

1 METHODOLOGICAL NOTES – Standard surveys

These Instructions do not describe the questionnaire items the meaning of which is obvious.

Technical questions 1

Okres: Residence district

The six-digit district code of the surveyed residence district is used in accordance with **CZ-NUTS code list**.

SO: Number of the census district

It is unambiguously located within the district. The census districts were selected from the updated central registry of census districts.

CZOb: Census district (CD) quarterly allocation

Use the sequence quarter sequence number since the beginning of LFS [Labour Force Survey] in 1992 i.e. in compliance with the List of selected census districts prepared by ČSÚ for the given period.

CisBytu: Apartment serial number

All apartments selected for LFS are assigned **serial numbers within the census district**. The selected apartments within each set are described by numbers 1-6. Since the number of the census district forms a part of the identification, the selected apartment number is unequivocal.

RefTyd: Reference week

Reference week is the week that is the subject of the survey, rather than the week during which the interview takes place; it starts on Monday and ends on Sunday. Each household as a part of a certain CD is assigned a particular reference week. It is desirable that the interview be conducted during the week immediately following the reference week. It is assumed that this way the respondents submit minimally distorted information due to short time delay. If the household does not get surveyed at the planned time and an additional survey takes place during subsequent weeks, the original reference week remains valid. Reference weeks are described by the week sequence number according to the calendar. The basic division of reference weeks within a year is prepared by Eurostat.

PocDom: Number of households in the apartment

The number of households in the apartment is defined as a number of households that maintain separate housekeeping while residing in the same housing unit. If a household gets disqualified from the survey, its serial number remains assigned to it and it must be included in the number of households in the surveyed quarter and in the following quarters. If the survey of household No. 1 is terminated prematurely, the

serial number will not be assigned to another household even if the apartment user rights were transferred to the new household.

In case the survey has not taken place in the apartment, **code 0** shall be used followed by the final questions of technical nature.

CisDomB: Serial number of a household within an apartment

Serial number 1 shall be assigned to the household that holds the **legal title to the apartment** (ownership, lease, co-op membership, etc.). The serial number assigned to a household remains valid throughout the survey.

If the surveyed household with serial number 1 remained absent from the apartment for a protracted period of time, a transcript was produced during the second wave and the household was disqualified from the survey during the third wave, it may be re-introduced into the survey during the fourth wave in case it returns to the apartment; nonetheless, it shall be assigned a serial number immediately above the highest household serial number for the given apartment. If a new household that is willing to co-operate moves into the apartment, it shall become a subject of the survey. The new household gets assigned its own serial number.

CisNavD: Household visit sequence

The household visit sequence number is related exclusively to the housekeeping household. The sequence starts with number 1 for each household.

PocOD: Number of persons in the household

In case of a survey, the total number of surveyed households members shall be stated (including disqualified persons surveyed in one of the past periods.) The highest number of persons per individual household is 15. In case you survey a household with more than 15 members, you should contact the ČSÚ VŠPS department.

In case the household has not been surveyed, **code 0** shall be used followed by the final questions of technical nature. In case of a survey, the total number of surveyed household members shall be stated.

Demographic questions 1

COS: Surveyed person serial number

Each household member is assigned a serial number, which remains valid throughout all five quarters. We recommend to use the following logical sequence of household members: the head of the household, his/her partner followed by the children, eventually parents, and lastly by other household members. The definition of the head of the household is further specified in the next question (VzOCD).

The sequence of the included persons remains constant throughout the duration of all survey waves. If a new person has to be included during the following waves (a newly born child, a newly moved-in person), it shall be assigned a serial number

immediately above the highest previously assigned number. In case of a survey subject's death the series of persons from the previous period shall be retained; this rule applies even in case of death of the head of household. In this case the rule that the head of household should be the first person in the sequence becomes inoperative.

Popis: Description of the person

This question serves solely the interviewer's needs.

VzOCD: Relationship to the head of the household

In each household, only a single person, which must be over 15 years of age, shall be coded as the head of household. The determination of the head of the household shall be based primarily on the type of the household; it is recommended that the economic activity be used as a secondary criterion for the head of the household determination.

The Head of Household shall be determined according to the following rules:

- ▶ If the household consists of a single **complete family household**, the head of household shall always be a male (husband, partner, boyfriend) regardless of his economic activity status. The head of household can be an economically inactive man even if his wife or some of the children are economically active.
- ▶ If the household consists of **several family households**, economic activity shall prevail in the determination of the head of the household.
- ▶ If the household consists of a **single incomplete family household**, the head of the household shall be the parent if he/she is economically active. If the parent is not economically active, priority shall be given to the economically active child. If none of the children is economically active, the parent remains as the head of the household. In a three-generation incomplete family (a parent, a child, a grand-child), priority should be given to the middle generation member. Individual persons assigned to an incomplete family on the grounds of common housekeeping (e.g. a sibling, parents, etc.) cannot become household heads under any circumstances.
- ▶ If the household consists of a **non-family related household** i.e. by persons with no mutual partnership- or parent-ship- based relationship, economic activity shall be used as the main criterion for the determination of the head of the household.

Relationship towards the head of the household - determines the relationship of other household members to its head. Mutual relations between the household members **must be checked upon during every visit** and eventual changes must be reflected in the coding of this question. **The number of each household member shall not be changed under any circumstances.** If an existing head of household gets disqualified by codes number 9 or 10, a new head of household must be determined during the same visit (to use code No. 1) and the relations of all other household members to the new head of the household must be adjusted accordingly.

A disqualified person with code number 9 or 10 is defined as a person that will not be surveyed until the end of the period within the family (moving away, death, founding

of one's own household, etc.) Starting with the visit during which the event has occurred, no new questions concerning such person shall be inquired. The interviewer shall state the reasons for disqualification (e.g. moving away, death, etc.) in a note. If the person has to be reintroduced into the survey (e.g. because of a return from a prolonged stay abroad), he/she shall be assigned its original serial number. (This applies also in case of a person assigned code 8 that becomes willing to respond during a subsequent visit.)

Definition of a child includes **step-children and adopted children**.

RodStav: Marital (personal) status

The official marital status as recoded in the (valid) national ID card is to be always considered. The actual state of affairs is not taken into account, i.e. a common-law wife is recorded according to her official status as single, divorced or widowed. Children up to 15 years of age are automatically considered single.

Same sex relationships are considered equal to traditional marriage. Persons in a registered partnership are considered to be married (**code 2**) for the survey purposes. If the partnership is abolished due to one of the partners's death, **code 3** shall be used. If the partnership is abolished by a court decision, **code 4** shall be used.

Partner, Rodice, Otec, Matka: Serial number of the respondent's partner and parents

If the respondent shares a household with his/her spouse (including registered partners) or with his/her life partner, the interviewer shall enter his/her serial number in the appropriate field. Serial numbers of the respondent's children (whether they are own children, step-children, adopted or in foster-care, eventually of his parents, provided they share the same household, shall be also entered.

Example:

Mrs. A is Mrs. B's mother. Mrs. B is married to Mr. C; they are parents of the child D. Nonetheless, Mrs. B has another child from her previous marriage – E. The questions Partner, Parents, Father, Mother should be filled in the following way:

	Osoba	VzOCD	Partner	Otec	Matka	
	[Respondent	VcOCD	Partner	Father	Mother]	
C	1	1	2	0	0	
B	2	2	1	0	5	
E	3	4	0	1	2	
D	4	4	0	1	2	
A	5	5	0	0	0	

DatNar through Naroz: Respondent's full date of birth is inquired after. If the respondent is not willing to report his date of birth, it is necessary to fill in at least the

year of birth (the RokNar question) and to respond to the question whether he/she has already had birthday this year (the Naroz question).

The Naroz question in conjunction with the year of birth (RokNar question) makes it possible to calculate respondent's age as of the end of the reference week. Of the persons born in the same year, those coded 1 in the Naroz question (i.e. having a birthday between January 1 and the end of the reference week), shall be considered to be one year older than persons coded 2 for the purposes of the survey results analyses .

ZemNar: Country of birth

The country of birth is defined as the country of the **respondent's mother's usual residence at the time of childbirth**. In case of a childbirth that occurs during the mother's short-term visit abroad, the actual place of birth is considered irrelevant and mother's country of residence is recorded. For the survey purposes, the **current international borders** shall be taken into account, rather than the international borders existing at the time of respondent's birth. If the respondent was born in a country that no longer exists, the country into which the place of birth currently belongs shall be stated in the questionnaire. Respondents born in the former Czechoslovakia at the territory of today's Czech Republic (in Bohemia, Moravia or part of Silesia) shall state Czech Republic as the country of birth. Similarly, respondents born in the former Czechoslovakia at then Slovak territory, shall state the Slovak Republic as the country of birth.

Narození v ČR:

The interviewer shall first inquire whether the respondent was born on the territory of the Czech Republic. If the respondent was born elsewhere, the interviewer shall locate the country in the *Země narození [Country of birth]* column and code it.

DelPob: Duration of residency in the Czech Republic

The residency duration equals the total of all periods during which the respondent stayed in the Czech Republic. Residency starting point is defined as the year during which the respondent moved in the Czech Republic with the intent of residing there. Interruptions of residency shorter than one year shall not be counted.

StPris: Nationality (citizenship) is defined as legal relation between the person and the country; it is subject to national legislation. In cases of citizenship obtained through declaration, marriage or other legal ways, the country of citizenship may differ from the country of birth. The country of citizenship **is usually the travel document (passport) -issuing country**. Persons with dual or multiple citizenships one of which is Czech shall always state the Czech Republic as the first country of citizenship. Special attention should be paid to EU-member countries. If the respondent has dual or multiple citizenship (other than Czech), whereas at least one is an EU member state citizenship, the EU member state citizenship shall always have priority over citizenship of countries outside of the EU. In other cases, the priority shall be determined by the respondent.

The country of nationality should not be mistaken for the country of respondent's birth! A number of Czech nationals was born in Slovakia, i.e. in the territory of today's Slovak Republic; nevertheless, they may have Czech citizenship.

Občan ČR: The interviewer shall first ask the respondent whether he/she is a citizen of the Czech Republic. If the answer is negative, the respondent shall locate the country of citizenship using the same procedure that is used for the country of birth location.

DrPobEUa-DrPobEUu: Residency status

Numbers of foreigners detected during the LFS apartment surveys are almost four times lower than the Ministry of Interior and Immigration Police official figures; therefore they are not published separately. Eurostat will test the possibility of using the LFS data on foreigners for member-state comparison.

