

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

HIRING POLICY

The New Mexico School for the Arts (the "School"), a statewide public high school, exists for the purpose of providing an excellent artistic and academic education to high school students with exceptional promise in the arts. This Hiring Policy is adopted for the purpose of enabling the School to hire employees in accordance with federal and state legal and regulatory requirements and School policies and procedures.

1. **Non-Discrimination.** The School is an equal opportunity employer and will not discriminate in hiring against qualified individuals with regard to race, color, national or ethnic origin, sex, gender identity, sexual orientation, culture or religion, age or disability. (New Mexico School for the Arts is an Equal Opportunity employer. It is the policy of the School to not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, marital status, sexual preference, gender identity or political affiliation. The school promotes the principle of equal employment opportunity. Accordingly, all recruiting, hiring and promoting is made without regard to race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, marital status, sexual preference, gender identity or political affiliation, except where relevant to a bona fide occupational qualification. (HR Handbook, page 3)
2. **Qualifications.** It is the policy of the School to hire individuals solely on the basis of their qualifications and ability to do the job.
3. **Employment at Will.** Individuals hired by the School are employees at will unless otherwise provided by written agreement between the individual and the School. Any written employment agreement entered into for administrators or licensed instructors shall be in the same form as the form which is required by applicable state laws and regulations.
4. **Anti-Nepotism.** The Head of School will not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of a member of the Governing Board of the School or of the Head of School. The Governing Board of the School may waive this anti-nepotism policy for family members of the Head of School provided that the requirements of the Conflict of Interest Policy, and all hiring, employment and other applicable School policies and procedures are satisfied.
5. **Background Checks.** Background checks shall be required for all applicants who have been offered employment, contractors and contractors' employees who have unsupervised access to students of the School. No employment agreement or contractual agreement giving individuals unsupervised access to students of the School shall be made until after the School has received the necessary satisfactory background checks.
6. **Qualifications for Licensed Employees.** All persons employed to administer, teach, supervise, counsel or provide special instructional services at NMSA shall hold and present to the School within ninety (90) days after the beginning of the School year a

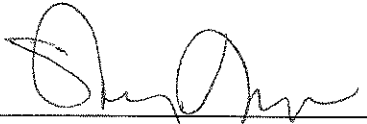
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valid New Mexico license authorizing that person to perform that function. Failure to present such license within the prescribed time leads to forfeiture of all claims to compensation rendered thereafter. (HR Handbook, page 5)

This Hiring Policy was amended by the Governing Council of the New Mexico School for the Arts, effective January 13, 2016.

NEW MEXICO SCHOOL FOR THE ARTS

ATTEST;



SHERRY THOMPSON, Chair
of the Governing Council



PAULA TACKETT, Secretary
of the Governing Council

Legal Reference: Sections 22-5-6 and 22-10A-1 et seq., NMSA 1978
NMAC Sections 6.66.2 and 3 et seq.