ESTONIAN LABOUR FORCE SURVEY 2010

Interviewer's manual

Tallinn 2010

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1. OBJECTIVE OF THE LABOUR FORCE SURVEY

The objective of the Labour Force Survey is to get overview about employment, unemployment, job conditions and changes in the labour market.

The labour force survey conducted in the United States in 1940 is considered the first labour force survey of the present time. The history of European labour force surveys begins later, in France in 1950. The labour force survey covering the Member States of the European Union began in the 1960s. In the Central and Eastern European countries the labour force surveys began in the 1990s, in Estonia in 1995.

In labour force surveys the methodology of the International Labour Organisation is used, which guarantees the comparability of the data. The labour force survey is a sample survey in which the data are collected from the people. The labour force survey covers the whole working-age population.

The Statistics Estonia conducted the first labour force survey at the beginning of 1995 (ELFS 95). In 1997–1999 the survey was conducted in the 2nd quarter. Starting from the year 2000 the survey data are collected all the year round and the results are for the quarters and the year.

In developing the labour force survey in Estonia, the need of the labour force survey of the European Union has also been followed. The Labour Force Survey of the European Union is based on the corresponding regulation of the European Union, according to which all Member States are obliged to conduct the labour force survey and forward the data to the Eurostat.

According to the regulation adopted in 1991 the labour force survey of the European Union was to be conducted in the 2nd quarter. According to the regulation adopted in 1998 (Council Regulation No 577/98) the Labour Force Survey is a continuous survey providing quarterly and annual results. The regulation prescribes the list of data to be forwarded to the Eurostat, the criteria of authenticity, etc.

Since 2001, the Estonian Labour Force Survey questionnaire includes an ad hoc module, the contents of which vary from year to year. The module is compiled in accordance with the relevant EU regulations. The aim of the added module is to gather detailed information about an aspect of life directly relevant to the labour market. The themes of ad hoc modules already contacted and to be contacted in forthcoming years are the following:

- 2001 Length and patterns of working time (Section D cont. in the questionnaire)
- 2002 Health and ability to work (Section L)
- 2003 Lifelong learning (2nd and 4th quarter) (Section cont.)
- 2004 Work organisation and working time arrangements (Section D cont.)
- 2005 Reconciliation of work and family life (Section L)
- 2006 Transition from work to retirement (Section M)
- 2007 Accidents at work and work-related health problems (Section L)
- 2008 Labour market situation of migrants and the immediate descendants of migrants (Section B, Section K continuation)
- 2009 Entry of the young people into the labour market (2nd and 4th quarter) (Section JN)
- 2010 Reconciliation between work and family life (2nd and 4th quarter) (Section YC continuation, Section LL)

Since 2002 beside Eurostat's modules the modules for national data users are included:

•2002, 1st and 3rd quarter	Long-term unemployment (Section H cont., ordered by Ministry of Social Affairs)
•2002, 1st and 3rd quarter	Dwelling and change of residence in 1989-2002 (Section M, Tartu University
•2002, 2nd and 4th quarter	Young persons (Section N, Institute of International and Social Studies)
•2003, 1st quarter	Health (Section L, module designed for Social Survey)

•2003, 3rd quarter	Working conditions (Section M, module designed for Social Survey)
•2004, 1st and 3rd quarter	Cultural consumption (Section L, Ministry of Culture)
•2006 and 2008, 1st – 4th quarter	Health and ability to work (Section L, 2002 Eurostat's module, Ministry of Social Affairs)
2008, 2nd quarter	Quality of working life (Section N, Ministry of Social Affairs)
2009, 1st and 3rd quarter	Accidents at work and health problems (Section L, Ministry of Social Affairs)

In 2000–2006 the module "Travelling" (until 2001 "Tourism", Section T) was contacted as appendix of the Estonian LFS. Since 2004 in the 2nd quarter module "ICT usage in households" is contacted, in 2004 and 2005 also "Car usage".

The results of the ELFS are published in the Statistical Database (http://www.stat.ee/database) and in publications of the Statistics Estonia. Inquiries about the data of the labour force survey sent to the Statistics Estonia are also satisfied.

