



NOTICE OF DISCIPLINARY ACTION

Written Reprimand

TO: ENG. Patrick J. Schneider, S14- A #76267
FROM: Gerald K. Powers, Division Chief of Operations
RE: Case # J7-18

Your conduct as an employee of the Jacksonville Fire and Rescue Department (JFRD) has been unacceptable and requires formal disciplinary action for *WILLFUL VIOLATION OF THE PROVISIONS OF DEPARTMENT RULES*:

Nature of Conduct

The administration has been made aware of a post that you published on WJXT 4 news4jax comments section. Although there is no restriction on the use of social media outside of work, good judgment must be used. It has been determined that your social media activity is likely to create a real threat of immediate disruption in the work place.

JFRD and Civil Service Rule Violations

JFRD Rules & Regulations: 100.04.03, 100.04.05 Personal Conduct

JFRD SOP: 217.03.02

Civil Service Rule: 9.05(1)(D)

COJ Social Media Guidelines

Current Disciplinary Action of the Jacksonville Fire and Rescue Department

Your conduct requires disciplinary action. It is of the utmost importance that you know and follow Department rules, regulations, policies and procedures.

A disruption in the delivery of essential services to the public and the efficient operation of the Jacksonville Fire and Rescue Department occurs when an employee fails to perform and abide by these rules. The JFRD has invested a significant amount of time, effort and resources training you and recognizes your value to the Department. For these reasons you will receive this.

Written Reprimand





NOTICE OF DISCIPLINARY ACTION

Written Reprimand

Past Discipline and Conduct

None

Warning

This more lenient but constructive discipline is being given instead of a more severe disciplinary action. **Further improper conduct on your part may lead to your dismissal.** It is the hope of the City of Jacksonville that such action will not become necessary and that you and the City can have a successful and continuing working relationship.

Employee Assistance Program

If you have personal problems, please consult with me or with the Employee Assistance Program. The City of Jacksonville offers you an Employee Assistance Program which provides counseling and other assistance to City employees and their families. The program provides help for personal or job related family, financial, alcohol and drug and stress problems **and any other problems** you may have. The phone numbers for the Employee Assistance Program are 1-800-327-9757 and (904)-296-9436. This program is confidential. All employees are encouraged to use this benefit and service.

Right to Appeal

In the event you choose not to voluntarily accept this disciplinary action, it will be your duty and responsibility to inform the Civil Service Board of your intent to appeal this action. **Your failure to file your intention to appeal this action will be deemed sustained effective upon the date you receive this letter.** You may appear in person at the Civil Service Board Office, Suite 420, 231 East Forsyth Street, to receive the date and time of your hearing in the event you request said hearing in a timely manner. You may also grieve this disciplinary action in accordance with the grievance procedures set forth in your union contract.

