

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	06 - Personnel Manual			
	Part No./Name	G. Disciplinary Actions			
	Section No./Name	G-200 Non-Disciplinary Actions			
	Document No./Name	G-220 Non-Disciplinary Actions			
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Letters of counseling, warning or reprimand are appropriate Non-Disciplinary actions whenever an employee engages in conduct which is not acceptable, and disciplinary action is not warranted at that time. However, if the employee continues to behave in an unacceptable manner after receiving one of these Non-Disciplinary actions, the appropriate disciplinary measures discussed in G-320 may be applied.

Other Non-Disciplinary actions include Delay of Merit Increases and Probation Extensions.