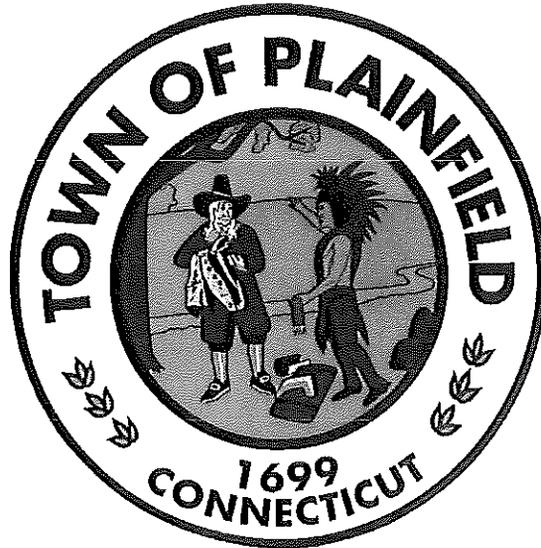


TOWN OF PLAINFIELD
CONNECTICUT



AFFIRMATIVE ACTION PLAN

Paul E. Sweet - First Selectman
George Krecidlo - Selectman
Albert E. Brunson - Selectman

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

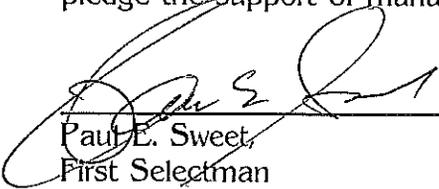
Section One Policy Statement

The Town of Plainfield is dedicated to a policy of equal employment opportunity and affirmative action. As an employer, we feel the success of the Town of Plainfield is dependent upon employing productive workers of diverse backgrounds and eliminating barriers to employment historically faced by these groups of individuals. To fulfill our policy, we are committed to the recruitment, training, and promotion of qualified individuals without regard to race, color, ancestry, religion, national origin, marital status, gender, sexual orientation, disabilities, age or veteran status.

Our obligation as both an affirmative action and equal opportunity employer directs all personnel actions. The Town is committed to enforcing equal employment opportunity and affirmative action beginning with the application process and on through every step of the employment process. In addition to hiring and promoting employees, other personnel actions such as compensation, benefits, transfers, layoffs, rehires, training, education, and social activities are conducted without regard to the characteristics of current or potential employees.

Since the original adoption of the Town of Plainfield's affirmative action program, the Town has striven to recruit and employ qualified minorities and women. Though we have seen an increase in these areas, the Town of Plainfield must continue to strive for equal utilization. Ultimate responsibility for this affirmative action will be with the First Selectman. To achieve fair and full utilization of minorities and women, Kelly Vachon has been appointed the Affirmative Action Officer. Under the First Selectman's direction, the Town of Plainfield will aggressively pursue the affirmative action goals established by this plan. The Town firmly believes it is the responsibility of every department head, supervisor, and employee to comply with the spirit and intent of this policy. The First Selectman or the Affirmative Action Officer may be reached at 860-230-3001, or by visiting the Plainfield Town Hall, 8 Community Avenue, Plainfield, Ct. 06374 during normal business hours.

As First Selectman, I believe the Town of Plainfield will derive opportunities and benefits from the successful implementation of our affirmative action plan, and pledge the support of management in addressing the objectives as outlined.


Paul E. Sweet,
First Selectman

5-20-09
Dated

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Two Dissemination of Policy

A. Internal

The Town of Plainfield acknowledges the importance of communicating its affirmative action objectives, policies and procedures to its employees. To ensure the proper distribution of our policies, the Town:

1. Provides a copy of its affirmative action plan to all department heads, division heads, and Board of Selectmen annually.
2. Reinforces the Town's commitment to affirmative action through correspondence to all employees annually. Correspondence to employees offers an opportunity to review and comment on the Town's affirmative action plan and encourages all employees with concerns or questions regarding the plan to meet with the Affirmative Action Officer.
3. Posts the Town's affirmative action policy statement on all employee bulletin boards at each facility. Postings are reviewed annually in January.
4. Posts all relevant employment posters as required by the state and federal governments. Postings are reviewed annually in January.
5. Provides each new employee with a copy of the Town's affirmative action policy statement. Each time the policy statement is revised it will be sent to all employees.
6. Reinforces and discusses the Town's commitment to affirmative action on a bi-annual basis at Selectman meetings. Affirmative action is included on the agenda for March and September.
7. Includes a non-discrimination clause in all union contracts.
8. Includes relevant articles pertaining to diversity and/or affirmative action in the Town's newsletter to be published starting January, 1998.

