

<b>RETURN TO</b>	<b>U.S. Census Bureau</b> 1201 East 10th Street Jeffersonville, IN 47132-0001	FORM <b>E-7</b> <small>(1-4-2000)</small>	<b>U.S. DEPARTMENT OF COMMERCE</b> <small>Economics and Statistics Administration</small> <b>U.S. CENSUS BUREAU</b>  <b>ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT</b> <b>MARCH 2000 - MAJOR SPECIAL DISTRICTS AND AGENCIES</b>
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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 – Number and street or post office box				City	State	ZIP Code
	Telephone			FAX		E-MAIL	
	Area code	Number	Extension	Area code	Number		

Please complete this survey form if your agency currently has paid employees/officials.  
 If your agency has **NO PAID** employees/officials, mark (X) here, →  and check the appropriate box below:

- This agency **MAY** have paid employees/officials in the future.
- This agency **IS NOT LIKELY** to have any paid employees/officials in the future.

FROM THE DIRECTOR  
 U.S. CENSUS BUREAU

We are requesting your help with the Annual Survey of Government Employment. Through this voluntary survey, authorized by Title 13, United States Code, Section 182, we collect data on State and local government employment and payrolls for one pay period in March of each year.

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 and research organizations, and the general public use these results. Some of the major uses include:

1. Development of the government purchases of goods and services component of the gross domestic product.
2. Development of the national income accounts.
3. Development of personal income figures for States and county areas.
4. Allocation of certain Federal grant funds.
5. Legislative research.
6. Wage and salary negotiations by State and local governments.
7. Comparative studies of employment by function by State and local governments.

Please help us by completing this form with information from your agency'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 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 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

### DEFINITIONS AND INSTRUCTIONS

**EMPLOYEES** — Persons paid for personal services performed in the indicated pay period, including 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. **Exclude** employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

**Full-Time Employees** — Persons employed during this pay period to work the number of hours that represents regular full-time employment. **Include** full-time temporary or seasonal employees who are working the number of hours that represents 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 this pay period.

**PAYROLL (GROSS BEFORE DEDUCTIONS)** — Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes **March 12, 2000**. **Include** overtime, premium, and night differential pay. **Include** bonuses 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 interval 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 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                      D  Weekly  
B  Twice a month            E  Other — Specify    
C  Each 2 weeks

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

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

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 agency's full-time employees?

Mark (X) ONE box only

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

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

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

Function <small>A person working in more than one of the following categories should be reported only once — in the area of primary responsibility</small>	Full-time employees		Part-time employees		
	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)
	(a)	(b)	(c)	(d)	(e)
<b>TOTAL — Sum of items 1c through 12</b>					
<b>1. Fire protection</b> — Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees at item 6 below.	024				
<b>a.</b> Firefighters — Persons engaged in fire suppression and prevention. <i>Include employees trained in these activities but performing other duties such as dispatching, emergency medical care, etc.</i>					
<b>b.</b> All other fire protection employees	124				
<b>c. Total — Sum of items 1a and 1b</b>					

system operated by your agency. Irrigation activities should be reported in item 6 below.					
<b>3. Electric power system</b>	092				
<b>4. Gas supply system</b>	093				
<b>5. Transit system</b>	094				
<b>6. Natural resources</b> — Forest fire protection, irrigation, drainage, flood control, forestry, etc.	059				
<b>7. Sewers and sewage disposal</b> — Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants	080				
<b>8. Solid waste management</b> — Street cleaning, recycling, garbage and refuse collection and disposal, and operation of sanitary landfill	081				
<b>9. Streets and highways</b> — Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways and bridges	044				
<b>10. Airport</b>	001				
<b>11. Sea and inland port facilities</b>	087				
<b>12. All other</b>	089				

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.*

**See Special Instructions for Part III on page 3**

### SPECIAL INSTRUCTIONS FOR PART III

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:

Part I PAY INTERVAL	
How frequently are employees of this agency paid for their services?	
<b>1. Full-time employees (all or most)</b> Mark (X) ONE box only A <input type="checkbox"/> Monthly B <input checked="" type="checkbox"/> Twice a month C <input type="checkbox"/> Each 2 weeks	<b>2. Part-time employees (all or most)</b> Mark (X) ONE box only A <input checked="" type="checkbox"/> Monthly B <input type="checkbox"/> Twice a month C <input type="checkbox"/> Each 2 weeks
D <input type="checkbox"/> Weekly E <input type="checkbox"/> Other — Specify $\nabla$ _____	D <input type="checkbox"/> Weekly E <input type="checkbox"/> Other — Specify $\nabla$ _____

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS				
Full-time employees		Part-time employees		
Number	Payroll amount for pay period marked in part I (Omit cents)	Number	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)
(a)	(b)	(c)	(d)	(e)
018 2	2100	1	250	44
1	200 (D)	2	200 (D)	30 (D)
3	2700	5	275	70

Employees and payroll amounts reported for pay intervals marked (X) in part I above.

Payroll and hours amounts for an interval different from the one reported in part I.

Enter A, B, C, D, or E to indicate the pay interval.

#### 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 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 questionnaire in the envelope provided. Please retain a copy of the form for your records.

#### 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 Finance and Administration, Paperwork Reduction Project 0607-0452, Room 3104, FB 3, U.S. Census Bureau, Washington, DC 20233.