

FORM **EGO-4**
(3-5-97)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

**RETURN
TO**

**Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132-0001**

**1997 CENSUS OF GOVERNMENTS
SURVEY OF GOVERNMENT EMPLOYMENT AND ORGANIZATION
MARCH 1997 - MUNICIPALITIES, COUNTIES, TOWNSHIPS**

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

(Please correct any error in name, address, and ZIP Code)

Data supplied by	Name			Title			
	Mailing address - Number and street or post office box				City	State	ZIP Code
	Telephone			FAX		E-MAIL	
	Area code	Number	Extension	Area code	Number		

FROM THE DIRECTOR
BUREAU OF THE CENSUS

As part of the 1997 Census of Governments, we are requesting your help with the Survey of Government Employment. Through this voluntary survey, authorized by Title 13, United States Code, Section 161, we collect state and local government employment and payroll data.

If you are familiar with previous employment surveys, **please note that the pay period reference date is now March 12.** In previous surveys, we collected data for the pay period including October 12. This change will provide public employment statistics that are more compatible with statistics for the private sector, most of which use the March 12 reference period.

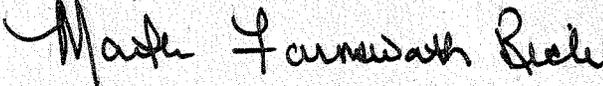
Results of this survey provide the only source of nationwide comprehensive information on this subject. The U.S. Congress, Federal agencies, state and local governments, educational research organizations, and the general public use these results. Some of the major uses include:

1. Development of a component of the Gross Domestic Product.
2. Development of the related national income accounts.
3. Development of personal income figures for states and county areas.
4. Allocation of Federal grant funds to state and substate governments.
5. Wage and salary negotiations by state and local government.

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

If you have any questions, please call the Bureau of the Census' Governments Division on 1-800-642-4901. Thank you for your cooperation. The Bureau of the Census appreciates your help.

Sincerely,



Martha Farnsworth Riche

Enclosures

NOTE

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 10 minutes to 1 1/2 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 Administration, Paperwork Reduction Project 0607-0837, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233.

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.

EMPLOYEES — Persons paid for personal services performed in the indicated pay period, including any persons in a paid leave status. **Include** officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. Employees who have multiple responsibilities should be reported only once at the functional classification which is their primary responsibility. For example, employees in city or county clerk offices may have financial administration, central administration, and judicial responsibility; these employees and their total gross pay should be reported only at the one activity which accounts for most of their time. **Exclude** school system employees, employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

FULL-TIME EMPLOYEES — Persons employed during the pay period to work the number of hours per week that represents regular full-time employment. **Include** full-time temporary or seasonal employees who are working the number of hours that represent full-time employment.

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, 1997**. **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 3.

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 agency paid for their services?

1. Full-time employees (all or most) *Mark (X) ONE box only*

- A Monthly
- B Twice a month
- C Each 2 weeks
- D Weekly
- E Other - *Specify*

2. Part-time employees (all or most) *Mark (X) ONE box only*

- A Monthly
- B Twice a month
- C Each 2 weeks
- D Weekly
- E Other - *Specify*

CENSUS USE ONLY

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

- A 40 hours
- B 37.5 hours
- C 35 hours
- D Other - *Specify hours per week*

CENSUS USE ONLY

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD which includes March 12, 1997. Do not report fiscal year payrolls.

Function <i>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.</i>	Full-time employees		Part-time employees			For each service your government provides, mark (X) if:	
	Number of employees (a)	Payroll amount for pay period marked in part I (Omit cents) (b)	Number of employees (c)	Payroll amount for pay period marked in part I (Omit cents) (d)	Total paid part-time hours for amount reported in column (d) <i>Estimate if unknown</i> (Omit fractions) (e)	owned and operated by your government (f)	contracted out to another organization (g)
TOTAL - Sum of items 1 through 27 →							

A. GENERAL GOVERNMENTAL ADMINISTRATION		023						
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. <i>Exclude financial activities reported in item 1 and judicial/legal activities reported in item 3.</i>		029						
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. <i>Exclude private attorneys on retainer and court appointed attorneys.</i>		025						
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.	a. Persons with power of arrest – Report only police employees here. Report other employees with power of arrest at correction, judicial, etc.	062					
		b. Other employees – All police protection employees not included in item 4a.	162					
		c. TOTAL – Sum of items 4a and 4b						
	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.	005						
6. Fire protection – Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in item 18 below. Report separately identifiable rescue squad and emergency medical services in item 11.	a. Firefighters – Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as volunteer dispatching, emergency medical care, etc.	024						
	b. Other employees – All fire protection employees not included in item 6a.	124						
	c. TOTAL – Sum of items 6a and 6b							
C. TRANSPORTATION		044						
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.		001						
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 16.		087						
D. SOCIAL SERVICES AND INCOME MAINTENANCE		079						
10. Public welfare – Maintenance of homes and other institutions for the needy, administration of public assistance and veteran services, handicap transportation, social workers. Hospital employees should be reported in item 13.								
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.		032						

12. Nursing home	179						
13. Hospitals – Institutions for in-patient medical care. Include all paid student help. <i>Nursing home and welfare institution employees should be reported in item 12.</i>	040						
E. ENVIRONMENT AND HOUSING	081						
14. Solid waste management – Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.							
15. Sewers and sewage disposal – Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Water supply employees should be reported in item 19.</i>	080						
16. Parks and recreation – Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	061						
17. Housing and community development – Slum clearance, redevelopment programs, and any housing projects of your government.	050						
18. Natural resources – Forest fire protection, irrigation, drainage, flood control, forestry, fish and game, agriculture, extension service, etc.	059						
F. UTILITIES	091						
19. Water supply system – Public water supply system operated by your government.							
20. Electric power system – Public electric power supply or distribution system operated by your government.	092						
21. Gas supply system – Public gas supply or distribution system operated by your government.	093						
22. Transit system – Public transportation system (bus, rail, etc.) operated by your government. <i>Report Transit system exclusively for handicapped or senior citizens in item 10.</i>	094						
G. OTHER ACTIVITIES	052						
23. Libraries – Public libraries operated by your government. <i>Report law libraries in item 3.</i>							
24. Cemeteries	002						
25. Industrial development agency	041						
26. Parking facilities	060						
27. All other – All employees of your government and its agencies not reported above, except for any school system employees, and payrolls. <i>Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, senior citizen services, and other activities not covered elsewhere.</i>	089						
TOTAL all other →							

List the major activities included in TOTAL all other ↗							
a.							
b.							
c.							
d.							