

NEW MEXICO SCHOOL FOR THE ARTS  
CHARTER SCHOOL

**REDUCTION IN FORCE POLICY**

A Reduction-in-Force (“RIF”) constitutes “just cause” for discharge of licensed school personnel and terminations of tenured employees, when the school experiences exigent circumstances. This policy establishes a procedure by which reductions in personnel who are covered by the policy must be carried out within the context of the New Mexico School for the Arts Personnel Policies.

This Policy applies to all school employees (faculty and staff).

The Head of School shall promulgate a regulation for the enforcement of this policy. Said regulation shall include:

- The grounds for justifying a RIF;
- The timing of a reduction in force and the preparation of a RIF plan;
- A determination of the need for a RIF;
- Criteria for the selection of employees for a RIF, based upon a study of school personnel. This shall include criteria for:
  - a. licensed personnel, including endorsements, extracurricular licensing, experience and assignment; service in the school; education; and, at the discretion of the Head of School, performance;
  - b. non-licensed personnel, including seniority; specialized qualifications and licenses; extracurricular licensing, assignments and experience; service to the school; and, at the discretion of the Head of School, performance.
  - c. Procedural rights provided by state statute to all affected personnel, including appeal to an independent arbitrator.
  - d. A procedure for the recall of released staff within one year after a RIF if the grounds necessitating the RIF no longer exist.

The Council shall consider the recommendations of the Head of School for the adoption of a RIF plan at a duly-called board meeting.

This Reduction in Force Policy was amended by the Governing Council of the New Mexico School for the Arts, effective August 5, 2014.

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ATTEST;



SHERRY THOMPSON, Chair  
of the Governing Council



PAULA TACKETT, Secretary  
of the Governing Council