

From: [Guajardo, Tom](#)
To: [Postema, Stephen](#); [Briggs, Erica](#); [Disch, Lisa](#); [Eyer, Jen](#); [Grand, Julie](#); [Griswold, Kathy](#); [Hayner, Jeff](#); [Nelson, Elizabeth](#); [Radina, Travis](#); [Ramlawi, Ali](#); [Song, Linh](#); [Taylor, Christopher \(Mayor\)](#)
Subject: Follow-Up on Formal Complaint against Interim City Administrator, John Fournier
Date: Monday, October 4, 2021 3:56:06 PM
Attachments: [Formal Complaint - J.Fournier.pdf](#)

Good afternoon, Mayor Taylor and City Council Members - This memo is to follow up on my formal complaint email from Friday, 10/1, against the Interim City Administrator, John Fournier.

As a standard practice in any HR investigation, it is standard procedure to remove (suspend) the person being accused if there is reason to believe there may be further retaliation from the employee in question. Removing the employee in question is also considered critical to protect the integrity of the investigation to eliminate the employee (especially someone that holds power) from witness tampering and/or destruction of evidence.

I reiterated this standard to Mr. Postema over this past weekend after filing my claim and I told him that I was extremely concerned that this standard HR process must be followed. I am extremely disappointed to report that Mr. Postema has failed to protect my rights as a whistleblower as well as protect the integrity of this investigation, as Mr. Fournier has since sent me emails over the weekend and attended a meeting that I was present at today, 10/4. I again called Mr. Postema this morning and told him that his behavior is providing more protections to Mr. Fournier in this process than it is to myself as a whistleblower.

Since the City Attorney cannot be trusted to follow guidelines for protecting whistleblowers, I ask you - Mayor and City Council Members to pass an emergency order removing Mr. Fournier from any and all contact with myself or other City employees, during this investigation – this would include Milton Dohoney.

- Please see attached document for full details of my complaint.

Regards,
TG

REPORT ON CORRUPTION AND WRONGDOING BY J. FOURNIER

TO: Mayor, Christopher Taylor, Council Member Elizabeth Nelson, Council Member Jen Eyer, Council Member Ali Ramlawi, Council Member Erica Briggs, Council Member Lisa Disch, Council Member Julie Grand, Council Member Kathy Griswold, Council Member Jeff Hayner, Council Member Travis Radina, Council Member Linh Song

FROM: Tom Guajardo, Director of HR & Labor Relations *tg*

CC: Stephen Postema, City Attorney

SUBJECT: Corruption and Wrongdoing by Interim City Administrator, John Fournier

DATE: October 4, 2021

This memo is to follow up on my formal complaint email from Friday, 10/1, against the Interim City Administrator, John Fournier.

As a standard practice in any HR investigation, it is standard procedure to remove (suspend) the person being accused if there is reason to believe there may be further retaliation from the employee in question. Removing the employee in question is also considered critical to protect the integrity of the investigation to eliminate the employee (especially someone that holds power) from witness tampering and/or destruction of evidence.

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Since the City Attorney cannot be trusted to follow guidelines for protecting whistleblowers, I ask you - Mayor and City Council Members to pass an emergency order removing Mr. Fournier from any and all contact with myself or other City employees, during this investigation – this would include Milton Dohoney.

Dating back to the time of my hiring with the City, Mr. Fournier has engaged in blatant discrimination against me and has continued to treat me in a disparate manner over the course of my employment. This treatment and retaliation has become more prevalent in recent days, as I have vocalized my objections to Mr. Fournier's willful neglect for the law as well as his intentional actions to illegally manipulate and alter city government budgetary documents and accounting records for the sole purpose of deceiving the City Council.

Section #1 – Violation of Federal and State Employment Law

Please see attached email dated 12/20/2020, where I originally rescinded the acceptance of my job offer due to the illegal nature of the hiring process. At that time, I formally notified Mr. Tom Crawford, City Administrator, and Stephen Postema, City Attorney, of the illegal activity by Mr. Fournier – to this date, there has not been any coaching, counseling or corrective action issued to Mr. Fournier for his blatant violation of the law (68 Federal counts & 68 State counts) from this incident.

You will see direct evidence in this memo in which Mr. Fournier is guilty of violating Federal employment law 68 times, as defined by the Equal Employment Opportunity Commission (EEOC). Mr. Fournier is also guilty of violating State employment law 68 times as defined by the Michigan Department of Civil Rights. See attached documents from the EEOC and Michigan Department of Civil Rights. Also, see attached email from Mr. Fournier, dated 12/10/2020 containing illegal commentary and questioning.

Please note that from April 1, 2019 thru January 25, 202, during the tenure of Mr. Fournier as the Interim Human Resources Director, there were a total of 877 hires (non-public safety) – I was the only person that Mr. Fournier subjected to this illegal line of questioning. 1 out 877.

Further, when Mr. Fournier offered me the position her at the City, he offered me a salary of \$125,000. I attempted to negotiate salary but he denied my requests. As you can see from this chart below, my salary was far below equal to what my peers earned as well as my predecessor and even to the actual budgeted salary.

Praschan, Martijo M.	Financial & Admin Area Ad	Female	White	\$146,260
Cox, Michael A.	Police Chief	Male	Black	\$164,800
Fournier, John T.	Assistant City Admin	Male	White	\$157,714
Kennedy, Michael T.	Fire Chief	Male	White	\$149,347
Delacourt, Derek L.	Comm Services Area Admin	Male	White	\$149,347
Shewchuk, Thomas W.	ITSD Director	Male	White	\$143,539
Hupy, Craig	Public Services Area Admi	Male	White	\$158,162
Wlikerson, Robyn (Former HR Director)		Female	White	\$142,000
Budgeted Salary for HR Director				\$140,000
Tom Guajardo	Hr Director	Male	Hispanic & Native American	\$125,000

Following countless requests for an equity adjustment to Mr. Fournier, he reluctantly agreed and has placed me at the lowest possible equity point in comparison to my peers. The adjustment was appreciated, but I feel it is still far below what I should be compensated at in regard to my position with the City in comparison to similar Executive level work with my peers.

Section #2 – Fraud - Illegally manipulating and altering city government budgetary documents and accounting records for the sole purpose of deceiving the City Council.

Please see attached Outlook calendar invite and agenda for the Budget and Labor Committee on 6/2/2021. This is where the contract negotiation for COAM and Teamsters was given to the City

Council's Budget and Labor Committee. This update was led by John Fournier. Please also see email from John Fournier, dated 5/29/2021, to City Council members and City staff members.

You will see that Mr. Fournier intentionally omitted a major expense and City concession in both the Teamsters contract and the COAM contract – specifically for the City's addition of benefits for "Paid Parental Leave." This is the full salary paid to all employees for 3 full months (25% of annual salary) if they or their spouse have a child birth.

Further, Mr. Fournier had a written document via PowerPoint that he shared with the Budget and Labor Committee at this session that explicitly stated the addition of "Paid Parental Leave" to these contracts and that there was **no additional cost** to be realized by the city.

During the 6/2/2021 meeting, Council Member Ramlawi specifically asked Mr. Fournier for clarification on this and Mr. Fournier re-stated that there is no additional cost to the City for adding "Paid Parental Leave" to both the Teamsters and COAM labor contracts.

In my next 1-on-1 meeting with my supervisor at the time, Tom Crawford, I expressed my great concern with Mr. Fournier's intentional misrepresentation and Mr. Crawford said that he would be removing Mr. Fournier from any future union negotiations going forward. You may easily verify this conversation with Mr. Crawford that took place on 6/3/2021.

I had also previously brought this issue up with Mr. Fournier prior to the Budget and Labor Committee Meeting and he became frustrated with me and said it was "simply the right thing to do." He also was not appreciative that I asked why we gave this costly benefit away in negotiations with at least something in return.

The fact is that there is a significant cost associated with this benefit. Employees are paid 12 weeks (3 months) of their full salary. Employees are not required to use any sick or vacation time that they have accrued during their employment.

This sick and or vacation time is then banked up and often cashed in at retirement or separation of employment. The significant cost comes in where police officers, for example, bank their sick and vacation time when at a lower level of seniority and increasingly receive promotions during their tenure with the city. Not only are we not accruing for the vacation and sick time, but we are not considering when this sick and vacation time is paid out upon retirement or resignation at an exponentially higher rate, based on their level at the time of payout (not when they earned it as a standard officer, for instance). In other words, the time that has not been used has a value of the lower hourly rate – then after being saved and banked, the officer that is now a Sergeant, Lieutenant or Deputy Chief is able to cash thee hours in at a significantly greater amount.

In addition to this exorbitant amount of money that Mr. Fournier has intentionally omitted, there is significant cost for overtime that other employees are paid to cover these employees being out of work.

