Star P	MENT OF C	
02 m		A AND
	S	<u>)</u> *]
	U OF THE C	

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

E-7 (10-25-2018)

2019 ANNUAL SURVEY OF PUBLIC EMPLOYMENT & PAYROLL March 2019 – Major Special Districts and Agencies

OMB No. 0607-0452: Approval Expires 11/30/2018

DUE DATE:

April 25, 2019

respond.census.gov/aspep

1-800-832-2839 weekdays,

Need help or have

8AM to 5PM ET

questions?

• Visit

Call

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Return to respond.census.gov/aspep when you are ready to report online.

Title 13, United States Code, Sections 161 and 182 authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0452 and appears at the upper right of this page. Without this approval we could not conduct this survey.

We estimate this survey will take between 10 minutes to 15 hours to complete, with an average of 50 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1	Is the addressee title/department and mailing address the same as shown in the address label? Mark "X" only one box.									
	Yes – Go to 2 No – Enter correct information below									
	Addressee Title or Department									
	ATTN:									
	Street 1									
	Street 2									
	City State Zip Code									

Please continue on the next page

2 Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.
Yes – go to 3
No – go to 5
PART 1 – EMPLOYEES AND PAYROLL
3 For each applicable pay period that includes March 12, 2019, what were the TOTAL number of employees and TOTAL gross payroll amounts for both full-time and part-time employees?
Powell Codes
Payroll Codes W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually
EXAMPLE If all full-time employees are paid bi-weekly, please provide the one bi-weekly payroll that includes March 12, 2019. A. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Payroll Number of Full-time Employees B I 5 6 2 9 5 9 3 2
If some part-time employees are paid bi-weekly and some part-time employees are paid monthly; please provide the data for the bi-weekly payroll that includes March 12, 2019 for the employees paid bi-weekly and the monthly data for the month of March for the employees paid monthly.
B. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time
Parcuine Payroll Code Part-time Employees \$Bil. Mil. Thou. Dol.
B 103 63 077
M 41 55 590

Report Online -

Not Return

PART 1 – EMPLOYEES AND PAYROLL – (Continued)

Include

Employees

- Current employees in paid leave status whether paid from the general, special, or Federal grant funds
- All elected or appointed officials paid any amount of pay or stipend (even small amounts of \$25 per meeting or \$100 annually) or paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually
- Temporary or seasonal employees working the number of hours that represent full-time employment should be reported as full-time employees
- Temporary or seasonal employees working less than the regular, full-time workweek should be reported as part-time employees

Payroll

- · Salaries, wages, fees or commissions, as well as overtime, premium, and night differential pay
- · Bonuses and incentive payments that are paid at regular pay periods
- Amounts withheld for taxes, employee contributions to retirement systems, etc.

Exclude

Employees

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees
- School system employees and payrolls

Payroll

 Lump sum payments and the value of living quarters and subsistence allowances furnished to employees

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 Codes

A. TRANSPORTATION

1. Streets and highways 044

- Include
 - Employees performing maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, bridges, and terminal and dock facilities for public ferries
 - Employees performing engineering activities
 - Employees performing traffic signal maintenance

Exclude

- Street cleaning employees (should be reported in item 8.)
- Sewer employees (should be reported in item 9.)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



Part-time Payroll Code	• Number of Part-time Employees	Gro \$Bil.	ss Payroll fo Mil.	r Part-time Em Thou.	ployees Dol.

PART 1 – EMPLOYEES AND PAYROLL – (Continued) **Pavroll Codes** T = Twice a Month; M = Monthly;Q = Quarterly;W = Weekly;B = Bi-Weekly;S = Semi-Annually:A = Annually2. Airports 001 Include Employees of publicly operated airfields and related facilities Airport police and airport firefighters a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Mil. Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Code Mil. Thou. Dol. 3. Sea and inland port facilities 087 Include • Employees of docks, wharves, harbors, piers, and warehouses Employees regulating the water transportation industry Exclude Employees of facilities for pleasure boats (should be reported in item 10.) • Employees of terminals and dock facilities for public ferries (should be reported in item 1.) a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code Full-time Employees \$Bil. Mil. Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Mil. Thou. Code Dol.

Report Online

i.