The underestimated number of foreigners leads to overestimated number of Czech citizens and influences other values, e.g. the number of hours worked. Residency status designation could be used to help determine the category of foreigners, as well as for the subsequent adjustment of weights leading to more precise results.

Residency status categories are divided into EU member countries and other countries outside of EU (with or without visa obligation). LFS hence utilizes a simplified range of possible residency status categories, which is supposed to prevent undue burdening of the interviewer and the respondent with unnecessary details.

Citizens of EU, Norway, Switzerland, Iceland and Liechtenstein (except for the Czech Republic) are divided into following residency-status categories:

Code 1 – Permanent residency

Under Act No 326/1999 Coll. on the residency of aliens on the Czech Republic territory, as amended, the EU citizens obtain permanent residency status after five years of temporary residency in the Czech Republic territory with no other conditions. The length of residency requirement is waived for the family members of Czech citizens (with permanent residency in the Czech Republic) and for family members of citizens other EU-member states who had been issued a permanent residency status.

Code 2 – Temporary residency

This is an entitlement-based permit or residence registration which should facilitate interaction of EU citizens with the authorities.

Code 3 – Other

This code covers the exceptional cases of persons who cannot be assigned code 1 or 2 while meeting the main condition of being included in the LFS– i.e. that these persons have stayed or intend to stay in the Czech territory for at least one year.

[Residency status categories] for citizens [of the countries] outside of EU:

Code 1 – Permanent residency

According to the current version of the Alien Residency Act, the citizens of countries outside of EU obtain permanent residency also after five years of uninterrupted residency in the Czech Republic (based on a visa for a stay over 90 days or on a long-term residency permit); the length of residency requirement is waived in case of aliens who apply for permanent residency based on co-habitation with a family member who is a citizen (and permanent resident) of the Czech Republic.

Code 2 – Long-term residency

A permit issued following the expiry of a visa for a stay above 90 days; it is usually valid for one year and its validity may be extended.

Code 3 – Other (e.g. stay for over 90 days)

This code covers the cases of persons who cannot be assigned code 1 or 2 while meeting the main condition of being included in the LFS – i.e. that these persons have stayed or intend to stay in the Czech territory for at least one year.

CisNavO: Respondent' visit sequence

The respondent visit sequence number may differ from the household visit sequence number (CisNavD question). The sequence starts with number 1 for each respondent.

Economic status

The introductory questions are crucial for respondent's correct passage through the questionnaire based on his/her economic status. The aim of the questions is to simplify and refine as much as possible the determination of this basic category. These questions are crucial for the basic division of the population into persons with and without employment. The division of the persons without employment into economically inactive and unemployed persons is determined only by the subsequent questions.

For this reason, special attention must be paid to these questions especially in case of persons who take care of a child (maternity leave, parental leave, homemakers). Erroneous classification of such persons in questions Prac1H, Prac0H and NeprDuv may be indicated in the question ObvPost and may require the correction of answers to the previous questions impacting the passage through the questionnaire (different questions for persons with and without employment.)

Prac1H: Employment during the reference week

The question determines whether the respondent has been engaged in gainful employment during the reference week – i.e. has worked in exchange for wage,

salary, remuneration (including in kind) or with the intent of gaining a profit. A person who has been employed during the reference week but has not actually worked shall indicate code 2. A person who has not been employed during the reference week shall likewise indicate code 2.

“Employment” is defined as any kind of work during the reference week that is performed in exchange for wage, salary or other kind of remuneration including work in the extent as short as one hour. Wage (salary) includes cash payments as well as “in kind payments” (i.e. payments in the form of goods or services rather than currency) and may, but does not have to be paid during the same week the work was performed. The persons who have worked during the reference week shall include even apprentices who have worked for at least one hour during the reference week and have been remunerated for their work. Self-employed persons, i.e. entrepreneurs, farmers or professionals shall be considered as employed if they meet at least one of the following conditions:

(1) The person works in his/her own business, at his/her own farm or practices his/her profession with the intent of gaining income or other type of profit even if his/her business does not achieve any profit.

(2) The person spends time operating the business, farm or professional practice even if nothing gets sold, no professional services are rendered or no goods are produced (e.g. a farmer conducting maintenance works at the farm, an architect waiting for clients in his office, a person visiting professional meetings or seminars.)

(3) The person is setting up a business, a farm or a professional practice, i.e. purchasing and installing equipment and ordering other things necessary for opening a new business. An unpaid family member is considered to be employed if his/her work directly contributes to the business, farm or professional practice owned or managed by a family related member of the same household. Unpaid work of the assisting family member is defined as any activity that directly contributes to the operation of the family-owned business or farm.

A person employed in publicly beneficial labour shall be considered as employed even if he/she collects unemployment benefits provided that he/she has worked during the reference week.

A person participating at a professional training event shall be considered as employed during the reference week if he/she meets at least one of the following conditions:

- the training is required by the employee
-
- the training takes place during normal working hours
-
- the training is directly related to the current employment

A person should not be considered as employed if he/she works at an agricultural farm solely for his/her own subsistence and does not sell his/her farm products. In such case, the person shall be considered not to be employed during the reference week. This category should not be mistaken for assisting family members.

Construction of a house for one's own or one's family use is not considered an employment.

Prac0H: Existence of employment or business activity

The question determines whether the respondent is formally employed – i.e. whether he/she has an employment from which he/she has been absent during the reference week, nonetheless he/she continues to be employed and will be able to return to work. It is not determined whether the absence from work is of a short-term (climatic conditions, leave of absence, sickness) or long-term nature (parental leave). Self-employed persons are considered to be employed while being at the same time absent from work if they intend to return to work (to the business).

A person is collecting sickness benefits and at the same time is no longer employed: If the person had an indefinite term employment contract and the notice period has already expired, he/she must be still considered as an employed person. On the other hand, if the person had a fixed term contract and the contract term has expired, he/she must be considered a person without employment.

Seasonal workers: Out of season, seasonal workers cannot be considered as formally employed persons as they no longer collect salary or wages from their employer (as they do in season) even if they were promised they would be able to return to work. If these respondents are without work out of season, they are assigned code 2.

NavrPrac: Return to work and size of earnings

The purpose of this indicator is to define employed persons. If the respondent meets at least one of the conditions (return to work within 3 months, collecting more than 50% of pay) and is not on maternity leave, he/she shall be considered an employed person. In the opposite case, he/she shall be considered a person without employment. **Keep in mind that persons on maternity or parental leave shall always fill in code 1.**

NeprDuv: Reasons for absence from work during the reference week

The question determines the reasons for the respondent's absence from work during the reference week.

Code 1 covers only persons on maternity leave (ML) who left their employment for ML – i.e. they worked immediately prior to the commencement of ML. This code will be assigned to businesswomen, members of production co-ops, assisting family members or employees absent from work because of ML.

The number of persons on ML detected during the reference week will be lower than the the number of these persons according to the usual situation (ObvPost) by the women on ML who had not work prior to the commencement of ML.

Code 2 covers only persons who worked prior to the commencement of parental leave (PL) (or ML) and who have assured option of returning to their work after PL.

PL thus concerns exclusively employers and members of production co-ops.

Code 7 covers cases of production shutdowns or lack of supplies; see also the note for code 8.

Code 8: Industrial dispute (strike)

This code shall be applied to persons directly engaged in an industrial dispute. Other persons who did not work because the production had been delayed due to an industrial dispute outside of the company (causing e.g. delays in the supplies) shall be assigned code 7. Similarly, the persons who are employed in a company in which an industrial dispute is under way but who do not take part in the dispute themselves but the amount of their work is nevertheless affected by the dispute, shall be assigned code 7.

Code 9 Since 2009, this code is not used!

ML lasts for **28 weeks** (or **37 weeks** in case of multiple childbirths). It usually starts 6-8 weeks before the childbirth and ends 22 (31) weeks after the childbirth or, in case of premature childbirths 28 (37) weeks after the childbirth. It means that the age of the child is 0 (unborn) to 6-7 months. All women regardless of their economic activity are legally entitled to ML. For survey purposes, we differentiate between women who had worked prior to the commencement of ML regardless of their employment position (Prac0H=1) and women who had been without employment (Prac0H=1).

PL in case of women starts immediately after the maternity leave, in case of men it can start any time after the birth of the child; **in all cases, it can last at most until the child's third birthday**. Only employers and members of production cooperatives are legally entitled to PL. For survey purposes, we differentiate between persons who had worked prior to the commencement of PL (or ML) as employees (or members of production cooperatives) have guaranteed return to their employment and take care of a child under three years of age (Prac0H=1) and other persons who had not worked, had been self-employed or take care of an older child (Prac0H=2).

Specific cases:

Woman on ML who worked prior to the commencement of ML¹

- and did not work during the reference week– Prac1H=2, Prac0H=1, NeprDuv=1 and ObvPost=2
- and worked in her main employment during the reference week (the week of ML's commencement or termination) – Prac1H=1 and ObvPost=2
- and worked in her main employment during the reference week – Prac1H=2, Prac0H=1, NeprDuv=1 and ObvPost=2 and this work is listed as a second employment (probably it is performed according to a different contract)
- and during the reference week worked in a different employment – Prac1H=2, Prac0H=1, NeprDuv=1 and ObvPost=2 and information about this employment is listed as the second employment.

Woman on ML who was on PL prior to the commencement of ML

- for employees and members of production cooperatives - Prac1H=2, Prac0H=1, NeprDuv=1 a ObvPost=2 and DatStart = original commencement before the first ML

¹ Employment before the commencement of ML is defined as an employment in which the respondent is engaged immediately prior to the commencement of ML. If the respondent terminated this employment, he/she cannot be considered as formally employed in question Prac0H

- for self-employed, assisting family members and persons without formal employment – Prac1H=2, Prac0H=2 and ObvPost=2)

Woman on ML who did not work prior to the commencement of ML

- and did not work during the reference week – Prac1H=2, Prac0H=2 and ObvPost=2

- and worked during the reference week – Prac1H=1 and ObvPost=2 and this activity is considered as the main employment.

Parental leave is intended exclusively for formally employed persons – i.e. for employees and members of production cooperatives who have legally guaranteed return to their employment.

A person on PL – [has] a child of up to three years of age, is formally employed (in an employment from which he/she left for PL, the employer guarantees his or her return to an appropriate position pursuant to the Labour Code) – Prac1H=2, Prac0H=1, NeprDuv=2 and ObvPost=3

If the person on PL worked during the reference week, this job shall be considered as his/her main employment (Prac1H=1).

