

Title: Employee Profile Photos in District Communications Systems

Code: Interim AP 2.35.2

Section: CHAPTER 2: Administration and General Institution

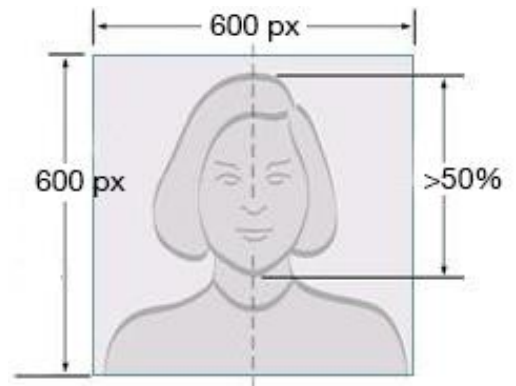
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### AP 2.35.2 Employee Profile Photos in District Communications Systems

This procedure establishes standards for employee profile photos used in District-approved communications systems (e.g., Microsoft 360, Zoom, Canvas, College/District webpages). 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.

Employees are not required to upload a profile photo. However, any photo uploaded 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. Political campaign materials (see BP 2.35 §11) and commercial advertising are prohibited.
- **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.*

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**Date Adopted:** May 8, 2026 (This is a new procedure)

**Date Revised:** May 12, 2026