Not Return

A = Annually

Payroll Codes

Q = Quarterly;

S = Semi-Annually:

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly;

B. PUBLIC SAFETY

4. Fire protection

Exclude

- Forest fire protection employees (should be reported in item 11.)
- Rescue squad and emergency medical services employees not part of fire department (should be reported in item 6.)

a. Firefighters 024

Include

- · Persons engaged in fire suppression and prevention
- Employees trained in these activities but performing other duties such as dispatching, emergency medical care, etc.
- Paid volunteer firefighters (should be reported as part-time employees)

Exclude

• Unpaid volunteer firefighters

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2019



(2) Part-time employees and gross payroll for the pay period that includes March 12, 2019



b. Other fire protection employees 124

Include

- All fire protection employees not reported in item 4a.
- Fire administrative staff
- If handled by the fire department: Emergency (911) dispatching & emergency medical technicians (EMTs)

(1) Full-time employees and gross payroll for the pay period that includes March 12, 2019

Full-time Payroll Code	Number of Full-time Employees	Gross \$Bil.	s Payroll fo Mil.	r Full-time Emp Thou.	loyees Dol.	
(2) Pa	rt-time employees an	d gross pay	roll for th	e pay period t	that include	s March 12
Part-time Payroll Code	Number of Part-time Employees	Gross \$Bil.	s Payroll fo Mil.	r Part-time Emp Thou.	oloyees Dol.	

, 2019

PART 1 – EMPLOYEES AND PAYROLL – (Continued)

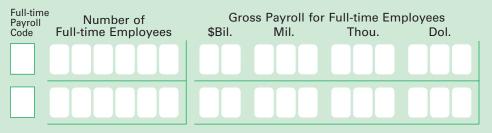
	W = W	eekly;	B = Bi-Weekly;	T = Twice a	Month;	Payroll Codes M = Monthly;	Q = Quarterly;	S = Semi-Annually;	A = Annually
С.	SOCIA	L SER	VICES AND IN	ІСОМЕ МА	INTENA	NCE			
	5. Pu	iblic w	elfare 079						
	Ex	 Nurs Empl Senio 	ing home employees perform or citizen and h	oyees and s ing adminis andicap trar	social wo tration of hsportation	rkers f public assista on employees	ner institutions t		
			ital employees						0010
	a.	Full-time		Ū	• •	• •	•	cludes March 12,	2019
		Payroll Code	Number Full-time Emp	•.	\$Bil.	Mil.	Full-time Emplo Thou.	Dol.	
	b.	Part-ti	ime employee	s and gros	s payro	I for the pay	period that in	cludes March 12,	2019
		Part-time Payroll Code	• Number Part-time Emp		Gro \$Bil.	ss Payroll for I Mil.	Part-time Emplo Thou.	oyees Dol.	

6. Health 032

Include

- Public health services and emergency medical services employees
- Mental health and outpatient clinic employees, visiting nurses, and animal control employees
- Alcohol and drug abuse employees
- Employees performing food and sanitary inspections
- Employees performing other environmental health activities (e.g., pollution control)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2019





Payroll Codes

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

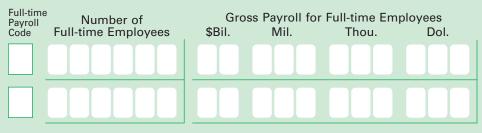
7. Hospitals 036

Include

- Employees of facilities providing inpatient medical care and institutions primarily for care and treatment of handicapped persons
- Employees of institutions for the custody, treatment or general care of the mentally insane or emotionally disturbed
- Maternity and children hospital employees

Exclude

- Nursing home and welfare institution employees (should be reported in item 5.)
- a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



b. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-time Payroll Code	Number of Part-time Employees	Gro: \$Bil.	ss Payroll fo Mil.	or Part-time Em Thou.	ployees Dol.

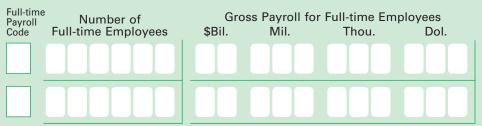
D. ENVIRONMENT AND HOUSING

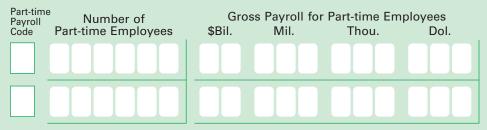
8. Solid waste management 081

Include

- Recycling, garbage, and refuse collection and disposal employees
- Street cleaning employees
- · Employees performing sanitary landfill operations

a. Full-time employees and gross payroll for the pay period that includes March 12, 2019





Page 8 **PART 1 – EMPLOYEES AND PAYROLL –** (Continued) **Pavroll Codes** T = Twice a Month; M = Monthly; Q = Quarterly;W = Weekly;B = Bi-Weekly;S = Semi-Annually:A = Annually**9. Sewerage** 080 Include Employees providing maintenance and operation of sanitary and storm sewer systems Sewerage disposal plant employees Exclude • Water supply employees (should be reported in item 12.) a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll **Full-time Employees** \$Bil. Mil. Thou. Dol. Code b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Code Part-time Employees \$Bil. Mil. Thou. Dol. 10. Parks and recreation 061 Include Employees of parks, playgrounds, swimming pools, and golf courses Employees of auditoriums, museums, convention centers, and recreational centers • • Employees of marinas, zoos, and gardens a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Mil. Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Mil. Thou. Dol. Code