A person taking care of a child of 3-4 years of age – since the formal employment lasts only until 3 years of age of the child, all persons are judged equally – regardless whether they worked prior to the commencement of PL or not – Prac1H=2, Prac0H=2, and ObvPost is not 2, 3.

A person taking care of a child of up to 3 years of age – did not work prior to the commencement of ML as an employee or a member of a production cooperative, is not formally employed (i.e. does not have guaranteed return to the job she worked at prior to the commencement of ML) – Prac1H=2, Prac0H=2 and ObvPost is not 2,3.

For assigning individual codes to **other persons**, it is decisive whether the person during the reference week

- worked (Prac1H=1)
- or worked, but had an employment (Prac1H=2, Prac0H=1)
- or did not have an employment (Prac1H=2, Prac0H=2)

and his/her usual situation is not taken into account (e.g. employed student – Prac1H=1 or Prac0H=1, student without employment – Prac1H=2 a Prac0H=2, similarly with retirees, etc.).

Teachers with a fixed-term employment contract (usually from September 1 to June 30) who have a promised return to job after the vacations constitute a special category. The following codes shall be applied to these respondents during the vacations: Prac1H=2, Prac0H=1, NeprDuv=12 (or NeprDuv=3 if the respondents used their leave only after the termination of the contract, i.e. during the vacations). If they do not have guaranteed return to the job, code 2 shall be used for question Prac0H.

As of January 1, 2007 an entitlement to a new benefit – **care allowance** – was created by the Act No. 108/2006 Coll. Its purpose is to provide financial aid to persons depended upon another person's assistance, so that they can obtain

required assistance according to their options and desires; such assistance can be provided either in their household or at one of social care providers. Under previously valid legal regulation, two separate benefits used serve the same purpose – a helplessness pension supplement and an allowance for taking care of a close or other person. As of December 31, 2006, these benefits have been discontinued. Nevertheless, former recipients of helplessness pension supplement and persons in care of someone who used to receive allowance for taking care of a close or other person, became entitled to the new care allowance directly by a social care act provision without the need to apply for the allowance and have their state of health re-assessed.

A person taking care of a close person

Persons taking care of a close person or another person who **receive financial remuneration for such care from the disabled person's care allowance, or who receive the allowance en lieu of the disabled person**, are considered **employed persons**. If such care constitute their main employment, then Prac1H=1 or Prac0H=1, **CZ-NACE 98.2** – Activities of Households Producing Further Unspecified Goods for Own Use and **KZAM 5.1.3.3** – Household Care Takers (taking care of sick, disabled, elderly persons, etc.) Since the person does not have employer rights, he/she should be coded as an **entrepreneur without employees** (self-employed person), rather than an employee.

In case the respondent gets ill immediately prior to the expiration of a fixed-term employment contract or immediately after its expiration during the so called protection period, he/she is considered a person without employment because the subsequent illness has no impact on the contract termination.

Navrat3m: Length of absence and size of earnings

The question tests whether the length of absence from the employment exceeded three months (as of the end of the reference week) and if it did, whether the respondent's current earnings equal to at least 50% of his [normal] pay.

Main (only) employment

Respondents with more than one employment shall select the one they consider to be their main employment. In ambiguous cases the decisive criterion shall be the number of hours spent in the employment. In case of respondents who changed their employment during the reference week, the employment from the end of the reference week shall be considered as their main employment.

DatStart: Day, month and year on which the respondent started working in the current employment or as a self-employed person.

Since 2009, this question follows immediately after the question Navrat3m (Length of absence and size of earnings), opening the entire block of questions on employment. **This question is crucial for repeated visits** as the change in the beginning of employment can be linked with changes in other questions concerning the main employment.

It is always necessary to record a full date. If the respondent knows only the month and the year, the day shall be stated as 15. If he/she knows only the year, the date shall be stated as 1.7. [July 7].

In case of **seasonal workers** the starting date is considered to be the date of conclusion of the most recent employment contract even if they continue working for the same employer.

Employment agencies employers should state the date when they started working continuously for this employment agency (regardless of the fact that such employees state as their place of employment the company where they actually work, rather than the employment agency.)

In case of a respondent **who upon completing ML returns to the employment** in which he/she had been formally employed throughout the duration of ML, the response should be up to the respondent. If the respondent believes that his/her employment is equivalent to the employment he/she had prior to the commencement of ML, the first start of the employment should be stated.

However in case of a longer interruption or work in a different employment in the duration of ML, the beginning of the new employment should be considered as the start of employment.

Examples:

15.10.1992-31.5.1997 employed as a shop-assistant

1.6.1997-30.11.1997 ML

1.12.1997-30.6.2000 PL

Variations:

a) as of 1.7.2000 return to the original employment => 15.10.1992 or 1.7.2000 according to the respondent's judgment; if he/she cannot decide, the equivalence of th employment prior to the commencement of ML and after the return from PL should be decisive:

- 15.10.1992, if the respondent believes to be working in the same employment he/she performed prior to the commencement of ML or

- 1.7.2000 if he/she believes the current employment differs in some respect from the original one.

b) working as a cleaning person during ML from 1.2.1999-30.10.1999, return to the original employment as of 1.7.2000 => always as 1.7.2000

c) 1.7.2000-30.6.2001 homemaker (until four years of age of the child), return to the original or new employment as of 1.7.2001 => always as 1.7.2001

d) starting a different employment as of 1.7.2000 => always as 1.7.2000

ZamPost: Employment position

Code 1: Employee

Employees are defined as persons who work for public or private employers and receive remuneration in the form of salary, wage, honorarium, payments in goods or payment in kind; professional soldiers are also included in this category. Further included in this category are apprentices on paid internship, partners and directors of limited liability companies who perform work for the company based on an employment contract and receive remuneration, which is considered as a dependent

activity income (i.e. income tax, health and social security insurance are paid from it). In case of foreigners, however, the respondent's opinion shall be decisive.

Code 2: Entrepreneur with employees (employers)

Entrepreneurs with employees are defined as persons working in their own business, professional practice or farm with the intent of producing profit who employ at least one other person.

Code 3: Entrepreneur without employees (self-employed persons)

Entrepreneurs without employees are defined as persons working in their own business, professional practice or farm with the intent of producing profit who do not employ any other person.

Specific cases:

- a) A person taking care of children other than his/her own who receives remuneration for such care should be coded as an entrepreneur without employees. If the person takes care of a child or children in exchange for a salary from a single employer and enjoys employee rights (e.g. a paid leave of absence), he/she should be coded as an employee.
- b) Self-employed persons should be coded as entrepreneurs without employees. Nonetheless, when such person works exclusively for one employer and enjoys employee rights (e.g. a paid leave of absence), he/she should be considered an employee.

A private tutor (e.g. of foreign languages) is considered an entrepreneur if he/she is paid directly by the students.

Code 4: Members of production cooperatives

If the cooperative has any employees (e.g. an accountant), such employees should be assigned code 1 rather than code 4.

Code 5: Assisting family member

Assisting family members are persons who assist another member of their household running a business (e.g. shopkeeping or farming). The assisting family members do not have any employment contract and therefore are not considered employees of the business. This differentiation is important especially for quantification of entrepreneurs with and without employees (concerns especially retail and farming sectors

An assisting family member must live in the same household (or at the same building) as the owner of the business, company or family-farm without paying for such accommodation. He/she usually receives only symbolic financial remuneration or payment in kind. This situation may occur if the company is owned or managed by close relatives.

This category includes:

- a) a son or a daughter who lives in the same household [as the parents] and work in the [family] business
- b) a spouse who does not receive formal remuneration

Podriz: Responsibility for subordinates

Responsibility for subordinates is defined as formal supervision of other employees (not apprentices) whereas the supervisor directly manages these employees and sometimes performs part of the work or controls whether the work has been performed in a satisfying way. Quality control (final or intermediate) and consultancy work are excluded from this category.

The category does not necessarily correspond to the job-position title. E.g. a playground supervisor should be assigned code 2. Similarly a store-manager does not have to manage any other employees but only the store operation.

The question is related to the main employment. Usual situation rather than conditions specific to the reference week should be taken into account (extraordinary substitution does not count). Some persons may perform several activities – even when supervision of subordinates constitutes only one of several job-activities, code 1 shall be used.

To be assigned code 1, the respondent must have at least one subordinate – an employee or a member of a production cooperative.

Methodological supervision is not considered as responsibility for subordinates (e.g. a LFS guarantor in relation to the interviewer).

ZamPocOs: Number of persons at workplace

The listed codes make it possible to specify a relatively exact number (codes 1-13), or to determine whether the number is greater or smaller than 10 (codes 14 and 15).

The question is related to the concept of workplace as defined in the ZamNACET/K question. The number of persons at workplace is defined as the total number of persons working at the unit (including the owner, usual employees and unpaid family members), as well as employees working outside the workplace who are nonetheless managed from the workplace (sales representatives, messengers). It includes persons temporarily absent from work (paid leave of absence, maternity leave) or striking workers but does not include persons who are absent for a protracted period (if it is not known whether or when the employee will return to work). It includes part-time employees, as well as apprentices and work-at-home employees on payroll. This indicator should include persons currently present at workplace together with persons temporarily absent from workplace. The respondent should be also included. In case of employment agencies, only the workers included in the agency's organizational structure shall be included. Employment agency employers who work at a different company's workplace shall state the number of workers at their actual workplace (for example in a mine).

ZamNACET/K: Classification of economic activity at workplace

The ZamNACET question shall be answer verbally as exactly as possible so that the exact sector code can be subsequently assigned. The ZamNACEK question shall be coded according to the Classification of Economic Activities (CZ-NACE) using a 4-digit code **in accordance with the classification methodology**. If it is impossible to achieve this level of precision, lesser number of digits may be used. **Economic activity must be always coded using at least 2 digits. The economic activity of the workplace** is to be considered; only in cases of ambiguous classification it is admissible to consider the activity of a plant or workshop as secondary information.

Workplace is defined as the place where the respondent usually performs his/her employment, which has a specific geographic location. The workplace is located in one place, usually in a separate building, part of a building, or – in case of largest workplaces – in a separate group of buildings. In case of jobs where the place of work keeps changing (drivers, construction workers), the workplace is usually defined as the place of the closest management unit. When answering these questions one should keep on mind the difference from the ZamKZAMK question. E.g. a cook in a

school canteen shall be listed as an education worker under question ZamNACEK (CZ-NACE = e.g. 8520) while his/her profession under question ZamKZAMK shall be listed as code KZAM = 5122 – cook. Nonetheless, if such cook is an employee of a catering company (e.g. ARAMARK), he/she shall be listed as CZ-NACE = 5629 – Providing of Other Catering Services.