2. SAMPLE

The target population of the ELFS are the working-age residents of Estonia. The working-age population is formed by people between the ages of 15 and 74 in the reference week. When drawing the sample, the growing need for labour force data at the county level has been taken into consideration. According to the size of population, the 15 counties of Estonia and Tallinn were divided into 4 groups as follows:

1) Tallinn;

2) 4 larger counties (Harju, Ida-Viru, Pärnu and Tartu Counties);

3) 10 smaller counties;

4) Hiiu County.

The probability of being included into the sample in smaller counties is higher than in Tallinn and in the larger counties. Systematic random selection was made, using the population database of AS Andmevara. The sample was divided evenly between the 52 reference weeks.

Interviews are carried out during the week following the reference week. In exceptional cases, interviews may be carried out later, within 5 weeks of the end of the reference week. The questionnaire is always completed for the reference week indicated in the sample.

The sample of the survey is personal – persons included in the sample should be found. The persons in the sample are found on the basis of information prescribed in the sample. If a person in the sample cannot be found on the first attempt, the search for the person should continue. To find a person in the sample, at least three attempts should be made in rural areas and five attempts in urban areas. In order to increase the probability of finding the person in the sample, it is important to make the attempts on different days of the week and at different times.

Interviews are carried out with all the working-age members (aged between 15 and 74 on the last day of reference week) of the target person's household. A person is sought for everywhere of country. In order to ensure the accuracy of the data, households are interviewed on four occasions. For example, a household drawn into the sample for the first time in the 1st quarter of this year is interviewed also in the 2nd quarter and in the 1st and 2nd quarter of next year. Each quarter, new households replace ¼ of the sample.

During the first wave the households are not interviewed if target person has died or left abroad. During next waves the households are interviewed even if the target person has died or left abroad but some household members surveyed on the first wave still live in Estonia. If household has split between two waves, the part of household including target person (or the member with the smallest number if target person has died or left abroad) will be interviewed. All working age members are interviewed during each wave including new members who were not household members during the first wave.

In case sample person or any other household member lives at an institution (institution of care, prison etc in the labour force survey), also he/she is interviewed.

Interviews shall be conducted as face-to-face interviews. Other forms of interviewing (incl. a telephone interview) are not allowed.

Proxy-interview is also allowed, i.e. if someone of household members cannot be found other household member is allowed to answer in the name of him/her.

Persons who cannot be found or who categorically refuse to take part in the survey are excluded from the survey. Such excluded persons constitute the drop-out of the survey. The quality of a survey is ensured by the lowest percentage of drop-outs as possible, i.e. an interviewer has an obligation to avoid dropping out whenever possible.

3. MAIN DEFINITIONS

The ELFS uses definitions devised by the International Labour Organisation, which enables us to compare the collected data with the data of other countries.

The scope of the Labour Force Survey is the resident population. A person belongs to the **resident population** of a given country if he is staying, or intends to stay, on the economic territory of that country for a period of one year or more.

All individuals who belong to the same household are residents where the household has a centre of economic interest: this is where the household maintains a dwelling, or succession of dwellings, which members of the household treat, and use, as their principal residence. A member of a resident household continues to be a resident even if that individual makes frequent journeys outside the economic territory, because its centre of economic interest remains in the economy in which the household is resident.

A person is regarded as **temporarily absent,** if he/she isa resident of a country, but is staying, or intends to stay outside his/her country of residence for a period of less than one year.

The basis for examining the economic activity of the population is the **working-age / labour-age population**. The working-age population is the population between the ages of 15 and 74 in the reference week.

Consequently, the object of the Estonian Labour Force Survey (ELFS) 2010 is the population

(1) born in 1935, with birthdays on a date after the end of the survey week (i.e., aged 74 in the survey week);

(2) born in 1935-1994;

(3) born in 1995, with birthdays before or during the reference week (i.e., who are aged or turn 15 during the reference week).

The household survey is about all household members, of whom those aged 15-74 are included in the personal survey.

