

### Performance vs. Misconduct Comparison Chart

<b>Performance</b> (Gap in knowledge or skill of how to perform expectations)		<b>Misconduct</b> (Intentional disregard for policy, rule, or expectation)	
<b>Employee Would Benefit From Training or Coaching</b>	<b>Resolution Through Means Other Than Training/Coaching</b>	<b>General</b> (Minor)	<b>Gross</b> (Serious)
<b>Training</b> <ul style="list-style-type: none"> <li>To support gaps in knowledge</li> <li>Employee would benefit from training that covers <i>what</i> the job expectations are or <i>understanding how</i> to perform efficiently</li> </ul> <b>Performance Coaching</b> <ul style="list-style-type: none"> <li>To support gaps in skill development or application, or attitude</li> <li>Employee understands expectations but needs support with <i>how to apply</i></li> </ul>	<b>Issues include, but are not limited to:</b> <ul style="list-style-type: none"> <li>Lack of resources (equipment)</li> <li>Clarification of role or expectations</li> </ul> <b>May be resolved through:</b> <ul style="list-style-type: none"> <li>Further clarification of expectations</li> <li>Providing resources (a job aid, equipment, technology, other)</li> <li>Simplifying processes, if appropriate</li> </ul>	General misconduct is not egregious and usually does not warrant immediate termination.  Documentation to correct the misconduct is required.	Gross misconduct is any unethical and unprofessional behavior that involves serious actions that threaten the safety, health, and reputation of colleagues and the College.  Gross misconduct can lead to immediate termination.
<b>Training Examples:</b> <ul style="list-style-type: none"> <li>Onboarding</li> <li>Learning a new task</li> </ul> <b>Coaching Examples:</b> <ul style="list-style-type: none"> <li>Employee knows what to do but is not performing tasks efficiently</li> <li>Low motivation</li> <li>Resistance to change</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Employee forgets steps in a process</li> <li>Unclear expectations</li> <li>They do not have the appropriate technology</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Insubordination</li> <li>Chronic tardiness or absenteeism</li> <li>Inappropriate/rude behavior</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>Illegal drug or alcohol use at work</li> <li>Sexual harassment</li> <li>Assault or threats</li> <li>Theft</li> </ul>