Methodological explanation of the contents of CZ-NACE compartments, which is attached to these Instruction as a Supplement No. 9.9, should be used as an aid for correct assignment of the correspondent according to the sector.

The CZ-NACE codes can be assigned using one of the following methods:

- The first method – **according to the activity description** – is basic and should prevail.
- The second type of coding – **according to the name** – is used when the respondent is an employee of a government agency (e.g. cadastre office, business-licensing office). In such cases, the government agency is defined by a single workplace. Government agency employees are assigned identical code according to the workplace method and according to the prevailing economic activity method. Because of the difficulty of assigning codes to governmental agencies, the use of this method is compulsory.

If the respondent refuses to describe the economic activity of the company and is only willing to state the name of his/her employer, it is possible to mention the company and assign the code later at workplace. The following link may be used for subsequent code-assignment.

http://wwwinfo.mfcr.cz/ares/ares_es.html.cz

This page provides the CZ-NACE code based on the company's name.

ZamKZAMT/K: Employment classification

The ZamKZAMT question is used for detailed verbal information, which is subsequently used for code-assignment according to KZAM classification in compliance with the classification methodology. Eurostat strongly recommends to use as detailed employment classification as possible.

Since 2009, the respondent's occupation must be encoded using [at least] two digits. More precise specification of respondent's occupation is necessary not just because of Eurostat's demands but also because of improvement of quality of WFS data. If a single digit code is used to encode the respondent's occupation in ZamKZAMK, Z2KZAMK, ExZKZAMK questions, the program reports an obligatory check: “Please encode KZAM using at least two digits”. The principle is similar to the obligation to encode CZ-NACE using at least two digits.

Members of the Army are assigned into the main class 0. This, however, concerns only professional soldiers. Civilian employees of the Army, members of the police

force, private security services and other security and guard workers shall be classified according to the nature of their actual occupation.

A number of persons, **especially entrepreneurs**, perform simultaneously management and other professional activities. If the worker performs primarily management tasks and these tasks prevail over his/her other tasks, he/she shall be classified under class 1. This rule applies also to partners in limited liability companies (s.r.o.).

When distinguishing between classes 2 and 3 in case of similar occupations, it is necessary to apply the following criterion. Main class 2 includes the occupations that normally require master's or bachelor's degree or scientific qualification. Main class 3 includes the occupations that normally require completed secondary education. The decisive criterion for the respondent's classification is therefore the **required rather than the achieved level of education**.

ZamOkr: District or state of workplace

If the respondent works outside of Czech territory, the country of workplace shall be coded according to the attached country-code list. If the respondent's workplace keeps changing (services, assembly works, etc.), the district (or state) of the nearest management unit's seat is listed. If the respondent found his employment through an employment agency, the respondent's actual workplace location rather than the agency location is decisive.

ZamObec a ZamNUTS2: Municipality and region (NUTS2)

In case of persons who worked in one of the EU member states (except for the Czech Republic) during the reference week, the NUTS 2 level shall be monitored. The NUTS 2 level in case of these respondents is to be assigned only subsequently at workplace. The respondent should fill in the exact municipality name. If the municipality is small or the respondent is not certain about its exact name, it is recommended to fill the name of the nearest larger city in the questionnaire.

Luxembourg and Denmark and from the new member states also Malta, Cyprus, Estonia, Lithuania, Latvia and Slovenia comprise only of a single NUTS 2 region; these countries shall be coded automatically.

PodilUP: Participation of labour office in finding the current employment

The question is posed only to the respondents who have found their current employment during the last 12 months.

The labour office may participate in finding the current employment in various ways:

- direct offer of an available job opportunity
- advertisement of available job opportunities (bulletin boards, Internet)
- advisory services related to obtaining specific employment
- using labour office's web pages

Re-qualification and courses intended to improve respondent's level of knowledge or professional aptitude should be excluded.

PlnyCast: Full-time/part-time employment

The distinction between full-time and part-time employment should be based on the respondent's spontaneous answer. Because of the differences between working hours in individual member states as well as sectors, it is impossible to determine a more precise threshold between full-time and part-time employment. Improbable

answers can be screened for by checking the answer to the question concerning the number of hours worked because part-time employment rarely exceeds 35 hours and full-time employment usually starts at 30 hours.

CastDuv: Reason for part-time employment

If the current reason differs from the reason for which the respondent started working part-time, the current reason shall be coded.

The **2006 Labour Code amendment valid from January 1, 2007** sets the highest number of working-hours at 40 hours a week.

The use of Czech labour-law for the interpretation of ILO definitions and recommendations in LFS applies to persons in labour-law relationship, i.e. primarily to employees and members of production cooperatives. It is based on the following principles:

Full-time working hours is defined as any job for which the **respondent receives full, i.e. unreduced salary or wage corresponding to his occupation and job-position**. The Ministry of Labour and Social Affairs, in agreement with the Ministry of Health and after negotiations with the trade unions and employers may also allow introduction of the “shortened working hours with no pay reduction,” which essentially means working-hours adjustments at health-threatening workplaces. Reduced working hours may also be negotiated in the collective agreement or set by the company's internal regulations. The Labour Code uses the term “**prescribed working hours**” for all of these scenarios; in these cases the **reduction of working hours has no impact on the pay**. If any of these scenarios concerns the respondent, his employment is considered a **full-time employment**.

Reduced working hours – the term used by the Labour Code is “shorter working hours.” The main difference compared to the full-time working hours is that the employee with shorter working hours **earns salary corresponding to the shorter working-hours**. The employer may negotiate shorter than normal weekly working hours with the employee in the **employment contract** for **operating reasons** or grant such shorter working hours to the employee for health or other serious reasons on the employer's part if the employer's operation allows for such an arrangement. The shorter working hours do not have to be spread to all work-days.

Note:

In case of **entrepreneurs** for whom their business activity constitutes their main occupation, there are no pre-defined “full-time working hours.” We usually assume that they have **full-time employment** and in subsequent questions we inquire about the actual hours worked. Nonetheless, the entrepreneur may declare himself/herself to be working for part-time working hours.

In case of **assisting family members** the situation is assessed according to the usual hours worked during the last four weeks taking into account the prescribed weekly working hours for employees in a similar occupation.

Code 3 covers persons taking care of a child or a sick, disabled or elderly person over fifteen years of age.

TypSml a TypSmlUr: Type of employment contract

This question is intended only for employees and members of production cooperatives. According to Eurostat, written employment contracts are used for most jobs in majority of member states. In some countries, however, such contracts are used only in special cases (for instance in the public sphere, in case of apprentices or other persons participating in some formal training or courses within the company). The employees' job can be considered **temporary** when the termination of work depends on some objective conditions – such as reaching of a certain date, finishing of some task or return of a temporarily replaced employee to work. In such cases of fixed term employment, the condition of termination of the employment is specified in the employment contract.

The employment is based on a contract concluded between an employer and an employee either for a fixed term or for an indefinite period. Unless the term of employment is explicitly specified in the employment contract, the employment is concluded for an **indefinite period**.

Temporary or occasional jobs include also contracts on work performed outside of employment. Contract of services [dohoda o provedení práce] can be concluded between an employer and a natural person if the anticipated extent of work does not exceed 150 hours. Contract for work [dohoda o pracovní činnosti] may not be used for work exceeding in average one half of the prescribed weekly working-hours.

A specially monitored category consists of persons who have concluded **contracts valid until termination of education/training – code 3**. This category concerns mostly apprentices but also research assistants, etc. Monitoring of contracts concluded only for probation period has been discontinued. Probation period maybe specified both in fixed-term and indefinite period contracts.

Code 5 covers e.g. oral agreements with the municipal public works department, etc.

DuvSmlUr: Reason for a fixed term contract

Code 1 covers the instances where the employer does not allow a different kind of contract – e.g. teachers with a contract for the duration of academic year, newly admitted employees. The current reason for a fixed term contract should be coded even when it differs from the original reason.

ZacSmlUr, KonSmlUr a DobSmlUr: Total term of validity of a fixed term contract

is equal to the sum of the elapsed time and the time remaining till the end of the term of contract. For survey purposes, it means that persons with a half-year fixed term contract will be assigned **code 3**, a person with a one year contract will be assigned **code 4**. If the respondent stated a date when answering the question DatStart, this date gets automatically copied into the question ZacSmlUr with the possibility of changing this date and filling the question KonSmlUr for exact determination of the term of the contract. Exact date must always entered; if the respondent knows only a month and a year, 15 shall be filled in for the day, if he/she knows only year, 1.7. [July 1] shall be filled in for the date. If the respondent does not know either of the dates, the DobSmlUr question shall be filled in.

If the respondent repeatedly concludes fixed-term contracts, only the **current contract** relevant for the reference period shall be taken into account.

It is necessary to consistently distinguish between the cases in which a fixed term contract had expired and a new one was subsequently concluded and cases in which

a fixed term contract was amended prior to its expiration. In the former case, the length of the fixed-term employment would equal the term of the last concluded contract, in the latter case, it would last from the beginning of the term of the last concluded contract until the end of term of the amendment to this contract.

Pursuant to the Labour Code, the term of validity of a **contract for work** must be specified in the contract. **Contract of services** should normally specify the beginning and the end of the validity of the contract, whereas the number of hours worked may not exceed 150. If the end of the term of validity is not specified in the contract, the respondent's statement concerning the assumed time of fulfilling the prescribed number of working hours shall be decisive (at the latest the end of the calendar year – more precisely December 20 because of the end of year balance.)

PersAgt: Contract with an employment agency

Pursuant to Act No. 430/2004 Coll. on Employment, Art. 66, the procurement of temporary employment through an employment agency is defined as a conclusion of an employment [contract] or a contract for work between a natural person and an employment agency with the aim of providing work for a user.

The user is defined as another legal or natural person which assigns the work and oversees its execution.

While majority of employment contracts with agencies are concluded for a fixed term, it is possible to conclude contracts for indefinite period. (This concerns the contractual relationship between the agency and the respondent rather than between the respondent and the company to which the agency sends or “rents” the respondent.)

The respondent is paid by the agency while working for another company under its supervision. The agency is concerned exclusively with providing suitable workers for the user company.

This relationship should not be confused with the lease of workers, which is used in cases where the user company is assisted by an expert, whereas the professional focus of the leasing and the lessee company is identical or similar and the lessor does not normally act as an employment agent.

