

**Human Resources Department**  
**Employment Verifications**

The goal of the Human Resources Department is to complete Employment Verifications within 3 – 5 working days during regular work periods. *There may be a delay of two weeks during peak periods which occur at the beginning and the end of the school year. We do not process requests during holidays and when the District offices are closed.*

To begin the process, the employee must provide signed permission for the District to release information to complete employment verification. The employee or institution must fax the signed permission and verification documents or bring the Employment Verification request to the Human Resources Department.

**Human Resources Department Contacts for Employment Verification:**

**Certificated:**

**FAX: (510) 644-2883**

**All financial institutions and/or housing verifications - Rhonda Cervantes**

**All current and previous work experience - Sheila Rose**

**Classified:**

**FAX: (510) 644-6151**

**Employee's Last Name:**

**A-M Tracie De Angelis**

**N-Z: Erin Arinez**

**ALL SUBS – Sharon Vernae**

**Human Resources Department**  
**Classified Personnel File Reviews**

- Employees must submit written requests to review their personnel files.
- Employees who would like union representation during the review must request this in writing.
- Employees must review their files on their non-duty hours and a Human Resources Department representative will contact the employees to schedule the file reviews.
- File reviews will take place between 3-5 working days following the requests.
- Copies of documents in the personnel file may be provided. Depending on the quantity and complexity of the photocopying, the number of working days will be within 3-10 to provide employee with requested documents.

**THE FOLLOWING HR PERSONNEL WILL ASSIST YOU WITH YOUR FILE REVIEW:**

**Employee's Last Name:**

**A-M**    **Tracie De Angelis**

**N-Z:**    **Erin Arinez**