The working-age population can be divided into three groups. First, those who wish to work, or **the economically active population**; secondly, those who do not wish or are not able to work, or **the economically passive / inactive population**. The economically active population constitutes **the labour force**, and it is divided into **the employed** (those who wish to work and have found work) and **the unemployed** (those who wish to work but have not found work). The economically passive / inactive population includes, e.g., homemakers, students, disabled persons, mothers on maternity leave, etc.

A person is considered **employed**, if – during the reference period – he/she

1) worked and received payment as a wage earner, entrepreneur, or a free-lancer;

2) worked without direct payment in a family enterprise or on his / her own farm;

3) was temporarily absent from work.

The main criterion for being temporarily absent from work is maintaining formal labour relations with the employer (in the case of an enterprise, the continuation of the enterprise). The reason for being temporarily absent from work may be holiday, illness, advanced training or retraining courses, a strike, etc. All persons who have worked at least 1 hour during the reference week are considered employed, in order that unemployment could be defined as the complete absence of work.

According to hours worked, the employed can be divided into **full-** and **part-time workers**. Part-time workers are those employed persons whose overall working time per week is less than 35 hours. An exception is made for the occupations where a shortened working time is prescribed by law.

A sub-category of the employed is **the underemployed**. A person is underemployed if he/she does not work full-time, but would like to work more and is available for additional work within two weeks.

A person is considered **unemployed**, if he/she simultaneously fulfils the following conditions:

1) he/she is without work (does not work anywhere at the moment and is not temporarily absent from work);

2) he/she is available for work within two weeks;

3) he/she is actively seeking work.

'Seeking work' refers to all the measures actually taken to find work or start entrepreneurship, such as registration at the employment bureau, placing or answering newspaper advertisements, seeking the assistance of friends and relatives in finding work, arranging for financial resources in order to start entrepreneurship, etc.

A separate category includes the persons who would like to work and would be currently available for work if there should be work, but who are not active job seekers. The main reason for not being an active job seeker is losing the hope of finding a job. This can be due to the absence of suitable work in the neighbourhood, age (too young or too old), etc. These persons are classified under the category of **discouraged workers**, and because they are inactive, they are omitted from the labour force.

In assessing the economic activity of the population, the **labour force participation rate** / **activity rate** is used, which is the share of the labour force (the total number of the employed and the unemployed) in the working-age population.

Labour force participation rate = labour force / working age population

(activity rate)

The **employment rate,** which is the share of the employed in the working-age population, is used to describe and analyse changes in employment.

Employment rate = employed persons / working-age population

Unemployment rate, which is the share of the unemployed in the labour force (the total number of the employed and the unemployed), is used for the assessment of the extent of and analysing changes in unemployment.

Unemployment rate = the unemployed / labour force

4. INTERVIEWER'S SECTION

Purpose

Information about the process of the interview is gathered in the interviewer's remarks. The purpose of it is to estimate the quality of the survey related to the duration, language and place of the interview, other persons presenting at the interview, etc.

Implementation rules

The interviewer's section is divided into two parts in the questionnaire: questions A01-A04 are in the front of the questionnaire while A05-A18 can be found at the end. A01-A04 the interviewer has to fill in before and A05-A18 after the interview.

The household number is a code that distinguishes respondents and which the interviewer can find in the sample information sheet of each individual survey.

Kviis is the mode of conducting the interview that the interviewer has chosen. Different surveys allow different modes. The usual options are a laptop and a paper questionnaire. When the interviewer uses a laptop in administering the survey, laptop interview should be marked. In exceptional circumstances the use of a paper questionnaire is permitted. If this is the case, the interviewer must at the first opportunity insert the questionnaire into the laptop and mark paper questionnaire under kviis.

Rez is a question indicating whether an interview or a coding process in Statistics Estonia is taking place. In a laptop, the option ‚interviewer' is automatically filled. If the questionnaire needs no further coding in Statistics Estonia the question will not be displayed.

Kys is the interviewer's number. Each interviewer is given this number upon starting to work in Statistics Estonia. Usually this field is filled in automatically based on the sample, but the interviewer has to check that it is correct and amend it if need be. Such a need arises when the interviewer changes in one are during the survey's fieldwork period, or when the sample gets redistributed or if a respondent has moved to another survey area.

