NOTICE OF RIGHTS TO ACCESS YOUR PERSONNEL RECORD MAINTAINED BY MACALESTER COLLEGE

Your personnel record is maintained in the Human Resources Department and includes your employment application, training/development applications, discipline/commendation letters, performance evaluation, some payroll and insurance information, and any other personnel-related correspondence. Under Minnesota State Statutes section 181.961, an employee may review his/her personnel record no sooner than six months after an earlier request to do so. If you wish to review your file, please call the Human Resources Department to schedule a convenient time. You may receive a copy of your file at the time you review it at no charge. (Subject to the availability of the Human Resources Department personnel to produce the copy for you.)

It is important to keep your personnel file up to date. You should immediately report to the Human Resources Department changes in your:

- name
- address/phone (home or on-campus)
- emergency contact information
- immigration status
- family status (marital status, dependents)
- health insurance coverage
- designation of life insurance or retirement plan beneficiary

END

I acknowledge that I received the above written "**NOTICE OF RIGHTS TO ACCESS YOUR PERSONNEL RECORD MAINTAINED BY MACALESTER COLLEGE**" on _____
(Insert date)

Signed: _____