

MINNESOTA STATE COLLEGES AND UNIVERSITIES

REQUEST FOR PUBLIC PERSONNEL DATA

At the System Office

The system office makes available (upon written request) public data on its personnel as defined in Minn. Statutes §13.43, Subd. 2. Requests for data on individuals employed by a system college or university should be directed to that institution.

Name of Employee: _____

I request the following information on the above named individual employed at the MnSCU system office:

_____ Gross salary or contract fees

_____ Salary range

_____ Job title, bargaining unit

_____ Education and training background

_____ Dates of employment

_____ Work location

_____ Office telephone number

_____ Value and nature of employer-paid fringe benefits

_____ Actual gross pension

_____ Expense reimbursement for the period _____

_____ Other added remuneration in addition to salary

_____ 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 No. (Not SSN)

_____ Other terms and conditions of employment relationship (please describe): _____

Complete the following only if you need the requested information sent to you. If the information is not immediately available, you may otherwise arrange to pick up the requested information within a reasonable time.

Print Name: _____

Address: _____

Phone number (if you want to be called when data is ready):

Date: _____