

EXHIBIT A

NOTICE TO EMPLOYEES OF THE CITY OF COON RAPIDS.

A discrimination complaint has been filed against the City of Coon Rapids. As part of the lawsuit, attorneys representing a complaining employee are seeking access to personnel files of some employees working there. Inspection is sought to obtain information that might be relevant in the pending lawsuit. A protective order has been issued by the Administrative Law Judge presiding in the matter requiring that if any information in your personnel file is provided to the employee's attorney, the attorney must protect the confidentiality of the information and cannot use any documents, records, or other materials in your personnel file not already made public for any purpose other than the trial in this case and cannot disclose the documents or their contents to anyone else. Furthermore, any documents in your personnel file cannot be reproduced, except for preparation of trial, and after the lawsuit has been resolved, all documents must be returned to the counsel for the City of Coon Rapids.

If you believe that some of the materials in your personnel files are sensitive or should not be disclosed, you have the right to object to review of those materials by the complaining employee's attorneys. To do so, you must send your written objection, specifying the nature of the material you do not wish disclosed, and your reasons for nondisclosure to:

Phyllis A. Reha
Administrative Law Judge
Office of Administrative Hearings
100 Washington Avenue North, Suite 1700
Minneapolis, Minnesota 55401-2138

If you do not object in writing by sending your objection to the Administrative Law Judge at the address noted above within ten working days after receipt of this notice, it will be assumed you consent to the disclosure of your personnel file to the employee's attorneys and your file will be made available, if relevant, subject to the terms of the protective order discussed above.