I do think that "Paid Parental Leave" is a very generous and progressive benefit to our employees, however I feel it is completely inappropriate to report this to the City Council's Budget and Labor

Committee as “no additional cost.” This is a huge concession by the City and Mr. Fournier’s reporting on material data has been presented falsely.

For reference, from 01/01/2020 thru today, 10/04/2021 - the City has paid out **\$613,859** to 39 employees – 18 of which are Police Officers for a total of **\$363,740**.

Section #3 - Fraud - Illegally manipulating and altering city government budgetary documents and accounting records for the sole purpose of deceiving the City Council.

I recently completed a salary equity study that was initiated by previous City Administrator, Tom Crawford. This study suggestion was brought to me from Mr. Crawford from a complaint received by [REDACTED]. She felt that there were salary issues in the City compensation system, specifically as it related to female employees. Upon initial investigation of [REDACTED] claim, it was clear that there were indeed discrepancies for females, specifically in her particular salary grade 12. These discrepancies and inequities were created by Mr. John Fournier, during his time as the Interim Director of Human Resources.

You will see from this chart below that Mr. Fournier approved a male new hire salary at 95% of the salary range, meaning 95% of the maximum. This is wildly unheard of and completely inappropriate for any employee to be hired in at the maximum of a particular salary grade range. Doing so, clearly will create internal inequities with existing staff in the same salary range, especially for employees that have longer tenure with the city and may be at a lower point of the range.

Further, Mr. Fournier, approved an entire Information Technology salary re-structure, in which 2 other male IT employees negatively impacted the internal equity, particularly for females – including [REDACTED]

The 3 yellow highlighted employees are the result of Mr. Fournier approving 1 new hire and 2 re-classifications. You can see that Mr. Fournier has caused great inequity for 2 female employees. This is easily referenced and noted by their time in the position, in which the 2 female employees have far more seniority that the male employees where Mr. Fournier made significant errors in approving.

Employee Name (Last Suffix, First MI)	Gender	Date In Job	Years in Job	Annual	Percent in Range
McDole, Jeffrey T.	Male	11/16/2020	0.88	\$124,305.80	94.90%
Eyer, Kevin R.	Male	12/03/2012	8.84	\$123,169.92	91.00%
Baron, Joshua R.	Male	07/01/2012	9.26	\$123,429.00	91.90%
[REDACTED]	Female	10/10/2005	15.98	\$114,200.78	60.10%
[REDACTED]	Female	04/11/2005	16.48	\$109,925.41	45.40%

This initial discovery of the initial search into [REDACTED] lead to a wider investigation into the City’s compensation practices and to identify and make recommendations on how to bring disparities to an end, particularly for women and people of color.

This study continued while Mr. Crawford departed, and Mr. Fournier was appointed as the Interim City Administrator. When I advised Mr. Fournier of the discrepancies and serious errors he made,

he was extremely defensive, but he let me continue the analysis as many employees had already begun to ask about the status.

I informed Mr. Fournier that it was Mr. Crawford's intent to make a recommendation on any salary adjustments to the City Council in the form of a formal budget amendment. Mr. Fournier did not initially object and as I began nearing the completion of the analysis, Mr. Fournier informed me that he was intending to present this data to the City Council at the 9/20/2021 City Council meeting for a budget amendment. I had finalized my assessments presented to Mr. Fournier and it had become more apparent that most of the salary adjustment approvals that caused the majority of the disparities were from Mr. Fournier during his time as the Interim Human Resources Director.

On the afternoon of 9/20/2021, I asked Mr. Fournier if he had everything he needed for the City Council meeting and he informed me that he would no longer be taking this issue to council and that he did some "creative accounting" and found a way to break up, hide and re-allocate funds in other areas of the budget so they would not hit thresholds that would require him to report any of this to the City Council. He also said that he had already given instructions to Marti Praschan, the Chief Financial Officer to carry this out.

This did not feel right to me so I said to him that I think he should still notify council. His response was in an arrogant tone (while laughing) and said "well when there is an MLive article posted about it, that will be their notification."

For reference my equity study effected 54 employees and the total cost to the city is well over \$200,000. This has already been approved, submitted and processed for the next paycheck.

Section 4 – Abuse of Power and Directives Given to Staff to Intentionally Violate State Law & Retaliation

On Wednesday, September 29, 2021, Governor Gretchen Whitmer, signed into Michigan State Law that it is hereby illegal for a city government to have a COVID-19 vaccination mandate that required employees be vaccinated by condition of employment.

████████████████████ and was in agreement in attempting to bargain with our 9 labor unions a vaccine mandate, up unto this recent development.

On Monday, September 27, 2021, the City Council passed a resolution requesting that the City Attorney conduct a legal impact analysis and come back to council with a recommendation on what this law that was about to be signed, really meant for the City of Ann Arbor.

Mr. Fournier, disregarded the City Council's request to get more information before proceeding and sent out an email to all staff on 9/30/2021 (see attached) where he is misleading to staff and saying that City Council has unanimously approved us to move forward to push this mandate on the staff – He omits the part that City Council has also passed a resolution seeking clarity on the legalities of a vaccine mandate before proceeding.

Mr. Fournier, then sent out an email (see attached) on 10/1/2021 to myself and Attorney Margaret Radabaugh to continue to bargain with the unions on the mandate even though he was well aware that this was now against the law. He further tells me in the email to have letters prepared for the administrative suspension and dismissal of our City employees.

On 10/1/2021 after receiving this illegal directive from Mr. Fournier, I called City Attorney, Stephen Postema at 8:20AM informing him that I was not going to comply with Mr. Fournier's illegal instructions and I asked him for help on this matter. I further asked if we could postpone all vaccine mandate discussions until the City Council has received the legal information that they requested from the 9/27/2021 City Council Meeting. Mr. Postema agreed for us to postpone but said he would be relaying my concerns to Mr. Fournier.

I later received an email (see attached) from Mr. Fournier in which he was attacking me on a matter that should not have ever been an issue – this was his way of retaliating against me for again calling out his inappropriate behavior and an attempt to manufacture me as having performance issues.

The issue was on the DEI Manager/Director job description that I had created weeks before. When Mr. Fournier returned from his Paid Parental Leave, he informed me that he did not like my job description and submitted his own to me that he wanted me to post. I was very disappointed in this, as he sabotaged my job description and it appeared that he wanted the City's DEI initiatives to fail. I told Mr. Fournier that I objected to his direction and that I would attempt to find a way to incorporate his changes into a new description.

After this discussion, Mr. Fournier re-prioritized my goals to make the vaccine mandates a priority and I was also finishing up the internal equity study. We agreed that the job description would be put off and we would leave my description posted for now. On Friday, 10/1/2021, I sent him my original job description with the explanation that his changes did not fit the organizational need and I had just changed the title. Please see attached email where Mr. Fournier attacks my performance and again attempts to document and manufacture false performance issues.

My response to him as you will see is to cease and desist with the retaliation. Also note that Mr. Fournier did not provide any changes to my original recommendations.

Section #5 – Unfair Treatment in Comparison to How Mr. Fournier Manages Other Staff

Regarding the management and treatment of Executive staff and Mr. Fournier's other direct reports, there is clear discrepancy particularly toward persons of color.

I have personally witnessed Mr. Fournier be confrontational, disrespectful and combative on more than one occasion towards [REDACTED]. This has also been witnessed by numerous staff members on multiple occasions.

I have also personally asked Mr. Fournier why he only treats the only [REDACTED] on the Executive Staff in this negative and retaliatory manner. He has yet to respond to me.

SECTION #1

ATTACHMENTS



Tom Guajardo [REDACTED]

Rescinding Acceptance of the Employment Offer - Director of Human Resources

2 messages

Tom Guajardo [REDACTED] >

Sun, Dec 20, 2020 at 2:27 PM

To: tcrawford@a2gov.org

Cc: "Fournier, John" <jfournier@a2gov.org>, mradabaugh@a2gov.org, spostema@a2gov.org

Mr. Crawford,

I am writing to you to officially rescind my acceptance to the offer of employment for the Director of Human Resources position with the City of Ann Arbor, which was contingent upon the successful completion of the City of Ann Arbor's extensive background check and additional employment application.

While I have submitted my additional employment application and background release form to Mr. Fournier, I found it particularly troubling from a legal, moral and ethical standpoint, as the majority of it asks very specific questions that are racially biased and completely irrelevant to how a candidate will perform to his or her job duties.

