HRDG 4752 - Disciplinary or Alternative Actions - Introduction

Last Modified:

Subchapter 4752 - Disciplinary or Alternative Action
Introduction

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Purpose

This subchapter is a training guide and a reference guide to assist supervisors and managers in handling matters related to employee conduct. It will provide easy to understand guidance on:

- How to differentiate between conduct and performance issues;
- Where to get assistance with an employee problems;
- How to counsel and document properly;
- Alternatives to traditional discipline; and
- How to correct employee misconduct problems.

Overview of Subchapter Sections

The following table gives an overview of the sections in this subchapter:

IF YOU NEED INFORMATION ABOUT:	SEE SECTION:
Who are Employee Relations Specialists?	A
How Misconduct & Performance Actions Differ	B
General Guidance for Supervisors	C
How to Properly Counsel an Employee	D
How to Document Properly	E
Alternatives to Traditional Discipline	F
Actions to Correct Misconduct	G
How to Select a Disciplinary Penalty	H
Legal and Regulatory Requirements	I
What are Prohibited Personnel Practices	J
Other Personnel Actions Under Different Regulations	K
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The following regulations/references will assist you in dealing with disciplinary or alternative actions:

	SUBJECT	REGULATION	DESCRIPTION
Related Regulations	Disciplinary or Alternative Actions	Directives for: FGIS 365.1 P&SA 470.2	Agency policy and guidance
	Conduct and Responsibilities	Directives for: APHIS 4735.1 FGIS 361.1 P&SA 470.1	Agency regulations for all employees
		Subchapter 4735 of Human Resources Desk Guide	Guidance for Supervisors
	Adverse Actions (or disciplinary actions)	5 CFR Part 752	Explains Federal regulations and procedures
	Terminating Temporary Employees	5 CFR Part 315 & **Section K** in this guide	Explains how to terminate employees on temporary appointments
	Separating Probationary Employees	5 CFR Part 315 & **Section K** in this guide	Explains how to separate employees during their probationary period
	Administrative Grievances	Directive 460.5 (for APHIS & P&SA) Directive 346.1 (FGIS)	Regulations and procedures on the administrative grievance system
	Standards of Conduct	5 CFR Part 2635	Federal regulations on standards of ethical conduct
	Delegation of Authority	APHIS Directive 400.4 & charts in **Section C** of this guide	Advises on who has been delegated the authority within each agency to take disciplinary actions

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