**CLASSIFIED PERSONNEL** *Policy Code:* **7426**

Classified personnel are all employees who do not require a professional license provided by the North Carolina State Board of Education. Classified personnel may be referred to as "non-licensed."

The following categories of NERSBA personnel are classified personnel:

1. Instructional Facilitators
2. Administrative Assistant
3. Clerical
4. Custodial
5. Food Service
6. Temporary - Employees who are hired for a specified or unspecified length of time or to do a particular short-term job.
7. Substitutes - Persons employed to fill in for a regular employee who has to be absent from his or her job.

All classified personnel shall be considered "employees-at-will" under North Carolina law.

Legal Reference: [G.S.115C-36](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-36.html),  [-47](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-47.html)

Cross Reference: 7500 Workday and Overtime, 7921 Classified Personnel Reduction, 7940 Non-Licensed Personnel: Suspension and Dismissal

Adopted: June 17, 2020