Kpk is the interviewer's survey area number. Estonia is divided into 58 survey areas and each interviewer has their own survey area. The number is a combination of letters and numbers. Usually this field is filled in automatically based on the sample, but the interviewer has to check that it is correct and amend it if need be.

Kjuht is the interviewer manager's area number. Each interviewer manager co-ordinates the work in the survey areas of her interviewers. Usually this field is filled in automatically based on the sample, but the interviewer has to check that it is correct and amend it if need be.

A01-A02 and A05. The time spent on the interview is vitally important to estimate the workload of the interviewer as well as the respondent. For this reason it is important to set the starting and finishing time of the survey exactly. If the mode of conducting the interview is set as a laptop interview, the start and end time will be assigned automatically by the program when the interviewer passes the questions A01-A02 and the final sentence. For this reason it is important that the interviewer not pass these questions before the actual interview takes place. If the mode of conducting the interview is set as a paper questionnaire the interviewer must mark the start and end times from the questionnaire when inserting into the laptop. Under certain circumstances the interview may be disrupted and have to be continued at a later time. In this case, the dates and times of continuation in case of interruption and the date of interruption must also be marked down. This is necessary to calculate the interview duration.

Interrupting the interview. When the interviewer uses a laptop, the interruption can be marked down in a parallel bloc in the data entry program. Making the interruption goes a follows:

Click on the parallel bloc named “interruption”.

Select option “I must interrupt the questionnaire.”

Move to the next question by pressing the ‘enter' key.

Save and close the form. In the window that pops up, select quit form and save the form before exiting.

To continue with the form the following should be done:

Open the unfinished form using the browse regime.

After the question ‘interruption of the interview' enter 1 to continue with the interview. The time of continuation can also be marked down in the parallel bloc named ‘interruption'.

If an interview has been interrupted but the interviewer forgot to mark down the time of the interruption, it is possible to do so upon continuing the interview. For this the following should be done:

Open the unfinished form using the browse regime.

After the question ‘interruption of the interview' select ‘I have forgotten to mark down the time of the interruption and to continue with the interview I must do so now'.

Mark the date of the interruption in the next question and enter 1 to continue with the interview in the following question.

If an interviewer is using the paper questionnaire the times of interruption and continuation should be marked in the questionnaire and entered into the computer later.

A03. The most common venues for the interview are listed. If the interview takes place somewhere else then specify the location.

A06-A11. These questions are used to evaluate the quality of the interview irrespective of the language, secondary persons present and the location mentioned before. In case of a proxy interview, i.e. where another person answered in place of the sample person (allowed only as an exception) or if

the interviewee required assistance when answering, this must be marked in question A11. If a proxy is not allowed this question will not be asked.

A14-A15. The interview venue is to be specified with people living apart from their household. If, for instance, the respondent's household live in Viljandi but the respondent is a student in Tallinn and is therefore temporarily absent, but interviewed in Viljandi, option 1 'in the household's place of residence' is marked. If the respondent is interviewed in Tallinn, away from the household, option 2 'in the respondent's place of residence' is to be marked. If the household is interviewed in Viljandi and another person answers for the absent member than the venue of the interview is marked under option 1 'in the household's place of residence'. This question is not asked in the household questionnaire.

A16. All factors disturbing the interview should be marked (the respondent's withdrawn attitude, the respondent's reluctance to answer certain questions, problems remembering etc.). If the answers to some questions seem dubious to the interviewer those should be remarked upon. All unusual situations that appeared during the interview should also be marked here.

5. HOUSEHOLD QUESTIONNAIRE

Purpose

The aim of Section B is to provide information about the size and the type of the respondent's household, which belongs to the core variables in social statistics. Questions about sex, age, ethnic nationality and marital status enable to analyse changes in the labour market among different population groups.

Definitions

Country of birth — the country according to currently valid state borders where the respondent was born or respondent's mother lived at the time of respondent's birth.

Ethnic nationality mentioned by the respondent. A person has the right to consider himself or herself a member of the nationality he/she feels most attached to ethnically and culturally.

