

- 
1. promotion to a position with known promotional potential within a class series;
  2. transfer to a position with known promotion potential within a class series;
  3. reinstatement or re-employment to a position having known promotion potential within a class series; or
  4. appointments to positions with known promotion potential within a class series.

C. Applicants selected for and offered employment with the Department of Education shall undergo and pass a mandatory tuberculosis (skin test or X-ray) examination and drug test before being employed. Failure to submit to, or pass such T.B. test or drug test shall be grounds for rescinding the offer of employment.

**904.003 Maintenance of List of Authorized Positions**

- A. The Director of Education/ Superintendent shall maintain a list of authorized positions for each organized unit within DOE, showing by class of positions those that have been established and the current status of the positions.
- B. The procedure for authorizing additional positions shall be subject to the approved budget by the Board of Education. Filling of vacancies shall not be more than the number of authorized positions within its Full-Time Equivalency (FTE) ceiling, except as authorized by law as follows:
1. part-time employees may be counted as a fraction which is determined by dividing 40 hours into the average number of hours of such employees' regularly scheduled workweek.

**904.004 Certification From Eligibility Lists**

All original appointments or initial appointments to positions in DOE shall be made through certifications from eligibility lists resulting from competitive examinations except as otherwise provided by statute and these rules. Certifications will also be made for