

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

FORM **E-5**  
(2-4-2004)

**ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT  
MARCH 2004 - MUNICIPALITIES AND TOWNSHIPS**

**RETURN TO:**

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

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

Please check here if your address has changed.

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

**INTERNET RESPONSE:** If you prefer, you may respond to this survey via the Internet at the following web address: <http://harvester.census.gov/sge/index.html> You will only need your User ID to access the Internet form.

User ID

12 empty boxes for User ID

**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 15 minutes to 15 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.

**DATA SUPPLIED BY**

Name

25 empty boxes for Name

Title

Area Code and Phone Number

Extension

15 boxes for Title, 3 boxes for Area Code, 7 boxes for Phone Number, 4 boxes for Extension

Fax

E-Mail

7 boxes for Fax, 25 boxes for 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**

How frequently are employees paid for their services? Provide the payroll amount in Part III for the pay period you indicate here.

1. Full-time employees (all or most)

Mark (X) ONE box only

- M  Monthly
- T  Twice a month
- B  Bi-Weekly
- W  Weekly
- Q  Quarterly
- S  Semi-Annually
- A  Annually

2. Part-time employees (all or most)

Mark (X) ONE box only

- M  Monthly
- T  Twice a month
- B  Bi-Weekly
- W  Weekly
- Q  Quarterly
- S  Semi-Annually
- A  Annually

Continue on page 2



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

Report data for the ONE PAY PERIOD, which includes March 12, 2004 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.**

| Function<br><i>Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported in "Streets and highways".<br/>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        |   |  |
|---|---|---|----------------------------|---|--|
|   | Number of Employees<br>(a)  | Gross payroll for employees in column (a) (omit cents)<br>(b) | Number of Employees<br>(c) | Gross payroll for employees in column (c) (omit cents)<br>(d) | Total paid part-time hours for amounts reported in column (d) (Estimate if unknown)<br>(e) |
| <b>TOTAL - Sum of items 1 through 16</b>  |   |   |                            |   |  |
| <b>A. CENTRAL GOVERNMENTAL ADMINISTRATION</b> 023   |   |   |                            |   |  |
| 1. <b>Financial administration</b> - Treasurer's office, auditor's or comptroller's office, tax assessing, tax billing and collection, budgeting, purchasing, central accounting offices, information technology, and similar financial administration.   |   |   |                            |   |  |
| 2. <b>Central administration</b> - 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 Financial administration and judicial/legal activities reported in Judicial and legal.</i> 029 |   |   |                            |   |  |
| 3. <b>Judicial and legal</b> - All court and court related activities, court activities of sheriff's office (e.g., bailiffs, process servers), prosecuting attorney's and public defender's offices, legal department and attorneys providing government-wide legal services. <i>Exclude private attorneys on retainer and court appointed attorneys.</i> 025                         |   |   |                            |   |  |
| <b>B. PUBLIC SAFETY</b>   |   |   |                            |   |  |
| 4. <b>Police protection</b> - Police department, law enforcement, activities of sheriff's and constable's offices, coroner, etc. <i>Report school crossing guards as part-time employees.</i>   | a. <b>Persons with power of arrest</b> - Report only police employees here. <i>Report other employees with power of arrest in Judicial and legal.</i> 062   |   |                            |   |  |
|   | b. <b>Other employees</b> - All police protection employees not reported under persons with power of arrest. 162  |   |                            |   |  |
|   | c. <b>TOTAL - Sum of items 4a and 4b.</b>   |   |                            |   |  |
| 5. <b>Fire protection</b> - <i>Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report separately identifiable rescue squad and emergency medical services in Health, if they are not a part of the fire department.</i>   | a. <b>Firefighters</b> - Persons engaged in fire suppression and prevention. <i>Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.</i> 024 |   |                            |   |  |
|   | b. <b>Other employees</b> - All fire protection employees not included above. 124   |   |                            |   |  |
|   | c. <b>TOTAL - Sum of items 5a and 5b.</b>   |   |                            |   |  |
| <b>C. TRANSPORTATION</b> 044  |   |   |                            |   |  |
| 6. <b>Streets and highways</b> - Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. <i>Include engineering activities and traffic signal maintenance. Report street cleaning employees in Solid waste management and sewer employees in Sewers and sewage disposal.</i>   |   |   |                            |   |  |
| <b>D. SOCIAL SERVICES AND INCOME MAINTENANCE</b> 079  |   |   |                            |   |  |
| 7. <b>Public welfare</b> - Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, social workers. <i>Report hospital employees under Hospitals.</i>  |   |   |                            |   |  |
| 8. <b>Health</b> - 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  |   |   |                            |   |  |
| 9. <b>Hospitals</b> - Institutions for in-patient medical care. <i>Include all paid student help. Report nursing home and welfare institution employees in Public welfare.</i> 036  |   |   |                            |   |  |