Citizenship — the particular legal bond between an individual and his/her State acquired by birth or naturalisation according to national legislation. It corresponds to the country issuing the passport.

Legal marital status — single, legally married, divorced or widow/widower according to the marriage laws of the Estonia (or other country). This is de jure status and therefore does not necessarily correspond with the actual marital status — single, cohabiting, married, widow/widower, divorced or separated.

Implementation rules

Y. When determining the number of people in the household the interviewer should follow the household's evaluation. A household is a group of people who live in a common dwelling (at the same address) and share joint financial and/or food resources. Persons included in the household are members of the household. A household may also consist of one member only.

A household member is:

a) a permanent resident, (related or non-related with the other household members), in case he or she uses joint financial and/or food resources;

b) a tenant, lodger, visitor, housemaid or nanny living in the household if he or she shares financial and/or food resources with the household and if one of the two conditions applies: he or she does not have a separate household elsewhere or he or she plans to stay in the household for 6 months or longer;

c) a household member who is temporarily absent (due to holidays, work, studies, etc.) but shares financial and/or food resources with the household and does not belong to a separate household elsewhere and his or her absence is planned to last less than 6 months;

d) a household member absent from home (irrespective of the duration of absence) due to studies or work, in case all the following conditions apply: he or she shares financial and/or food resources with the household, he or she does not belong to a separate household elsewhere, he or she is a

spouse or a child of a household member and stays in close constant contact with the household and considers that living place as his or her main place of residence;

e) a household member who is staying in a hospital, hostel or any other institutional establishment but shares financial and/or food resources with the household and his or her actual or planned absence will last less than 6 months.

5.1 SECTION YA. HOUSEHOLD CHARACTERISTICS

YA1. In a face to face interview the question need not be read but it is important for the answer to be true.Therefore the gender should not be decided based on the name and when in doubt the question should be asked even when conducting a face-to-face interview. In a telephone interview the gender should not be determined based on the respondent's voice and the question should be read out in all cases.

YA2. The question should be asked in all cases. If the official and the actual date of birth differ, the official date of birth should be recorded.

YA3, YA4, YA5. The questions refer to the legal and actual marital status of the household members.

Has never been married – the household member has never been legally married. The marriage between a man and a woman is recognised as legal in Estonia if the marriage is registered at a vital statistics office upon contraction of the marriage. Legal may be also a marriage contracted in some other state according to the laws of that state. According to Estonian law, a person may marry upon reaching the age of 18, or with a special permit if he/she is 15-17. People under 15 cannot legally marry.

Married – the household member has contracted a legal marriage and it hasn't ended upon the death of a spouse or divorce written out in legal form (even then when the divorce suit goes on but is not registered officially to the end), irrespective of that whether the spouses live factually together or not.

Divorced – the last legal marriage of the household member ended upon divorce and he/she hasn't got legally married again.

Widowed – the last legal marriage of the household member ended upon the death of a spouse and he/she hasn't got legally married again.

The legal marital status and the actual marital status may differ. For example if the household member is legally married but does not live together with his/her legal spouse, then his/her legal marital status is still married. Also if the legal spouse of the household member is dead and he/she cohabits, then his/her legal marital status is widowed.

5.2 SECTION YB. HOUSEHOLD RELATIONS

YB1. Here the household member's relationship to other members of the household is indicated. Relationships should be written by rows, i.e. first ask the relationship of the household member whose reference number is 02 to the member with the reference number 01, then ask the relationship of the household member 03 to the member 01, next ask the relationship of the household member 03 to the member 02, etc.

Child is as one's own as well as adopted child. There is a separate answer in case the child is neither one's own nor adopted but a foster child. If there is a parent's partner in the household, who is not child's own parent, a child should be considered as his/her foster child irrespective of whether household members themselves use this term or not.

Parent is biological parent of a child or parent who has adopted a child. Woman who is a partner of a father but has not given birth to or adopted a child is not the parent of a child. She is the child's foster parent. In the same way a man, who is the partner of child's mother but is not child's legitimate father, is not considered child's parent. In such case the relationship between a man and a child is also that of a foster parent and foster child. The parent's partner, who is not child's own parent, should be considered as a foster parent of a child irrespective of whether household members themselves use this term or not.

