Property

If unsure whether it is a performance issue or misconduct, contact agency Human Resources

Painless Performance Conversation Worksheet
Employee Counseling Session form
Written Directives
Training
Memo of Concern
Other methods designed to improve performance

If unsure how to proceed or if performance does not improve...

Contact agency Human Resources office

Disciplinary Action or Dismissal*
- Letter of Reprimand
- Suspension
- Involuntary Demotion
- Dismissal

*Note: Suspensions of greater than 80 hours, involuntary demotions and dismissals require review by the Arizona Department of Administration. Contact the agency Human Resources office for guidance.