

**Human Resources Department Employment
Verifications and File Reviews**

The goal of the Human Resources Department is to complete Employment Verifications within 3 – 5 business 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.*

Due to Covid-19 restrictions, requests should be emailed to hr@berkeley.net

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 to: (510) 644-6151(classified) or 644-2883 (certificated) or bring the Employment Verification request to the Human Resources Department.

Human Resources Department Contacts for Employment Verifications:

- *Certificated*
 - ~ Financial Institutions and Housing Rhonda Cervantes
 - ~ Work Experience for Salary Placement Betty James
- *Classified*
 - ~ Employee Last Name A-M Málíka Upshur
 - ~ Employee Last Name N-Z Lona Kelly
- *Substitutes*
 - ~ Certificated Elizabeth Pizarro
 - ~ Classified Sharon Vernae

Human Resources Department Contacts for File Reviews:

- *Certificated* Betty James
- *Classified*
 - ~ Employee Last Name A-M Málíka Upshur
 - ~ Employee Last Name N-Z Lona Kelly