

GUSTAVUS

GUSTAVUS ADOLPHUS COLLEGE

To: All Newly Hired Employees

In the state of Minnesota, employees have various legal rights and remedies related to the contents of their personnel files. As an employee of Gustavus Adolphus College, these rights extend to you and include:

- the opportunity to review the contents of your personnel file, upon written request to Human Resources, once every six months as an active employee and once each year after termination of your employment for as long as the record(s) are maintained,
- the opportunity to receive a copy of the contents of your personnel file, upon written request to Human Resources and,
- the opportunity for you to dispute information that is contained in your file and request that the information be removed. If we do not agree with your request to have the information removed, you have the opportunity to include a statement that outlines your position.

The College also has obligations associated with this law. It may not:

- use information from your personnel file that was intentionally omitted during your review in a civil or administrative proceeding and,
- retaliate against you for exercising your rights with respect to your personnel file.

The Minnesota Department of Labor and Industry enforces this law. If it is determined that the College has not acted in good faith in complying with the provisions of this law, various remedies for violations and retaliation may be available to you.

If you have any questions about this law or would like to request a review of your personnel file, please contact Human Resources.

I have read and received a copy of this information.

Name: (please print clearly): _____ Hire Date: _____

Signature: _____ Date: _____