



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

FORM
E-5 (08-29-2011)

**2012 CENSUS OF GOVERNMENTS
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2012 - Municipalities and Townships**

OMB No. 0607-0452: Approval Expires 04/30/2013

DUE DATE:

RETURN TO:

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

**If you have any questions,
please call 1-800-642-4901
Weekdays, 7am to 5pm EST.**

**Questions may also be
emailed to:
govs.employ@census.gov**

**In correspondence
pertaining to this report,
please refer to the User ID
below the address box.**

REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password:
<https://respond.census.gov/aspep>

User ID:

Password:

1 Is your addressee title/department and mailing address the same as shown in the address label?

Yes - Go to **2**

No - Enter correct information below

Addressee Title or Department

Street 1

Street 2

City

State

Zip Code

 -

PART 1 - FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

2 On average, how many hours per week do the majority of your full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment.
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

Exclude

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Mark "X" only one box.

A

40 hours or more

C

34 to 37.4 hours

E

30 to 31.9 hours

B

37.5 to 39.9 hours

D

32 to 33.9 hours

F

No Full-Time Employees



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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS

3 For each applicable pay interval, what were the **TOTAL** number of employees and **TOTAL** gross payroll amounts for the pay periods which include **MARCH 12, 2012** for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.

Include

- Salaries, wages, fees, or commissions.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- Persons in paid leave status and persons paid from Federal grant funds.
- Part-time employees working less than the regular, full-time workweek.
- Current employees whether paid from the general fund or special funds.
- All elected or appointed officials who receive any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually).
- Employees of fee offices should be included in "Financial administration".
- Include any county supervision of public schools in "All other".
- If more than three payroll intervals need to be reported, please photocopy the necessary pages and return them with this form.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.
- Any school system employees and payrolls.

Do Not Report

- Cumulative salaries since the beginning of the calendar or fiscal year.
- Payroll amounts from last fiscal year.
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Interval Codes

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

Example

Hospitals – Institutions for inpatient medical care. Include all paid student help.

Full-Time Employees				Part-Time Employees				
Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll		Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll		Hours Paid
M	27	\$	94500.00	M	5	\$	6000.00	600
W	15	\$	8250.00	A	2	\$	10500.00	300
		\$.00			\$.00	
		\$.00			\$.00	
		\$.00			\$.00	
TOTAL		\$.00			\$.00	

A. CENTRAL GOVERNMENT ADMINISTRATION

1. 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.	023		\$.00		\$.00	
			\$.00		\$.00	
			\$.00		\$.00	
2. Central administration – 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. Exclude financial activities reported in Financial administration and judicial/legal activities reported in Judicial and legal	029		\$.00		\$.00	
			\$.00		\$.00	
			\$.00		\$.00	
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.	025		\$.00		\$.00	
			\$.00		\$.00	
			\$.00		\$.00	

Continue with **3** on the next page

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

Payroll Interval Codes

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

Full-Time Employees

Part-Time Employees

Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
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B. PUBLIC SAFETY

4. Police protection – Report police department, law enforcement, activities of sheriff’s and constable’s offices, coroner, etc. Report school crossing guards as part-time employees.

062			\$.00					
a. Persons with power of arrest – Report only police employees here. Report other employees with power of arrest in Judicial and legal			\$.00					
			\$.00					
			\$.00					
b. Other police protection employees – All police protection employees not reported under Persons with power of arrest			\$.00					
			\$.00					
			\$.00					

5. Fire protection – 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.

024			\$.00					
a. Firefighters – Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.			\$.00					
			\$.00					
			\$.00					
b. Other fire protection employees – All fire protection employees not included above.			\$.00					
			\$.00					
			\$.00					

C. TRANSPORTATION

044			\$.00					
6. Streets and highways – Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. Include engineering activities and traffic signal maintenance. Report street cleaning employees in Solid waste management and sewer employees in Sewerage			\$.00					
			\$.00					
			\$.00					

D. SOCIAL SERVICES AND INCOME MAINTENANCE

079			\$.00					
7. Public welfare – 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. Report hospital employees under Hospitals			\$.00					
			\$.00					
			\$.00					
8. Health – Public health services, emergency medical services, mental health, alcohol and drug abuse, outpatient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities (e.g., pollution control), etc.			\$.00					
			\$.00					
			\$.00					

Continue with **3** on the next page



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PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

Payroll Interval Codes

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

Full-Time Employees

Part-Time Employees

Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
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D. SOCIAL SERVICES AND INCOME MAINTENANCE - Continued

036			\$.00			\$.00	
9. Hospitals – Institutions for inpatient medical care. Include all paid student help. Report nursing home and welfare institution employees in Public welfare .			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

E. ENVIRONMENT AND HOUSING

081			\$.00			\$.00	
10. Solid waste management – Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

080			\$.00			\$.00	
11. Sewerage – Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. Report water supply employees in Water supply system .			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

061			\$.00			\$.00	
12. Parks and recreation – Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

F. UTILITIES

091			\$.00			\$.00	
13. Water supply system – Public water supply or distribution system operated by your government.			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

092			\$.00			\$.00	
14. Electric power system – Public electric power supply or distribution system operated by your government.			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

G. OTHER ACTIVITIES

052			\$.00			\$.00	
15. Libraries – Public libraries operated by your government. Report law libraries in Judicial and legal .			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

Continue with **3** on the next page

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

Payroll Interval Codes

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

Full-Time Employees			Part-Time Employees			
Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid

G. OTHER ACTIVITIES – Continued

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.*

<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

List the major activities reported above in **All other**.

a.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
b.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
c.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
d.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
e.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
f.	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

PART 3 – REMARKS

- 4 Use this space to:**
- a) Explain any significant changes to employment or payroll occurring within the last year that would aid in understanding this report;
 - b) Describe any difficulties you encountered in completing this form;
 - c) List the groups of employees for which you were unable to supply information;
 - d) Provide contact information for other people who assisted you in completing this report.

PART 4 – CERTIFICATION

5 This report is substantially accurate and has been prepared in accordance with the instructions.

Name of person to contact about this report - Please print

Title of person to contact about this report - Please print

Area code and phone number

Extension

Area code and fax number

E-mail Address - Please print

Date form was completed

**Thank you for completing this form.
Retain a copy of the completed questionnaire for your records.**

NOTE: The U.S. Census Bureau receives its authorization to conduct this survey from Title 13, United States Code, Section 161. This form has been approved by the Office of Management and Budget (OMB) and given the number 0607-0452. Please note the number displayed in the upper right-hand corner of this form. Display of this number confirms that we have approval from OMB to conduct this survey. If this number was not displayed, under the Paperwork Reduction Act, we could not request your participation in this voluntary survey. Information provided on this questionnaire compiled from or customarily provided in public records are exempt from confidential treatment as cited in Title 13, United States Code, Section 9.

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 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 1¼ hours 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0452, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use Paperwork Project 0607-0452 as the subject.