

I. POLICY:

Minnesota Statute 181.961 gives an employee the right to inspect and review his/her personnel file upon written request. Therefore, it is the policy of the Hennepin Healthcare Research Institute (HHRI) to adhere to the Minnesota Statutes.

"Personnel record" includes any application for employment; wage or salary history; notice of commendation; warning, discipline or termination; authorization for a deduction or withholding of pay; fringe benefit information; leave records; and employment history with the employer (e.g., salary and compensation history, job titles, dates of promotions, transfers and other changes, attendance records, performance evaluations, and retirement record.)

- A. A current employee may review his/her personnel file upon written request to Human Resources no more than once every six (6) months. After reviewing the file and upon the employee's written request, Human Resources shall provide a copy of the personnel record to the employee.
- B. Former employees may review the personnel record one (1) time within one (1) year of separation.
Upon written request from the former employee, Human Resources shall provide a copy of the personnel record to the employee.
- C. Human Resources must comply with the written request within seven (7) working days.
- D. The personnel file must be made available for inspection during HHRI's normal hours of operation, but not during the employee's working hours. Therefore, the employee must use his/her breaks and/or lunch to review their personnel file.
- E. A representative of the Human Resources Department will be present when the employee reviews the personnel file.
- F. If an employee disputes specific information contained in the employee's personnel record:
 - 1. The employer and the employee may agree to remove or revise the disputed information.
 - 2. If an agreement is not reached, the employee may submit a written statement, not exceeding five (5) pages, disputing information contained in the personnel record. This statement must be maintained in the employee's personnel file along with the disputed information.
- G. The employee must sign and date a statement that he/she has reviewed their personnel record.