To put into context, one of your employment questions is "How many times have you been pulled over by a police officer and let go without a citation?" As a person of color, I had to answer this question as "multiple." Living on the border of Dearborn/Detroit, I was routinely stopped by police officers simply to ask for my ID, proof of insurance or to ask where I was going, without ever once committing a traffic violation. This is what people of color experience on a daily basis simply because of race and has nothing to do with past, current or future employment. Asking such racially biased questions on your employment application is not only problematic and irrelevant but it also is illegal to make employment decisions based off this information. Please keep in mind this is just one example of an employment application that is riddled with more of the same.

Reluctantly, I still completed the application and sent it to Mr. Fournier. I was then contacted by Ann Arbor Police Officer Garrett last week requesting me to attend a 2-hour long interrogation at the Ann Arbor Police Department in regard to my responses to my employment application. This further solidified my instincts that initially told me that the employment practices that the City of Ann Arbor engages in are troubling and problematic.

The City has already successfully checked all of my previous employment references and spoken to past supervisors regarding my knowledge, skills and abilities. I have taken and passed the drug screen and I do not have a criminal history. I also have a very good credit score and educational credentials. These job relevant criteria may be easily verified without being subjected to unnecessary and irrelevant processes for a civilian level administrative position with the City.

My goal is to work with an organization that at minimum baseline is sound, moral, ethical and also values diversity, equity and inclusion. Unfortunately, based on the pre-employment processes here, I do not feel that my values align with that of the City of Ann Arbor's and this is what ultimately led me to this conclusion.

Mr. Crawford – I know that you are still relatively new to the role as well and you may not be aware of the current HR practices of the City, so my advice to you would be to scrap your current process immediately and work with your legal team and a consultant to adopt a much more sound recruitment process that is

not only compliant with the law, but also one that incorporates best practices to attract, hire and retain a diverse workforce.

Respectfully,

Tom Guajardo

Crawford, Tom <TCrawford@a2gov.org>

Sun, Dec 20, 2020 at 2:55 PM

To: Tom Guajardo [REDACTED]

Cc: "Fournier, John" <JFournier@a2gov.org>, "Radabaugh, Margaret" <MRadabaugh@a2gov.org>, "Postema, Stephen" <SPostema@a2gov.org>

Mr. Guajardo,

Thank you for your comments about the city's hiring process. As you've probably seen, improving the city's diversity, equity, and inclusion is a major goal of mine and the organization. There are many improvements that can be made in the organization and my hope from interviewing you was that you can help lead us in that direction. The city is full of many good people who are supportive and desire change, which includes the HR department. It would be unfortunate if some of the existing processes, which we haven't had an opportunity to review yet, resulted in a delay in making progress of these important values to the organization and city. Were you to accept the position, the hiring process would be our first priority to improve, and I would work with you to do so. I'd welcome the opportunity to talk further about this unique and impactful opportunity. I am available anytime at the number below.

Regards,

Tom Crawford
[REDACTED]

From: Tom Guajardo [REDACTED]

Sent: Sunday, December 20, 2020 2:28 PM

To: Crawford, Tom <TCrawford@a2gov.org>

Cc: Fournier, John <JFournier@a2gov.org>; Radabaugh, Margaret <MRadabaugh@a2gov.org>; Postema, Stephen <SPostema@a2gov.org>

Subject: Rescinding Acceptance of the Employment Offer - Director of Human Resources

This message was sent from outside of the City of Ann Arbor. Please do not click links, open attachments, or follow directions unless you recognize the source of this email and know the content is safe.

[Quoted text hidden]

Introduction

In Michigan, the Elliott-Larsen Civil Rights Act (ELCRA) MCL §37.2206, and the Persons with Disabilities Civil Rights Act (PWDCRA) MCL §37.1206 provide significant guidance to employers in the hiring process. In addition, this guide includes the requirements of Title VII of the Civil Rights Act of 1964, 42 USC §§ 2000(e) et seq.; Title I of the Americans with Disabilities Act, 42 USC §§12101 et seq.; the Age Discrimination in Employment Act, 29 USC §§ 621 et seq.; and the Immigration Reform and Control Act of 1986, 8 USC §§ 1324a et seq.

Recruitment

The referenced federal and state laws make it unlawful for an employer to print, circulate, post, mail or otherwise cause to be published a statement, advertisement, notice or sign which indicates a preference, limitation and/or specification based on religion, race, color, national origin, age, sex, height, weight, marital status or disability. Employers are not prohibited from including statements that affirm equal employment opportunity.

Pre-Employment Inquiries

Except as permitted by the Michigan Civil Rights Commission (MCRC) Rules or by federal law, these statutes make it unlawful for an employer or employment agency to ask questions, orally or in writing, that elicit information, try to elicit information, or express a preference on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or disability of a prospective employee. These laws are not intended to interfere with an employer's right to hire qualified persons; rather, they prevent characteristics which are not job-related (such as race, sex, marital status, etc.) from influencing the selection process.

Job Description

One way to ensure sound hiring procedures and avoid unlawful discrimination is for employers to write job descriptions outlining the required skills and abilities for each position. Focusing on the individual's skills and specific job requirements helps employers select the most qualified candidate.

Requests for information that are unlawful pre-employment may be legal once the applicant is hired, such as information needed for payroll and benefit processing (marital status, number of dependents, etc.). However, the information should not be requested on the employment application or during the interview.

Arrest Records

Under Michigan law, employers **may not** ask an applicant about a misdemeanor arrest that did not result in a conviction. Employers **may** ask about felony or misdemeanor convictions or felony arrests which did not result in a conviction. Some employers are required to conduct criminal history background checks on potential hires. However, unless required by law, it is a violation of Title VII of the US Civil Rights Act for employers to have a blanket policy of not hiring or accepting applications from anyone with a criminal conviction.

Data Collection

Under limited circumstances, employers may be required to gather information that might otherwise be unlawful under the ELCRA and the PWDCRA. Documentation required by the Immigration Reform and Control Act, 8 USCA §§ 1324a et seq, and criminal history background checks required for applicants in certain occupations all require gathering otherwise prohibited data. Employers must use care to gather **ONLY** the information required by the controlling statute or

regulation, restrict access to this information, and require collection only after the employer has made a conditional offer of employment.

Bona Fide Occupational Qualification

Employers can request an exemption from Michigan civil rights law if they can show that religion, national origin, age, height, weight or sex is a bona fide occupational qualification (BFOQ) that is **necessary** to normal business operations. Employers can ask the MCRC for a BFOQ before posting a position. If a BFOQ is not requested and the employer is later charged with discrimination, the employer can raise BFOQ business necessity as a defense to the charge. For example, a juvenile detention facility concerned with the privacy of the youth may request hiring one person per shift of the same sex as the facility residents.

EEO/Workforce Diversity Plans

Equal Employment Opportunity (EEO) and workforce diversity plans are permitted to require the aggregate collection of data on race, religion, color, national origin, sex or disability of applicants and employees as long as the data is separated from hiring or promotional processes.

To file a complaint, or to ask questions contact 1/800.482.3604 or TTY 1/877.878.8464. You can also file online:

www.michigan.gov/mdcr



Revised 6/2012 – web only

Pre-Employment Inquiry Guide

Subject	Lawful Pre-Employment Inquiries	Unlawful Pre-Employment Inquiries
Address	Applicant's current and prior addresses	
Age	Are you 18 or older?	Applicant's age or date of birth
Arrests	Have you ever been convicted of a crime? Have you ever been arrested for a felony?	Misdemeanor arrests which did not result in conviction ⁱ unless applicant is seeking a position with a law enforcement agency
Birthplace		Birthplace of applicant and applicant's relatives; birth certificate, naturalization and baptismal records, unless required by federal law ⁱⁱ
Citizenship	Are you legally authorized to work in the United States?	These questions are unlawful unless asked as part of the Federal I-9 process ⁱⁱⁱ a.) Of what country are you a citizen? b.) Are you a naturalized or native-born citizen? c.) Are your parents or spouse naturalized or native-born citizens?
Disability	Ability to perform the essential functions of the job with or without accommodation ^{iv}	Physical or mental conditions which are not directly related to the requirements of a specific job
Education	Applicant's academic, vocational or professional education and schools attended	
Genetic Testing		Applicant's genetic information; requiring applicant to undergo genetic testing ⁱ
Height or Weight		Applicant's height or weight ⁱ
Marital Status		Marital status or children; titles such as Mr., Mrs., or Ms. ⁱ
Name	Applicant's name; other names used by applicant	Applicant's maiden name ⁱ
National Origin	Languages spoken and written by applicant	Applicant's lineage, ancestry, national origin or nationality (see note ii below)
Notice in Case of Emergency	Name, address and phone number of person to be notified in case of accident or emergency	Name, address and phone number of relative to be notified in case of accident or emergency
Organizations	The organizations and clubs to which applicant belongs except as noted in the column to the right	Names of organizations to which an applicant belongs IF information would reveal the race, color, religion, national origin or ancestry of the members of the organization
Photograph		Applicant's photograph prior to hire



U.S. Equal Employment Opportunity Commission

Pre-Employment Inquiries and Arrest & Conviction

Federal law does not prohibit employers from asking about your criminal history. But, federal EEO laws do prohibit employers from discriminating when they use criminal history information. Using criminal history information to make employment decisions may violate Title VII of the Civil Rights Act of 1964, as amended (Title VII).

