

Procedure:
Effective Date:
Board Approval:

ACCESS TO PERSONNEL RECORDS AND FILES

Personnel files may only be accessed in the presence of the Executive Director or designee. A written record shall be kept of access to files. This record shall include the date and time, as well as the name(s) of the individuals involved.

An employee of the Autism Society of Maine shall be made aware of any document(s) that is being added to their files, denoted by their initials or signature. An employee's initials or signature are acknowledgement of the added document(s) and do not necessarily imply agreement with its contents. Once a document is properly placed in a personnel file, it shall remain in the file permanently.

Directory Information

As required by law, a record of Directory information for each employee shall be open to inspection and copying by any person. Directory information shall include:

- A. Name of employee.
- B. Date(s) of employment by the Autism Society of Maine.
- C. All job descriptions since the start of employment by the Autism Society of Maine.
- D. Postsecondary education institution(s) attended.
- E. Major and minor field(s) of study as recognized by those institutions.
- F. Degrees received and dates degrees were awarded.

Confidential Information

As required by law, all information about an employee (except Directory information), applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

- A. All information, working papers, and examinations used in the evaluation or selection of applicants for employment.
- B. Performance evaluations, personal references, and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes.
- C. Credit information.
- D. The personal history, general character, or conduct of the employee or any member of the employee's immediate family.
- E. Complaints, charges of misconduct and replies thereto, and memoranda and other materials pertaining to disciplinary action.
- F. Social Security number.
- G. Any teacher action plan and support system documents and reports maintained for certification purposes.
- H. Criminal history record information.

Medical Information

Medical files contain medical information of any kind and are to be maintained in a separate file. Medical information is confidential and shall be maintained accordingly.

Access to Personnel Files

Access to personnel records may be given to the following persons, with legitimate reason, without the consent of the employee:

- A. The Executive Director or his/her designee, and the employee's supervisor(s).
- B. Relevant portions of a personnel file may be summarized and/or shared with the Autism Society of Maine Board by the Executive Director when consideration is being given to performance evaluation, continuation of employment, or disciplinary action.

Review of personnel files by employees or former employees

- A. The Executive Director shall, upon written request and within 5 business days, provide the employee, former employee, or his/her duly authorized representative(s) with an opportunity to review and copy his/her personnel file, if the Executive Director has a personnel file for that employee.
- B. Reviews of personnel files shall take place during normal office hours at the location where the personnel files are maintained.
- C. The cost of any copying is to be paid by the person requesting the copy.

Access to personnel files will not be granted to any other person except under the following circumstances:

- A. When the employee gives written consent for the release of his/her records. The written consent must specify the records(s) to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted.
- B. Upon advice of counsel, when subpoenaed or court ordered.