

NOTICE OF RIGHTS REGARDING YOUR PERSONNEL RECORD

This notice is provided pursuant to Minnesota Statutes Section 181.961:

Review of Personnel Records. You have the right to review the personnel record we maintain for you. During your employment, you may review this personnel record once every six months. After your separation, you may review the personnel record once a year for as long as we maintain the personnel record.

You should send a written request to Jennifer Benton to review the personnel record. Since your personnel record is located in Hanover, Maryland, we will comply with your request within 14 work days.

For current employees, the review will occur during normal hours, with our representative present, and at or near your regular work location. Upon your written request, we will provide you with a copy of the records. For former employees, we will provide you with a copy of the record.

Disputed Information. If you dispute any specific information contained in your personnel record, you may ask us to remove or revise the disputed information. If we do not remove or revise the disputed information, you may submit a written statement, not to exceed five pages, identifying the disputed information and explaining your position. We will retain your statement, along with the disputed information, and we will provide a copy of your statement to any person to whom we provide the personnel record.

Retaliation Prohibited. We will not take any adverse action against you for asserting your right to review and receive a copy of your personnel record.

Remedies for Violation. You have the right to bring a civil action to compel compliance with this notice and to seek damages.

I have read and understand this notice:

Rodney L. Larson

Dated

May 10, 2013

Employee's Signature

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