Continue on page 3



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

| Function<br><i>Report data by activity of individual units; not employee occupations. For example, a secretary in the streets and highways department should be reported in "Streets and highways".<br/>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        |   |  |
|---|----------------------------|---|----------------------------|---|--|
|   | Number of Employees<br>(a) | Gross payroll for employees in column (a) (omit cents)<br>(b) | Number of Employees<br>(c) | Gross payroll for employees in column (c) (omit cents)<br>(d) | Total paid part-time hours for amounts reported in column (d) (Estimate if unknown)<br>(e) |
| <b>E. ENVIRONMENT AND HOUSING</b> 081   |                            |   |                            |   |  |
| 10. <b>Solid waste management</b> - Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.   |                            |   |                            |   |  |
| 11. <b>Sewers and sewage disposal</b> - Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Report water supply employees in Water supply system.</i> 080  |                            |   |                            |   |  |
| 12. <b>Parks and recreation</b> - Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc. 061   |                            |   |                            |   |  |
| <b>F. UTILITIES</b> 091   |                            |   |                            |   |  |
| 13. <b>Water supply system</b> - Public water supply system operated by your government.  |                            |   |                            |   |  |
| 14. <b>Electric power system</b> - Public electric power supply or distribution system operated by your government. 092   |                            |   |                            |   |  |
| <b>G. OTHER ACTIVITIES</b> 052  |                            |   |                            |   |  |
| 15. <b>Libraries</b> - Public libraries operated by your government. <i>Report law libraries in Judicial and legal.</i>   |                            |   |                            |   |  |
| 16. <b>All other</b> - 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. 089 |                            |   |                            |   |  |
| <b>TOTAL all other</b> →  |                            |   |                            |   |  |
| <i>List the major activities reported above in TOTAL all other</i> ↓  |                            |   |                            |   |  |
| 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.



**DEFINITIONS**

Please report figures covering **all departments and agencies** (except any school system employment and payrolls) of the government named in the address label.

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 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 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, 2004. **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** 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."

**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."

**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, 2004.
  - 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 FOR PART III** 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).
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.
11. Retain a copy of the completed questionnaire for your records.

**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 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 three (3) full-time employees and three (3) part-time employees and each is paid at different pay intervals, report data separately as shown in the following example:

| <b>Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS</b> |              |  |                            |              |           |
|---|--------------|--|----------------------------|--------------|-----------|
| <b>Full-time employees</b>                              |              |  | <b>Part-time employees</b> |              |           |
| Number  | Payroll      |  | Number                     | Payroll      | Hours     |
| 1   | \$3,500 (M)  |  | 1                          | \$1,100 (B)  | 114 (B)   |
| 1   | \$550 (W)    |  | 2                          | \$10,500 (Q) | 1,000 (Q) |
| 1   | \$20,000 (A) |  |                            |              |           |

In this example, \$3,500 represents the monthly (code M) amount for 1 full-time employee; \$550 represents the weekly (code W) amount for 1 full-time employee; and \$20,000 represents the annual (code A) amount for 1 full-time employee; and \$1,100 represents the biweekly (code B) amount for 1 part-time employee. \$10,500 represents the quarterly (code Q) amount for 2 part-time employees.