

**§6102. Employee review**

The following provisions apply to employee review of records. [PL 1981, c. 693, §§ 5, 8 (NEW).]

**1. Right to review.** An employee or former employee of a school administrative unit, or the employee's representative, is entitled to review the following documents and reports:

A. The employee's teacher action plan and other support system documents and reports maintained for certification purposes upon written request to the custodian designated to maintain those records; [PL 1987, c. 620, §3 (NEW).]

B. The employee's personnel file on written request to the superintendent if the superintendent of schools has a personnel file for the employee; and [PL 1987, c. 620, §3 (NEW).]

C. Any confidential records or documents provided to the commissioner pursuant to section 6101, subsection 3, if the records or documents were not simultaneously provided to the employee. [PL 1987, c. 620, §3 (NEW).]

[PL 1987, c. 620, §3 (AMD).]

**2. Time and place.** Review of support system documents or a personnel file shall take place where the file is kept during normal school hours.

[PL 1987, c. 620, §3 (AMD).]

**3. Contents.** For purposes of this section, a "personnel file" includes, but is not limited to:

A. Formal or informal employee work evaluation compiled and maintained for employment purposes; and [PL 1987, c. 620, §3 (AMD).]

B. Reports relating to the employee's character, credit, work habits, compensation and benefits. [PL 1981, c. 693, §§ 5, 8 (NEW).]

[PL 1987, c. 620, §3 (AMD).]

**SECTION HISTORY**

PL 1981, c. 693, §§5,8 (NEW). PL 1987, c. 620, §3 (AMD).

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