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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

selections covered under the Merit Career Plan.

904.005 **ORDER OF USE AND LIMITATION ON THE ESTABLISHMENT OF LISTS**

The following order shall be followed in the use of eligibility lists, and the Director of Education/Superintendent shall be restricted to selection from the top 5/10 found on any of these lists in the order of precedence herewith established:

- (1) Preferential list
- (2) Re-employment/Reinstatement list
- (3) Promotional list
- (4) Open competitive list

904.100 **RECRUITMENT**

904.101 **Announcement of Recruitment and Examination**

- A. Whenever there is a need to establish a list of eligibles, the Director of Education/Superintendent shall publish and disseminate announcements of recruitment and examination, and shall cause such announcements to be posted throughout the Department, and to other departments and agencies of the government for open announcements. Other methods for announcing examinations may be used at the discretion of the Director of Education/Superintendent, so as to better disseminate information to employees and the public.
 1. DOE only competitive examinations shall be held to allow all interested and qualified permanent status employees occupying a classified position in DOE, the opportunity to compete for vacant positions within DOE.
 2. Open competitive examinations shall be held to allow all interested and qualified persons or employees to compete for DOE vacancies. Open competitive examinations may be held when, in the judgement of