All communication received from employees regarding the Town's affirmative action plan is maintained in a central file by the Affirmative Action Officer. The Affirmative Action Officer is responsible for ensuring a response is communicated

to employees within ten working days and that a copy of all correspondence to the employee is retained.

B. External

To ensure the community is informed of the Town's recruitment efforts and commitment to affirmative action and equal employment, the following steps are adhered to:

1. Recruitment sources are informed of the Town's commitment to equal opportunity/affirmative action through correspondence with each job announcement. Recruitment sources are requested to refer qualified individuals in conformance with the Town's plan.
2. A list of minority and female organizations is maintained and reviewed annually to ensure applications are secured from the local community groups.
3. The Town displays in all employment advertisements "The Town of Plainfield is an affirmative action/ equal opportunity employer."
4. Job announcements delineating the essential functions, knowledge, abilities, experience, and educational requirements are forwarded to community groups serving the female and minority population as well as educational institutions. Job announcements are distributed for each competitive exam open to the general public.
5. Job descriptions, titles, and announcements are updated as vacancies occur to ensure no reference is made to gender or age unless either is a bona fide occupational qualification.
6. A copy of the Town's affirmative action plan is sent annually to the Town's unions to ensure support, understanding, and feedback from these groups. The plan is sent each time there is a revision.
7. Bidders, contractors, and subcontractors will be informed of the Town's commitment to affirmative action. It is the policy of the Town to employ minority and female enterprises whenever feasible, and we do not engage businesses who willingly and knowingly violate antidiscrimination laws.

Through our external communications, the Town continues to pursue and maintain relationships with outside parties which are mutual beneficial. Strong relationships forged with minority and women recruitment sources provide the Town with new opportunities and ensures our affirmative action message is communicated to all each time the Town initiates the hiring process.

10. Preparing all government reports.
11. Acting as the liaison with recruiting sources serving women and minorities.

C. Department Heads, Division Heads, and Supervisors.

Managerial and supervisory personnel make many of the decisions regarding hiring, promotions, transfers, and terminations. Therefore, they play an integral role in the progress the Town makes towards the achievement of its affirmative action goals. Annually, the narrative of the Town's affirmative action plan is distributed and discussed at a staff meeting to keep Department Heads apprised of the Town's goals. Responsibilities of department heads, division heads and supervisors under the plan include:

1. Identifying problem areas and assisting with the solution to rectify disparities within their department/ divisions.
2. Actively assisting community groups, minority groups and women's organizations to promote the Town's message.
3. Reviewing and updating job specifications as openings occur to ensure women and minorities have an equal opportunity for securing employment.
4. Supporting diversity in the work force and preventing harassment and/or discrimination of employees based on race, sexual orientation, gender, etc.
5. Displaying required employment postings.
6. Ensuring their employee's support and comply with the spirit and intent of the Town's affirmative action plan.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Four Development of Action Oriented and Innovative Programs

The Town of Plainfield continues to address hiring and promotion issues of women and minorities using the following plan:

1. Minorities and women are invited to contact the Personnel Director or Personnel Analyst to discuss their career progression within the Town. The Personnel Department is responsible for providing information regarding educational opportunities and requirements, job requirements, and in-house training which may increase their opportunity for promotion.
2. To increase the recruitment of minorities and females, the Town educates its managerial and supervisory staff regarding diversity in the workplace and our responsibility as an affirmative action employer by conducting training on an annual basis.
3. The Town takes advantage of opportunities to promote itself as an employer by seeking press coverage and by listing all of our job openings America's Job Bank (AJB). AJB is a computerized link to 1,800 State Employment Service offices. The nationwide listings contain approximately 250,000 jobs. These jobs are accessed by 70,000 job seekers each month.
4. The Town ensures that its summer youth employment program represents the minorities and women within its labor area.
5. The Town's affirmative action plan is applied to seasonal and temporary employment to develop the skills of minorities and females within our workforce and to acquaint these groups with Town employment.

All programs of the Town are reviewed to ensure the Town continues to move toward its goal of fair utilization and to ensure women and minorities have the opportunity to advance.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Five Internal Auditing and Reporting Procedures

The Affirmative Action Officer has the responsibility for preparing the documents of our Equal Employment Opportunity/ Affirmative Action program and for updating the Board of Selectmen on the Town's progress. To ensure the Town is moving toward its goal, the following steps will be taken.

1. All records related to the affirmative action program shall be retained for a minimum of two years.
2. Hiring data will be completed for each position and reviewed with the Board of Selectman quarterly.
3. All employment activities are monitored including but not limited to the following:
 - a. Applicant Flow
 - b. Selection Hiring Rate
 - c. Transfers / Promotions
 - d. Salary Action
 - e. Disciplinary Action
 - f. Terminations
4. All hiring decisions will be discussed with the Affirmative Action Officer before an appointment is made.
5. Quarterly updates are forwarded to the First Selectman for review and input.
6. The Personnel Department will maintain the following forms in support of this program:

(Appendix G.)

