

Instruction concerning ad hoc survey of: length and patterns of working time

An ad hoc survey in connection with the Labour Force Survey is conducted in all European countries in the 2nd quarter.

The survey analyses a number of general patterns of working time, for example:

- variable working times/shift work
- overtime hours
- flexible hours

Furthermore, a number of arrangements of a more special nature are also analysed, for example: people employed on a free-lance basis and on-call workers.

Some of the items are already covered by the Danish Labour Force Survey. Consequently, the new questions are merged into the existing survey in different places. And in some instances, "old" questions have only been changed to new reply categories.

Questions 15d + 15dd These questions relate to on-call workers, etc. who are contacted by the enterprise when manpower is required, due to a heavy workload (seasonal) or due to illness/holidays among the employees. The enterprise is not under a contractual obligation to provide work.

Question 15dd In a number of occupations, for example, hospital personnel (operating rooms), the personnel may be waiting for a call. They are called into work only when needed, but they must be available for work and they receive a certain payment, although they are not called into work. Question 15dd is asked in order to distinguish the arrangements from the situations where the interviewee (IP) can decide to perform or not to perform the work when called on.

*Questions 15e + 19c + 30d
+ 31b* These questions aim at analysing whether the IP is employed under an arrangement of this type on his/her own initiative, or if the IP did not particularly want to be employed under the arrangement in question, but it was impossible to take on a similar job working under a normal working time arrangement.

If the special working time arrangement was not introduced until after the employee was appointed, it must be checked whether it was optional to shift to the arrangement – in such cases, code 1 applies (it was requested by the employee) – if not, then code 2 (could not find a similar job).

Question 19 **Code 3:** The IP can be guaranteed a minimum of 20 hours to be worked per week, but works sometimes more hours. The additional working hours are not considered to be overtime hours, and the IP is therefore paid according to the normal rates.

Code 4: The contract contains only an agreement about a total annual number of, e.g. 1,850 working hours. This allows for great seasonal fluctuations without resulting in overtime payment.

Code 5: The working time is continuously agreed between the employer and employee. The working time is frequently decided for only one or more weeks at a time. Examples are private housecleaning or on-call workers. This group continues in question 19d.

Question 19d Here it is established whether there is an individual agreement or an agreement complying with a collective agreement or a company agreement comprising all employees (or a group) at the enterprise.

Question 28 In the text to the question the number of actual hours are now stated, and for the first time the number of hours for which the IP is paid either according to overtime rates or according to normal hourly rates, must be stated.

The question is extended by a reply category for those few cases where the IP has worked overtime in the reference week, but does not know if or how he/she will be paid.

Question 30 Please note the definition of shift work: This covers an arrangement where a group of persons at the start of the shift work take over the physical workplace of the previous shift and continue to perform the same work. This applies to, e.g. hospital work.

Please note also that persons with fixed assignment to a given shift , e.g. nurses on regular evening duty are also covered by a shift work arrangement.

It will be called shift work by some IP's, while some IP's will state other names. Consequently, the question about shift work has been reformulated.

Dependent on whether the IP calls it shift work or variable working times, there are now 8 types to choose from. In principle, the reply categories cover the same situation, but the wording differs depending on the reply given by the IP, shift work or variable working times.

Questions 32b + 32bb and 32c The question is intended to establish if the work methods and the work schedule are determined by the IP. Frequently, a customer may have some specifications with respect to the product that he or she wants to buy, while the work methods and work schedule are determined by the producer. In some cases, where the enterprise acts as subsupplier to another enterprise, this independency may be restricted. And that is exactly what we want to monitor.

Please note that the restrictions subject to legislation should not be covered here – they may comprise various environmental requirements and requirements put forward by the National Food Agency, etc.

The group of employees, who are not covered by a collective agreement or another mutual agreement, are also asked these questions about independency. While the large group subjected to a mutual agreement (has entered into agreement about working time, question 19) is excluded.

32d Codes 1 and 2 are applied when the IP mainly works for one or a few customers. However, most of them operate on a market and code 3 is then assigned.

Please note that the reference period is here not equal to the reference week, but the assessment must be based on a longer period – e.g. 12 months. This would imply that only in the reference week a number of enterprises, e.g. consultants and craftsmen would appear to be working only for one customer, but when considered over a longer period of time, it turns out that they are actually "on the market".

32dd In the case of employees, please note that this must not be mistaken for the question about the IP having several jobs (this information is already collected). **As a matter of fact, this collides with other questions – mainly because employment is considered over a longer period of time and not only in the reference week.** Example: is the main job freelance journalist: is the question about whether the IP works for a newspaper or he or she are operating on the market and performs work for many newspapers.