

Marywood University

Policies and Procedures

Access to Personnel Records Policy

Policy Statement:

Personnel records are maintained in the Human Resources by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552. Employees are entitled to review their individual personnel files in the presence of the Director of Human Resources once per calendar year. A request to review a file should be made in advance to the Director of Human Resources. Per the Pennsylvania Files Act, files may not be removed from the Human Resources office and employees may not make photocopies of anything in their files. An employee is able to, however, take notes related to what is included in their personnel file. 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.

Policy 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.

5/10/2024 – Revision approved by the President of the University as recommended by the Policy Committee of the University.

Related Committees

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