

## **ACKNOWLEDGMENT**

By signing below I acknowledge that it is my responsibility to have read and understood the policies outlined in this employee Handbook. I understand that the Handbook is intended only as a general reference, and not as a full statement of company procedure or a legal contract. Further, I understand and agree that my employment with 4 Point 0 School Services of St. Peter, Inc. is "at-will." I agree to keep this book in my possession during my employment and to update it whenever provided with materials to do so.

I further understand that each Handbook is the property of 4 Point 0 School Services of St. Peter, Inc. and that copying any section of the book is against company regulations. I agree to return the book upon terminating my employment with the company.

Date: \_\_\_\_\_  
Employee \_\_\_\_\_

### ***Notice and Summary of Right to Review Personnel Records Minn. Stat. §181.960-§181.967***

You have a right under Minnesota law to review your personnel file once every six months while you are employed with us. If you choose to exercise this right, you must give us your request in writing.

Within seven working days of receiving your request (or within 14 working days if your personnel records are stored out of state), We will make available for your review either your original file or an accurate copy of your file. You will have access to your file during normal operating hours either at your job site or at a nearby location. We may require that this review take place in the presence of a company representative. After you have had an opportunity to review your file, you may make a written request for a copy of the record. If you make such a request, we will provide you with a copy of your file at no charge to you.

After your separation from employment (for whatever reason), you may review your file once annually for as long as we maintain the record. If you make a good faith, written request to review your file after your employment with us has ended, we will provide a copy of your file at no cost to you.

If, after reviewing your file, you dispute specific information contained in the record, we may agree to remove or revise the disputed information. If no such agreement is reached, you are entitled to submit a written statement of no more than five pages explaining your position. This position statement will be included in your file, along with the disputed information, for as long as we maintain the record.

We will not retaliate against you for asserting your rights under the Minnesota Personnel Records Statute. The full text of this statute, which sets forth all of your available rights and remedies, can be found online at: <https://www.revisor.mn.gov/statutes/?id=181.960>

I acknowledge that 4 Point 0 School Services of x, Inc. has provided me with notice of my rights under the Minnesota Personnel Records Statute.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_