

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4113.13**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Hours of Employment**

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**Work Month**

The work month will coincide with the calendar month.

**Work Day**

The regular working day for administrative and support personnel is from 8 a.m. until 5 p.m., Monday through Friday, except for special assignments and appointments.

Employees whose prime responsibility is to work in the field are not required to report to the office before starting the day's work, but should leave an itinerary and approximate time of return to the office.

Teachers, nurses, audiometrists, and counselors shall be assigned a work day as specified by the Ventura County Superintendent, pursuant to Education Code Section 46100.

**Work Week**

Professional staff members are expected to put in a forty (40) hour work week. Recognition is given here that, in practice, the actual hours of work often exceed forty (40) hours in many instances. Compensatory time off is not granted for extra hours worked during the work week.

Teachers and counselors shall work the hours per day as assigned by the Principal or Director.