

**PERSONNEL ASSIGNED TO  
MORE THAN ONE LOCATION**

Some of the educational programs of the District are Districtwide in nature but are the specific responsibility of one of the colleges or the District Office, in which case a primary location will be designated by the Chancellor or designee. The primary location shall be primary for programmatic and fiscal responsibilities.

The processing of budget requests, requisitions, payroll time reporting and expense claims which are to be shared shall be through the office of the primary location. All budget provisions and payments made to other than the primary location shall be made known to that campus or location. Final budget amounts for expenditures involving more than one campus shall be determined by the college Presidents jointly.

The salaries budgeted and charged to each college shall be based upon expected division of time. The primary location shall be responsible for all payroll reporting. That campus which is not the primary location for the employee shall be responsible for notifying the primary location, in writing, of all absences as they occur.