

# Assignment of Pre-Employment Works

- ⏪ Sometimes, when an employee goes to work for a company, the company needs to acquire ownership of some documentation, musical score, software code, book, etc. which the employee has previously developed or written.
- ⏪ It is typically in the company's best interests to own the material, especially if any portion of it may be integrated into one or more of the company's products.
- ⏪ Except for employees preparing intellectual property or products in the course of their employment, the law states that when an individual authors a work, that individual is the owner of the work. A work may be almost anything in written form, such as a book, music, software, training material or movie script.
- ⏪ The Assignment of Pre-Employment Works focuses on employees assigning pre-existing works of software, this agreement can be modified to include literary, photographic, or musical works.
- ⏪ While this form can be used as a stand-alone deal, it is most often used when hiring a new employee into a position to assign the ownership of some of the employee's prior work to the company.



 Cover memo.

Date: **[Date]**

To: **[Name of Employee]**

From: **[Owner/Founder]**  
**[Company]**

Subject: **Pre-Employment Works Assignment Agreement**

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Attached is Pre-Employment Works Agreement in order to establish the arrangement as to how we will acquire your material as part of your new employment with us.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Please sign and return it to me asap.

Thank you very much!



# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🚫 **Do Not Use This Agreement 'As-Is.'**
- 🚫 **This Agreement Is Not Legal Advice.**
- 🚫 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🚫 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🚫 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.



