

## 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): \_\_\_\_\_