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RETURN TO

U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

FORM **E-3**
(1-23-2002)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

2002 CENSUS OF GOVERNMENTS
SURVEY OF GOVERNMENT EMPLOYMENT
MARCH 2002 – SPECIAL DISTRICTS AND LOCAL AGENCIES

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		
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 ACTING DIRECTOR
U.S. CENSUS BUREAU

We are requesting your help with the 2002 Census of Governments, 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 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 and 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's Governments Division on 1–800 –642–4901. Thank you for your cooperation in this voluntary survey. The Census Bureau appreciates your help.

Sincerely,

William G. Barron, Jr.

Enclosures

Please complete form on reverse side

DEFINITIONS AND INSTRUCTIONS

EMPLOYEES — Persons paid for personal services performed in the indicated pay period, including persons in a paid leave status. **Include** any 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 the pay period to work the number of hours that represents regular full-time employment. **Include** 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, 2002**. **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 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?

CENSUS USE ONLY

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* _____

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 ☐ 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

CENSUS USE ONLY

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS — *Report data for the ONE PAY PERIOD marked in part I which includes March 12, 2002. Do not report fiscal year payrolls.*

Type of employee	Number of employees (a)	Payroll amount for pay period marked in part I ***(Omit cents)*** (b)	Total paid part-time hours for amount reported in column (b) ***Estimate if unknown (Omit fractions)*** (c)
A. Full-time employees — Report payroll amount for the specific pay period indicated by your entry in part I, item 1		$	
B. Part-time employees — Report payroll amount for the specific pay period indicated by your entry in part I, item 2. Report in column (c) the total hours paid for all part-time employees during the pay period; if actual hours paid are not available, enter an **estimate**.		$	

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?

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* Annually

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

Type of employee	Number of employees (a)	Payroll amount for pay period marked in part I *(Omit cents)* (b)	Total paid part-time hours for amount reported in column (b) ***Estimate if unknown (Omit fractions)*** (c)
A. Full-time employees — Report payroll amount for the specific pay period indicated by your entry in part I, item 1	271	$ 181243	
B. Part-time employees — Report payroll amount for the specific pay period indicated by your entry in part I, item 2. Report in column (c) the total hours paid for all part-time employees during the pay period; if actual hours paid are not available, enter an **estimate**.	78 15	11,565 $ 450 (A)	2570 100(A)

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, 2002.
- 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, line B, column (c) **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 for your records.

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.*

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. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, Room 3110, Federal Building 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0452" as the subject.