1. Title VII prohibits employers from treating people with similar criminal records differently because of their race, national origin, or another Title VII-protected characteristic (which includes color, sex, and religion).
2. Title VII prohibits employers from using policies or practices that screen individuals based on criminal history information if:
 - They significantly disadvantage Title VII-protected individuals such as African Americans and Hispanics; AND
 - They do not help the employer accurately decide if the person is likely to be a responsible, reliable, or safe employee.

See also:

- **[What You Should Know About the EEOC and Arrest and Conviction Records](https://www.eeoc.gov/wysk/what-you-should-know-about-eeoc-and-arrest-and-conviction-records)**
 [\(https://www.eeoc.gov/wysk/what-you-should-know-about-eeoc-and-arrest-and-conviction-records\)](https://www.eeoc.gov/wysk/what-you-should-know-about-eeoc-and-arrest-and-conviction-records)
- Enforcement Guidance on **[Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964](https://www.eeoc.gov/node/17883)**
 [\(https://www.eeoc.gov/node/17883\)](https://www.eeoc.gov/node/17883)

Difference Between Arrest Records and Conviction Records

The fact that an individual was arrested is not proof that he engaged in criminal conduct. Therefore, an individual's arrest record standing alone may not be used by an employer to take a negative employment action (e.g., not hiring, firing or suspending an applicant or employee). However, an arrest may trigger an inquiry into whether the conduct underlying the arrest justifies such action.

In contrast, a conviction record will usually be sufficient to demonstrate that a person engaged in particular criminal conduct. In certain circumstances, however, there may be reasons for an employer not to rely on the conviction record alone when making an employment decision.

Several states' laws limit employers' use of arrest and conviction records to make employment decisions. These laws may prohibit employers from asking about arrest records or require employers to wait until late in the hiring process to ask about conviction records. If you have questions about these kinds of laws, you should contact your state fair employment agency for more information.

Consumer Protections and Criminal Background Checks

Employers that obtain an applicant's or employee's criminal history information from consumer reporting agencies (CRAs) also must follow the Fair Credit Reporting Act (FCRA). For example, FCRA requires employers to:

- Get your permission before asking a CRA for a criminal history report;
- Give you a copy of the report and a summary of your rights under FCRA before taking a negative employment action based on information in the report.
- Send you certain notices if it decides not to hire or promote you based on the information in the CRA report.

If you would like to know more about FCRA, visit the **Federal Trade Commission's (FTC) website (<http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre36.shtm>)**



Tom Guajardo [REDACTED]

Offer Letter

7 messages

Fournier, John <JFournier@a2gov.org>

Tue, Dec 8, 2020 at 6:55 PM

To: [REDACTED]

Mr. Guajardo,

Attached please find an offer letter from the City of Ann Arbor for the position of Director of Human Resources and Labor Relations. There are also accompanying attachments that are described in the letter. I would like to discuss the offer with you tomorrow (Wednesday), please let me know if you are available at 11:30 am, 3:00 pm, or 4:30 pm to discuss. If not, I can be available in the evening as well.

Congratulations! The letter and Fair Credit Reporting Act Disclosure Form must be signed and returned to me within 48 hours if you would like to accept the position.

Best,

John

John Fournier

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.orgwww.a2gov.org**EVERYWHERE · EVERYONE · EVERY DAY.**
a2gov.org/A2BeSafe

5 attachments

 **2021 Non-Union Benefit Summary.pdf**
208K

 **201208_Guajardo_Offer_Letter.pdf**
176K

 **Dual Pension Plan Summary.pdf**
335K

 **Fair Credit Reporting Act Disclosure Authorization Disclosure.pdf**
64K

 **Individual Disability Insurance.pdf**
50K

Tom Guajardo [redacted]
To: "Fournier, John" <JFournier@a2gov.org>

Tue, Dec 8, 2020 at 8:48 PM

John,

Thank you so much for the offer. I am looking forward to speaking with you tomorrow. 11:30 AM works well for me and you can reach me at [redacted]

Have a great night and I look forward to speaking with you tomorrow.

Regards, TG

[Quoted text hidden]

Fournier, John <JFournier@a2gov.org>
To: Tom Guajardo [redacted]

Tue, Dec 8, 2020 at 9:50 PM

Tom,

Great, I will give you a call at 11:30.

Best,

John

John Fournier

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.org

www.a2gov.org



Tom Guajardo [REDACTED]

Background Check

1 message

Fournier, John <JFournier@a2gov.org>

Thu, Dec 10, 2020 at 2:32 PM

To: Tom Guajardo [REDACTED]

Tom,

Attached you will find two documents that are related to your background check. The first is the background questionnaire document, this must be filled out in detail and sent back to me. Second, there is a form you have to fill out and take into one of our local Michigan Urgent Care locations for a drug screening, please complete this asap. Directions for the drug screening are on the form.

This offer is contingent upon the successful completion of the following items:

- Extensive background investigation completed by the Ann Arbor PD, and including the following:
 - Education verification (highest level of completed education)
 - Please mail your official transcript to John Fournier, [REDACTED], or have official transcripts sent to my work email address. The transcripts must come directly from the college or university.
 - Pre-employment drug screen

I will also need you to provide the following:

- Copy of your Birth Certificate (*contains racial information unnecessary for employer to determine if an applicant will be successful on the job*)
- Copy of your Driver's License (*contains height and weight information and is illegal to ask for in background check*)
- Copy of Vehicle Registration and insurance (for all vehicles registered to you) *- commonly used to discriminate against persons that cannot afford a vehicle and rely on public transportation*

These items should be sent to me in the mail, not over email. I don't want to compromise your SSN via email. Please send them to the address above.

Let me know if you have any questions. The sooner these items are completed, the sooner the background check process can be done.

Thanks!

John

John Fournier

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.org

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2 attachments



HRD Drug Screen.pdf

1007K



AAPD Background Check 2020 - NON-SWORN Candidates (2).docx

510K



Ann Arbor Police Department Personal History Statement



Instructions to the Applicant

The information you provide in this Personal History Statement will be used in the background investigation process to assist in determining your suitability for a non-sworn position within the Police Department.

- It is your responsibility to complete this form and provide all required information.
- The personal history statement must be completed and returned to your Recruiter prior to the due date. Submissions received later than that may result in your elimination from further consideration for this hiring process. The due date will be clearly indicated on the email sent to you with this attachment.
- You must respond to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.

Disqualification

There are very few *automatic* bases for rejection. Even issues of prior misconduct, such as prior illegal drug use, driving under the influence, theft, or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, *deliberate misstatements or omissions* can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. The primary reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

BOTTOM LINE: You are responsible for providing complete, accurate, and truthful responses.

Disclosure of Medically-Related Information

In accordance with the U.S. Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA), applicants are not expected or required to reveal any medical or other disability-related information about themselves or their family members in response to questions on this form.

I have read and I understand the above instructions.

Signature: _____

Date: _____

PERSONAL		
1. Your Name		
Last, First, Middle Click here to enter text.		
Other Names (including nicknames) you have used or are known by: Click here to enter text.		
2. List Current Address Where You Actually Reside – Not mailing address.		
Street Address Click here to enter text.	City, State, Zip Click here to enter text.	
3. List Any Alternate Address – (e.g. Mailing, School, Military, Temporary, etc.)		
Street Address Click here to enter text.	City, State, Zip Click here to enter text.	
4. List the Telephone Number(s) at Which You Can Be Contacted		
Home: Click here to enter text.	Hours: Click here to enter text.	
Work: Click here to enter text.	Hours: Click here to enter text.	
Cell: Click here to enter text.	Hours: Click here to enter text.	
5. Date of Birth	Click here to enter text.	
6. Social Security Number	Have you ever had more than one Social Security Number?	
Click here to enter text.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, give number and State: Click here to enter text.	
7. Driver's License Information		
State Click here to enter text.	License Number Click here to enter text.	Endorsements Click here to enter text.

RESIDENCES				
8. List all of your residences during the last 10 years. Begin with your current address.				
From Month/Year	To Month/Year	Street Address & Apt. #	City, State, Zip	If renting, please list landlord Name, Address, and Phone #.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
In what city were you raised? It is OK to list more than one if applicable				
Click here to enter text.				

