

Access to Personnel File

Policy Statement:

Personnel records are maintained in the Human Resources Department and are protected by the Privacy Act. Employees are entitled to review their individual personnel files in the presence of the Director of Human Resources. A request to review a file should be made in advance to the Director of Human Resources. Files may not be removed from the Human Resources office.

All personnel information is strictly confidential. Written authorization is required before any personal information can be released to anyone other than the employee. Any forms related to loans, grants, etc., should be sent directly to the Director of Human Resources for completion.

Definitions:

Procedures:

History:

07/01/1991 - Reaffirmed with publication of the *Personnel Manual*

07/01/2003 - Title Director of Human Resources changed to Assistant Vice President for Human Resources

08/28/2020 - Title Assistant Vice President for Human Resources changed to Director of Human Resources

Related Policies:

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES

**Mary Theresa Gardier Paterson, Esquire
Secretary of the University and General Counsel**