

YOUR RIGHTS UNDER THE MINNESOTA PERSONNEL RECORDS STATUTE

You have a right to review your personnel file once every six months while you are employed with Fairview Health Services and its subsidiaries (hereinafter referred to as Fairview). If you choose to exercise this right, you must submit a good faith, written request to review your file to your Human Resources office.

Within seven working days of receiving your request (or within 14 working days if your personnel records are stored out of state), Fairview will make available for your review either your original file or an accurate copy of your file. You will have access to your file during normal operating hours either at your job site or at a nearby location. Fairview may require that this review take place in the presence of a Fairview representative.

After you have had an opportunity to review your file, you may make a written request for a copy of the record. If you make such a request, Fairview will provide you with a copy of your file at no charge.

After your separation from employment (for whatever reason), you may review your file once annually for as long as Fairview maintains the record. If you make a good faith, written request to review your file after your employment with Fairview has ended, Fairview provide a copy of your file at no cost.

If, after reviewing your file, you dispute specific information contained in the record, Fairview may agree to remove or revise the disputed information. If no such agreement is reached, you are entitled to submit a written statement of no more than five pages explaining your position. This position statement will be included in your file, along with the disputed information, for as long as Fairview maintains the record.

Fairview will not retaliate against you for asserting your rights under the Minnesota Personnel Records Statute. The full text of this statute, which sets forth all your available rights and remedies, is available for review in the Human Resources office OR can be found at <http://www.leg.state.mn.us/leg/statutes.asp>.

I acknowledge that Fairview has provided me with notice of my rights under the Minnesota Personnel Records Statute.

Employee Name (please print): _____

Signature: _____

Date: _____