

**POLICY 409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS,
INVENTIONS AND CREATIONS****I. PURPOSE**

The purpose of this policy is to identify and reserve the proprietary rights of the school to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates, or assists in developing or creating a publication, instructional material, computer program, invention, or creation entirely on the employee's own time and without the use of any school facilities or equipment, the employee shall immediately disclose and, on demand of the school, assign any rights to publications, instructional materials, computer programs, inventions, or creations which the employee develops or creates or assists in developing or creating during the term of the employee's employment and for ten years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school relating to such publications, instructional materials, computer programs, inventions and/or creations, including domestic and foreign patents and copyrights