- a. Applicant flow by race, sex, and source of applicants;
- b. Test scores and rankings on eligibility lists by race and sex;
- c. Hires by race and sex;
- d. Initial placement, department or agency, and position by race and sex;
- e. Transfers and promotions by position, EEO category, and department including race and sex;
- f. Voluntary and involuntary terminations and reasons therefore, by race and sex.

The Affirmative Action Officer reviews these records at least annually to assure compliance with the affirmative action plan.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Six

Organizational Analysis

A. Job Group Analysis

Working with the workforce, a job group analysis was conducted to identify employees with similar titles and responsibilities. The determination for work groups was based on the EEO categories used by the Town and did not have any bearing on salary levels. Appendix E details the categories used for this analysis.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

Section Seven

Workforce Analysis

A study was completed to determine the number of employees by race and gender throughout all of the Town's departments. Each employee was classified according to a salary code (Appendix C) from the lowest to the highest and according to EEO codes. EEO codes used for this process are the same as those used for the U.S. Government EEO-4 report. This information was documented as part of the Town's workforce analysis.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX A

Date

Name
Address

To Whom It May Concern:

In an effort to achieve our goal of equal employment and affirmative action, we are sending you the enclosed job announcement for posting. The Town of Plainfield is committed to a policy of equal employment and affirmative action, and is seeking to employ those groups of individuals who have been historically encountered barriers to employment. The Town is committed to employing men and women in positions that are untraditional for their gender and we do not discriminate on any basis.

We sincerely hope you will assist us in our efforts by posting the enclosed job announcement and by referring qualified individuals to the Town of Plainfield for employment. The application deadline for each position is indicated on the job announcement.

Throughout the year, we will continue to send our job announcements to you for posting.

Please do not hesitate to contact me if you have any questions regarding our hiring process. I may be reached at (860) 230-3001

Sincerely,

Kelly Vachon
Town of Plainfield Personnel

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX B

Kathleen Hart, Director
Aldrich Free Public Library
299 Main Street
Moosup, Ct. 06354

Shirley DeFosse, Director
Central Village Public Library
40 Black Hill Rd.
Central Village, Ct. 06332

Nancy Wilcox, Director
Plainfield Public Library
35 Railroad Avenue
Plainfield, Ct. 06374

Keith Fontaine, Editor
Norwich Bulletin
74 Franklin Street
Norwich, Ct. 06360

Connecticut Works
Connecticut Department of Labor
95 Westcott Road
Danielson, Ct. 06239

Three Rivers Community College
Affirmative Action Office
Mahan Drive
Norwich, Ct. 06360

Dr. Mary Conway
Superintendent of Schools
99 Putnam Rd.
Central Village, Ct. 06332

Quinebaug Valley Community Technical College
742 Upper Maple Street
Danielson, Ct. 06239

Jacqueline Owens
NAACP
P.O. Box 24
Norwich, Ct. 06360

John Filchak, Executive Director
Northeastern Connecticut Council of Governments
125 Putnam Pike
Killingly, Ct. 06239

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX C

Salary Codes

A	0 - 4,999
B	5,000 - 9,999
C	10,000 - 14,999
D	15,000 - 19,999
E	20,000 - 24,999
F	25,000 - 29,999
G	30,000 - 34,999
H	35,000 - 39,999
I	40,000 - 44,999
J	45,000 - 49,999
K	50,000 - 59,999
L	60,000 - 69,999
M	70,000 - 79,999
N	80,000 - 89,999
O	90,000 - 99,999

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX E

EEO CATEGORIES

1 Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent and housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

2 Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

3 Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4 Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor control officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

5 Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.

6 Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

7 Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment operators, and kindred workers.

8 Service Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this category may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

TOWN OF PLAINFIELD
AFFIRMATIVE ACTION PLAN

APPENDIX D

EEO CATEGORIES

1 Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district, or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent and housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.

2 Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

3 Technicians

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

4 Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor control officers, game and fish wardens, park rangers (except maintenance), and kindred workers.

5 Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: research assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers aides, home health aides, library assistants, and clerks, ambulance drivers and attendants, and kindred workers.

6 Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

7 Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment operators, and kindred workers.

8 Service Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this category may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

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

2007 CENSUS OF GOVERNMENTS
SURVEY OF GOVERNMENT EMPLOYMENT
MARCH 2007 - MUNICIPALITIES, COUNTIES, TOWNSHIPS

FORM E-4
(09-28-2005)

PLAINFIELD
8 COMMUNITY AVE

PLAINFIELD
CT
06374

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/sg>
You will only need your User ID to access the Internet form.

