

## **CONFIDENTIALITY OF PERSONNEL RECORDS AND EMPLOYMENT VERIFICATIONS**

*This circular will remain in effect unless rescinded or superseded by a subsequent version.*

State laws and regulations regulate disclosure of information collected about personnel by the Boston Public Schools. These laws and regulations provide that, with some exceptions such as personnel and medical records, the School Department's records must be available for public inspection. State law further provides that individuals may review and challenge information in the files concerning them.

### **PERSONNEL RECORDS**

The Office of Human resources maintains both publicly available and confidential files about each employee. The Office of Human resources will disclose allowable information when requested to do so in writing.

Please note that the following are **public records**, which will be released upon receipt of a written request:

- Names
- Other materials or data relating to a specifically named individual, the release of which would not publicize intimate details of a highly personal nature.

Confidential information is not released, such as social security numbers, home addresses and phone numbers, transcripts, medical forms, and evaluations.

Only an employee may view their entire file unless a court order or other legal mandates require otherwise. An employee may view their file in the Office of Human resources by appointment only. To schedule an appointment, place an HR Inquiry request via the Beacon. This can be found for internal employees by navigating to [Access.Boston.gov](https://access.boston.gov).

To obtain a copy of your personnel card for the City of Boston Retirement Board, please place an HR inquiry request via the Beacon. This can be found for internal employees by navigating to [Access.Boston.gov](https://access.boston.gov). Any former employee will need to submit a request via email at [ohr@bostonpublicschools.org](mailto:ohr@bostonpublicschools.org).

## EMPLOYMENT VERIFICATION

All inquiries regarding employees, employment status, and other such information must be directed to the Office of Human resources, where official personnel records are maintained.

If an employee is seeking employment verification (mortgage, housing, substitute time, standard verification, etc.), they should create an HR Inquiry request via Beacon. An employee must scan and attach the verification to the HR Inquiry submission. If an employee needs an email address to submit to their potential mortgage company, housing office or any other loan provider, they should provide the OHR email [ohr@bostonpublicschools.org](mailto:ohr@bostonpublicschools.org) or fax a request to 617-635-7957. Please note that requests for

employment verification are processed in the order they are received and take between 5 and 10 business days to complete. If salary/payroll information is needed, it can take longer than 5-10 business days. Please plan accordingly.

Any subpoenas for records should be directed to the Office of the Legal Advisor, 2300 Washington Street, Roxbury, MA 02119.

### LICENSURE RELATED EMPLOYMENT VERIFICATIONS

All educators and other employees seeking licensure related verification must complete the [BPS Educator Licensure Verification Requests form](#).

For loan forgiveness requests, please submit an HR Inquiry with forms attached on the Beacon via [Access.Boston.gov](#). All former employees must email [ohr@bostonpublicschools.org](mailto:ohr@bostonpublicschools.org) and include any supporting documentation.

**For more information about this circular, contact:**

Owner:	Shared Services
Department:	Office of Human resources
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9600
Fax:	617-635-7956
Additional Questions:	For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on Access Boston ( <a href="https://access.boston.gov">access.boston.gov</a> ).

Mary Skipper, Superintendent