



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: _____
