



## **Reduction in Force Policy**

Pursuant to the New Mexico School Personnel Act and the New Mexico Administrative Code at 6.67.3 the Executive Director has the right to determine if it is in the best interest of the School for Technology Leadership High School (School) to reduce its work force with a Reduction in Force (RIF), as well as to perform that RIF.

The Executive Director shall have the right to discharge or terminate licensed school personnel when a reduction in school personnel is required as a result of decreased enrollment or a decrease or revision of educational programs or insufficient legislative appropriation or authorization being made by the state and/or federal government. In addition, prior to performing a RIF, the Executive Director shall assess the employee's training and experience in order to consider placement of the school employee in another position and must find that there is no other position for which that individual is qualified, consistent with the academic necessities of the School.

If a reduction in force is deemed necessary and/or appropriate, provided the analyses in paragraph two of this Policy have been undertaken, the Executive Director may accomplish a reduction in force by methods such as:

- Attrition;
- Not renewing contracts of employees hired; and
- By discharging employees under contract. Contracts for all individuals shall contain a provision notifying the employee of the ability of the School to cancel the contract in the event of a RIF.

If the employee is protected by a negotiated agreement the Executive Director shall comply with all provisions in such agreements.

Notification of a Reduction in Force shall include:

- Employee name;
- A rationale for the selection of that employee; and
- Any relevant documentation as deemed necessary by the Executive Director.

Notification to the employee of a decision to terminate or discharge in the event of a RIF must be give no less than fourteen (14) days prior to the effective date of termination or discharge.