

NOTICE OF RIGHTS TO ACCESS TO PERSONNEL FILE RIGHTS FOR NEWLY HIRED EMPLOYEES, SAMPLE I

Special Note: As of January 1, 2008, Minnesota employers with 20 or more employees must give written notice to all new hires of their rights to access their personnel files along with the remedies associated with that review. The law does not specify a preferred method of communicating this required notice. This sample language is designed to provide an example of how a company could meet this new requirement. Always refer to specific laws or regulations for detailed descriptions of provisions and obligations and seek out the advice and counsel of your corporate attorney before implementing this requirement and when further information or clarification is needed.

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 (Company Name), 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 company also has obligations associated with this law. The company 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 company 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.

Employee Name (please print)

Hire Date

Signature

Date

**NOTICE OF RIGHTS TO ACCESS TO PERSONNEL FILE RIGHTS FOR
NEWLY HIRED EMPLOYEES, SAMPLE II**

Special Note: As of January 1, 2008, Minnesota employers with 20 or more employees must give written notice to all new hires of their rights to access their personnel files along with the remedies associated with that review. The law does not specify a preferred method of communicating this required notice. This sample language is designed to provide an example of how a company could meet this new requirement. Always refer to specific laws or regulations for detailed descriptions of provisions and obligations and seek out the advice and counsel of your corporate attorney before implementing this requirement and when further information or clarification is needed.

To: All Newly Hired Employees

In the State of Minnesota, employees have various rights and remedies related to the contents of their personnel files. Attached is a copy of the law that outlines your rights and the remedies that may be available to you if it is determined that the company has not acted in good faith in complying with the provisions of this law. If you have any questions about this law or would like to request a review of your personnel file, please do not hesitate to contact Human Resources.

Please acknowledge your receipt of this notice and copy of the law by signing and dating this notice.

Employee Name (please print)

Hire Date

Signature

Date

Attachment: Copy of Personnel File Access Law