

## Procedure 4.0114

### Contact Directory Procedure

The College maintains a “Contact Directory” that is published online and available through the “Contact Us” link on the web page. The Contact Directory contains official information regarding College employees including, but not limited to, office location, telephone number, email address, and photographs.

Photographs published to the Contact Directory are those that are currently available on file. Photographs of new employees are the responsibility of the public information officer. Employees may choose to opt out of having their official photograph published in the Contact Directory. Employees must submit a helpdesk ticket to opt out of the photograph published to the Contact Directory.

Employees who opt out of the photograph will have their photograph replaced with the College logo. Employees do not have the option of supplying their own photograph at this time.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Services and Resources Policy](#)

### History

**Senior Staff Review/Approval Dates:** *1/13/2015*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*