The relationship is considered that of the daughter/son-in-law and mother/father-in-law also in case of cohabitation.

In addition to the children of same parents, also half sisters and –brothers and foster sisters and brothers are considered as a sister/brother.

5.3 SECTION YC. DEMOGRAPHIC DATA

YC1. The ethnic nationality named by the respondent himself or herself is recorded. The person has the right to consider him or herself to be a member of the ethnic nationality who he or she feels to be most closely connected ethnically and culturally. Parents shall determine the ethnic nationality of their children. If the child's mother and father are of different ethnic nationalities and the parents have difficulties in determining the ethnic nationality of their child, the ethnic nationality of the mother should be preferred.

YC2. Citizenship is a legal bond between a resident and the state that is obtained at the moment of birth, through marriage, naturalization or some other way indicated in the law. Usually citizenship is proven by a document—a certificate of citizenship, a passport, an ID card etc. If a person has no document proving her citizenship, the citizenship that the person claims to have should be recorded.

If the respondent has a double citizenship, then Estonian citizenship should be marked (YC2) first. If the person does not have Estonian citizenship, but has that of some other EU member state, then this should be recorded first. In the rest of the cases, the one the respondent himself or herself considers more important should be recorded first (YC2). If the respondent has the citizenship of a country that does not exist in the modern territorial division of the world and the person does not know what country's citizenship hers is equalized with, then she should be marked as being a citizen of the country under its former name before the borders were redrawn. If such a country is not in the data entry programme's list, the respondent should be marked as having unspecified citizenship and add the name of the country in a remark.

Citizenship is unspecified in the following cases:

a) the household member has an alien's passport (i.e. a gray passport issued for a maximum of 5 years for a resident of Estonia for the purposes of travel to a third country if this person is lacking a travel document issued by another country and has no means of obtaining one);

b) the household member has a non-citizen certificate issued by a foreign country;

c) the household member does not have a passport nor an ID card;

d) the household member does not know his or her citizenship;

e) the household member is applying for the Estonian citizenship and does not have another citizenship.

YC3. The country of birth is the country where the respondent's mother lived at the time of birth. The country of birth is recorded according to current state borders.

For persons, who were born in 1920–1945 outside the current administrative territory of the Republic of Estonia but within the borders of the Republic of Estonia as established by the Tartu Peace Treaty, "Within the former borders of the Republic of Estonia" is recorded.

YC4. If the person is born in a foreign country, the year and month when he/she moved to Estonia is taken down (except for persons who were born "Within the former boundaries of the Republic of Estonia"). If the person has moved to Estonia more than once, the year of the last move is taken down.

YC5. Temporary separation is usually associated with a certain period of time (studies, military service, long term stay abroad/in another town on business). . Short separations (less than 3 months) are not to be taken into account. If a household member who lives separately (longer than 3 months) is visiting the respondent's household at the moment of the interview, he/she should be considered a household member living separately.

5.4 SECTION YD. RECONCILIATION BETWEEN WORK AND FAMILY LIFE

YC6. The aim of the question is to find out what kind of childcare services and how many hours parents or legal guardians of children are using. Fixing the situations gives the possibility to plan more effective social and family policy.

The question is asked about children up to 14. Depending of the childcare option asked, age of the child is determined.

For schoolchildren we are interested who is caring for them outside compulsory school hours. We understand work of pre-school establishments as childcare service (a day nursery, kindergartens, the day time centres, etc.), the opportunities given to schoolchildren to spend free time after lessons (group of the prolonged day, hobby groups, etc.), services of childminders.

Under usual in this question we mean usual week when the parent is at work and the child at school, in the kindergarten, with the childminder, etc. If there are state holidays, the parent or the childminder is on vacation, school holidays, kinder garden is closed, the parent, the child or the nurse is sick, etc., then such week is not usual.

If the respondent cannot answer, since the periods of caring are organized differently (for example, on one week the childminder, on another – the grandmother), then refer to reference week or last usual week before it and note, how many hours which then looked after the child or which childcare service was used.

