AGENDA REQUEST & STAFF REPORT

MEETING DATE: September 17, 2025

SUBJECT: Approval of IT Policy No. IT-4 regarding employee profile photos for Microsoft applications

RECOMMENDED MOTION:
Move approval of County Administrator signature of County Policy No. IT-4.

BACKGROUND AND POLICY IMPLICATIONS:
Historically, employees were required to contact the IT department for the upload of their Microsoft (Outlook, Teams, SharePoint, etc.) profile picture to ensure appropriateness of the pictures. To streamline this process and improve user autonomy, Policy IT-4 outlines comprehensive guidelines for profile photos and permits employees to directly upload their own in accordance with those guidelines.

BUDGET IMPACTS:
None

ATTENDANCE:
Tania Mahood IT Director/CTO