REQUEST FOR PUBLIC PERSONNEL DATA

Minnesota State College Southeast makes available (upon written request) public data on its personnel as defined in MN Statute §13.43, Subd. 2.

Name of Employee: ____________________________

I request the following information on the above named individual employed at Minnesota State College Southeast.

____ Gross salary
____ Salary range
____ Job title
____ Education and training background
____ Dates of employment
____ Work location
____ Office telephone number
____ Value and nature of fringe benefits
____ Expense reimbursement for the period ____________
____ Job description
____ Previous work experience
____ Existence and status of any complaints or charges against the employee
____ The final disposition of a disciplinary action with the specific reasons for the action and documentation
____ Honors and awards received
____ Payroll timesheets for the period ________________________
____ Settlement agreements
____ Employee ID number (Not Social Security Number)

Requested by: ____________________________ (print name) Date: ____________

Provide a mailing address if you need the requested information sent to you. If the information is not immediately available, you may arrange to pick up the requested information within a reasonable time.

Address: ____________________________
______________________________

9/2016