TRAVEL			
9. List Foreign Countries Visited during the last 10 years – Excluding military. If more space is needed, attach another page per the instructions. (Document Military travel in the “Military” Section).			
Country	From Month/Year	To Month/Year	Reason (Vacation, Relatives, School, etc.)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

REFERENCES		
10. List SIX (6) Individuals Who Are Social Acquaintances – These should be persons that you have seen frequently during the past 5 years. Exclude relatives, co-workers and current or former employers. Do not use the same names previously listed elsewhere in this application. Do NOT list former or current employers, co-workers, relatives.		
Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.
Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.
Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.
Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.
Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.

Name Click here to enter text.		
Address Click here to enter text.	Email Click here to enter text.	Phone Click here to enter text.

EDUCATION					
11. Education – List ALL high schools, vocational schools, college/universities you have registered at or attended. (Include on-line courses, non-credited courses, and training courses whether or not you have received college credit. Use additional pages if necessary.)					
From Month/Year	To Month/Year	Name of School	Location of School (City & State)	Course Major	Diploma/Degree, or Accumulated Credit Hours
X	X	High School (Do Not List HS Dates) Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Middle School Attended / Location Click here to enter text.		Elementary School Attended / Location Click here to enter text.			
12. Have you ever been disciplined, reprimanded, placed on academic or other probation, suspended, or expelled from any high school or post-secondary school? <input type="checkbox"/> YES <input type="checkbox"/> NO If “yes”, please explain in the space below.					
Click here to enter text.					
13. Have you ever been investigated by a school judiciary board, Dean of Students or any academic body? Include colleges and universities, graduate schools, business and vocational schools – any formal education beyond the high school level. <input type="checkbox"/> YES <input type="checkbox"/> NO If “yes”, please explain in the space below.					
Click here to enter text.					
14. While enrolled in any educational institution, including any college, university, graduate school, business or					

vocational school (i.e. any formal education beyond the high school level), have you ever been accused or questioned about any misconduct, including plagiarism, cheating, lying, and/or false statements?

If "yes", please explain in the space below.

[Click here to enter text.](#)

EXPERIENCE & EMPLOYMENT

15. As part of the background investigation, your current employer must be contacted. Do you authorize the City of Ann Arbor to contact your current employer? YES NO

16. Beginning With Your Most Current Employment –

List all periods of employment and unemployment (including part-time, temporary, and voluntary positions) you have held in the last 10 years. (For the purposes of this questionnaire, voluntary work should be included as employment.) For identification and verification, indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the space provided. Also, give starting and ending salaries. Use additional page(s) if necessary.

Dates of Employment		Name, Address, & Telephone Number of Employer Click here to enter text.	Name(s) / Telephone Number(s) / Email of Supervisor(s) Click here to enter text.	
From Month/Year	To Month/Year		Salary Start Click here to enter text.	Salary End Click here to enter text.
Click here to enter text.	Click here to enter text.			
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY		Title or Duties (For Identification Purposes) Click here to enter text.		

Reason for Leaving: [Click here to enter text.](#)

MILITARY SERVICE NOT EMPLOYED From: [Click here to enter a date.](#) To: [Click here to enter a date.](#)

Dates of Employment		Name, Address, & Telephone Number of Employer Click here to enter text.	Name(s) / Telephone Number(s) / Email of Supervisor(s) Click here to enter text.	
From Month/Year	To Month/Year		Salary Start Click here to enter text.	Salary End Click here to enter text.
Click here to enter text.	Click here to enter text.			
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY		Title or Duties (For Identification Purposes) Click here to enter text.		

Reason for Leaving: [Click here to enter text.](#)

MILITARY SERVICE NOT EMPLOYED From: [Click here to enter a date.](#) To: [Click here to enter a date.](#)

Dates of Employment		Name, Address, & Telephone Number of Employer Click here to enter text.	Name(s) / Telephone Number(s) / Email of Supervisor(s) Click here to enter text.	
From	To			

Month/Year	Month/Year		
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	Title or Duties (For Identification Purposes) Click here to enter text.	Salary Start Click here to enter text.	Salary End Click here to enter text.
Reason for Leaving: Click here to enter text.			
<input type="checkbox"/> MILITARY SERVICE <input type="checkbox"/> NOT EMPLOYED From: Click here to enter a date. To: Click here to enter a date.			
17. List all law enforcement agencies to which you have applied. Include the status of each application.			
Click here to enter text.			

DISCIPLINE – For each “Yes” answer in questions 18-23 below, you must provide an explanation			
18. Employment Disciplinary Record – List those employers who either 1) disciplined you – verbal, written or suspension 2) discharged you 3) requested that you resign employment. Give details on separate sheet if necessary.			
Employers Name Click here to enter text.	Date of Action Click here to enter text.	Name of Supervisor Involved Click here to enter text.	Action or Resolution Click here to enter text.
Details About the Incident: Click here to enter text.			
Employers Name Click here to enter text.	Date of Action Click here to enter text.	Name of Supervisor Involved Click here to enter text.	Action or Resolution Click here to enter text.
Details About the Incident: Click here to enter text.			
Employers Name Click here to enter text.	Date of Action Click here to enter text.	Name of Supervisor Involved Click here to enter text.	Action or Resolution Click here to enter text.
Details About the Incident: Click here to enter text.			
Employers Name Click here to enter text.	Date of Action Click here to enter text.	Name of Supervisor Involved Click here to enter text.	Action or Resolution Click here to enter text.
Details About the Incident: Click here to enter text.			
Employers Name Click here to enter text.	Date of Action Click here to enter text.	Name of Supervisor Involved Click here to enter text.	Action or Resolution Click here to enter text.
Details About the Incident: Click here to enter text.			
19. Have you ever been accused of stealing anything from any employer, whether you did it or not?			
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.			

20. Have you ever been the subject of an investigation in employer's internal affairs unit, human resources, legal department, quality control, loss prevention or any other disciplinary or investigative unit?

YES NO [Click here to enter text.](#)

21. Have you ever been warned, counseled, or otherwise spoken to about comments you made regarding someone's race, gender, religion, disability, nationality, sexual orientation or other protected classification?

YES NO [Click here to enter text.](#)

22. Were you ever the subject of, or involved in any licensing or regulatory agency investigation?

YES NO [Click here to enter text.](#)

MILITARY SERVICE

23. If you are a male and are a U.S. Citizen, or you were a resident of the U.S. on your 18th birthday, please provide your selective service number below.
 Selective Service # [Click here to enter text.](#)

24. Have you ever served in any of the Armed Forces, National Guard, or Military Reserves?
 YES NO If YES, continue with this section. If NO, go to question #32.

25. Active Duty Military Record – Reserve and/or National Guard Record – List active military duty and/or present or past service in any Reserve or National Guard Unit.

Branch of Service Click here to enter text.	Unit and Occupation Click here to enter text.	Enlistment Date Click here to enter text.	Discharge Date Click here to enter text.
Service Number Click here to enter text.	Highest Rank Attained Click here to enter text.	Rank at Discharge Click here to enter text.	Type of Discharge Click here to enter text.
Separation Code Click here to enter text.	Re-Enlistment Code Click here to enter text.	If Active or Current Reserve, list Commanding Officer's Name Click here to enter text.	
Branch of Service Click here to enter text.	Unit and Occupation Click here to enter text.	Enlistment Date Click here to enter text.	Discharge Date Click here to enter text.
Service Number Click here to enter text.	Highest Rank Attained Click here to enter text.	Rank at Discharge Click here to enter text.	Type of Discharge Click here to enter text.
Separation Code Click here to enter text.	Re-Enlistment Code Click here to enter text.	If Active or Current Reserve, list Commanding Officer's Name Click here to enter text.	
Branch of Service Click here to enter text.	Unit and Occupation Click here to enter text.	Enlistment Date Click here to enter text.	Discharge Date Click here to enter text.
Service Number Click here to enter text.	Highest Rank Attained Click here to enter text.	Rank at Discharge Click here to enter text.	Type of Discharge Click here to enter text.
Separation Code Click here to enter text.	Re-Enlistment Code Click here to enter text.	If Active or Current Reserve, list Commanding Officer's Name Click here to enter text.	

26. Military Discipline Record – Including Reserve and/or National Guard Disciplinary Record. List all disciplinary actions against you, including formal charges as well as company punishments, including Article 15 and Captain's Mast, whether found guilty or not. **Include reductions in pay grade, judicial or non-judicial disciplinary action.*

Charge Against You	Type of Court Martial or Other Disciplinary Proceedings	Disposition
A. Click here to enter text.	Click here to enter text.	Click here to enter text.
B. Click here to enter text.	Click here to enter text.	Click here to enter text.

