

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

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| SECTION II: | ORGANIZATION FOCUSED FUNCTIONS |
| CHAPTER 8: | Management of Human Resources |
| PROCEDURE 8.41: | Publishing Related Activities |
| REVISED: | 03/09/07; 12/2010; 04/13; 07/25/16; Reviewed 06/18 |
| Governing Body Approval: | 05/09/13; 07/28/16; 07/02/18(<i>electronic vote</i>) |

PURPOSE: To provide guidelines concerning employees' writing and publishing activities, as they relate to employment.

SCOPE: All CVH staff

PROCEDURE:

- A. CVH encourages and supports writing and publishing-related activities of its employees, especially when the subject matter is related to the mission, goals and/or statutory responsibilities of the Hospital and the Department of Mental Health and Addiction Services (DMHAS).
- B. The following guidelines shall be followed in all cases for employees involved in writing/publishing activities:
 1. The actual writing of books, articles and other publications that is not required as part of an employee's state job shall not be done on state time. If the primary purpose of the article is to fulfill a requirement of the job assignment, then such writing may be done on state time. If the publication is related to mental health and/or substance abuse issues, the agency may require the employee identify his/her affiliation with DMHAS in conjunction with the publication.
 2. State resources such as equipment, postage, or staff time may be used for publishing-related activities that are part of the employee's state job and for which no remuneration other than salary is received.
 3. Royalties generated by employees for work-related documents, published during employment with DMHAS, belong to the state and may not be kept by the employee.
 4. Royalties generated by an employee for books or other publications written on his/her own time may be kept by the employee unless the writing is the kind of work he/she is employed to perform and is, at least in part, of a purpose to serve the employer.
 5. An employee may not use his/her position in state service to advertise articles or books, written privately, or otherwise increase the sales of such publications.
 6. An employee may not use confidential case studies of other material deemed confidential in a book or article published for personal financial gain.

7. Reprints of articles or documents for which no royalty was received may be provided by the employer upon request for copies of same. If the employee is paid for the publication, expenses incurred in reprinting or mailing shall be the responsibility of the employee.
- C. Questions concerning this procedure should be directed to the Facility Human Resources Director or the Chair of the Hospital Ethics Committee.

*References: Code of Ethics for Public Officials, Conn. General Statute 1-79 et seq.
DMHAS Commissioner's Policy Statement No. 78, "Publishing-Related Activities."*