In correspondence pertaining to this report, please refer to the Census File Number above your address.

**GENERAL INSTRUCTIONS AND DEFINITIONS**

Please report figures covering all departments and agencies (except any school system employment and payrolls) of the government named in the address label and return the addressed copy of this form as promptly as possible.

If your office records do not contain all the information requested, please obtain the figures from other agencies for inclusion in this report. If you cannot supply entirely comprehensive data, list in the remarks section at the end of this questionnaire any agencies of your government that are not included.

Please help us by completing this form with information from your government’s payroll record(s) and returning the addressed copy in the enclosed envelope (within three weeks, if possible). We request that you retain a photocopy of the completed form for your records. Prompt and accurate completion of this form will save further effort and correspondence.

If you have any questions, please call the U.S. Census Bureau on 1–800–832–2839. Thank you for your cooperation. The U.S. Census Bureau is grateful to you for your help.

Sincerely,

Kenneth Prewitt
Enclosures

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 15 minutes to 15 hours per response, with an average of 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Associate Director for Finance and Administration, Paperwork Reduction Project 0607-0452, Room 3104, FB 3, U.S. Census Bureau, Washington, DC 20233.

**PART-TIME EMPLOYEES** — Persons employed on a part-time basis during the designated pay period. Include those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. Exclude here, and report as full-time, any temporary or seasonal employees working on a full-time basis during the pay period.

**EMPLOYEES IN FEDERALLY FUNDED PROGRAMS** — Persons paid from Federal grant funds should be reported as employees of this government. Report these employees and their pay in the appropriate functional classification.

**PAYROLL (GROSS BEFORE DEDUCTIONS)** — Salaries, wages, fees, or commissions earned during (applicable to) the pay period(s) which includes March 12, 2000. Include overtime, premium, and night differential pay. Include bonus and incentive payments that are paid at regular pay intervals. Include amounts withheld for taxes, employee contributions to retirement systems, etc. Exclude lump sum payments and the value of living quarters and subsistence allowances furnished to employees; if some employees are on a different pay interval from the majority, please report their payroll and any part-time hours separately as indicated in the Special Instructions for Part III on page 4.

**PART-TIME HOURS PAID** — Total hours actually paid during pay period for all persons working less than the number of hours that represents full-time employment. Include an estimate of hours worked during pay period for part-time employees and officials not compensated on an hourly basis.

IF EXACT FIGURES ARE NOT AVAILABLE, ENTER ESTIMATES AND MARK WITH AN ASTERISK.
### Part I PAY INTERVAL

**How frequently are employees of this government paid for their services?**

1. Full-time employees (all or most)
   - A Monthly
   - B Twice a month
   - C Each two weeks

2. Part-time employees (all or most)
   - A Monthly
   - B Twice a month
   - C Each two weeks

### Part II STANDARD WEEKLY HOURS

**What is the average or standard number of weekly hours of work for the MAJORITY of your government’s full-time employees?**

- Mark (X) ONE box only

<table>
<thead>
<tr>
<th></th>
<th>Full-time employees</th>
<th>Part-time employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Payroll amount</td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>marked in part I</td>
</tr>
<tr>
<td></td>
<td>(Omit cents)</td>
<td>(Omit cents)</td>
</tr>
</tbody>
</table>

### Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD which includes March 12, 2000. Do not report fiscal year payrolls.

**Function**

Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported at "streets and highways." A person working in more than one of the following categories should be reported only once – in the area of primary responsibility.

**Total – Sum of items 1 through 23**

### A. GENERAL GOVERNMENTAL ADMINISTRATION

1. Financial administration – Treasurer’s office, auditor’s or comptroller’s office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, data processing, and similar financial administration.

2. Central administration – Council, board of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; central personnel agency; and central planning agency. Exclude financial activities reported in item 1 and judicial/legal activities reported in item 3.

3. Judicial and legal – All court and court related activities (except probation reported at item 5, below), court activities of sheriff’s office (e.g., bailiffs, process servers), prosecuting attorney’s and public defender’s offices, legal departments and attorneys providing government-wide legal services. Exclude private attorneys on retained and court appointed attorneys.

### B. PUBLIC SAFETY

4. Police protection – Police department, law enforcement activities of sheriff’s and constable’s offices, coroner, etc. Report school crossing guards as part-time employees. Report sheriff’s correctional employees in item 5.

5. Correction – Jails, reformatories, detention homes, and probation and parole activities for both adults and juveniles. Report "Lock-up" employees in Police protection, item 4 above.