C. Click here to enter text.	Click here to enter text.	Click here to enter text.
27. List All Duty Stations – Starting with the most recent. Include basic training, tours overseas, etc. while in the Military.		
Month and Year	Location	Duties/Purpose Approximate Length of Your Tour
A. Click here to enter text.	Click here to enter text.	Click here to enter text.
B. Click here to enter text.	Click here to enter text.	Click here to enter text.
C. Click here to enter text.	Click here to enter text.	Click here to enter text.
D. Click here to enter text.	Click here to enter text.	Click here to enter text.
E. Click here to enter text.	Click here to enter text.	Click here to enter text.
28. Were you given a Security Clearance? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes", please provide the type: Click here to enter text.		

Financial
29. Have you ever filed for, or declared bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
30. Have you ever had purchased goods repossessed? <input type="checkbox"/> YES <input type="checkbox"/> NO If you answered "YES" to any of these questions, please give details: Click here to enter text.
Click here to enter text.
31. Have you ever had your home or auto insurance cancelled or been refused renewal? If yes, please explain. <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
32. Do you now have, or have you ever had a gambling problem? If yes, please explain. <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
33. Has a gambling debt ever interfered with your ability to pay your bills? If yes, please explain. <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
34. Have you ever been a party to, or a subject of a government aid investigation? If yes, please explain: <input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
35. Did you ever fail to file any Federal, State or Local income tax when required? If yes, please explain.

36. Do you owe any back taxes? If yes, please explain:

YES NO [Click here to enter text.](#)

37. Have you ever been delinquent on income or property tax payments? If yes, please explain.

YES NO [Click here to enter text.](#)

LEGAL

38. Have you ever (either as a juvenile or an adult) been suspected or accused of breaking the law, been taken to a police station to be fingerprinted or questioned because of suspicion of committing a crime, been given a citation to appear for breaking the law (such as Minor in Possession of Alcohol), been arrested or convicted of a crime? (This includes expungements, investigations by a Government entity, Attorney General, Inspector General Investigations Diversion Programs, HYTA, pardons, dismissals, sealed files, deferments, and any and all other sentence agreements) YES NO

If in doubt, answer YES and explain fully on an attached page, as directed in the instructions. Give date, place, charge, and disposition. **FAILURE TO REPORT THIS INFORMATION MAY DISQUALIFY YOU!**

Date	City/Town, State, and Government Agency	Charge(s)	Disposition and Date
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.

39. Civil Court Action – Are you currently or were you ever involved as a plaintiff or defendant in a civil lawsuit related to your employment, filed by you or another party? YES NO

If you answered “YES” to this question, please give details:

[Click here to enter text.](#)

40. Criminal Court Action – List all incidents in which you are/were a complainant or witness in a criminal case (except listed in #39 above). Include all City, State, Federal, and Grand Jury cases. (Do not include cases related

to law enforcement or security employment.)				
Date	Location (City, State)	Court or Investigative Body	Who Was the Defendant?	Case Synopsis
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
41. Have you ever had the police called to your home, or has anyone ever called the police on you?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
42. Have you been the subject of, or involved in any criminal investigation, civil litigation, lawsuit, or had any other contact with the police or federal law enforcement agency not already listed above?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
43. Have you ever stolen or shoplifted anything?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
44. Has anyone ever claimed that you have beaten, abused, mistreated or sexually assaulted anyone?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
45. Are you now or have you ever been a member of any organization, association, movement, group or combination of persons, which advocated or advocates the overthrow of our constitutional form of government by any means other than the democratic procedures provided by our present form of government and/or advocated acts of force or violence to deny other persons their rights under the constitution of the United States by unconstitutional means?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
46. Have you ever been a party to, or subject of a Personal Protection Order?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
47. Is your name listed in any police report? Or any court records not listed above?				
Click here to enter text.				
48. Has any employer, legal entity, judge or magistrate ever accused you or rendered a finding of misconduct related to truthfulness, bias, or integrity?				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
49. To your knowledge, have any law enforcement agencies or prosecutors ever placed your name on a list as someone not deemed trustworthy as a witness? These are commonly referred to as Brady or Giglio lists.				
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				
50. In any job have you ever been accused or questioned about your truthfulness, integrity or bias?				
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.				

MOTOR VEHICLE OPERATION**51. Please list names under which you have ever acquired a Drivers License.**

1. Click here to enter text.	2. Click here to enter text.	3. Click here to enter text.
------------------------------	------------------------------	------------------------------

52. Motor Vehicle Operator Record – List all chauffeur and/or driver licenses past or presently held from this state or any other state, territory, or country.

License Type	License #	State	Endorsements	Restrictions	License or Permit ever Revoked or Suspended? If "yes", give details on back.	License Restored?
<input type="checkbox"/> OPERATOR <input type="checkbox"/> CHAUFFER	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> OPERATOR <input type="checkbox"/> CHAUFFER	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> OPERATOR <input type="checkbox"/> CHAUFFER	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CHAUFFER <input type="checkbox"/> OPERATOR	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> NO <input type="checkbox"/> YES

53. Do you currently have a CDL that is in good standing with the State of Michigan? YES NO**54. Has your license ever been suspended, restricted, and/or revoked or have you ever been refused a driver's license by any State?** YES NO**If "yes", please explain:**

Click here to enter text.

55. Violation Record – list all summonses, citations, or tickets received by you for any traffic law violation or violation that you received while in a motor vehicle, whether you were the driver or passenger. Include reduced, dismissed, held in abeyance and taken under advisement. Use additional pages as indicated in the instructions, if necessary.

Date	City/Town, State, and Police Agency	Violation(s)	Court Disposition and Date
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

56. Michigan Law requires that drivers and owners of vehicles be covered by Automobile Liability Insurance. Please list

your Insurance Company.

Company Name Click here to enter text.	Agent Telephone Number Click here to enter text.	Policy Number Click here to enter text.	Expiration Date Click here to enter text.
--	--	---	---

Have you ever been refused auto insurance? If “yes”, please explain:
Click here to enter text.

57. Motor Vehicle Accidents – list every accident you have ever been involved in as a driver. Use additional pages if necessary, per the instructions.

Date Click here to enter text.	City/Town, State Click here to enter text.	Injury Involved? <input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> YES <input type="checkbox"/> NO	Police Agency (Address and Phone Number) Click here to enter text.	Citation Received? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Click here to enter text.	City/Town, State Click here to enter text.	Injury Involved? <input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> YES <input type="checkbox"/> NO	Police Agency (Address and Phone Number) Click here to enter text.	Citation Received? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date Click here to enter text.	City/Town, State Click here to enter text.	Injury Involved? <input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation? <input type="checkbox"/> YES <input type="checkbox"/> NO	Police Agency (Address and Phone Number) Click here to enter text.	Citation Received? <input type="checkbox"/> YES <input type="checkbox"/> NO

58. Do you currently have any unpaid summonses against you for parking or any other violation in the use of a motor vehicle? YES NO **If “Yes”, please give details below:**

Click here to enter text.

59. Has the Michigan Secretary of State or any other State’s Department of Motor Vehicles ever revoked or suspended your ability to register your vehicle or has your vehicle ever been forfeited by any law enforcement agency?

YES NO **If “Yes”, please give details below:**

Click here to enter text.

60. Have you ever been stopped by law enforcement while driving where you did not receive a citation?

YES NO **Click here to enter text.**

61. Have you ever received a citation from the Department of Natural Resources (DNR)?

YES NO **Click here to enter text.**

Personal Information – Please explain any “yes” answers

62. List any hobbies or activities in which you regularly participate
Click here to enter text.
63. List social media website(s) you use:
Click here to enter text.
64. List your professional licenses or certifications
Click here to enter text.
65. Do you speak any languages other than English?
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list language(s) Click here to enter text.
66. Have you ever driven a motor vehicle, rode a motorcycle or snowmobile when you had too many alcoholic beverages?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
67. Have you ever furnished alcohol to a person under 21 years of age?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
68. Have you ever purchased or consumed any alcoholic beverages when you were under 21 years of age?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
69. Have you ever used, attempted to use, thought you were using, smoked, ingested, inhaled or experimented in any fashion with marijuana before it became legal in the State of Michigan, or in any other location where it was not legal?
<input type="checkbox"/> YES <input type="checkbox"/> NO Date first used Click here to enter text. Age when first used Click here to enter text. Date last used Click here to enter text. Estimated use during lifetime Click here to enter text. Estimated use during last two years Click here to enter text.
70. Have you ever cultivated, grown, or attempted to grow marijuana?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
71. Have you ever sold or supplied any illegal drug, narcotic or alleged illegal substance to anyone?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
72. Have you ever manufactured any illegal drug, narcotic or alleged illegal substance?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
73. Do you have a medical marijuana card?
<input type="checkbox"/> YES <input type="checkbox"/> NO Click here to enter text.
74. Have you ever illegally used prescription drugs or steroids?

