

Concordia College
Notice and Summary of Right to Review Personnel Records
Minnesota Statutes 181.960 – 181.966

You have a right under Minnesota law to review your personnel file once every six months while you are employed with Concordia College and once per year upon termination. You will need to submit a written request to review your file.

Within seven working days of receiving your written request (fourteen days if your personnel records are stored out of state) we will make available for your review either your original file or an accurate copy of your file, during normal operating hours. We may require that this review take place in the presence of a company representative. After your review and upon your written request, we will provide you with a copy of the items in your file at no charge.

If, after reviewing your file, you dispute specific information contained in the record, Concordia 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 the College maintains the record.

We will not retaliate against you for exercising your right to review your personnel record.

If we violate the law, you may seek legal remedies to compel our compliance and recover your damages. If we violate the retaliation provisions, you may also seek reinstatement, back pay and attorneys fees.

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

Signature: _____

Date: _____