

# MAINE STATE LEGISLATURE

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FIRST SPECIAL SESSION

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ONE HUNDRED AND SEVENTH LEGISLATURE

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Legislative Document

No. 2270

H. P. 2121

House of Representatives, February 27, 1976

Reported by Mr. Faucher from the Committee on Legal Affairs pursuant to H. P. 1597 and printed under Joint Rules No. 3.

EDWIN H. PERT, Clerk

Filed under Joint Rule 3 pursuant to H. P. 1597.

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STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED  
SEVENTY-SIX

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AN ACT to Permit an Employee to Review His Personnel File.

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Be it enacted by the People of the State of Maine, as follows:

Sec. 1. 5 MRSA § 638 is enacted to read:

§ 638. Employee right to review personnel file

The director shall, upon written request of an employee, make available to that employee during his normal working hours his personnel file if the director has a personnel file for that employee. For the purposes of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits and compensation and benefits which the director has in his possession.

Sec. 2. 26 MRSA § 631 is enacted to read:

§ 631. Employee right to review personnel file

The employer shall, upon written request of an employee make available to that employee during his normal working hours, his personnel file if the employer has a personnel file for that employee. For the purposes of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits and compensation and benefits which the employer has in his possession.

Sec. 3. 30 MRSA § 64 is enacted to read:

**§ 64. Employee right to review personnel file**

The county commissioner shall, upon written request of an employee, make available to that employee during his normal working hours, his personnel file if the county commissioner has a personnel file for that employee. For the purposes of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits and compensation and benefits which the county commissioner has in his possession.

Sec. 4. 30 MRSA § 2257 is enacted to read:

**§ 2257. Employee right to review personnel file**

The municipal officer shall, upon written request of an employee, make available to that employee during his normal working hours his personnel file if the municipal officer has a personnel file for that employee. For the purposes of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits and compensation, and benefits which the municipal officer has in his possession.

**STATEMENT OF FACT**

This bill resulted from the Joint Standing Committee on Legal Affairs' study of record keeping, H. P. 1597. It will provide an employee, in both the public and private sector, with the right to review his personnel file.