

## PERSONNEL

File: GCQB

### STAFF RESEARCH AND PUBLISHING

The Charlottesville City School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The Superintendent shall establish regulations pursuant to which the ownership rights to works produced by employees with the scope of their employment may be assigned.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the Superintendent in writing of their intent to develop such materials prior to commencing work.

#### Ownership of Materials

The Board adopts the “work for hire doctrine,” and shall have the copyright of all employees’ work produced at the instance and expense of the Board and/or any of its administrative staff.

Works authored by employees on their own time, without expense to the Board, and without instruction, direction, or control of the employees’ superiors are the copyright of the employees.

#### Waiver and Assignment of Proprietary Rights

Copyrights of the Board may be waived in favor of or assigned to the author by the Board upon application submitted to the Board through the Superintendent.

The Board authorized\ the Superintendent to review materials prepared by employees for which the Board has no copyright, and to waive or assign all or part of any interest or proprietary rights therein which is alleged the Board may have, in favor of the employees producing such works.

Any materials copyrights under this section shall be made available to Charlottesville City Public Schools at no charge to the system.

Work made for hire is defined as materials prepared by an employee in connection with his or her job duties, and it includes instructional texts, tests, answer sheets, and materials specifically commissioned.

Adopted: March 20, 2008  
Revised: July 5, 2012  
Reviewed: June 20, 2017

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Legal References: 17 U.S.C. §§ 101, 102, and 201  
Code of Virginia, 1950, as amended, § 22.1-78

Cross References: EGAA Reproduction of Copyrighted Materials  
GCQA Non-school Employment by Staff Members