
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: