

## Personnel File Notification

*Workers' rights and remedies regarding review of personnel file under PICS policies and in compliance with Minnesota state law.*

**Worker Name:** \_\_\_\_\_

### A. Review of Personnel File

**How:** Workers may make a written request to the Human Resources Department to review their personnel file; however, such requests may be limited to no more than once every six months and may be denied if we determined that the request was not made in good faith. Upon separation from employment a former worker may make such a written request once each year after separation for as long as the personnel record is maintained.

**When:** Upon receipt of a written request from a worker or former worker to review their personnel file it is our practice to comply no later than 7 working days.

**What:** Arrangements will be made for current workers to inspect their personnel record during normal business hours. An accurate copy of the personnel file may be used or simply provided; a copy will be mailed to any former worker at an address disclosed in a written request and onsite inspections will not be allowed for former workers.

### B. Removal or Revision of Personnel File Information

If a worker disputes any of the specific information contained in their personnel file, there are three different courses of action that may be taken:

1. Worker may do nothing about the disagreement;
2. Worker may seek management's agreement to revise/remove disputed information, which may or may not be granted; and
3. If no agreement is reached to revise or remove the disputed information, the worker may submit a written statement specifically identifying the disputed information and explaining their position on the information in question. This position statement may be no longer than 5 written pages and will be included with worker's personnel file with the disputed information, for as long as the disputed information is contained in the record.

### C. Worker Records

Our employment records also require that contract and other information be maintained current and updated as needed. Workers are responsible for notifying the Human Resource Generalist promptly and accurately in writing of any changes relating to personal information, such as home address, telephone number, marital status, and/or number of dependents.

### D. Remedies/Retaliation Prohibited

In addition to other remedies provided by law, if any, worker may bring a civil action in an attempt to compel compliance with these provisions regarding their right to inspect his or her personnel file and potentially seeking the following relief:

1. Actual damages only, plus costs, under Minn. Stats. 181.960 to 181.963; and
2. Actual damages, back pay, and reinstatement or other make-whole equitable relief, plus reasonable attorney's fees, under Minn. Stat. 181.964.

Any worker who in good faith exercises their rights and remedies regarding review of the personnel record under these provisions may not be retaliated against.

### Acknowledgement of Receipt

I hereby acknowledge that I have received a copy of the foregoing Personnel File Notification and I understand that I am obligated to read and familiarize myself with its terms.

\_\_\_\_\_  
Worker Signature

\_\_\_\_\_  
Date