

NOTICE TO EMPLOYEE:

Carlson Dettmann Consulting, LLC (DISCLOSER) utilized its proprietary Point Factor Job Evaluation System for the City of Manitowoc (RECIPIENT) in preparing the pay plan adopted by the Common Council. DISCLOSER'S application of their system on behalf of the City of Manitowoc is a trade secret.

You have indicated intent to appeal the classification of your position and have requested an opportunity to review the consultant's evaluation of your position to consider whether you wish to submit a formal appeal. The Human Resource Department is able to share the evaluation of your position with you provided that you acknowledge the following specific conditions:

"I acknowledge and agree that all of the information regarding my evaluation is Confidential Information and the proprietary property of DISCLOSER, and I agree not to divulge, reveal, report, or disclose any of this evaluation information."

Acknowledged and agreed:

\_\_\_\_\_

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