
area of consideration is announced simultaneously for a particular class, an appropriate eligibility list shall be established for each competitive examination or area of consideration for that class.

904.402 Establishment of Eligibility Lists

Names of qualified candidates shall be placed on eligibility lists in rank order of qualifying scores after appropriate examination. This list shall be designated as an "Eligibility List" for that class and area of consideration. After the eligibility list has been approved by the Director of Education/Superintendent, it shall then be considered "established".

904.403 Ranking of Eligibles

After each examination, the Director of Education/ Superintendent shall prepare a list of person with passing scores. The names of such persons shall be placed on eligibility lists in the order of their final earned rating, starting with the highest. Prior eligibility lists resulting from a continuous examination announcement shall be merged by ranking the names of all successful applicants in order of their final earned rating.

904.404 Determination of Rank in Event of Tie

Final earned ratings shall be calculated to two decimal places and ranked from highest to lowest. When, upon certification of eligibles in accordance with Rule of Five (Rule 904.410) a tie score occurs within the top five/ten eligibles, such tied scores shall not be broken and all such eligibles shall be certified as being the fifth eligible.

904.405 Duration of Eligibility

An eligible on a DOE employee only, or open competitive eligibility list, shall have eligibility for employment consideration for one year from the date the list was established. Once a list is established, its life should be viable for one year. Whenever a position is re-

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