

TENNESSEN WARNING

(Data Practices Advisory: Minnesota Statute §13.04, Subd. 2)

During your visit to the Human Resources Information System (HRIS) Employee Self Service website, you may be asked to supply private or confidential personal information, payroll and compensation and benefits information about yourself. Before supplying such information, you are hereby informed that the Minnesota Government Data Practices Act, Minnesota Statute § 13.04 subd. 2, requires that an individual asked to supply private or confidential data concerning the individual be informed of: (a) the purpose and intended use of the data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. You are therefore informed as follows:

PERSONAL INFORMATION

Name/Name Change, Home Address, Social Security Number (SSN): This information is necessary to report earnings, take deductions and to complete the Federal Employment Eligibility Verification form (I-9), as required by law. You are not legally required to provide this information. The consequences for refusing to supply your name, home address, or SSN or for supplying data that is not true or correct is discipline, up to and including suspension or discharge. Under Federal Internal Revenue Laws, the City is legally obligated to provide your SSN to the Social Security Administration, Internal Revenue Service, and MN Dept. of Revenue. The following State agencies also have a legal right to employee SSNs: applicable State retirement systems, Dept. of Human Services, and Dept. of Employment and Economic Development. Also, if your position is eligible for insurance coverage, applicable insurance carriers may have access to this information. Others who may have legal access to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; labor union representatives; arbitrators and Administrative Hearing Examiners; State and Federal Courts; Human Rights Agencies; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; MN Dept. of Employee Relations; Veterans Preference Board; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

Home Telephone Number, Emergency Contact Information, E-mail Address: This information is requested to contact you for work-related matters, to send you work related documents, and/or to contact you or your designee in the event of an emergency. You are not legally required to provide this information and no discipline will be imposed should you refuse to do so. However, if you do not provide a telephone number, emergency contact information or an email address, the City may not be able to contact you or your designee. Others who may have legal access to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; labor union representatives; arbitrators and Administrative Hearing Examiners; State and Federal Courts; Human Rights Agencies; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; MN Dept. of Employee Relations; Veterans Preference Board; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

Birth Date, Marital Status, Smoker Status: This information is requested to determine eligibility and costs of insurance and to determine actuarial rates, eligibility for retirement, severance pay, death benefit payments, and certain optional insurance coverage. You are not legally required to provide this information and no discipline will be imposed should you refuse to do so. Applicable insurance carriers and State retirement system have a legal right to this information. The Minnesota Dept. of Human Services and applicable State retirement system have a legal right to this information. Others who may have legal access

to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; labor union representatives; arbitrators and Administrative Hearing Examiners; State and Federal Courts; Human Rights Agencies; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; MN Dept. of Employee Relations; Veterans Preference Board; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

Ethnic Group, Disability Status, Gender: This information is requested to determine if the City of Minneapolis has a diverse workforce that is representative of the City of Minneapolis. You are not legally required to provide this information and no discipline will be imposed should you refuse to do so. However, without this information, the City of Minneapolis may not be able to effectively carry out city, state and federal equal opportunity and affirmative action mandates. Applicable insurance carriers and applicable retirement systems have a legal right to obtain your gender. Others who may have legal access to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; labor union representatives; arbitrators and Administrative Hearing Examiners; State and Federal Courts; Human Rights Agencies; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; MN Dept. of Employee Relations; Veterans Preference Board; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

PAYROLL AND COMPENSATION

Financial Institution Account Numbers: This information is required to automatically deposit your paycheck into your bank account(s). Unless you submit a signed, written objection to Central Payroll, you are legally required to provide your direct deposit account information. Failure to provide your account number(s) may affect the City's ability to timely compensate you for work performed. Others who may have legal access to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

BENEFITS

Dependent/Beneficiary Personal Information: This information is requested to enroll you for benefits. You are not legally required to provide this information and no discipline will be imposed should you refuse to do. However, failure to provide the information will affect enrollment and coverage. Applicable insurance carriers and State retirement system have a legal right to this information. The Minnesota Dept. of Human Services and applicable State retirement systems have a legal right to this information. Others who may have legal access to the data: supervisors, management, administrators and other individuals within the entity that have a need to know; labor union representatives; arbitrators and Administrative Hearing Examiners; State and Federal Courts; Human Rights Agencies; your authorized representative; MN Dept. of Employment and Economic Development; MN Dept. of Labor and Industry; MN Dept. of Employee Relations; Veterans Preference Board; City of Minneapolis Human Resources Dept.; attorneys representing any of the above individuals or entities; municipal, county, state and federal agencies and governments; and any other person or entity authorized by law or court order.

