



ADMINISTRATIVE POLICIES

SECTION:	Human Resources	POLICY #:	307
TITLE:	Electronic Employee Directory	PROCEDURE #:	307-A
		ORDER #:	19-106
DEPT:	Business Services	PROGRAM:	Human Resources
ADOPTED:	08/19	REVIEWED:	REVISED:

PURPOSE: The purpose of this policy is to establish rules for managing Marion County’s internal electronic employee directory.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035, 203.111, 203.230.

The Marion County Board of Commissioners expresses the governing body’s official, organizational position on fundamental issues or specific repetitive situations through formally adopted, written policy statements. Policy statements serve to provide rules for public officials on the conduct of county business.

Marion County Administrative Policies and Procedures outline the forms and process through which the Board of Commissioners takes formal action on administrative policy. They are the official record of county administrative policy.

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

GENERAL POLICY: 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.

DEFINITIONS:

Electronic employee directory: A central online application in which employee information is held and searchable. It allows county employees to find other employees and their contact information quickly and easily.

System of record: A system of record (SOR) is an information storage and retrieval system that is the authoritative data source for a particular data element.

SUBJECT: ELECTRONIC EMPLOYEE DIRECTORY

POLICY GUIDELINES:

1. RESPONSIBILITIES

- 1.1. The electronic employee directory is for internal business related use only. Marion County Human Resources shall maintain the system of record for all employees.
- 1.2. Information Technology shall maintain and update the electronic employee directory.
- 1.3. Each department shall maintain up-to-date employee information to allow for accurate management of the directory.
- 1.4. Each employee is responsible for checking and confirming that the employee's information is accurate in the directory, and reporting any inaccurate information to Human Resources.
- 1.5. Standards
 - 1.5.1. The following information will be maintained and displayed in the electronic employee directory for all full time, part time, and temporary employees, to be viewable on the Marion County intranet site by any Marion County employee having intranet access.
 - 1.5.1.1. Employee name
 - 1.5.1.2. Department
 - 1.5.1.3. Division
 - 1.5.1.4. Employee title
 - 1.5.1.5. Direct phone number
 - 1.5.1.5.1. Department may designate a main line
 - 1.5.1.6. Main department or division phone number
 - 1.5.1.7. County email address
 - 1.5.1.8. Supervisor's name
 - 1.5.1.9. Department URL
 - 1.5.1.10. County issued photograph
 - 1.5.1.10.1. Alternate photos are not allowed
 - 1.5.2. Information Technology shall maintain and update the electronic employee directory.
 - 1.5.3. Each department shall maintain up-to-date employee information to allow for accurate management of the directory.
 - 1.5.4. Each employee is responsible for checking and confirming that the employee's information is accurate in the directory, and reporting any inaccurate information to Human Resources.
- 1.6. Using information displayed in the electronic employee directory for purposes other than those directly related to the business of Marion County violates the intent of the policy and is cause for discipline, up to and including termination.

2. EXCEPTIONS

- 2.1. Employees may opt-out of the photograph display in the electronic employee directory. If an employee opts-out of the photograph display, all other contact information will remain listed.
- 2.2. Contact Human Resources for any other exemptions or appeals.

3. IMPLEMENTATION

The Business Services Department has the authority and responsibility for implementing this policy and assuring compliance by all county departments.

4. PERIODIC REVIEW

This policy shall be reviewed by the Business Services Department at least every three years, or more often if needed, and updated as necessary.

ADOPTED: 08/19