Childcare — caring for and developing a child and ensuring a child's safety, then parents are temporary away.

An institutions intended to provide children preprimary education are crèche — for children less than three years old, kindergarten — for children less than seven years old, kindergarten for children with special needs — for children with special needs up to the age of seven.

Preparatory courses for children of pre-school age – an early childhood education acquisition format, which helps children in adjusting to school and gives the necessary knowledge and skills prior to enter the first grade. If necessary, the school may set up a group that offers the 6-7-year-old children support in acquiring preprimary education, an institution providing pre-school children with supplementary knowledge (outside preprimary education).

Long day group at school — care arrangement, which allows student support and supervision during free time in leisure activities and in completion of home assignments, pedagogical instruction and guidance in hobbies and in the development of interests.

Other children's or family centre or childcare service, where child is looked after by professional childminder — childcare outside of home (excl crèche, kindergarten, kindergarten for children with special needs, paid childminder). Day care centre can be attended or unattended, for a fee or free.

Hobby group — long-term (hobby education) or short-term (recreational activities) systematic and guided engagement in hobbies outside compulsory school hours with purpose to obtain deeper knowledge and skills on chosen activity.

Paid childminder — an employee who has acquired necessary knowledge and skills for taking care of and supporting the development of child (holds child carer's professional certificate; has completed vocational secondary or higher education in the field of pedagogy or social work, or has completed secondary, other vocational secondary or higher education and had undergone a 160-hour in-service training in social work and 160-hour in-service training in pedagogy).

A childminder provides child care services at a child's home, childminder's home or elsewhere in the location desired by parents.

The child was looked after by relative or friend living outside of the household (unpaid) includes persons who did not live in the same household and look after children without charge (an example grandmother living in another household, neighbour, friend).

In case childminder who do not have knowledge and skills of the paid childminder is paid (officially or unofficially), then the answer should be marked on the row OTHER and corresponding remark should be included. All hours then any other childcare option was used not mentioned in the list should be marked on this row as well.

Hours then child was looked after by member of the same household (mother, father, older sister/brother etc.) or child took care himself/herself should not be marked in this questions.

YC7–YC8. The purpose of the questions is to get information how in the Estonia's households the childcare is organised in case the child(ren) is/are sick. The question and use of possible solutions is asked about all children in the household. In case someone of household member's stay home from work or changed is/her working arrangement to take care off sick child, the number of this household member is fixed as well.

Household member's stay home from work means temporarily stopping work on the basis of legal right (certificate of incapacity for work of nursing a child under 12 years of age) or on the other way.

Change of the working arrangement means an example on the basis of agreement with the employer the temporary reduce of working hours, change of the working schedule etc.

Someone of household member's was at home is coded in case child was looked after by not employed household member or by employed household member who did not stay home from work and did not change the working arrangement because of the sickness of child but was absent from work due to other reasons (vacation, work schedule, etc.).

See also YC6.

YC9. The purpose of the question is to get information about possible solutions connected with the need for childcare when the usual childcare services can not be used (school holidays, in the evenings, at nights, during the weekends). Question is asked about all children up to 14 living in the household.

See also YC6.

YC10–YC11. The aim of the questions is to find out if there are persons aged 15 and over in need off care in the household and used care services for them. Persons in need of care are an example physically or mentally disabled persons, long-term sick persons, elderly.

Daily or twenty-four-hour's caring in care institution — care services in social welfare institutions, which operates during the daytime or twenty-four hours a day, where the persons staying in the institution are guaranteed care appropriate to their age and condition including treatment, nursing, education and development.

Daily caring in care institution — care services in institution, where the daytime care of persons staying in the institution supports the independent ability to cope of those persons or their family members.

Twenty-four-hour's caring in care institution — care services for persons who are not capable of living independently due to their special needs, who need help and care for twenty four hours.

Nursing-caring service at home — professional nursing-caring services provided in familiar surroundings. Domestic nursing service is offered to persons with long-term illness (mainly elderly people) who do not need hospitalization. Domestic nursing service is provided in cooperation with family doctor. The family doctor directs to institution providing a service. Service is provided by nurse who has obtained corresponding knowledge and skills and license as private company or sole proprietor.

