

*Adopted: January 26, 1999*

*Columbia Heights School Board Policy 409*

*Revised: April 13, 2010*

*Revised: December 10, 2013*

*Reviewed: September 12, 2017*

*Reviewed: November 10, 2020*



## **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 district to certain print and electronic publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. NOTICE OF POLICY**

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

**Legal References:** Minn. Stat. § 181.78 (Agreement; Terms Relating to Inventions)  
17 U.S.C. 101 et seq. (Copyrights)

#### ***Cross References:***

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