

INSTRUCTIONS

For the Ad-hoc module “Organisation of Work and Working Time Arrangements” in the Labour Force Survey Second Quarter 2004

I. General instructions

According to the National Programme of Statistical Surveys - 2004 an ad-hoc module “Organisation of work and working time arrangements” is included in the Labour force survey in the second quarter of 2004. The necessity of this comes from the requirements of Commission Regulation No 247/2003.

Questions in the ad-hoc module “Organisation of work and working time arrangements” concern mainly the employees and in lower degree - the self-employed. They refer to the type of working time, shift work, atypical working time – per example in Saturdays or Sundays, and are inserted among the core questions for description of the main job.

II. Instruction for the questions of the ad-hoc module

All questions, included in the ad-hoc module refer to the main job of employed persons. They are numerated separately – M1, M2, M3 etc.

Question M1. Only persons, who work part-time are asked this question. It helps to specify the pattern (type) of part-time (in comparison with the normal working time).

- If a person works every day less hours than the normal duration of working time, per example 6 hours instead of 8 hours, code 1 should be marked;
- If within a working week a person continuously works half a day less than the normal duration of working week, for instance 4 days and a half, instead of 5 days, code 2 should be marked;
- If within a working week a person works less days than the normal duration of working week, for instance 3 days (instead of 5 days), code 3 should be marked;
- If within a working week a person works less days than the normal duration of working week and lower hours per day at the same time, per example 3 days by 4 hours per day (instead of 5 days by 8 hours per day) code 4 should be marked;

- If within a month a person works only two weeks, instead of 4 (two consecutive or every second week) code 5 should be marked;
- If within a month a person works only one week (5 working days per month), instead of 4, code 6 should be marked ;
- If a person works different pattern of part-time, not similar to any one above, code 7 should be marked and the concrete pattern of part-time should be described.

Question M2. This question refers to persons stated that worked more hours during the reference week due to overtime (question 17, code 1) and those, who worked overtime in some of the working days, although the total number of weekly hours did not exceed the usual hours (question 17.A, code 1). Only the number of paid hours (or the hours which will be paid after the reference week) should be considered in question M2. The total number of overtime hours should be given in question 17.B.

Question M3. This question is the same as question M1, but is asked for persons temporary absent from work due to some reasons. Hence, the instructions for question M1 should be taken into account here.

Question M4. This question refers to self-employed. Its purpose is to define whether these persons themselves can determine the manner and the methods to perform their work.

Question M5. This question refers also to self-employed persons. Its purpose is to define whether these persons themselves can determine their working time, i.e. start and end of working day and time for breaks.

Question M6. It is defined through this question whether the interviewed person works just for one or for more than one clients, companies, customers. For self-employed in agriculture, producing only for consumption in their households, code 1 should be marked. For those who sell at least a part of production code 1 or 2 is marked.

After marking the answer of this question, skip to question M13.

The questions numbered M7 to M12 refer to employees only.

Question M7. This question helps to identify persons who work shift at their place of work at the main job.

As shift work is considered such kind of work organization where different groups of staff or teams of workers succeed each other at the same work site to perform the same operations. Starting the shift the work is taken over from previous shift and at the end of the shift passed over to the following shift. Part of the shift work is usually doing in atypical time - early in the morning, at night and on holidays (Saturday, Sunday) and the days of rest not always coincide with the usual days off.

It is not to be considered as shift work the case when a person usually work in a specified part of the day – in the morning or in the afternoon, without taking and passing the work to other person.

If the respondent person usually works shift, code 1 should be marked, if the respondent sometimes works shift – code 2, if never works shift – code 3.

If the person does not work shift, skip to question M10. If the person works shift the interviewer should go to question M8.

Question M8. At this question it is necessary to define the concrete pattern of shift work. It is important to distinguish here whether the work process is continuous, i.e. 7 days in a week, 24 hours per day; whether it is semi continuous – i.e. 5 days in a week, 24 hours per day with breaks in holydays or whether it is not continuous. The concrete job of person should be taken into account, not the general organization of work in the enterprise. For instance, a person can work continuous shift work (24 hours per day) as a factory guard, although the factory is not operated on holidays.

If the person performs continuous shift work **code 1, 2 or 3** should be marked depending on shift patterns:

- Code 1 - Continuous shift work at the work place, 4 or 3 shifts system: the employee does the shift work according to the rotation principle;
- Code 2 - Continuous shift work based on a rotation of 24 hours work and 48-72 hours break for the employee;
- Code 3 Continuous shift work based on a rotation of 12 hours work and 24 to 60 hours break.

In the so called semi continuous organisation of work there is a break in the work process (at the work place) in holidays, i.e. 5 days in a week, 24 hours per day. If the person works in such kind of organisation **code 4** should be marked irrespective of the number of shifts (usually three) and the duration of work and breaks.

Code 5 is marked in a case of two shift system: double shift – the employee does the shift work according to the rotation principle early in the morning and late in the afternoon. The rotation could be on a daily or weekly base.

Code 6 is marked in a case of two shift system: sometimes at daytime, sometimes at night The employee does the shift work according to the rotation principle at daytime and at night. The rotation could be on a daily or weekly base.

Code 7 is marked when the type of shift is not similar to any other printed in the questionnaire. The interviewer should write down the respondent's answer and check whether this type is not analogical to any of the printed alternatives (code 1 to 6) and to correct, if necessary.

Question M9. The answer on this question helps to assess whether in terms of the respondent's personal life situation shift work is convenient, for example to reconcile work with family life. Self perception of the respondent is marked as :

- Code 1 – if the shift work is convenient
- Code 2 – if the shift work is not convenient.