### C. TRANSPORTATION

7. Streets and highways – Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. Include engineering activities and traffic signal maintenance. Street cleaning and sewer employees should be reported in items 13 and 14.

8. Airport – Airport and air terminal facilities owned and operated by your government.

9. Sea and inland port facilities – Docks, wharves, and related warehouses owned and operated by your government. Facilities for pleasure boats only should be reported in item 15.
### D. SOCIAL SERVICES AND INCOME MAINTENANCE

10. Public welfare – Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, social workers. Hospital employees should be reported in item 12.

11. Health – Public health services, emergency medical services, mental health, alcohol and drug abuse, out-patient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities (e.g., pollution control), etc.


### E. ENVIRONMENT AND HOUSING

13. Solid waste management – Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.

14. Sewers and sewage disposal – Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. Water supply employees should be reported in item 18.

15. Parks and recreation – Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.

16. Housing and community development – Slum clearance, redevelopment programs, and any housing projects of your government.

17. Natural resources – Forest fire protection, irrigation, drainage, flood control, forestry, agriculture, extension service, etc.

### F. UTILITIES

18. Water supply system – Public water supply system operated by your government.

19. Electric power system – Public electric power supply or distribution system operated by your government.

20. Gas supply system – Public gas supply or distribution system operated by your government.

21. Transit system – Public transportation system (bus, rail, etc.) operated by your government. Report Transit system exclusively for handicapped or senior citizens in item 10.

### G. OTHER ACTIVITIES


23. All other – All employees of your government and its agencies not reported above, except for any school system employees, and payrolls. Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not covered elsewhere.

**TOTAL all other**

List the major activities included in TOTAL all other.

<table>
<thead>
<tr>
<th>a.</th>
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</thead>
<tbody>
<tr>
<td>b.</td>
</tr>
<tr>
<td>c.</td>
</tr>
<tr>
<td>d.</td>
</tr>
</tbody>
</table>
I. Report separately in part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part I, PAY INTERVAL. Enter code A, B, C, D, or E next to payroll and part-time hours amounts to indicate applicable pay interval. For example:

SPECIAL INSTRUCTIONS FOR PART III

<table>
<thead>
<tr>
<th>PAY INTERVAL</th>
<th>Weekly</th>
<th>Other — Specify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twice a month</td>
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<tr>
<td>Each 2 weeks</td>
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<td></td>
</tr>
</tbody>
</table>

II. CLASSIFICATION OF CERTAIN COUNTY GOVERNMENT EMPLOYEES

County governments should apply the following instructions when completing part III:

- Sheriff’s office employees — In addition to reporting employees and payrolls in item 4, “Police protection,” court bailiffs and any other court employees should be reported in item 3, “Judicial and legal.” Any sheriff’s office employees engaged in probation/parole activities or the operation of jails or other detention facilities (except “lock-ups” holding persons for less than 48 hours), should be reported in item 5, “Correction.”

- Fee offices — Include employees of fee offices in item 1, “Financial administration.” If information on fee office employees and payrolls is not available, please note and list the fee offices in the “Remarks” section at the end of the form.

- Education employees — Exclude any school system employees and payrolls from this form. Include any county supervision of public school districts in item 23, “All other.”

BEFORE RETURNING THE QUESTIONNAIRE, PLEASE CHECK THAT YOU:

- Indicate in part I the length or frequency of your pay period.
- Indicate in part II the standard weekly hours of work for most full-time employees.
- Report in part III gross payroll amounts for just the one pay period (monthly, weekly, etc.) which included March 12, 2000.
- Include all current employees whether paid from the “general fund” or special funds.
- Include all gross salaries and wages, regardless of the source of funds or how earned.
- Include all paid elected or appointed officials.
- Include total paid hours of work for part-time employees in part III, column (e). If actual hours are unknown, please enter an estimate.

SPECIAL CAUTIONS:

- Do not report cumulative salaries since the beginning of the calendar or fiscal year.
- Do not report payroll amounts from last fiscal year.
- Do not report in part III the employer costs of non-wage employee benefits such as workers’ compensation, FICA, health insurance, etc.
- If you have multiple payrolls of different frequencies, please use the reporting format shown in SPECIAL INSTRUCTIONS FOR PART III above.
- If you are unable to supply any of the information requested in part III, please list in “Remarks” the source(s) of the missing information (including address and telephone number).
- Complete the “Data supplied by” box on the front of the form and return the completed original questionnaire bearing the identification label. The green file copy is for your records.

Remarks — Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.