
CHAPTER 4

FILLING POSITIONS IN THE DEPARTMENT OF EDUCATION

STATEMENT OF POLICY

This policy implements a system of recruitment and selection of employees in accordance with Merit System principles and Equal Employment Opportunity guidelines.

904.000 APPOINTMENT THROUGH THE MERIT SYSTEM

904.001 Recruitment and Examinations

Recruitment of persons for employment in the classified service shall be accomplished consistent with the merit principles of recruiting, selecting applicants and advancing employees on the basis of their relative knowledge, ability and skill.

904.002 Filling of Vacancies

- A. No person shall be appointed to or employed in, or paid for service in any classified position until that position has been established, funded, and allocated to its proper class by the Director of Education/ Superintendent. Nor, shall any person be allowed to begin work before such person submits an employment application, is placed on an eligibility list as "eligible" for the position applied for and is certified, selected, and processed under DOE competitive examination. At a minimum, this applies to all original, initial and promotional appointments. Exception to the establishment and certification requirement may be made for re-employment, transfers, demotions, and temporary appointments consistent with these rules.
- B. Competitive examinations shall also apply to the following:

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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