

# Re: Carmel Unified Public Records Request for 2020 Employee Compensation Report

On Mon, Jan 3, 2022 at 11:30 AM TransCal K-12 [REDACTED] wrote:

**January 3rd, 2022**

Good Afternoon,

We are requesting a copy of **Carmel Unified's Employee Compensation Report for the 2020 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 State Controller's Office (SCO) report **that includes employee first and last names**. Please provide a copy of the working report, or **any other combination of records**, that contains the compensation data found on the SCO report alongside employee names.

Alternatively, 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.

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, “**CY2020 Carmel Unified Compensation Data.xls**” or “**FY2020 Carmel Unified Compensation Data.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.)
- 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 **Carmel 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 that 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 [REDACTED]  
[REDACTED]

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