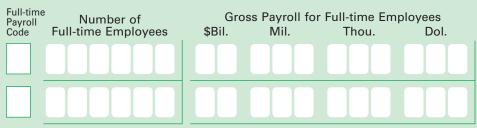
Payroll Codes

11. Natural resources 059

Include

- Forestry and forest fire protection employees
- Flood control, irrigation and drainage employees
- Agriculture and extension services employees

a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



b. Part-time employees and gross payroll for the pay period that includes March 12, 2019

Part-time Payroll Code	Number of Part-time Employees	Gro \$Bil.	oss Payroll fo Mil.	or Part-time Em Thou.	nployees Dol.

E. UTILITIES

12. Water supply system 091

Include

- Employees performing operation, maintenance, and construction of public water supply or distribution systems
- a. Full-time employees and gross payroll for the pay period that includes March 12, 2019

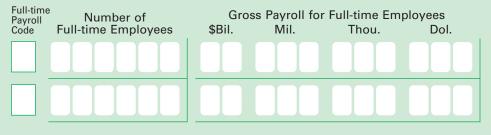


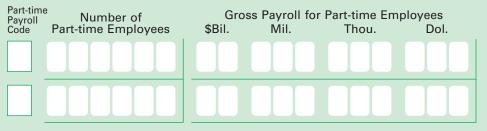
Part-time Payroll Number of Code Part-time Employees		Gro \$Bil.	ss Payroll fo Mil.	or Part-time Em Thou.	ployees Dol.

Page 10 **PART 1 – EMPLOYEES AND PAYROLL –** (Continued) **Pavroll Codes** T = Twice a Month; M = Monthly; Q = Quarterly;W = Weekly;B = Bi-Weekly;S = Semi-Annually:A = Annually13. Electric power system 092 Include • Employees performing operation, maintenance, and construction of public electric power supply or distribution systems a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Number of Payroll Code **Full-time Employees** \$Bil. Thou. Mil. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Part-time Employees \$Bil. Code Mil. Thou. Dol. 14. Natural gas supply system 093

Include

- Employees performing operation, maintenance, and construction of public natural gas supply or distribution systems
- a. Full-time employees and gross payroll for the pay period that includes March 12, 2019





Payroll Codes

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

15. Transit system 094

Include

• Employees performing operation, maintenance, and construction of public mass transit systems, such as subways, surface rails, and buses

Exclude

• Employees of transit systems exclusively for handicapped persons or senior citizens (should be reported in item 5.)

a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



Part-tim Payroll Code	^e Number of Part-time Employees	Gro \$Bil.	ss Payroll fo Mil.	r Part-time Em Thou.	ployees Dol.

PART 1 – EMPLOYEES AND PAYROLL – (Continued)

Payroll Codes

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

F. OTHER ACTIVITIES

16. All other 089

Include

- Employees performing other activities not reported elsewhere
- Employees concerned with elections and voter registration
- Protective inspection and enforcement employees (building, electrical, etc.)
- Motor pool, general public building maintenance, parking facilities, and engineering employees
- Emergency (911) dispatching employees not handled by the fire department
- Employees providing county supervision of public school districts
- · Homeland security and emergency magagement employees

Exclude

- School system employees and payrolls
- a. Full-time employees and gross payroll for the pay period that includes March 12, 2019



b. Part-time employees and gross payroll for the pay period that includes March 12, 2019



c. Please list the major job functions reported above in All other (16a. and 16b.)

(1) Job Function

Specify:

(a) Full-time employees and gross payroll for the pay period that includes March 12, 20

Full-time Payroll	Number of	Gros	s Payroll fo	or Full-time Em	ployees		
Code	Full-time Employees	\$Bil.	Mil.	Thou.	Dol.		
(b)	Part-time employees a	and gross	payroll for	the pay perio	od that inclu	」 udes March 12	2, 2019
Part-time Payroll Code	Number of Part-time Employees	Gros \$Bil.	s Payroll fo Mil.	r Part-time Em Thou.	ployees Dol.		

