

Publication or Creation of Materials

The following procedures should be followed by all employees who are or might be developing commercially attractive products which are or might be construed to be associated with their normal job responsibility.

1. A notice of intent to publish or manufacture should be filed with the person to whom the employee is administratively responsible.
2. The administrator should then prepare a report containing the following information:
 - a. A description of the product or material.
 - b. The name of the person or persons involved in creating the product.
 - c. The amount of duty time, if any, of the person's normal job responsibility which was devoted to creating the product or material.
3. The report should be filed with the office of the Chief Financial Officer.
4. The Chief Financial Officer shall appoint a committee of three persons having knowledge of the product or material, excluding those involved in creating it, to review the report and make a recommendation for action to the Superintendent or designee.
5. Prior to making his/her decision, the Superintendent or designee shall confer with the person or persons eligible to receive royalties to help assure a mutually satisfactory arrangement.
6. Should any employee involved be dissatisfied with a decision so made, appeal may be made to the Governing Board.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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