

HIRING POLICY
New Mexico School for the Arts

The New Mexico School for the Arts (the "School"), a state public charter 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, gender, sexual orientation, culture or religion, age or disability.
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 made 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 or 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.

This Hiring Policy was adopted by resolution of the Governing Board of the New Mexico School for the Arts, effective as of June 1, 2010.

New Mexico School for the Arts

Attest:



Catherine Oppenheimer, Chair
of the Governing Board



Cynthia Montoya, Secretary
of the Governing Board

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

Hiring Policy
Effective Date: June 1, 2010