



**MEMORANDUM**

**To:** Mike Scott, MBK Coordinator

**From:** Rodney I. Williams, Recreation Division Manager

**Date:** March 26, 2021

**Subject:** Written Reprimand

Please be advised that this memorandum constitutes a Written Reprimand in the matter of your conduct relating to your Facebook post announcing summer youth employment at the John H. Jackson Center. This is in accordance with City of Orlando Policies and Procedures Section 808.20 (Disciplinary Action).

All City employees should maintain the highest standards of personal integrity in carrying out their public duties and should avoid improprieties in their roles as public servants.

On March 10, 2021 you were given an Oral Warning about an email to City Police Chief and your behavior surrounding the prayer vigil, which involved you using your personal social media to communicate inappropriately. Despite this, you chose to post information that was intended for the Commissioner to announce. Your total disregard for City protocol violates the following City policies:

1. Abuse/misuse of Email, Internet, or Intranet systems
2. Failure to carry out instructions of a designated supervisor or manager
3. Insubordination or purposeful failure to carry out direct orders of a supervisor or manager

Disciplinary guidelines provide for 1-5 days suspension up to and including termination. Due to your lack of judgment and prior offense, you are hereby assessed a \_\_\_\_\_ suspension. In the future, you should take extraordinary precautions to assure that you are abiding by City policy and direction from Management. Please be governed accordingly.

You have the right to appeal this disciplinary action pursuant to City policy 808.21 Grievances within the time limits prescribed therein.

\_\_\_\_\_  
Employee Signature

4/2/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

4/2/21  
\_\_\_\_\_  
Date

cc: Lisa Early, Families, Parks and Recreation Director  
Labor Relations  
Human Resources