

From: [Jolene Towne](#)
To: [Tiffany Wilhelm](#); [TransCal K-12](#)
Cc: [Jeremy Powell](#)
Subject: RE: Hamilton Unified Public Records Request for 2021 Employee Compensation Report
Date: Tuesday, January 17, 2023 11:36:04 AM
Attachments: [CY2021 Hamilton Unified.xls.xlsx](#)

Hello,

The attached excel document containing 3 tabs should fulfil your CPRA requested received by Hamilton USD 1/16/23, titled "Hamilton Unified Public Records Request for 2021 Employee Compensation Report".

Thank you,

Jolene Towne

Confidential HR and Payroll Specialist

Hamilton Unified School District

620 Canal Street, PO Box 488

Hamilton City, CA 95951

P: (530) 826-3261 Ext. 6004

F: (530) 826-0440

www.husdschools.org

Employee portal: [GlennPortal.xcoe.online](#)



From: Tiffany Wilhelm

Sent: Tuesday, January 17, 2023 8:02 AM

To: TransCal K-12 <k12@transparentcalifornia.com>

Cc: Jolene Towne <JTowne@husdschools.org>; Jeremy Powell <jpowell@husdschools.org>

Subject: RE: Hamilton Unified Public Records Request for 2021 Employee Compensation Report

Good morning.

Thank you for your public records request. We are currently reviewing your request.

Tiffany Wilhelm

District Executive Assistant

& Special Projects Manager

Hamilton Unified School District

620 Canal Street, PO Box 488

Hamilton City, CA 95951

P: (530) 826-3261 Ext. 6011

F: (530) 826-0440

<https://www.husdschools.org/>

From: TransCal K-12 <k12@transparentcalifornia.com>

Sent: Monday, January 16, 2023 10:58 AM

To: Tiffany Wilhelm <TWilhelm@hudschoools.org>; ctracy@hudschoools.org;
jpowell@hudschoools.org

Subject: Hamilton Unified Public Records Request for 2021 Employee Compensation Report

January

16th, 2023 Good

Morning,

We

would like to request a copy of **Hamilton**

Unified's Employee Compensation Report for the 2021 year under

the provisions of California Govt. Code §§ 6250 - 6270, the California Public Records Act.

“Employee”

includes anyone who worked for the District (including part time employees or elected officials) during this period and received compensation in the form of wages or employer-paid benefits.

Most

California agencies find it easiest to respond to this request by producing a copy of the working reports (including employee first and last names) that are used to produce the State Controller's Office (SCO) annual reporting. Please provide a copy of the working report, or **any other combination of records**, that contains compensation data alongside employee names.

Note

that sending us data that does not contain full employee names or job titles will simply result in rejection back to you and take more time for you to handle. Please include both in your reporting.

If

you do not maintain a single record with this data,

please provide copies of any other reports or records that contain information responsive to the purpose of this request for all individuals paid or provided benefits by the district : employee name in conjunction with their compensation data.

As

a reminder, per Gov. Code § 6252(e) and § 6254.9(d), public records are defined broadly to encompass, among other things, all information stored in a computer database.

Please

provide the requested materials or - per § 6253(c) - a timeline along which they will be made available by, no later than **ten days** from the date of this request.

Per § 6253.9(a), we ask that you provide the records in an **Excel spreadsheet format**. Data can be provided to us by replying to this email with your data file(s) attached.

Please also note that **saving your original spreadsheet in the form of a PDF and sending that to us is also not sufficient to fulfill this request**. Doing this will simply result in a need for you to take more time to close this request, given that a PDF copy of the original data is not acceptable to us.

You can provide this data for a 12 month period based on either **calendar** year (January through December) or **fiscal** year (usually the “school year” July through June.)

We recommend calendar year given your employees may see this data and question the accuracy if based on fiscal year (people rarely know their compensation totals based on fiscal year periods and think it’s inaccurate) however that is your choice.

Whichever way you choose to report, please let us know what period you are sending, we recommend naming the file accordingly (for example, **“CY2021 Hamilton Unified.xls”** or **“FY2021 Hamilton Unified.xls”**)

In an effort to standardize how this information is reported we are seeking the same categories of employee compensation that are found in the State Controller's Report.

Please include the following categories in your response:

-
-
- Employee Name
-
-

-
- Position/Job Title
- (“Superintendent”, “Teacher”, etc. Not job classifications, “Certificated”, “Classified”, or such)
-
-
-
- Total Regular Pay
-
-
-
- Overtime Pay
-
-
-
- Other Pay (any additional
- forms of pay that are not reported in Regular Pay)
-
-
-
- Total Retirement
- (All forms of employer-paid retirement plan contributions, including defined benefit plan contributions or deferred compensation)
-
-
-
- Health Cost (all
- forms of employer-paid health and welfare benefits)
-

In
the event **Hamilton**
Unified is

not in possession of a record of this nature, we request copies of any record or records that contain information responsive to the purpose of this request - employee name in conjunction with their compensation data.

As
a reminder, § 6253.1 instructs public agencies to "**assist**
requester in finding records responsive to the purpose of the request."

Your

jurisdiction's information will become part of the TransparentCalifornia.com website, which is provided to the public as a free service.

Note

it is not necessary to expend the time to put together the standard legal letter as a PDF and respond in that way if you are simply giving us an ETA. You're welcome to just tell us what your expected time is in an email, we are well aware of the legal language surrounding that.

Please

feel free to contact us with any questions that you might have.

K-12

Researcher

Transparent

California

k12@TransparentCalifornia.com

<http://transparentcalifornia.com>

Rev

6/21/22

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