

FORM **EGO-4A**  
(2-27-97)

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 AND 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)*

<b>Data supplied by</b>	Name			Title			
	Mailing address - <i>Number and street or post office box</i>				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.

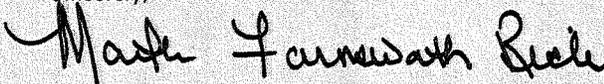
Results of this survey provide the only source of nationwide comprehensive information on this subject. The U.S. Congress, Federal agencies, state and local governments, educational research organizations, and the general public use these results. Some of the major uses include:

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

**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	Payroll amount for pay period marked in part I (Omit cents)	Number of employees	Payroll amount for pay period marked in part I (Omit cents)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)	owned and operated by your government	contracted out to another organization
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
<b>TOTAL - Sum of items 1 through 14</b> →							

<b>A. GENERAL GOVERNMENTAL ADMINISTRATION</b>		023						
<b>1. Financial administration</b> – Treasurer’s office, auditor’s or comptroller’s office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, and similar financial administration.								
<b>2. Central administration</b> – Council, board of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; and central personnel and planning agency. <i>Exclude financial activities reported in item 1 and judicial/legal activities reported in item 3.</i>		029						
<b>3. Judicial and legal</b> – Judges, justices of the peace and other court employees; prosecutors; municipal or township attorney and their staff. <i>Exclude private attorneys on retainer.</i>		025						
<b>B. PUBLIC SAFETY</b>								
<b>4. Police protection</b> – Police department, constable’s offices, coroner, etc. <i>Report school crossing guards as part-time employees.</i>	<b>a. Persons with power of arrest</b> – <i>Report only police employees here.</i>	062						
	<b>b. Other employees</b> – All police protection employees not included in item 4a.	162						
	<b>c. TOTAL</b> – <i>Sum of items 4a and 4b</i>							
<b>5. Fire protection</b> – <i>Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in item 13 below. Report separately identifiable rescue squad and emergency medical services in item 13.</i>	<b>a. Firefighters</b> – Persons engaged in fire suppression and prevention. <i>Include employees trained in these activities but performing such other duties as volunteer dispatching, emergency medical care, etc.</i>	024						
	<b>b. Other employees</b> – All fire protection employees not included in item 5a.	124						
	<b>c. TOTAL</b> – <i>Sum of items 6a and 6b</i>							
<b>C. PUBLIC WORKS AND UTILITIES</b>		044						
<b>6. Streets and highways</b> – Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. <i>Street cleaning and sewer employees should be reported in items 7 and 8.</i>								
<b>7. Solid waste management</b> – Street cleaning, recycling garbage and refuse collection and disposal, operation of sanitary landfill.		081						
<b>8. Sewers and sewage disposal</b> – Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Water supply employees should be reported in item 9.</i>		080						
<b>9. Water supply system</b> – Public water supply system operated by your government.		091						

D. OTHER ACTIVITIES	079						
<b>10. Public welfare</b> – Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance, senior citizen and handicap transportation, social workers, veterans' services, etc. <i>Hospital employees should be reported in item 12.</i>							
<b>11. Libraries</b> – Public libraries operated by your government. <i>Report law libraries in item 3.</i>	052						
<b>12. Hospitals</b> – Institutions for in-patient medical care. <i>Include all paid student help. Nursing home employees should be reported in item 10.</i>	040						
<b>13. Cemeteries</b>	002						
<b>14. All other</b> – 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						
<b>TOTAL all other</b> →							
<b>List the major activities included in TOTAL all other</b> ↴							
<b>a. Emergency medical service not provided by fire department</b>							
<b>b.</b>							
<b>c.</b>							
<b>d.</b>							

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.*

**CENSUS USE ONLY**