



ADMINISTRATIVE PROCEDURES

TITLE: Electronic Employee Directory		PROCEDURE #: 307-A
DEPT: Business Services		PROGRAM: Human Resources
EFFECTIVE DATE: 09/19	REVIEWED:	REVISED:

OBJECTIVE: To establish a procedure for opting out of the photo display in the electronic employee directory.

REFERENCE: Policy 307

POLICY STATEMENT: The electronic employee directory is intended exclusively for informational purposes related to county business. It is designed to facilitate communication among and between county employees in order to improve business efficiency for the benefit of Marion County residents.

APPLICABILITY: All county departments, elected officials, and employees.

PROCEDURES:

1. The electronic employee directory is for internal business related use only.
2. Any employee with county network access is able to access the directory.
3. Opting out of photo display
 - 3.1. In order to opt out of the photo display, an employee must access the electronic employee directory through the county intranet and change the photograph display selection.
 - 3.1.1. Go to the electronic employee directory <https://directory.intra.co.marion.or.us/>.
 - 3.1.2. Click on the user profile icon in the upper right corner and click on the "I want others to see my photo" box to turn on/off the picture display setting.
 - 3.1.3. After changing the photo setting, refresh the window or search again to verify that the change is made.
 - 3.1.4. The photo display option may be turned on/off at any time.
4. Responsible Party
 - 4.1. The Business Services Department has the authority and responsibility for implementing this policy and procedure and assuring compliance by all county departments.