

# HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: **FSS007-130930**

## Title: Employee Photos & Bulletin Boards

The following departmental procedure shall be utilized by the designated Facility Support Services Timekeeper in order to ensure department bulletin boards are accurate and the University Police Department is always aware of those employed in Facilities Management

- The Timekeeper is responsible to maintain the primary reception area bulletin board with employee photos organized by Department and Unit. In addition, the Timekeeper is responsible to ensure the University Police Department is provided with photos of all employees so they may be aware of those employed by Facilities Management.
- Bulletin board listing shall apply to all employees including full time, part time, temporary, intermittent hourly, retired annuitants, emergency hires and student assistants.
- Upon activation, the Timekeeper shall take the following steps to ensure such is accomplished:
  - Add the employee's photo to the appropriate area of the bulletin board. If an employee chooses to not have their photo displayed in public, add a photo with the employee's name and the "happy face" logo in place of the photo.
  - Send the employee photo to the UPD Lieutenant who will ensure it is posted to the UPD Personnel Board.
- Upon deactivation, the Timekeeper shall take the following steps to ensure information remains up to date:
  - Remove the employee's photo from the bulletin board and the electronic file of employee photos.
  - Notify the UPD Lieutenant that the employee no longer works at Facilities Management.
- To create an employee photo in the electronic file, follow the steps below:
  - Employee photos are stored at the following location: \\vpaa-trinity\vpaa\PO\Dept\Administration\Human Resources\Employee Photos
  - Utilize camera to take employee photo.
  - Import photo into appropriate file and photo template. Re-size photo to fit into template.
  - Ensure Employee name is entered.
  - Ensure Employee title is entered.
  - Save file as Employee Last Name, First Name.
  - Print photo and post to bulletin board as well as send to UPD.
  - Bulletin Board photos shall be by Department and Unit with Managerial staff listed first followed by employee last name in alphabetical order. Staff assigned at less than full time should be posted at the end of the Unit so as to ease the process associated with updating the bulletin board.

## REFERENCES

- N/A