The area of activity that shall be filled in based on the activity of the user company.

Persons who did not work for a user company during the week but performed administrative services for the employment agency should be coded as persons working for the agency.

ObvHod: Number of hours usually worked per week

Number of hours usually worked per week refers to the average number of hours the respondent normally works per week including usual (regular) overtime. In case of respondents who take care of a close person the value is usually counted as 40 hours a week (depending on the respondent's own judgement).

Reference period is defined as the last four weeks within the last three months, whereas the respondent was not absent from work during these four weeks (e.g. because of a leave of absence or strike). The number of usual working hours does not include emergency and occasional overtimes work.

In exceptional cases when it is not possible to determine the usual working hours for the past three months, the following two methods may be used:

- a) in case of employees, the contractual number of working hours including usual (regular) overtimes.
- b) the average number of working hours for the last four weeks including absences from work.

If the respondent did not work for a prolonged period – at least four weeks (maternity leave, long-time illness), the usual working hours are assessed based on the last four weeks during which he/she worked. If that is not possible, the option “Does not know” is entered.

Coding change:

Code 0.0 can no longer be assigned. The lowest admissible value is 0.1.

Includes

- the usual number of hours worked at workplace including the usual paid or unpaid overtime work,
- in case of persons who usually work at home also the number of hours worked at home.

Does not include

- the time spent commuting between home and workplace,
- in case of apprentices or other persons undergoing work-related training, the time spent at school or other educational establishment or the time spent studying,
- lunch-breaks.

From the [above] explanation it follows that the number of hours usually worked includes hours usually worked whether the work is performed at workplace or at home and whether it is paid or unpaid.

In case of occupations with irregular rhythm of work (e.g. transportation workers), the agreed working hours are set by the employment contract. Similar rule applies to workers in irregular-shift operations, continuous operations, etc. With regard to the scheduling of working hours, the Labour Code states that if the nature of work or operating conditions do not allow a regular weekly schedule of working hours, the employer may – after discussing the matter with the trade unions – set an **irregular** schedule of working hours, whereas the average weekly working hours during a certain – usually four-week – period may not exceed the prescribed number of weekly working hours.

SkutHod: Number of actual hours worked during the reference week

Actual number of hours worked during the reference week should be entered.

The actual hours worked **include**:

- all overtimes, regardless whether they were paid or unpaid and whether they were performed at workplace or at home
- breaks necessary for organization of work
- education or training directly related to employment
- time spent by commuting between workplaces or business trips

On the contrary, the actual hours worked **do not include**:

- lunch-breaks (usually 30 minutes)
- time spent commuting to work
- visit of a doctor during working hours
- education or training that is not directly related to employment

- on-call time, whereas the employee is available on call but is not actually required to work by his/her employer

DuvHodV and DuvHodM – The original question was divided into two separate questions; consequently only the possible answers are offered to the respondent (based on his/her answer to the preceding questions ObvHod and SkutHod).

The question should be also posed to the respondents who did not answer the question concerning the usual number of hours worked (Q ObvHod=0). The respondents can at least determine whether they worked for a considerably longer or shorter time than usual. If there are more possible reasons, the one related to highest number of hours worked should be stated.

DuvHodV: Main reasons for which the respondent worked for a higher than usual number of hours

Code 1: Overtime work

This code is used if the respondent worked overtime in excess of the usually worked overtime hours and such overtime work does not repeat over longer period (shift work or flex-time work). Usual overtimes are included in the usual number of hours worked (question ObvHod).

DuvHodM: Main reasons for which the respondent worked for a lower than usual number of hours

If the respondent's usual hours worked include usual overtimes but during the reference week the respondent did not work any overtime hours or logged less overtime hours than usual, **code 14** shall be used.

Free days should be assigned **code 3** (e.g. free days during irregular shift work) or **code 14** (e.g. statistics workers's compensatory time after the elections). **Code 1** should be used only for official holidays and bank holidays.

Code 4: Lack of work for technological or economic reasons

Covers such cases as production interruptions or supplies shortages; see also note to question 12.

Code 11: Maternity leave

This code is to be used only for persons on statutory or contractual maternity leave. Any other leave of absence based on education or care of a child will be described by code 13: "other leave of absence for personal or family reasons."

Code 12: Industrial dispute - strike

This code is to be assigned only to the persons directly involved in the industrial dispute. Other persons who did not work because the production in the company was delayed due to the industrial dispute (which caused e.g. supplies shortages) are assigned code 4.

Code 12 is used in the cases when the active party in an industrial dispute are the employees.

PresCHod: Overtime hours total

Overtime work is defined as work in excess of the agreed-upon working hours. The Labour Code defined the overtime work as work performed by the employee at the employer's instructions or with his consent in excess of the weekly working hours

determined by the arranged working hours schedule. That for instance implies that persons working v in irregular shifts will state an overtime work only if the hours worked exceed the usual working hours set by the employment contract. Flex-time working hours are assessed analogously.

According to the 2006 Labour Code (Art. 93), overtime work can be only exceptional. Mandated overtime work may not exceed 150 hours per calendar year. The maximum admissible amount of overtime work during the compensatory period does not include the overtime work for which the employee was granted compensatory leave of absence.

PresPHod: Paid overtime hours

The number of paid overtime hours must logically correspond to the total number of overtime hours worked during the reference week. The statutory food and rest break is not included (ART. 89 of the Labour Code). If the respondent states that he/she did not work during the reference week or did not work overtime, 0 is filed in automatically.

PraniVic: Willingness to work longer hours

This indicator is necessary for determining under-employed persons. This question should be posed to all employed respondents who work part-time or less than 40 hours in their main employment. In contrast to the previous questions, the total number of hours worked in all of the respondent's employments is taken into account.

For respondents who work 37-40 hours a week (which corresponds to the arranged weekly hours in special operations, etc.), code 2 is filled in automatically.

The wish to work longer hours includes the respondents who because of the small number of hours worked want to find another job, replace one of their current jobs, work longer hours in their current job(s) or some combination of these alternatives. It is necessary to distinguish between the respondents who actively search a job and those who do not do so.

It is necessary to take into account whether the respondent can possibly work the number of hours he/she wishes to work.

PraniZp: The way of achieving longer working hours

Code 4: This code covers the respondents who report a wish to work longer working hours without specifying a specific kind of the desired job (or they consider a combination of codes 1 and 3). Search for an additional job (**code 1**) should be distinguished from the search for a different job (**code 2**). The achievement of the first option impacts the number of persons with a second job, while the second option impacts the group of main jobs.

PraniHod: Number of hours the respondent is willing to work for

The entry should include the total number of hours worked in all jobs plus the extra hours the respondent is willing to work for minus the number of hours the respondent would like to work less for.

Prac4T: Work during the past four weeks

The purpose of the question is to determine the respondents for whom the questions on atypical work are relevant.

The PracDom – PracNed questions concern the respondent's **principal gainful occupation during the four-week reference period.**

PracDom: Work at home

This category concerns a large number of self-employed persons for instance in artistic or special occupations. It includes the work performed by the respondent fully or partially at home – frequently at a place within his/her house that is specifically modified for such work. However if the workplace is adjacent to the house or the apartment (e.g. a doctor's surgery, a tax advisor's office) but has a separate entrance, the work performed on such premisses cannot be considered work at home. Similarly, a farmer cannot be considered to be working at home if he/she works on the fields or in an adjacent building.

In case of employees, work at home must be agreed upon in the employment contract – whether specifically or in general terms. Other typical examples of work at home include sales representatives who prepare for the meetings with customers at home, whereas the meetings take place at the customers' offices or homes, or persons who transcribe texts on typewriters or computers or do knitting works.

“Work at home” does not include the cases of workers who perform (because of their personal wish or lack of time) such work-tasks at home, which could be according to their employment contract performed at workplace.

Code 1 – During the reference period of four weeks prior to the survey the respondent did not work at home based on the above described arrangements and other cases when the work at home is not agreed upon.

Code 2 – During the reference period of four weeks prior to the survey the respondent worked at home based on the above described arrangements but the number of days worked at home equals less than half of the total number of days worked during this period.

Code 3 - During the reference period of four weeks prior to the survey the respondent worked at home based on the above described arrangements and the number of days worked at home equals at least half of the total number of days worked during this period.

PracSm: Shift work

Shift work is a form of a regular work schedule. A characteristic feature of shift work is that different groups of workers (shifts) **take turns at the workplace and perform the same kind of work** (hence activities such as cleaning, which is performed once a day, are not included in it.) **The key feature is taking over and handing over of the work.** At the beginning of the shift the work is taken over from the preceding group and at the end of the shift it is handed over to the following group. Taking turns by various groups of workers is a necessary condition for classification of work as shift work. According to Eurostat, it usually concerns work schedule of businesses or institutions that operate outside of the time range of 8AM-6PM, Nonetheless, in case of the Czech Republic we must take into account long-standing customs, whereas the work can start e.g. at 6 AM without being shift work.

Occupations and jobs that do not have the characteristics of shift work (e.g. administrative workers), although other operations in the same company may be using shift work, are not included in this category.

Shift work classification concerns exclusively the respondent, rather than the mode of operation of the entire company or institution!

Shift work usually includes early morning, night or weekend work; the days off do not necessarily coincide with normal days of rest.

Cases of persons who work especially in small businesses where they do not take turns with another worker during a workday (small restaurants, tobacconist stores, certain services) are not considered shift work. These workers may work in the so called short and long week schedule: a worker may for example work for three consecutive days for the entire opening hours of the establishment, have the next four days off and in the next weeks work for four consecutive days followed by three days off. Obviously, there is a number of possible modifications of the long and short week schedule. Since the condition of taking over and handing over work during a day is not met, such work is not classified as shift work.

Similarly, when a single full time job position is shared by two part-time workers, the work is not considered shift work.

PracVec: Evening work

According to the Eurostat explanation, evening work is considered to be work performed after the usual working hours in the particular member state but before the usual sleeping time. That means that in contrast to night work, the respondent can sleep during normal time. For the survey purposes, evening work is defined as work between 7-11 PM.

The decisive factor is the number of days during the four weeks reference period during which the respondent worked at this time.

If the respondent did not work at all in the evening hours during the four week reference period, **code 1** shall be used.

If the respondent worked in the evening hours during less than half of the days of the four week reference period, **code 2** shall be used.

If the respondent worked in the evening hours during at least half of the days of the four week reference period, **code 3** shall be used.

PracNoc: Night work

Night work is usually considered to be work during normal sleeping hours. For the survey purposes, night time has been defined as the period between 11PM and 6AM.

