Patents and Copyrights

All copyrightable work authored or created in the course of their employment by employees who are not acting in the capacity of faculty and who are not governed by the provisions of the Faculty Handbook shall constitute a "work made for hire" for purposes of any federal and state copyright laws and the University shall own the entire copyright in and to each copyrightable work. If a copyrightable work is funded, in whole or in part, by a contract, grant, or other sponsored agreement from an agency outside the University, copyright ownership shall be governed by the terms of such contract, grant, or other sponsored agreement.

Ownership and disposition of rights in discoveries and inventions of employees is governed by The University of Alabama Patent Policy as found in Appendix G of the Faculty Handbook and any other related policies that may be adopted by the University.

As a condition of employment, each employee of the University is bound by these policies and agrees to cooperate with the University and its designated representatives in protecting and administering copyrights and patent rights owned by the University.

Employee Visitors

In order to avoid possible security problems and disruptions to employee work routines, visits should be limited. There may be occasions when friends and family of University employees visit the employee in the workplace. It is important that these visits not become disruptive to work routines. Under no circumstances should visitors stay and visit for long periods of time.

Telephone Use

The University recognizes that there may occasionally be times when personal calls must be made or received during business hours. Such calls must be held to a minimum, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or at lunchtime.

When a long-distance call results in a charge, the call must be billed to the caller's home phone number or charges must be reimbursed to the University.

Use of personal cell phones must be held to a minimum and must not interfere with the employee's work.

Employees who are issued a cellular phone by the University for use in performing assigned job duties must adhere to the Cellular Telephone Policy available at http://telecom.ua.edu/cellpolicy.html.

Solicitation

Solicitation either by the public in general or among employees is not allowed on the premises of The University of Alabama during scheduled working hours. Prohibited solicitations during scheduled working hours include, the general public selling retail goods to employees or any employee trying to sell any item to another employee or any other solicitation determined to be