

**North Orange County Regional Occupational Program**  
**WORK HOURS**  
**ROP AR 4113.1**  
**AR 4213.1**  
**AR 4313.1**

## **Administrative Regulation**

### **All Personnel**

The Superintendent shall designate the work hours for all categories of employees.

The regular work schedule for full-time employees shall be based on an eight-hour day and 40 hours per week. A full-time schedule for instructors shall be based on 30 hours per week of student contact time and ten hours per week of preparation time, which equates to 20 minutes per hour of instruction.

Exceptions to the eight-hour day and 40 hours per week guideline must be approved by the Superintendent.