### DATA SUPPLIED BY

If additional people assisted in completing this report, please include contact information in "Additional remarks" on page 3.

- **Title**
- **Area Code and Phone Number**
- **Extension**
- **Fax**
- **E-Mail**

### PART I - FULL-TIME STANDARD WEEKLY HOURS

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

- **Mark (X) ONE box only.**
  - A 39 hours or more
  - B 37.5 to 38.9 hours
  - C 34 to 37.4 hours
  - D 32 to 33.9 hours
  - E 30 to 31.9 hours
  - Less than 30 hours per week should be reported as Part-Time.

### PART II - PAY INTERVAL

1. How frequently are your full-time employees (all or most) paid for their services?

   - **Mark (X) ONE box only.**
     - M Monthly
     - Q Quarterly
     - T Twice a month
     - S Semi-Annually
     - B Bi-Weekly
     - W Weekly

2. How frequently are your part-time employees (all or most) paid for their services?

   - **Mark (X) ONE box only.**
     - M Monthly
     - Q Quarterly
     - T Twice a month
     - S Semi-Annually
     - B Bi-Weekly
     - W Weekly

*Continue on page 2*
### PART II - EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD, which includes March 12, 2011 and corresponds to the pay interval marked in Part II. If some employees are on a different pay interval from the majority, please report these employees, their payroll, and any part-time hours separately as indicated in the special instructions on page 4.

<table>
<thead>
<tr>
<th>Function</th>
<th>Full-Time Employees</th>
<th>Part-Time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total number of employees at each pay period</td>
<td>Gross pay roll for employees in column (a) ( omit cents)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total number of employees at each pay period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total paid part-time hours for amounts reported in column (e) (Estimate if unknown)</td>
</tr>
</tbody>
</table>

#### A. CENTRAL GOVERNMENTAL ADMINISTRATION

1. Financial administration - Treasurer's office, audit staff, comptrollers office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, information technology, and similar financial administration.

2. Central administration - Council, board of supervisors or commissioners; central administrative offices and agencies, such as manager or mayor, clerk, recorder, zoning; central personnel agency; and central planning agency. Exclude financial activities reported in Financial administration and judicial/legal activities reported in Judicial and Legal.

3. Judicial and legal - All civil and court-related activities, except those activities reported in Correction below. Civil activities of sheriff's office (e.g., bailiffs, process servers), prosecuting attorneys' and public defender's offices, legal department and all other employees providing government-wide legal services. Exclude private attorneys on retainer and court-appointed attorneys.

#### B. PUBLIC SAFETY


5. Correction - Jails, reformatory, prisons, parole, and probation and parole activities for both adults and juveniles. Report lock-up employees at Police protection.

6. Fire protection - Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in Natural resources. Report separately identifiable rescue squad and emergency medical services in Health, if they are not a part of the fire department.

#### C. TRANSPORTATION


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


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**Continue on page 3**
### PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS – Continued

<table>
<thead>
<tr>
<th>Function</th>
<th>Full-Time Employees</th>
<th>Part-Time Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total number of employees at each pay interval</td>
<td>Total number of employees at each pay interval</td>
</tr>
<tr>
<td></td>
<td>(a) (c)</td>
<td>(b) (d)</td>
</tr>
</tbody>
</table>

**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 citizens and handicap transportation, social services. Report hospital employees under Hospitals.

11. Health - Public health services, emergency medical services, mental health, alcohol and drug abuse, out-patient clinics, visiting nurses, food and sanitation 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.


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 Public welfare.

**G. OTHER ACTIVITIES**


23. All other - All employees of your government and its agencies not reported elsewhere, 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 reported previously.

**TOTAL all other**

- a.
- b.
- c.
- d.

Additional 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. Please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.
PAYROLL (GROSS BEFORE DEDUCTIONS) – Salaries, wages, fees, or commissions earned during (applicable to the pay period(s) which includes March 12, 2011. 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 employer share of fringe benefits, 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 these employees, their pay and part-time hours separately as indicated in the Special Instructions for Part III below.

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

SHERIFF’S OFFICE EMPLOYEES – In addition to reporting employees and payrolls in “Police protection,” court bailiffs and any other court employees should be reported in “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 “Correction”.

FEE OFFICES – Include employees of fee offices in “Financial administration.” If information on fee office employees and payrolls is not available, please note and list the fee offices in “Additional remarks”.

EDUCATION EMPLOYEES – Exclude any school system employees and payrolls from this form. Include any county supervision of public school districts in “All other.”

ELECTED OFFICIALS – Include all elected or appointed officials who receive any amount on this form. Per-meeting or annual pay should be reported (even small amounts such as, $25 per meeting or $100 annually). Council, board members, mayor, clerk, trustee, etc. should be reported at “Central Administration.” Treasurer, assessor, or financial officials should be reported at “Financial Administration.”

GENERAL INSTRUCTIONS

1. Indicate in Part I the standard weekly hours of work for most full-time employees.

2. Indicate in Part II the length or frequency of your pay interval.

3. Include all current employees whether paid from the general fund or special funds.

4. Include all paid elected or appointed officials.

5. Report in Part III gross payroll amounts for just the ONE PAY PERIOD which includes March 12, 2011.
   a. Do not report cumulative salaries since the beginning of the calendar or fiscal year.
   b. Do not report payroll amounts from last fiscal year.
   c. Do not report the employer costs of non-wage employee benefits such as workers’ compensation, FICA, health insurance, etc.

6. Include total paid hours of work for part-time employees in Part III, column (e). If actual hours are not known, please enter an estimate.

7. Use the reporting format shown in SPECIAL INSTRUCTIONS on page 4 if you have multiple pay intervals.

8. If you are unable to supply any of the information requested in Part III, please list in Additional remarks the source(s) of the missing information (including address and telephone number). Please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.

9. If exact figures are not available, enter estimates and mark with an asterisk.

10. Complete the DATA SUPPLIED BY box on the front of the form and return the completed questionnaire in the envelope provided. If additional people assisted in completing this report, please include contact information in “Additional remarks” on page 3.

11. Retain a copy of the completed questionnaire for your records. Thank you.

SPECIAL INSTRUCTIONS

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 II, PAY INTERVAL. Write a pay interval code M, T, B, W, Q, S, or A next to payroll amounts and part-time hours to indicate applicable pay interval.

For example, if your government has fifty (50) full-time employees and seven (7) part-time employees and each is paid at different pay intervals, report data separately as shown in the following example:

<table>
<thead>
<tr>
<th>Part III</th>
<th>EMPLOYEES, PAYROLL, AND PART-TIME HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Full-time employees</strong></td>
</tr>
<tr>
<td>Number</td>
<td>Payroll</td>
</tr>
<tr>
<td>27</td>
<td>$94,500 (M)</td>
</tr>
<tr>
<td>15</td>
<td>$75,000 (W)</td>
</tr>
<tr>
<td>8</td>
<td>$160,000 (A)</td>
</tr>
</tbody>
</table>

In this example, $94,500 represents the monthly (code M) amount for 27 full-time employees; $8,250 represents the weekly (code W) amount for 15 full-time employees; and $160,000 represents the annual (code A) amount for 8 full-time employees; and $3,000 represents the biweekly (code B) amount for 5 part-time employees; $10,500 represents the quarterly (code Q) amount for 2 part-time employees.