If the respondent did not work at all in the night hours during the four week reference period, **code 1** shall be used.

If the respondent worked in the night hours during less than half of the days of the four week reference period, **code 2** shall be used.

If the respondent worked in the night hours during at least half of the days of the four week reference period, **code 3** shall be used.

PracSob: Saturday work

In case of employees, this kind of work should be based on the employment contract. Cases in which the workers do some of their work at home or at workplace at Saturdays should not be classified as Saturday work even if the workers do so throughout the entire four week reference period.

As is the case with questions PracVec and PracNoc, this approach does not take into account the number of hours worked.

Code 1 means no Saturday with agreed-upon work within four week reference period prior to the interview.

Code 2 means one Saturday with agreed-upon work within four week reference period prior to the interview (at least one hour).

Code 3 means two or more Saturdays with agreed-upon work within four week reference period prior to the interview.

PracNed: Sunday work

In case of employees, this kind of work should be based on the employment contract. Cases in which the workers do some of their work at home or at workplace at Sundays should not be classified as Sunday work even if the workers do so throughout the entire four week reference period.

As is the case with questions PracVec and PracNoc, this approach does not take into account the number of hours worked.

Code 1 means no Sunday with agreed-upon work within four week reference period prior to the interview.

Code 2 means one Sunday with agreed-upon work within four week reference period prior to the interview (at least one hour).

Code 3 means two or more Sundays with agreed-upon work within four week reference period prior to the interview.

Second (other) employment

Information in this section pertain exclusively to the existence of second employment. If the respondent had more than one side employments, the one in which he/she worked the highest number hours during the reference week shall be considered as the second employment.

Zam2: Existence of more than one employment

Codes 2, 3 refer exclusively to persons with more than one employment and do not concern persons who only changed their main employment.

Code 3 includes also contracts of services or contracts for work unless they constitute main employment. Nonetheless, in contrast to conventional second employment, these cases will not be considered as second employment, unless the respondent has worked for at least one hour during the reference week. Also included will be the cases of respondents who take care of a person receiving the care allowance, whereas such care does not constitute the caretaker's main employment.

Zam2Post: Position in the second employment

See notes to the question ZamPost.

Z2NACET/K: Classification of economic activity at second employment workplace

See notes to the question ZamPost.

Z2KZAMT/K: Occupation classification

See notes to the question ZamKZAMK

Zam2H: Actual hours worked in the second employment

See SkutHod

Job search**HledJin: Search for a different or a second job and reasons therefor**

The question enquires whether an employed person is searching for a different or a second job. It should refer to the period of four weeks immediately preceding the end of the reference week. Persons searching for a job are defined as employees who search for a different job but also as those who would like to acquire a permanent position in their current employment. Self-employed persons are considered to be searching for a different job if they wish to work as employees or if they intend to change the subject of their business.

ProcJine: Reasons for the job search

If the respondent is looking for a second job, **code 7** shall be used.

In case of persons searching for a different main employment, the question enquires after the reason for such search. The codes are ordered according to the frequency of their occurrence.

The respondent may state only one reason (one code) for the job search. When there are more eligible answers, only one shall be reordered according to the sequence of priorities listed in the questionnaire (highest priority 1).

Previous employment experience**ExZam: Employment experience**

This question enquires whether a person without employment has ever had some employment. If the answer is positive, the ExZaDat question is used to enquire after the year and eventually month of the last employment. In case of persons on PL (i.e. with a formal employment) code 1 shall be filled in. Unpaid internship at apprentice schools does not count as employment experience. In case of students who worked for wage (pay, profit) during their studies, this experience must be taken into account even if its duration was limited.

ExZamDat: Date of last employment

Information about the date of termination of the last employment makes it possible to exactly determine the time elapsed since the respondent's last employment. In case of persons without employment, the indicator is used to assess the duration of the unemployment period, which is defined as the shorter of the periods since the termination of the last employment and searching for a new job (HledOd and HledDob questions).

In case of retirees, the date of retirement shall be stated.

In case of persons on PL, the question refers to the commencement of PL related to the youngest child; the ExZamDuv question shall be automatically filled in as **code 3**. Respondents who served their national military or civil service after termination of their last employment shall fill in the date of the termination of this service.

Full date should be always stated. If the respondent knows only the month and the year, 7 shall be filled in for the day. If the respondent knows only year, July 1 shall be filled in as the date.

ExZamDuv: Main reasons for termination of the employment

Only one reason is to be stated.

Code 1 – Concerns the employees and members of production cooperatives whose employment was terminated involuntarily. It includes the respondents who were dismissed or lost their employment because their employer went bankrupt or sold or closed down the business, or who were dismissed for redundancy or other reasons.

Code 2 – Concerns the employees who state that their last employment was temporary and was normally terminated or those who had a formal employment contract which expired. The code also covers seasonal and occasional work.

Code 3 – This code shall be used to indicate cases of parental leave or other cases of child care or care for a disabled, sick or elder person (unless such care became the respondent's occupation – see specific cases in Q. Prac0H). If the respondent terminated his/her employment because of a family member's sickness, this code shall be used. This code does not cover the cases of care performed for salary (re-enumeration) or volunteer work (charity, foundation).

Code 4 -This code shall be used to indicate the cases of job dissatisfaction (low income, problems with commuting, bad workplace relationships, too much work, stress or work-pace), household or family property care, etc.

Code 5 – Code 5 shall be use whenever the respondent terminated his/her occupation for health reasons whether he/she collects partial disability pension or not.

Code 7 – Concerns primarily those employees and members of production cooperatives who voluntarily retired early for economic reasons (problems at the labour marker or in certain economic sector).

Code 8 – Normal and early retirement (codes 7 and 8) is distinguished, which is important for the general assessment of the changes of employment conditions in selected sectors and occupations.

Code 9 – If the respondent terminated employment for health reasons and collects full disability pension, code 9 shall be used.

Code 10 – This code covers persons who did not get a job after finishing their national military or civil service.

Code11 – Shall be used when codes 1-10 are not applicable. Covers the cases when the respondent terminates the employment for reasons that are not listed under other codes (e.g. personal dissatisfaction). Includes also self-employed persons who have sold their business or terminated their business activity.

ExZPost: Position in the last employment

See notes to the question ZamPost

ExZNACET/K: Classification of the economic activity at workplace in the last employment

See notes to the question ZamNACET/K

ExZKZAMT/K: Last job classification

See notes to the question ZamKZAMK

Job search

HledZam: Looking for a job during last four weeks

The question is posed to the persons who are not employed during the reference week. The inquiry concerning the job search covers the last four weeks including the reference week.

The question is important for determining the category of unemployed persons. Therefore all necessary effort to obtain the answer should be used. In case of persons who are not looking for job (code 2), the NehlPral question is used to determine their willingness to work.

Code 1: Person looking for a job

Persons looking for a job include also the respondents who are looking for education in company-organized courses, e.g. interns.

Code 2 shall be used for persons who were not looking for a job during the last four weeks nor have they found a job with a later starting date

Codes 3 and 4: The respondent has already found a job, but has not started working yet.

These codes cover all persons who did not have an employment during the reference week because the employment they have found will start later.

Persons designated with code 3 shall be considered unemployed if they meet the ILO definition.

Persons designated with code 4 are considered economically inactive. Nonetheless, if such persons do actively search a job, they should be designated with code 1. If they are at the same time capable of starting such job within two weeks, they are considered unemployed.

HledNDuv: Reason for not searching a job

Code 1: Includes work disability due to illness or injury, health disability, partial disability pension, etc.

Code 2: Care for a child or another person includes the cases when the person is not looking for a job, because he/she is on parental leave or takes care of a child or another person (long term ill, disabled, elderly, etc.) that requires care (long term ill, disabled, elderly, etc.).

Code 3 includes cases of care for a household, etc.

Code 4: Education

This code shall be used to designate all students regardless of the level of study as well as persons undergoing re-training, full-time language classes, etc.

Code 5: Pension

If the respondent is not looking for a job and he/she is a retiree (on early or normal retirement) or a recipient of disability pension, the pension code should take precedence over health and other reasons. According to the results an overwhelming majority of pensioners state the existence of the pension as the reason for not searching for a job. Health reasons are relatively more frequent only in case of partial

disability pension recipients. Nonetheless, if the respondent deems the health reasons to be decisive for not searching for a job, they can be stated in case of all categories of pensioners

HledPost – HledUv: Type and length of working hours of the employment sought

The questions have so called dynamic version based on the answer to the previous questions; this ensures better comprehensibility for the respondent.

HledOd, HledDob: Duration of job search

Ideally, the respondent should provide the full date with desired precision (it is always necessary to fill in a full date – if the respondent knows only the month and the year, 15 is filled in as the day; if the respondent knows only year, July 1 is filled in as the date.) If he/she does not know the date, the time interval HledDob should be at least filled in.

The question is used for assessing the duration of unemployment, which is defined as the shorter of these two periods: the period since termination of the last employment (see the note to ExZamDat question) and the duration of the job search (this period may include also job search at the time when the respondent still worked).

Duration of the job search is defined as an uninterrupted period of job search with no significant interruptions (significant interruption is in this case defined as a period of at least four weeks.)

If the respondent already found a job, which will start only after the end of the reference period, the end of the job search shall be defined as the week during which the respondent found the job rather than the week when he/she starts working

HledMetA-HledMetM: Job search methods

These questions are posed to persons without employment who are looking for a job as well as to employed persons who are looking for a different or second job. It is obligatory to answer these questions. While inquiring about the methods of job search, the interviewer should first pose the question without mentioning individual methods (spontaneous answer) and only then should proceed to questions concerning individual methods. “I do not know” and “I refuse to answer” answers are not admissible in case of these questions. In these cases, “No” answer shall be coded. Only the methods of job search used during the last four weeks prior to the interviewer are recorded.

The HledMetA and HledMetK questions shall be used when the applicant is in contact with the labour office. The HledMetA is used in most cases when the person visits the labour office regularly every two weeks. The HledMetK question, on the other hand, is used for persons that for specific reasons (situation in the region, specialized occupation) are awaiting a call from the labour office and visit it only once in two months.

Contact with the labour office through its web pages should be assigned answer Yes (question HledMetA – Searching for a job through labour office).

Posting of or replying to an Internet ad should be assigned answer Yes for the HledMetE question (Posts or replies to newspaper or magazine ads.) Labour office webpages are excluded.

