



ARCHDIOCESE OF REGINA

Policy Name:	Intellectual Property	Number:	S3-10
Policy Type:	Conditions of Employment	Date Approved:	February 2017
Legislation:	<i>The Saskatchewan Employment Act</i>	Date Revised:	

Policy Statement:

The Archdiocese of Regina owns the intellectual property created by its employees within the scope of employment, created on Archdiocese time, created with Archdiocesan financial support, commissioned by the Archdiocese.

The Archdiocese does not own the intellectual property when it is unrelated to the employee's job and the employee made only incidental use of Archdiocesan resources; or the property has been released to the creator in cases when the intellectual property is embodied in 'scholarly' work. 'Scholarly' work created by someone who was specifically hired or required to create it or commissioned by the Archdiocese is the property of the Archdiocese of Regina.

Definitions

'**Intellectual property**' is a type of asset developed from the mind, while intangible, that can be expressed in a variety of forms.

'**Intellectual work**' refers to inventions, discoveries, writings, art works, musical compositions and performances, software, literary works and architecture.

'**Scholarly work**' refers to educational course materials, artistic, musical, literary or architectural work in the author's field of expertise.

Procedure:

- a) Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, will belong to the Archdiocese.
- b) The work was performed substantially at work using work facilities, but the use of personal time or other facilities to create the work will not change its basic nature if it is related to the job.
- c) Employees are required to sign a Declaration of Confidentiality and Ownership Regarding Intellectual Property. (Appendix H)
- d) The DCORIP will be housed in the employee's personnel file.

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