

Title: Employee Profile Photos in District Communications Systems

Code: AP 2.35.2

Section: CHAPTER 2: Administration and General Institution

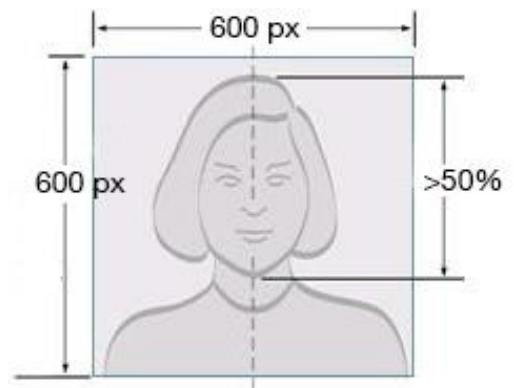
AP 2.35.2 Employee Profile Photos in District Communications Systems

This procedure establishes standards for employee personnel profile or identification photo—that is, the photo associated with an employee’s identity in the District directory and in the profile photo field of any District approved communications or productivity system (e.g., Microsoft 365, Zoom, Canvas, college employee directory listings), whether or not that system currently receives its photo from the District directory. It applies to all District employees. Recent, high-quality profile photos help the public identify the employees who serve them, meet enhanced accessibility requirements, support appropriate access to restricted areas, and help identify personnel responding to emergencies.

This procedure does not apply to other photographs of employees that may appear on College or District webpages for instructional, promotional, or program-related purposes (e.g., a faculty member's action photo on a program or department webpage), even where such webpages also separately display directory-sourced profile photos.

Employees are not required to upload a directory profile photo. However, any photo used must meet the following standards:

- **Subject:** Must show only the employee facing the camera. Full face clearly visible, well lit, and unobstructed. (e.g., no pets, avatars, logos, cartoons, group photos, etc.).
- **Framing:** Head and shoulders only (passport-style). The employee’s face must be centered and occupy at least 50% of the image height.
- **Background:** Plain neutral backgrounds only (e.g., a solid white or gray wall).
- **Attire:** Professional or business casual attire required. Staff who wear a uniform in the course of their duties may be photographed in that uniform.
- **Content to Avoid:** Sexual, violent, threatening, or discriminatory images are prohibited. Photos may not display political or campaign slogans, emblems, buttons, or symbols (see BP 2.35 §11) or commercial advertising.
- **Technical:** Color photo preferred. Minimum size 600 X 600 pixels. No heavy filters or AI-generated images.



Supervisors will review and approve their direct reports' profile photos to ensure compliance and will monitor them annually.

Also see BP 2.35, Use of District Communications Systems.

Date Adopted: 5/26 (This is a new procedure)

Date Revised: 7/26