User ID
07300800800000

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
KELLY VACHON
Title
ASSISTANT DIRECTOR FINANCE
Area Code and Phone Number
860 2303005
Extension
Fax
860 2303033
E-Mail
KVACHON@PLAINFIELDCT.ORG

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? *Mark (X) ONE box only.*
*Provide the payroll
amount in Part III for
the pay period you
indicate here.*
1: Full-time employees (all or most) 2: Part-time employees (all or most)
M Monthly Q Quarterly M Monthly Q Quarterly
T Twice a month S Semi-Annually T Twice a month S Semi-Annually
B Bi-Weekly A Annually B Bi-Weekly A Annually
W Weekly W Weekly

Continue on page 2



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

Report data for the ONE PAY PERIOD, which includes March 12, 2007, 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	Full-time Employees		Part-time Employees		
	Number of Employees (a)	Gross Payroll for employees in column (a) (omit cents) (b)	Number of Employees (c)	Gross Payroll for employees in column (c) (omit cents) (d)	Total paid part-time hours for amounts reported in column (d) (omit cents if unknown) (e)
TOTAL - Sum of items 1 through 23					
A. CENTRAL GOVERNMENTAL ADMINISTRATION 023	3 (W)	1,386 (W)			
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.					
2. Central administration - Council, board or 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.	22 (W)	16,966 (W)	3 (W)	450 (W)	50 (W)
3. Judicial and legal - All court and court related activities (except probation activities reported in Correction below), court activities of sheriff's office (e.g., bailiffs, process servers), prosecuting attorneys and public defender's offices, legal department and attorneys providing government-wide legal services. Exclude private attorneys on retainer and court appointed attorneys.					
B. PUBLIC SAFETY					
4. Police protection - Police department, law enforcement activities of sheriff and constable's offices, coroner, etc. Report school crossing guards as part-time employees. Report sheriff's correctional employees in Correction.	18 (W)	17,559 (W)			
a. Persons with power of arrest. Report only police employees here. Report other employees with power of arrest in Correction or Judicial and legal.					
b. Other employees - All police protection employees not reported under persons with power of arrest.	4 (W)	2,210 (W)	3 (W)	534 (W)	49 (W)
c. TOTAL - Sum of items 4a and 4b.					
5. Correction - Jails, reformatories, detention homes and probation and parole activities for both adults and juveniles. Report lock-up employees at Police protection.					
6. Fire protection - Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in Natural Resources. Report separately identifiable rescue squad and emergency medical services in Health if they are not a part of the fire department.					
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.					
b. Other employees - All fire protection employees not included above.	1 (W)	855 (W)			
c. TOTAL - Sum of items 6a and 6b.					
C. TRANSPORTATION 044	11 (W)	16,633 (W)	2 (W)	652 (W)	46 (W)
7. 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 Sewers and sewage disposal.					
8. Airport - Airport and all terminal facilities owned and operated by your government.					
9. Sea and inland port facilities - Docks, wharves, and related warehouses owned and operated by your government. Report facilities for pleasure boats only in Parks and recreation.					



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

Function <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. 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 (a)	Gross payroll for employees in column (a) (and cents)	Number of Employees (c)	Gross payroll for employees in column (c) (and cents)	Total paid part-time hours for amounts reported in column (c) (Estimate if unknown) (e)
D. SOCIAL SERVICES AND INCOME MAINTENANCE 079					
10. 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.					
11. Health - 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.					
12. Hospitals - Institutions for in-patient medical care. Include all paid student help. Report nursing home and welfare institution employees in Public welfare.					
E. ENVIRONMENT AND HOUSING 031					
13. Solid waste management - Street cleaning; recycling garbage and refuse collection and disposal; operation of sanitary landfill.					
14. 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.	8 (W)	8,413 (W)			
15. Parks and recreation - Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc.	6 (W)	3,149 (W)	14 (W)	1,802 (W)	161 (W)
16. Housing and community development - Slum clearance; redevelopment programs; and any housing projects of your government.	2 (W)	1,600 (W)			
17. Natural resources - Forest fire protection; irrigation; drainage; flood control; forestry; agriculture; extension service; etc.					
F. UTILITIES 091					
18. Water supply system - Public water supply system operated by your government.					
19. Electric power system - Public electric power supply or distribution system operated by your government.					
20. Gas supply system - Public gas supply or distribution system operated by your government.					
21. Transit system - Public transportation system (bus, rail, etc.) operated by your government. Report transit system exclusively for handicapped or senior citizens in Public welfare.					
G. OTHER ACTIVITIES 052					
22. Libraries - Public libraries operated by your government. Report law libraries in Judicial and legal.					
23. All other - All employees of your government and its agencies not reported elsewhere, 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.					
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.