75. Have you ever remained at a public or private gathering where illegal drugs were being used?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.
76. Have you ever allowed anyone to use or sell illegal drugs out of your vehicle or residence?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.
77. Have you ever used, thought you were using, tasted, sniffed, smoked, ingested, inhaled, injected, swallowed, smelled, attempted to use or experimented with any form of illegal drug, narcotic or substance such as, but not limited to: crack cocaine, speed, PCP, cocaine, methamphetamine, heroin, mescaline, LSD, mushrooms, hashish, opiates, barbiturates, amphetamines, hallucinogens, steroids, peyote, morphine, designer or mood enhancing drugs such as ecstasy, or Rohypnol or prescription drugs not prescribed to you or any other illegal substance, or what you believed to be an illegal substance, other than those prescribed by your physician?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	Click here to enter text.

Signature in Full:	Date Completed:



City of Ann Arbor
Human Resources Services
301 E. Huron St., PO Box 8647, Ann Arbor, MI 48107
Phone: (734) 794-6120 Fax: (734) 994-5961

December 8, 2020

Mr. Thomas Guajardo
[REDACTED]
Royal Oak, MI 48067

Dear Mr. Guajardo,

I am very pleased to provide this letter as an offer of employment with the City of Ann Arbor for the position of Director of Human Resources and Labor Relations! The contents of this letter supersede any other offers—verbal, written, or implied—which you may have received from the City or its employees. Your employment with the City of Ann Arbor is on an at-will basis. As such, either party can terminate your employment at will, with or without notice, and with or without cause at any time.

As a condition of employment with the City of Ann Arbor, you will be required to receive all paychecks by direct deposit. You will receive a detailed explanation of how to access UltiPro and how to setup your direct deposit at orientation on your first day. Pay statements can be accessed 24/7 online through UltiPro.

Some of the terms and conditions of employment are included in this letter. Please note there are other provisions in various City policies and regulations which apply to all employees, which you should review.

1. **Position** – Director of Human Resources and Labor Relations: Position #403890, Exempt, Grade 14
2. **Salary** -- \$125,000 annually, earned and paid bi-weekly.
3. **Date of Employment** – TBD; but not later than January 19, 2021.
4. **Cell Phone** – The Employee shall receive the monthly voice and data cellular phone stipends on the same terms as Non-Union employees in accordance with applicable laws, regulations, policies and guidelines governing these programs. The current stipend totals \$65 monthly for voice and data combined, but is subject to change.
5. **Medical Insurance & Other City Sponsored Benefit Plans** – A benefits summary is enclosed for your review; your coverage under such plans will become effective on your date of hire. If you have any questions our Employee Benefits Coordinator, Kim Barry, can provide a more in-depth explanation of your benefits. She can be reached at kbarry@a2gov.org.
6. **Sick, Vacation, and Personal Leave Plans** –

- *Sick Leave Accrual:* 3.70 hours per pay period, based on 80 hours straight time paid in the pay period.
 - *Vacation and vacation accrual:* **You will have 80 hours in your vacation bank on your date of hire.** Regular full-time employees of the City with less than five years of service accrue 15 days (120 hours) annually. Vacation leave accruals are earned and credited per pay period. Employees shall accrue vacation leave based on the number of hours paid in an 80-hour pay period.
 - *Personal leave:* All regular full-time employees receive four (4) personal leave days per annum, which are issued on July 1st of each year. Yours will be issued on your start date.
7. **Pension** – Employee may participate in the city’s traditional pension plan, which is a hybrid plan whereby the Employee’s participation is divided 50%/50% between a traditional defined benefit pension and a 401(a) plan sponsored by the city. Further details of this plan are enclosed.
8. **Retiree Healthcare** – The City will contribute a sum of money into a Retirement Health Reimbursement Account for each employee. The current annual deposit amount is \$3500, which is subject to change. This amount will be credited at the beginning of each calendar year and will become available to employees upon their retirement (full or early) for reimbursement of eligible medical expenses, or to purchase, at the retiree’s full cost, access to the City’s medical plan which may be offered at that time.

We are excited about you joining our team! If you have any other questions pertaining to the Director of Human Resources and Labor Relations position, please do not hesitate to contact me at (734) 516-2958.

We would also like you to provide a short biography and a professional photo that we may use in communications announcing your hire. The hire will not be announced until after you have cleared the background check process and so these materials do not need to be provided immediately.

This offer of employment will expire in two calendar days from the date of this letter, although additional time for consideration of the offer may be made available if you find it necessary. If you wish to accept this offer, please sign in the space provided below and return it to me within the prescribed time. Please also be aware that this offer is contingent upon the completion of a satisfactory background check. Appended to this letter is the Fair Credit Reporting Act Disclosure form which is necessary to begin the background check process. This form must be completed and returned with this signed offer letter for the offer to be considered accepted.

Accepted

Date

Sincerely,



John Fournier
 Assistant City Administrator
 Interim Director of Human Resources and Labor Relations
 City of Ann Arbor

SECTION #2

ATTACHMENTS

Guajardo, Tom

Subject: Budget and Labor Committee Meeting
Location: Zoom (Invite Updated with Join Information and Agenda/Minutes)

Start: Wed 6/2/2021 4:00 PM
End: Wed 6/2/2021 6:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Farris, Corey
Required Attendees: Taylor, Christopher (Mayor); Radina, Travis; Ramlawi, Ali; Nelson, Elizabeth; Eyer, Jen; Crawford, Tom; Fournier, John; Guajardo, Tom; Postema, Stephen; Radabaugh, Margaret; Cox, Michael; Forsberg, Jason; Metzger, Aimee; Koch, Heather; Carpenter, Janet

UPDATED with join information below, agenda and last meeting's minutes attached

Good afternoon all,

I've been asked to schedule a meeting of the Budget and Labor Committee for the purpose of updating the Committee on the status of negotiations with COAM and Teamsters. I just want to get this on our calendars now, then I'll update this invite in the near future with the join information for the Zoom meeting. As always, please let me know if you have any questions or concerns.

Thank you,
Corey

Open Session

Emails were sent out containing your personal join link as a "panelist" (enabling video and audio when you join) for the open session portion of the meeting. Please use these if possible, otherwise you can use the general join link below and we'll just need to promote you manually back to a "panelist" so you can speak and use video like normal.

Please click the link below to join the webinar:

<https://a2gov.zoom.us/j/97870569399?pwd=ZXBCR3FSZWNFcGRZalprUXM0NWFhdz09>

Passcode: 243120

Or One tap mobile :

US: +12133388477,,97870569399# or +12063379723,,97870569399#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 213 338 8477 or +1 206 337 9723 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 978 7056 9399

International numbers available: <https://a2gov.zoom.us/j/97870569399>

Closed Session

Join Closed Session Zoom Meeting

<https://a2gov.zoom.us/j/93294442512?pwd=cE4rc3Z1VGcvTitalBzc1NqeUk4UT09>

Meeting ID: 932 9444 2512



City of Ann Arbor

301 E. Huron St.
Ann Arbor, MI 48104
<http://a2gov.legistar.com/Calendar.aspx>

Meeting Agenda - Final-revised Budget and Labor Committee

Wednesday, June 2, 2021

4:00 PM

Electronic Meeting

**Special Meeting - To speak at public comment (audio only) call: 888 788 0099 (Toll Free)
or 877 853 5247 (Toll Free)
Webinar ID: 978 7056 9399**

- I ROLL CALL
- II APPROVAL OF AGENDA
- III APPROVAL OF APRIL 23 MINUTES
- IV PUBLIC COMMENT
- V CLOSED SESSION FOR THE STRATEGY CONNECTED WITH THE NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENT
- VI ADDITIONAL BUSINESS AS NECESSARY
- VII ADJOURNMENT

Guajardo, Tom

From: Fournier, John
Sent: Saturday, May 29, 2021 3:57 PM
To: Taylor, Christopher (Mayor); Eyer, Jen; Ramlawi, Ali; Radina, Travis; Nelson, Elizabeth
Cc: Crawford, Tom; Cox, Michael; Forsberg, Jason; Metzger, Aimee; Radabaugh, Margaret; Koch, Heather; Guajardo, Tom; Postema, Stephen
Subject: Labor Agreement Reached with COAM

Members of the Council Budget and Labor Committee,

Ahead of our Budget and Labor meeting next week, I am writing to inform you that the City and COAM have reached a tentative collective bargaining agreement. The details are as follows:

Notable concessions on management rights made by COAM include:

- The Chief now has the right of assignment in the contract. The agreement states that in addition to the Chief's ability to reassign command officers for disciplinary purposes (including performance issues), and in cases of retirement or separation, the Chief may now also open and reassign every command position once every three years (or, once every contract). There are two key limitations, the first being that no command officer can be reassigned under this process if they have been in the position for less than 24 months, and each command officer will be able to opt out of one position that they do not wish to fill. If everyone opts out of the same position, it is assigned by seniority. The first date that the Chief may reassign command officers will be April 2023.
- We have extended the timeline within which the city may start a disciplinary investigation from 14 days to 21 days after we have knowledge of a potential disciplinary issue.
- COAM has agreed to join the AAPOA/City committee to discuss alternatives to the current process for binding arbitration for disciplinary matters.
- COAM has agreed that demoted employees may not be added back to a promotion list for at least 24 months after they have been demoted.
- COAM members must work 18 months in the bargaining unit before their accrued time may be paid out at their new rate of pay upon retirement—this prevents AAPOA members from promoting into a command position and retiring shortly thereafter to take advantage of their increased pay for banked time payouts.

