
announced at the discretion of the Director of Education/Superintendent, and a new eligible list is established, the names of eligibles on a former list, which has yet to expire, shall be combined with those on the new list according to final score.

904.407 DOE Competitive Eligibility Lists

DOE Competitive Eligibility Lists shall be established consistent with Rule 904.402 and Rule 904.403 and selections shall be made in accordance with the Merit Career Plan.

904.408 Open Competitive Eligibility Lists

Open competitive eligibility lists shall be established consistent with Rule 904.402 and Rule 904.403.

904.409 Certification of Eligibles

Certification of eligibles shall consist of five [10 for labor/ custodial] or such fewer eligibles as may be available for the class. Eligibles shall be certified in the order that they appear on the eligible list provided that:

- A. eligibles with reappointment rights shall be accorded priority certification.
- B. when the fifth [tenth for Labor/Custodial] eligible to be certified is one of two or more eligibles who have identical examination scores, such two or more eligibles shall be certified notwithstanding the fact that more than five, [10 for Labor/Custodial] persons are thereby certified to fill a vacancy.
- C. for unskilled labor and custodial positions, the top ten eligibles on the eligibility list shall be certified.
- D. in the event one or more eligibles decline or fail to respond to

an employment interview, the Director of Education/Superintendent shall be entitled to such additional eligibles as would provide him with a full certification. (See 904.412 Supplemental Certification).

- E. if the Director of Education/Superintendent rejects one or more of the eligibles certified, he shall document in writing the reasons for rejection. The Director of Education/Superintendent shall be entitled to such additional eligibles as would provide him with a full certification. (See 904.412 Supplemental Certification).
- F. a certification of eligibles shall be effective for no more than 30 days after the date of certification, unless extended by the Director of Education/Superintendent.

904.410 Certification of Eligibles from a Multiple List

After eligibility lists are established for a particular job announcement with multiple competitive examinations or areas of consideration, the Director of Education/Superintendent may certify in one of two ways:

- A. Merge the lists and certify according to Rules 904.409 and 904.411; or
- B. Certify, in accordance with Rules 904.409 and 904.411., from each list in the following order: DOE-only, open. Each list must be exhausted in accordance with these rules before certification from the next list will be authorized.

NOTE: Merging open competitive lists with DOE only competitive lists is prohibited.

904.411 Certification of Eligibles For More Than One Vacancy

- A. For more than one vacancy, the Director of Education/Superintendent shall certify an additional eligible for each