The HledMetL question concerns **exclusively public sector** employment, whereas certain occupations have specific prerequisites (especially education, army, police). For question “HledMetM” (other used methods), “yes” answer should be used only when the used method of job search is not covered by questions HledMetA to HledMetL.

NehIPral: Willingness to work in persons who are not looking for a job

The question is posed to persons who entered code 2 in HledZam question – i.e. to persons without employment who are not looking for a job. The question is used for a more precise determination of labour reserves.

Code 2 is filled in automatically for persons who entered code 8 in question HledNDuv.

Hned: Ability to start employment within two weeks

This question will be answered for:

- employed persons who are willing to work longer hours
- persons without employment who are actively searching a job
- persons who have already found a job, which will nonetheless start later (but no later than in three months)
- persons without employment who are not searching a job, but who would like to work (discouraged persons).

Persons in search of a paid employment can be considered unemployed only if they can start working immediately in the new job.

“To start working immediately ” means that if the person found a job at the time of the interview, he/she will be able to start working within two weeks following the end of the reference week. The start of employment within two weeks following the interview is deemed more reasonable than start of employment during the reference week , since some persons may not be ready to start working during the reference week because of obstacles that could nonetheless be removed if they knew about an available job.

PredHled: Situation immediately preceding the job search

This indicator makes it possible to differentiate between various categories of unemployed persons. Specifically, there are persons who have lost or quit their job and persons who are about to start or restart employment. Persons who are about to start or restart employment are those who did not meet the conditions of being counted into workforce prior to the job search (codes 2 to 7). Persons who have already found a job will be also asked about the situation prior to the job search. Code 3 is temporarily retained.

Usual position

ObvPost:Economic activity self-classification

The question enquires about the main current occupational activity as it is perceived by the respondent him/her-self. It covers employed and unemployed persons as well as various reasons for inactivity. Main economic activity is an important characteristic of all persons in a selected family. Economic activity self-classification is the only feasible method of determining the economic position of persons on the labour market using a single simple question.

The objective is to determine the actual state of affairs, i.e. the respondent's economic activity without regard to his/her official status or whether he/she also receives some kind of pension or studies or takes care of children while working. Most respondents can immediately tell what is their main activity and in which activity they spend most time, so they do not have any problem with self-classification using the offered categories.

If, however, the respondent cannot decide between more possibilities (e.g. a working student, a working retiree, a working parent who receives parental benefits, or a disabled person who works part-time from home), the time spent working or at workplace can be used as the decisive criterion.

The interviewer will leave the final decision on the respondent. The time spent [in an activity] can be used as a supplemental criterion.

If the respondent states that his/her main economic activity is child-care (at least one child up to four years of age), it is recommended to comply with hierarchical classification according to the following criteria:

- a) A woman taking care of a **child of up to half year of age**, whether she had worked prior to ML or not, shall always be assigned code 2 (ML).
- b) A **formally employed person**, i.e. an employee or production cooperative member, who **takes care of a child of up to three years of age** shall be assigned code 3 (PL).
- c) A person **without formal employment who takes care of a child of up to three years of age** cannot be assigned code 2 (ML) or 3 (PL). In most cases, it will be a homemaker (code 11).
- d) A person taking care of a **child between 3-4 years of age** cannot be assigned code 2 (ML) or 3 (PL). In most cases, it will be a homemaker (code 11).

Attention! Women who gave a multiple birth, who are legally entitled to ML in the length of 37 weeks, i.e. approximately up to 9 months of child's age will be classified identically, i.e. as women on ML.

The reference period for this indicator should be at least three months including the reference week. In case of a change in economic situation, the changed situation should be considered as permanent if it can be assumed that the change is of a more lasting nature.

Code 10: Permanently disabled from healthy reasons

This code will be used e.g. for persons aged 15-18 years, who meet the criteria for granting a full invalidity pension. These persons do not have a full invalidity pension, but they are receiving a financial benefit from state social support, social care system etc. These persons are entitled to a full invalidity pension after the age of 18.

According to Act No. 306 of 2008, which amends Act No. 155/1995 Coll., on Pension Insurance and Act No. 582/1991 Coll., on the organization and implementation of the social security system as of January 2010, some other matters take effect:

- it no longer distinguishes between two kinds – full and partial invalidity pension and there are three degrees of invalidity pension

- full invalidity pension is considered as Grade 3 invalidity pension and partial invalidity pension differs depending on the degree of disability of respondent – Grade 1 or Grade 2 invalidity pension.
- from January 2010, for all persons aged 65+ years, invalidity or partial invalidity pension is transformed into old-age pension according to the law. Its amount remains the same.

Duchod: Pensioner status

The primary purpose of this question is to determine the number of old-age and disability pensions awarded. According to the law, disability and old-age pensions cannot be received concurrently. If the respondent receives an old-age or disability pension concurrently with another pension (e.g. widow's pension, widower's pension), the old-age or disability pension shall always have priority. The hierarchy of the codes hence corresponds to the one used for the Usual economic position indicator. If the person fills in code 4,5,6, or 7 (Early-retired old-pensioner, normally-retired old pensioner, full disability pensioner, partial disability pensioner) when answering the economic activity self-classification question, these codes will be automatically transferred also to the Pensioner status question. In the following question (Was the respondent assigned a disability status?), the filter will limit the cases in which the respondent filled in codes 4 or 5 (Yes, partial disability pension recipient) when answering the Pensioner status question. There is no need to ask the question again; the codes will be transferred automatically.

ZdrPost: Health handicap

The Employment Act No.435/2004, Art. 67 defines the category of persons with health handicap.

Code 2: Persons who have been recognised as partially disabled by a social security authority will be assigned code 2. This code will also be used for persons who have been recognised as health-impaired. A health-impaired person is defined as a person whose ability to work is substantially limited due to a long-term adverse state of health. According to statutory interpretation, such adverse state must last longer than a year and must seriously limit psychological, physical or sensory capabilities and consequently the ability to work.

Code 3: Person with a serious health handicap is a person who has been recognized as such by a social security authority. This code will be also used for persons who have been recognized as fully disabled by social a social security authority.

ProfPecce: Use of professional care

The question enquires whether the existence of suitable and affordable professional care would enable the respondent to work (in case of persons without employment) or to work longer hours (in case of employed persons.)

Care services can be provided by by private, public or employer-provided agencies. Professional care services can have for instance the following forms:

- crèche, kindergartens
- after-school care centres
- organized family care, e.g. family crèche
- boarding houses for children and youth

- paid care-takers
- specialized centres for handicapped persons
- home assistants.

Only professional services are included. Care services do not include free care provided by relatives, friends or neighbours. In case the respondent would not be interested in using such professional care even if it were available because he/she would e.g. like to entrust his/her children to the care of relatives or friends, code 1 shall be used.

This care may be needed during normal working hours or during specific parts of the day (morning, evening) or during specific period of the year (e.g. school vacations).

Suitable care: The professional care should meet respondent's requirements for minimal quality standards.

Affordable care: The care should be reasonably affordable. The financial expenses for this care should be acceptable or commensurable with the eventual future income of the recipient who could work or work longer hours thanks to the use of such care.

The subject of this care is:

- respondent's or his/her partner's children whether they share the same household or not and regardless of their age,
- other children under fifteen years of age whether they share the same household or not ,
- person over fifteen years of age who is sick, helpless, disabled or elderly (relatives, friends) of whom the respondent takes care and consequently cannot work longer hours or cannot work at all.

Code 1: The respondent takes care of a child or another person. He/she is not interested in using professional care (e.g. prefers care by a grandmother, is not content with the quality of accessible establishments, etc.)

Code 2: The respondent takes care of a child. If a suitable and affordable professional care became available, he/she would use it.

Code 3: The respondent takes care of an adult person. If a suitable and affordable professional care became available, he/she would use it.

Code 4: The respondent takes care of a child and at the same time of another person. If a suitable and affordable professional care became available he/she would use it.

Education

NejVzdS: Highest achieved education

The question enquires after the level of highest successfully accomplished education. The highest achieved education must result in awarding of a diploma, school report, certificate of apprenticeship or training certificate. When no certificate or diploma is awarded, the achievement of a certain educational degree must be based on finishing the entire length of study/training. Ongoing study of any form is not taken into account. i.e. the respondents who are still studying and have not finished their studies yet should be assigned the code corresponding to the highest achieved level of previously finished education. The only exception are six- and eight-year grammar

schools and conservatories, where the level of highest achieved education is determined according to the number of successfully accomplished grades.

Code 0: without education

Covers persons who have never been educated or finished less than 5 grades of primary school. The code is also used for children that have not yet finished the first level of primary school.

Code 1: first level of primary school

To be used in case of respondents who have finished the first level of primary school. In case of special (formally remedial) primary schools it refers to the accomplishment of the sixth year. The code shall also be used for the respondents who have finished less than the prescribed number of primary school grades.

Code 2: primary education

Covers all respondents who have successfully achieved obligatory education at a primary school, a lower level of six- or eight-year grammar school or the relevant part of the eight-year conservatory programme. In case of special primary schools, it refers to graduation from the 10th grade.

Code 3: apprentice school graduates, lower-level secondary education without A-levels

Secondary education with certificate of apprenticeship is accomplished by a successful graduation from a two- or three-year educational programme. This code covers all graduates of secondary schools and apprentice schools that offer secondary education without A-levels whether they offer apprenticeship certificates or not.

Code 4 full secondary education with A-levels

This education level is accomplished by respondents who have successfully accomplished secondary education and passed their A-levels examination, i.e. by the graduates of grammar schools, secondary professional schools and apprentice schools with A-levels. It also includes graduates of the fourth grade of conservatories or sixth grade of dance conservatories.

Code 5: extension and post-secondary education

Includes respondents who have successfully accomplished extension education programmes, post-secondary specialization or re-qualification programmes (usually in the duration of 1-2 years, condensed A-levels supplementation programmes, or one-year post-secondary education programmes at language schools or other professional courses to supplement general or professional knowledge. The successful accomplishment of such education must be substantiated by a valid certificate. This code also covers the respondents who have graduated from two secondary schools concluded with A-levels.

Code 6: higher professional education (including conservatories)

This level of education is achieved by graduation from accredited educational programmes at higher professional schools (HPS). In case of full-time study, these programmes are 3-3.5 years long including internship. Graduation is certified by a graduation certificate and an HPS graduate diploma. The graduates use the title "certified specialist" ("diplomovaný specialista" - DiS), which is listed after the name.

Accomplishment of the sixth grade of conservatories or of the eighth grade of dance conservatories also counts as higher professional education. The graduates of former higher educational schools are also included in this category.