In exchange for these important management concessions, the City agreed to the following:

- We agreed to increase COAM's uniform and equipment allowances to a total of \$3,000 annually, which is a \$1,200 annual increase per member. Notably, these payments are not pensionable.
- We agreed to allow COAM members to work two additional holidays at their discretion. This will only impact some of the COAM members, as patrol division command officers currently work holidays anyway.

We are still awaiting the final total cost of these concessions, however on the back of the envelope this means that each member will receive an additional \$1,200 in non-pensionable compensation for equipment and uniform allowances, and between \$0 and roughly \$3,000 (should they choose to work two additional holidays) annually in additional holiday pay. Keep in mind that in addition to these increases, COAM members automatically receive the same COLA adjustment that AAPOA members bargain in their contract, and so they will each receive a 2.5% base pay increase which will be retroactive to the beginning of this contract, or to January 1, 2021.

Finally, COAM was eager to vote on this tentative agreement and immediately put it before their membership after the agreement was reached. Yesterday the tentative agreement was officially ratified by COAM and so it will now be considered by Ann Arbor City Council (starting with the Budget and Labor Committee), which is our normal process.

Please let me know if you have any questions or comments in advance of the Budget and Labor meeting next week. We will provide more analysis at the meeting.

Thanks,
John

John Fournier

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
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E: jfournier@a2gov.org
www.a2gov.org



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SECTION #4

ATTACHMENTS

Guajardo, Tom

From: Fournier, John
Sent: Thursday, September 30, 2021 9:50 AM
To: *All Employees
Subject: Committing to our Vaccine Mandate

Colleagues,

I am writing you today to give you an important update on the city's vaccine mandate. As many of you may be aware, yesterday Governor Whitmer signed the state's FY22 budget into law. The budget itself makes many important and timely new investments in our state—including in affordable housing initiatives in Ann Arbor and an increase in state revenue sharing for local governments—and there is much to celebrate with its passage. Unfortunately, the legislature also included boilerplate language that attempts to invalidate local government vaccine mandates like ours. However, we believe this language may not survive legal scrutiny—and even if it does we would still have flexibility to implement a vaccine mandate in some form.

The Council has also made their perspective on this issue clear by passing a resolution that unanimously endorsed the vaccine mandate and directed the City Attorney to provide legal options in response to this budget language. So, I want to state clearly: We are proceeding with a vaccine mandate in Ann Arbor and that mandate will be as strict as we are legally able to make it. Out of respect for the ambiguity that the state budget has created, and out of a desire to bargain with our unions in good faith with a clear understanding of our abilities under the law, I am moving the vaccine mandate deadline back to November 1, 2021 for all employees.

I will have more information for you in the coming days and weeks, but I want each of you to know that we are committed to doing what we believe is in the best interests of the safety and health of our employees. Please get vaccinated against the COVID-19 virus, and do so as soon as you are able.

Best,
John

John Fournier (He/Him/His)

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48104
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E: jfournier@a2gov.org
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Guajardo, Tom

From: Fournier, John
Sent: Friday, October 1, 2021 7:56 AM
To: Higgins, Sara; Guajardo, Tom; Radabaugh, Margaret
Subject: RE: Vaccine Mandate

Team,

Since it appears that we have already made the pertinent decisions outlined below, and we know what our bargaining approach is for right now, I am going to cancel this meeting and give everyone an hour of time back this morning. Let me know if you have any questions.

Thanks,
John

John Fournier
Assistant City Administrator
City of Ann Arbor
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-----Original Appointment-----

From: Higgins, Sara <SHiggins@a2gov.org>
Sent: Tuesday, September 28, 2021 8:05 AM
To: Higgins, Sara; Fournier, John; Guajardo, Tom; Radabaugh, Margaret
Subject: Vaccine Mandate
When: Friday, October 1, 2021 8:30 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

Team,

I would like you to make time to meet on Friday so we can discuss implementation of the vaccine mandate. A few outstanding issues:

- 1) We should know at that point what the Governor will be doing is it relates to the boilerplate language;
- 2) We need to determine a process for notifying employees that they will be placed on administrative leave on 10/8 unless they can provide proof of vaccination, and making sure managers are copied;
- 3) We need to determine what we are doing for each of our bargained groups, and how we are handling the 10/8 date with each of them.

Guajardo, Tom

From: Guajardo, Tom
Sent: Friday, October 1, 2021 1:57 PM
To: Fournier, John
Subject: RE: Director of DEI Job Description & Job Posting

Importance: High

John - I am noting your petty attacks as continued retaliation and I am giving you a clear directive to cease and desist. You are hereby put on notice that your behavior is out of line and unacceptable.

TG

From: Fournier, John <JFournier@a2gov.org>
Sent: Friday, October 1, 2021 12:00 PM
To: Guajardo, Tom <TGuajardo@a2gov.org>
Subject: RE: Director of DEI Job Description & Job Posting

Tom,

I am unsure why it took you six weeks to produce this document. I will give the go ahead for this to be posted because I am not going to wait any longer to get this position moving, but in the future I think the organization would be better served by you engaging with feedback that you receive and making a good faith effort to incorporate it into your work product.

Thanks,
John

John Fournier (He/Him/His)

Assistant City Administrator
City of Ann Arbor
301 E. Huron Street
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From: Guajardo, Tom <TGuajardo@a2gov.org>
Sent: Friday, October 1, 2021 10:54 AM
To: Fournier, John <JFournier@a2gov.org>; Niedson, Roberta <RNiedson@a2gov.org>

Cc: Walicki, Ashley <AWalicki@a2gov.org>; Lehmkuhl, Chelsea <CLEhmkuhl@a2gov.org>; Farris, Corey <CFarris@a2gov.org>; Bennett, Kimberly <KBennett@a2gov.org>

Subject: RE: Director of DEI Job Description & Job Posting

John – I only changed the title. The content for the needs of the organization is spot on – if you disagree with content or have changes, please feel free to modify.

Thanks,
TG

From: Fournier, John <JFournier@a2gov.org>

Sent: Friday, October 1, 2021 10:51 AM

To: Guajardo, Tom <TGuajardo@a2gov.org>; Niedson, Roberta <RNiedson@a2gov.org>

Cc: Walicki, Ashley <AWalicki@a2gov.org>; Lehmkuhl, Chelsea <CLEhmkuhl@a2gov.org>; Farris, Corey <CFarris@a2gov.org>; Bennett, Kimberly <KBennett@a2gov.org>

Subject: RE: Director of DEI Job Description & Job Posting

Thank you Tom. Before this is posted, can you provide a track changes version for me so that I can review it?

Thanks,
John

John Fournier (He/Him/His)

Assistant City Administrator

City of Ann Arbor

301 E. Huron Street

Ann Arbor, MI 48104

T: 734-794-6110 ext. 41107

E: jfournier@a2gov.org

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From: Guajardo, Tom <TGuajardo@a2gov.org>

Sent: Friday, October 1, 2021 10:49 AM

To: Niedson, Roberta <RNiedson@a2gov.org>; Fournier, John <JFournier@a2gov.org>

Cc: Walicki, Ashley <AWalicki@a2gov.org>; Lehmkuhl, Chelsea <CLEhmkuhl@a2gov.org>; Farris, Corey <CFarris@a2gov.org>; Bennett, Kimberly <KBennett@a2gov.org>

Subject: Director of DEI Job Description & Job Posting

Good morning, Team – Attached is the revised DEI Manager job description that has been upgraded to a Director of DEI. After many revisions and attempts at this job description, I feel that the original job description already possessed all of the core functionality that is necessary to get the organization moving towards its overall goal.

That being said, @Niedson, Roberta – please update the job posting today with the new title and salary range of \$97K - \$110K. This upgraded job will likely grade out to be a grade 12. I do feel this job description is the best fit, but I will