

**REQUEST FOR PUBLIC PERSONNEL INFORMATION
FROM ST. CLOUD STATE UNIVERSITY**

The SCSU Human Resources Office makes available public data, as defined in Minnesota Statutes Section 13.43, Subd. 2, on current and former employees.

I would like the data requested below on _____.
(Employee Name)

The following data is available for inspecting on computer printouts located in the Learning Resource & Technology Services Center at no charge. If the person requesting general personnel data on available computer printout, or request copying of such data, the information can be copied through the St. Cloud State University library in accordance with the library's pricing policy. Data requests requiring significant staff time and involvement will cost in direct proportion to the time it takes to research, collect, and disperse the information.

- _____Gross salary
- _____Salary range
- _____Job title
- _____Education & training background
- _____Dates of employment
- _____Work location
- _____Office telephone number

Other personnel information such as listed below is available on request for \$.25 per copied page including an additional charge for staff time involving more than several pages. The additional charge, if required, will be essentially based on the hourly rate of the person compiling the information.

- _____Value & nature of fringe benefits
- _____Expense reimbursement for the period_____
- _____Job description (faculty do not have job descriptions)
- _____Previous work experience
- _____Existence & status of any complaints or charges against the employee
- _____Whether or not a complaint resulted in disciplinary action
- _____Honors & awards received
- _____Payroll timesheets for the period_____
- _____Settlement agreements
- _____Employee ID No. (Not SSN)

Date:_____ Signature (optional):_____