Question M10. At this question an interviewer should mark how the respondent's usual working time **in the main job** is organised – with fixed start and end of working day or with varying boundaries.

If the respondent's usual working time has fixed start and end, for instance from 8.30 a.m. to 4.30 p.m., without possibility to start/end earlier, the interviewer should mark code 1 and after that skip to question M3.

Working time with fixed boundaries could be also applied to persons who according to the Labour Code are eligible to use additional paid leave due to not fixed working time, i.e. who are obliged to continue to carry out their work duties over the official working time, if there is a strong necessity of this.

If the respondent's usual working time is characterized by varying boundaries (i.e. the start and the end of working day is not fixed) code 2 is marked. This is applied for most of the teachers (lecturers) in different type of educational institutions.

Question M11. Only the person who has responded that his working time is not with fixed boundaries answers to this question.

Code 1 applies when the employee himself can decide when to start work in the morning and when to finish in the evening, but the number of working hours per day is fixed, for instance 8 hours. There is no accounting system of credit and debit hours allowing an employee to take time off.

Code 2 applies when the number of working hours is fixed per week, month or other period shorter than year, but there is a possibility the number of working hours to vary between different days and weeks. The accounting system of debit and credit hours **allows taking hours off but not the whole day off**. For the whole period (week, month) the number of working days should be equal to the contractual hours.

Example: 1) The contractual working hours per week are 40 (for 5 working days per week) and the average duration of working day is 8 hours. One day the respondent works 7 hours (i.e. he uses one hour "credit"). At the rest of the week he should work off this hour or,

2) One day the respondent works 9 hours, instead of 8 (i.e. has one hour debit). In the following days he can take one hour off. This kind of working time should not be interpreted as total autonomy in the organization of working time (as it is for code 6).

Code 3 applies when the number of working hours is fixed per week, month or other period shorter than a year, but there is a possibility the number of working hours to vary considerably between different days and weeks as well as to use full day (days) off. This type of working time organization is similar to that applied for code 2, the difference lies on the possibility to use whole day (days) off (besides to take hours off).

Code 4 applies when only the annual number of hours, for example 1200 hours, is specified in the contract with the employer. The distribution of weekly and monthly hours could vary through the year.

Code 5 applies to cases where the start and the end of the working day usually vary daily or weekly and they are individually agreed with the employer. This code could apply to the teachers (lecturers), who have no fixed start and end of the working day, but has a rate of hours distributed per days and weeks according to the endorsed programme of the educational institution.

Code 6 applies to the cases where a person can define his own organization of working time (start and the end of working day and the duration of working time).

Code 7 applies to persons who perform on-call work. The employer has no obligation to provide regular work. The person is required to work only in case of need, i.e. when the employer calls him. There is a contract between the employer and the employee, but there is no number of hours agreed or as an exception only a minimum number of hours may be agreed. On-call workers can be scheduled to work for several days and week in a row, but they normally have no regular schedule. This code does not refer to the persons who are “on duty” waiting for an emergency call.

Code 8 should be marked for persons whose working time has no fixed boundaries, but does not match with the cases specified above (codes 1 to 7), for instance only the start of the working day is fixed and the work is going on until finished.

Questions M13 to M20 refer to all employed persons.

Question M13. As evening work is generally considered a work, which is doing after the typical working time in the country, but before the usual sleeping hours, i.e. this is approximately the time between 6 p.m. and 10 p.m. Persons who work shift and any shift is within the evening hours are also considered as working in the evening. If a person works partially in normal hours and partially in the evening (for instance from 12 to 8 p.m.) this person is considered to work (partly) in the evening.

Code 1 is marked if a person worked in the evening at least in the half of the days worked during the last four week

Code 2 is marked if a person worked in the evening less than the half of the days worked but at least one occasion during the last four week.

Code 3 is marked if there is no occasion of evening work during the last four week.

Question M15. As night work is generally considered a work, which is doing in the usual sleeping hours (i.e. approximately the time between 10 p.m. and 6 a.m.) Persons who work shift and any shift is within the night hours are also considered as working in the night. Even a person works partly in the night this person is considered as working in the night.

Code 1 is marked if a person worked at night at least in the half of the days worked during the last four week

Code 2 is marked if a person worked at night less than the half of the days worked but at least one occasion during the last four week.

Code 3 is marked if there is no occasion of night work during the last four week.

Question M17. Only the formal work arrangement should be taken into account Thus employees who, on their own initiative, take some of their work home or work at the place of business on Saturdays should not be coded 1 or 2, even if they have done so during the reference period of last four weeks.

Code 1 is marked if a person worked on two or more Saturdays during the last four week

Code 2 is marked if a person worked on one Saturday during the last four week.

For persons who work on Saturdays due to overtime, code 1 or 2 should be also marked (in dependence on frequency).

Code 3 is marked if a person did not work on any Saturday during the last four week.

Question M19. As for the Question 17 only the formal work arrangement should be taken into account Thus employees who, on their own initiative, take some of their work home or work at the place of business on Sundays should not be coded 1 or 2, even if they have done so during the reference period of last four weeks.

Code 1 is marked if a person worked on two or more Sundays during the last four week

Code 2 is marked if a person worked on one Sunday during the last four week.

For persons who work on Sundays due to overtime, code 1 or 2 should be also marked (in dependence on frequency).

Code 3 is marked if a person did not work on any Sunday during the last four week.

Questions M12, M14, M16, M18 have similar meaning and their aim is to define whether the work in atypical time (as defined in the preceding question – evening, night, Saturday or Sunday) is convenient from the point of reconciliation with other activity as participation in education, looking after children or other family member or it is preferred because is better paid or for other reason.