Page 13

Report Online - Do Not Return

Report Online - Do Not Return

W = Weekly;	B = Bi-Weekly;	T = Twice a		Payroll Code: M = Monthly;	Q = Quarterly	y; S = Semi-	Annually;	A = Annu
(2) .Jo	b Function							
(_,	Specify:							
	Full-time em	ployees and	d gross p	ayroll for th	e pay perio	d that inclu	des Marc	h 12, 20
Full-time Payroll Code	^e Number Full-time Emj		Gros \$Bil.	ss Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.		
(1.)								
Part-tim	Part-time em		-		ne pay perio Part-time Em		ides Marc	n 12, 2
Payroll Code	Part-time Em		\$Bil.	Mil.	Thou.	Dol.	1	
							1	
(3) Jo	b Function Specify:							
(a)	Full-time em	ployees an	d gross p	ayroll for th	e pay perio	d that inclu	des Marc	h 12, 2(
Full-time Payroll Code	^e Number Full-time Emj		Gros \$Bil.	ss Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.		
Code								
(b) Part-tim	Part-time em	iployees ar	-				ides Marc	ch 12, 2
Payroll Code	Number Part-time Em		Gros \$Bil.	s Payroll for Mil.	Part-time Em Thou.	ployees Dol.		
Coue								
							•	
	b Function Specify:						-	
(4) Jo	Specify:	ployees and	d gross p	payroll for th	ne pay perio	d that inclu	des Marci	h 12, 2(
(4) Jo	<i>Specify:</i> _ Full-time em ^e Number	of	Gros	ss Payroll for	Full-time Emp	oloyees	des Marc	h 12, 2(
(4) Jo (a) Full-time	Specify:	of		-			des Marc	h 12, 20
(4) Jo (4) Jo (a) Full-time Payroll	<i>Specify:</i> _ Full-time em ^e Number	of	Gros	ss Payroll for	Full-time Emp	oloyees	des Marc	h 12, 20
(4) Jo (4) Jo (a) Full-time Payroll Code	<i>Specify:</i> _ Full-time em ^e Number	of ployees	Gros \$Bil.	ss Payroll for Mil.	Full-time Emp Thou.	Doloyees Dol.		
(4) Jo (4) Jo (a) Full-time Payroll Code (b) Part-tim Payroll	Specify: Full-time emp ^e Number Full-time Emp Part-time em ^e Number	of ployees ployees ployees ar of	Gros \$Bil.	as Payroll for Mil.	Full-time Emp Thou.	oloyees Dol.		
(4) Jo (4) Jo (a) Full-time Payroll Code (b) Part-tim	Specify: Full-time emp Pull-time Emp Part-time emp	of ployees ployees ployees ar of	Gros \$Bil.	ss Payroll for Mil. payroll for t	Full-time Emp Thou. he pay peric Part-time Emp	oloyees Dol. Od that inclu ployees		

PART 1 -	- EMPLOYEES	AND PAYR	OLL – (Cont	inued)					
					Payroll Codes				
	W = Weekly;	B = Bi-Weekly;	T = Twice a	a Month;	M = Monthly;	Q = Quarterly;	S = Semi-A	nnually;	A = Annually
	(5) Jol	5 Function Specify:							
	(a)	Full-time em	ployees an	d gross p	ayroll for the	e pay period t	that includ	es Marcl	n 12, 2019
	Full-time Payroll Code	Number Full-time Em		Gros \$Bil.	ss Payroll for F Mil.	ull-time Emplo Thou.	oyees Dol.		
	(b)	Part-time en	nployees ai	nd gross	payroll for th	e pay period	that inclue	des Marc	h 12, 2019
	Part-time Payroll Code	Number Part-time Em		Gros \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.	oyees Dol.		
	(6) Jol	Function Specify:							
		· · · -							10 0010
	(a) Full-time		pioyees an		ayroll for the			es Marci	112, 2019
	Payroll Code	Number Full-time Em		Gros \$Bil.	ss Payroll for F Mil.	ull-time Emplo Thou.	Dol.		
	(b)	Part-time en	nployees ai	nd gross	payroll for th	e pay period	that inclue	des Marc	h 12, 2019
	Part-time Payroll Code	Number Part-time Em		Gros \$Bil.	ss Payroll for P Mil.	art-time Emplo Thou.	oyees Dol.		

PART 1 – EMPLOYEES AND PAYROLL – (Continued) **Payroll Codes** W = Weekly;B = Bi-Weekly;T = Twice a Month; M = Monthly; Q = Quarterly;S = Semi-Annually;A = Annually**17. TOTAL –** (Sum of items 1. through 16.) a. Full-time employees and gross payroll for the pay period that includes March 12, 2019 Full-time Gross Payroll for Full-time Employees Payroll Code Number of \$Bil. Mil. Full-time Employees Thou. Dol. b. Part-time employees and gross payroll for the pay period that includes March 12, 2019 Part-time Gross Payroll for Part-time Employees Number of Payroll Code Part-time Employees \$Bil. Mil. Thou. Dol.

	re unable to supply inform nployees work more than	n 40 hours per week
T 3 – CONTACT INFORMATION		
Who should be contacted to answer que	stions about data repo	rted on this worksheet?
Name of contact person - Please print	Title of c	contact person - Please print
Area code and phone number	Extension	Area code and fax number
	Extension	Area code and fax number
Area code and phone number	Extension	Date worksheet was completed
	Extension	
Area code and phone number	Extension	Date worksheet was completed