Code7: university – bachelor's degree

This code shall be indicated in case of the respondents who have completed a bachelor's degree programme at a college or a university, regardless whether they have finished their university studies or whether they continue in them.

Code 8: university – master's degree

This case covers the respondents who have successfully graduated from a college or university master's, engineering or medical-school programme and were awarded a degree. It includes the bearers of the following university degrees:

Mgr., MgA., Ing., MUDr., MVDr. It also includes graduates of post-graduate programmes who were awarded degrees JUDr., RNDr., PhDr., PaedDr., PharmDr., RSDr., ThDr., etc. This code also covers foreign degrees, such as MBA, MSC and BSC.

Code 9: university – doctoral degrees

This code includes only doctoral programmes concluded with the degrees Ph.D., Th.D. and former scientific training completed with degrees CSc., DrSc. (Academic ranks used at universities, such as Doc. [Associate Professor] or Prof. [Professor] designate scientific ranks, rather than achieved level of education.)

Example: In case of a pupil who studies at the second level of a primary school, code 1 shall be used to indicate completed first level of primary school; in case of a secondary school student, code 2 shall be used to indicate completed primary education; in case of a student of the fifth grade of a six- or eight-year grammar school, code 2 shall be also used to indicate completed primary education; in case of college/university students, one of the codes 4-7 shall be used depending on the level of previously completed education, school type, and on answer to the question whether the respondent has already been obtained a bachelor's degree.

Grammar school		8-year	7-year	6-year	4(5)-year	Are coded as
The respondent finished his/her studies	Prior to the completion of	4th grade	4th grade	2nd grade	-	1
		8th grade	7th grade	6th grade	4th(5)th grade	2
	Normally					4
Conservatories		8-year	7-year	6-year	5-year	Are coded as
The respondent finished his/her studies	Prior to the completion of	4th grade	-	-	-	1
		6th grade	5th grade	4th grade	3th grade	2
		8th grade	7th grade	6th grade	5th grade	4
	Normally					6

VzdVyuc: Apprenticeship certificate in some specialization

The question is intended only for respondents with secondary education and makes it possible to distinguish between apprentices and other secondary-school students.

NejVzdOT/K: Specializations

As a matter of principle, the international classification of educational specialization ISCED-97 is used, using three digit codes.

Since 2009, it is obligatory to assign [at least] two-digit codes to respondent's education. Similarly to KZAM and CZ_NACE classification, it is necessary not only because of Eurostat requirements but also in order to improve the quality of the LFSS data. If only one digit code gets entered under question NejVzdOK, the program reports an obligatory check: "Please encode ISCED97 using two digits."

The code list also includes approximate levels of education corresponding to each specialization according to the Ministry of Education information.

Pay attention to correct coding of university-educated respondents:

Tertiary education - includes first (bachelor's), second (master's) and third (doctoral) level of university education as well as higher professional schools (a HPS graduate diploma – abbreviated form DiS).

VzdForm: Participation in formal education

Formal education is defined as the kind of education normally obtained at educational establishments that leads to the achievement (extension, preservation) of a certain level of education. Typical examples includes pupils, apprentices and students. It also includes cases of distance learning.

In cases of full-time education, it is newly determined whether the classes were held during the reference week or whether they were not held because of vacations. If the respondent is not sure about his position after the vacations (he has not received an unequivocal confirmation of enrolment or has not yet passed the entrance exams), the correspondent's subjective opinion shall be decisive in determining whether or not he/she is a student.

If the respondent participates in a distance-learning programme and at the same time is on vacations, the fact that the respondent has been on vacations for the past four weeks shall take precedence (similarly to full-time study).

VzdFormS: Level of highest undergoing education

Enquires after the level of education the respondent is currently undergoing.

Code 6 – covers post-secondary education organized by language schools and extension education organized by secondary professional schools or secondary apprentice schools. In case of a leave of absence, the education achieved prior to the commencement of the leave of absence is considered as current education. If the respondent studies at more schools, the highest-level education shall take precedence.

VzdNform: informal education

This education is aimed at obtaining of knowledge and skills that can improve the respondent's position at the labour market or his overall level of knowledge and skills. This type of education is usually offered at specialised establishments or in employer's establishments. It also includes the cases when the respondent undergoes similar courses at a private tutor (for example private language classes).

Nonetheless, a necessary condition for this type of education is participation of a specialized teacher or lecturer.

0 hours cannot be entered, since the filter for this question is whether the respondent took part in informal education during the past four weeks. If the respondent answers yes, at least one hour must be entered.

NformHod: Number of hours during the past four weeks

The question relates to the past four weeks. The time spent studying at home or preparing home-work does should not be included.

RegUP: Labour office registration

The answer should be provided for all respondents over **15 years of age**. The question is posed even to the respondents who are not looking for a job. **The purpose of this question is to improve commensurability of the LFSS data with labour office records.**

A job applicant is a jobless person who is registered by the labour-office as searching for a job.

Since 2006, the so called “persons interested in a job” are not recorded.

For the survey purposes, the benefits are limited to unemployment benefits and re-qualification benefits provided by the labour office. State social support benefits (e.g. parental benefits) or social care allowances used to supplement the entire family's income up to the level of living wage, are not included

To be registered as a job-applicant, a person must meet all of the following conditions:

- is not employed or in a similar legal relation with this exception:
 - **employment** or **service** activity, if its extent is shorter than ½ of weekly working hours and the pay is lower than ½ of minimum wage.
 - **activities outside of an employment relationship, if the monthly remuneration does not exceed ½ of minimum wage**
 - **employment which is not suitable for the applicant and has been arranged by the labour office for a period of 3 months** if it is suitable to the job applicant's state of health. (Art. 20 of this Act defines suitable employment as an employment that carries obligation to pay social security premiums and public employment policy contributions, the working hours are at least 80% of normal working hours, the employment contract is concluded for an indefinite period or for a fixed term longer than three months, is suitable given the job-applicant's state of health, qualification, the length of previous employment, accommodation possibilities and transportation accessibility).
- is not self-employed (not even abroad)
- is not a partner, executive director, limited partner, director of a for-profit corporation or a member of a cooperative or, if he/she falls into one of these categories, his/her remuneration does not exceed ½ of the minimum wage
- is not a judge, deputy, senator, cabinet member, member of the Supreme Audit Office, Member of the European Parliament or a Public Defender of Rights' (Ombudsman's) deputy
- is not recognised as temporarily unable to work [for health reasons]
- is not preparing/him-her-self for an occupation with the exception of distant-learning
- is not serving a prison sentence
- is over fifteen years of age and has completely the mandatory school attendance

- is fully disabled with the exception of cases when his/her ability of full time gainful employment is lowered by more than 66%
- has submitted a written application at a labour office in the district of his/her permanent residence.

Pensioners may register as job applicants, however unlike most other registered job-applicants, registered old-age pensioners are not entitled to receive unemployment benefits.

Every month, roughly five VŠPUS respondents admit being registered job-applicants while having an employment during the reference week. In reality, the number is much higher (legal/illegal). **The [new] legal regulation has been valid since October 2004 and the respondents who work legally while being registered should no longer have reasons to deny being registered.** Informing the illegally employed respondents about this legal option might be actually helpful.

Situation a year ago

JRSit: Usual economic situation a year ago

Informations obtained from these questions and from the questions in the next section are used to assess the volume of flow in between the employed, unemployed and economically in-active persons, to assess the changes in the employment situation, changes in economic sectors, and last but not least to assess the geographic mobility. These flows are based on the respondent's situation in two discrete moments; it is hence obvious, that a mere comparison of ObvPost and JRSit indicators does not correspond to the frequency of changes in the respondents' economic situation that occurred during the year. Given the specific nature of both question, the structure of possible answers is identical in both cases.

Code 2 shall be assigned to all persons who were students or apprentices a year ago, regardless of the level of the pursued education.

JRPost: Employment situation

See notes to the ZamPost question.

JRNACET/K: Area of economic activity in which the respondent was employed a year ago

See notes to the ZamNACET/K question.

JROkres: Home address district a year ago

If the respondent lived abroad a year ago, the country of residence shall be stated using the country code-list.

JRObec-1RNuts2: Home address municipality and region (NUTS2)a year ago

See notes to the ZamObec-ZamNuts2 question.

Demographic questions 2

OsobaOdp: Respondent's serial number

The responding household member should always be a member of this household.

Technical questions 2

Nekontakt: No-contact

In case of the first to the fourth unsuccessful attempts of an interview, 1st to 4th “no-contact” shall be filled in. In case of a fifth “no-contact” or interview, code 8 shall be entered. Which possibility occurred will be apparent from the interview result (Vysl question). If it is possible to consider the results of the 1st-4th “no-contact” as definite results for the given quarter (e.g. administrative or technical refuse), i.e. that no further attempts at a contact will be made during the given quarter, code 8 – interview shall be used.

No-contact 1 through No-contact 4

The date of the relevant “no-contact” shall be filled in.

DatSet: Interview date

This question is important for assessing the data quality from the point of view of the lapse of time between the reference week and the survey week. The date of interview or of the fifth unsuccessful attempt at an interview is stated. If the interviewer knows that for objective reasons (e.g. floods) it will not be possible to survey the family in the given quarter, he/she shall fill in the date of the discovery of such situation. In such cases, an attempt at a contact is to be made during the following quarter.

Vysl: Interview result

If the interview takes place, **code 1** is filled automatically during the first visit; during the subsequent visits it is selected by the interviewer. In other cases, when the interview for a given quarter did not take place, one of codes 2 through 10 is selected.

Codes 2 and 3 can be entered only during a repeated visit, if the apartment had been surveyed during preceding quarter.

Code 6: For the survey purposes, the definition of an “empty apartment” shall include uninhabited apartment that is being reconstructed.

Code 7: (administrative or technical refuse) this code includes also recreational buildings [i.e. second homes] that do not constitute normal residence according to the LFSS definition regardless of their formal classification.

Code 9: is selected in cases when the interview cannot be conducted for exceptional reasons that are not expected to last until the time of next survey period. Such reasons include e.g. a transit strike, natural disaster, problems on the part of the survey organiser (e.g. a car or other form of transportation is not available, the interviewer is charged with a different task at the time of the survey, etc.) The reason should be specified in the note.

Soubor: LFSS fie

The LFSS file name corresponds to the assigned file of the surveyed LFSS census districts. Each interviewer will be provided this name from his/her guarantor.

CisTaz: Interviewer's number

Interview's personal number shall be entered. This number is stated always, regardless of the surveyed LFSS file.