

## 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 directly associated with their normal job responsibility

1. The person or persons intending to publish or manufacture should file a notice with the superintendent of schools.

a. A description of the product.

b. The name of the person or persons involved in creating the product.

c. The percentage of duty time, if any, of the person's normal job responsibility which was devoted to creating the product.

The superintendent shall be responsible for reviewing the report and make a recommendation for action. Prior to making his decision, the superintendent will confer with the person, or persons, eligible to receive royalties to help assure a mutually satisfactory arrangement.

Should any employee(s) involved be dissatisfied with a decision so made, the route of appeal is to the board.

Rules Approved: 12/75

Amended: 10/76

Reviewed: 9/1/88