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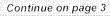
## PART III - EMPLOYEES, PAYROLL, AND PART-TIME HOURS



Report data for the ONE-PAY PERIOD, which includes March 12, 2009-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 on page 4. **Function Full-time Employees** Part-time Employees Report data by activity of individual units; not employee occupations. For example, a secretary in Total paid part-time hours for amounts reported Gross payroll Gross payroll the streets and highways department should be reported in "Streets and highways". Number of for employees for employees Number of in column (c) (omit cents) in column (a) Employees Employees in column (d) (Estimate if A person working in more than one of the following categories should be reported only once --- in the (omit cents) Seat. A Lange unknown) area of primary responsibility (c) (a) (b) (d) (e) TOTAL - Sum of items 1 through 16 023 A. CENTRAL GOVERNMENTAL ADMINISTRATION Financial administration - 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. Central administration - Council, board of administration - control of supervisors or commissioners; central administrative officers and agencies, such as manager or mayor; clerk; recorder; zoning; central personnel agency; and central planning agency. Exclude financial activities reported in Financial administration and judicial/legal activities reported in Judicial and legal. 3. Judicial and legal - 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. Exclude private attorneys on retainer and court appointed attorneys. grece to seperate Add **B. PUBLIC SAFETY** a. Persons with power of arrest -Report only police employees here. 4. Police protection - Police department, Report other employees with power of arrest in Judicial and legal. law enforcement activities of sheriff's and constable's offices, coroner, etc Report school b. Other employees crossing guards as All police protection employees not reported under persons with part-time employees. power of arrest. c. TOTAL - Sum of items 4a and 4b. 5. Fire protection a. Firefighters -Persons engaged in fire suppression and Report paid volunteer firefighters as prevention. Include part-time employees; employees trained in these activities but exclude unpaid volunteers. Report separately identifiable rescue squad and performing such other duties as dispatching, emergency medical emergency medical services in **Health**, if care, etc. b. Other employees -All fire protection employees not they are not a part of the fire department included above c. TOTAL - Sum of items HJZ Spell 5a and 5b. C. TRANSPORTATION 6. Streets and highways - Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges Include engineering activities and traffic signal

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





Function	Full-time	e Employees	Part-time Employees				
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".  A person working in more than one of the following categories should be reported only once in the area of primary responsibility.	Number of Employees	Gross payroll for employees in column (a) (omit cents)	Number of Employees	Gross payroll for employees in column (c) (omit cents)	Total paid part- time hours for amounts reported in column (d) (Estimate if unknown) (e)		
E. ENVIRONMENT AND HOUSING 081							
Solid waste management - Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.	4.5		2				
Sewers and sewage disposal - Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. Report water supply employees in Water supply system.							
Parks and recreation - Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.			AZZ	50 see & 50	garate		
F. UTILITIES  13. Water supply system - Public water supply system operated by your government.							
Electric power system - Public electric power supply or distribution system operated by your government.			Add	<b>1</b>			
G. OTHER ACTIVITIES  15. Libraries - Public libraries operated by your government. Report law libraries in Judicial and legal.							
16. All other - 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.							
TOTAL all other				·			
List the major activities reported above in TOTAL all other a.							
<b>b.</b>		· · · · · · · · · · · · · · · · · · ·		Selections Territor			
<b>c.</b>							
					TOWN A		

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. Please provide an explanation for any significant changes to employment or payroll occurring within the last year that would aid in understanding this report.



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#### **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, 2009. 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 Tump 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 these employees, their payroll and 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."

**ELECTED OFFICIALS** – Include all elected or appointed officials who receive any amount on this form. Per-meeting or annual pay should be reported (even small amounts such as \$25 per meeting or \$100 annually). Council, board members, mayor, clerk, trustee, etc. should be reported at "Central Administration." Treasurer, assessor, or financial officials should be reported at "Financial Administration."

## **GENERAL INSTRUCTIONS**

- Indicate in Part I the standard weekly hours of work for most fulltime 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.
- Report in Part III gross payroll amounts for just the ONE PAY PERIOD which includes March 12, 2009.
  - 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.
  - Do not report the employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

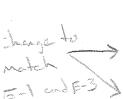
- Include total paid hours of work for part-time employees in Part III, column (e). If actual hours are not known, please enter an estimate
- 7. Use the reporting format shown in SPECIAL INSTRUCTIONS FOR PART III if you have multiple pay intervals.
- 8. If you are unable to supply any of the information requested in Part III, please list in **Additional remarks** the source(s) of the missing information (including address and telephone number).
- If exact figures are not available, enter estimates and mark with an asterisk.
- 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.

Thank you.

## 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:



Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS								
Full-time	employees		Part-time employees					
Number	Payroll	Number	Payroll	Hours				
1 1	\$3,500 (M) \$550 (W) \$20,000 (A)	1 2	\$600 (B) \$10,500 (Q)	60 (B) 300 (Q)				

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 \$600 represents the biweekly (code B) amount for 1 part-time employee. \$10,500 represents the quarterly (code Q) amount for 2 part-time employees.