



Department: Human Resources
Policy Number: HUM-A086
Effective Date: 04/23/2018

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

EMPLOYEE WORK PRODUCT MATERIAL

This policy identifies and reserves the proprietary and user rights of CMCSS and its employees for work product that employees may develop or create, or assist in developing or creating while employed by CMCSS.

Unless otherwise agreed upon and put in writing, all employee work product as defined herein may be jointly utilized by both CMCSS and the employee subject to the following provisions:

- A. Destruction or removal of the work product by employees is prohibited without the permission of CMCSS.
- B. Production of electronic copies of the work product by employees is required when requested by CMCSS.
- C. The employee may continue to use the work product material when he/she leaves the employment of CMCSS.
- D. CMCSS may continue to use the work product material after the employee is no longer employed by it.

Work Product includes, but is not limited to, the following: all forms, policies, programs, guidelines, work sheets, training materials, power point presentations, audio and video recordings, instructional materials, and all other inventions or creations that employees may develop or create, or assist in developing or creating, while employed by CMCSS and/or with the use of CMCSS's facilities and resources.

Implementing Procedures: None

Associated Documents: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/23/18		Initial Release

***** End of Policy *****