Care service at home — services provided to people in their homes which help them manage in familiar surroundings. The aim of such services is to help families with children, disabled people and elderly people with a reduced ability to manage independently. The home care service incorporates both domestic assistance and domestic care.

Domestic assistance is helping an individual carry out and manage everyday activities such as cleaning their home and making sure it is heated, taking care of their clothes and shoes and buying food and household goods. It does not necessarily cover repair work or gardening.

Domestic care is helping an individual carry out everyday activities related to health and hygiene, including washing, dressing, eating, moving and exercising and general hygiene issues.

Relatives or friends living outside of the household (unpaid) includes persons who did not live in the same household and care without charge (an example daughter living in another household, neighbour, friend).

In case caregiver who do not have corresponding knowledge and skills of the caregiver is paid (officially or unofficially), then the answer should be marked on the row OTHER and corresponding remark should be included. All hours then any other are service was used not mentioned in the list should be marked on this row as well.

Then person was cared by member of the same household (mother/father, daughter/son etc.) should not be marked in this question.

6. PERSONAL QUESTIONNAIRE

6.1 SECTION C. LABOUR STATUS DURING THE REFERENCE WEEK

Purpose

The aim of Section C is to record the respondent's employment situation during the reference week, and, depending on the response, continue with Section D or go on to Section G.

Definitions

Employment — person worked at least one hour in the reference week and was (will be) paid for it. In addition to wage labour, employment also covers entrepreneurship, farming, freelance activities, individual and patent-licensed work, working in a family enterprise or on a farm without direct payment, etc. It is not relevant from the point of view of the survey whether the job is officially registered or not, or whether it is full-time or part-time. Producing agricultural products for sale and even any illegal activity providing income should also be considered employment, should the respondent mention it.

The criterion of one hour is necessary in order to determine unemployment as total absence of work. Among the employed, differentiation according to the amount of work is made by working hours.

Self-employed person is considered to be working if one of the following applies:

1) a person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit;
2) a person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar;
3) a person is in the process of setting up a business, farm or professional practice (an example buying or installing of equipment, renting the office, ordering of supplies etc.).

Person who works on his/her own farm (agricultural household) should be considered as employed in case at least part of the production is sold. What is considered here is the usual destination of the production, and not whether a sale took place in the reference week.

Person in paid employment who was on training during the whole reference week should be coded as employed if one of the three following statements is true:

1) the participation of the employee was required by the employer;
2) the training took place inside normal working hours;
3) the training was directly connected to the current job.

Examples

- A person, who worked on his/her own agriculture farm during the reference week, did not sale anything because it was not harvesting time, should be considered as employed.
- A person who worked in his/her own small agriculture farm in the reference week, who does not sell the products and produces only for own consumption, should not be considered as employed.
- A person who is building a house in order to earn a future financial profit (renting or selling it) should be considered as employed.
- A person who is building a house for only a family use should not be considered as employed.
- A registered unemployed person who was obliged by Unemployment Insurance Fund to perform some work during the reference week to keep receiving unemployment benefit and is paid for it should be considered as employed.
- Voluntary work for which no payment is received (e.g., unpaid social work at church) is not considered as employment.

- Military service is not considered as employment - it is regarded in the questionnaire as a form of inactivity.

The persons temporarily absent from work during the reference week are considered employed.

Temporary absence from work — the person's period of work is temporary interrupted, he/she expects to return to the work after the period of absence, the period of absence is not longer than three months or he/she continues to receive at least 50% of his/her wage or salary.

Implementation rules

The interviewer must ensure that the respondent knows exactly what period is covered by the reference week. The interviewer reads out the text at the beginning of the section, including the dates of the beginning (Monday) and the end (Sunday) of the reference week.

C01–C05. The aim of the series of questions is to determine whether the respondent was employed in the reference week or not.

Questions C01–C05 are compiled so that each question widens the concept of employment: Question C02 adds entrepreneurial and farming activities; Question C03, working in a family business or on a farm as an unpaid family worker; Question C04, the production of agricultural products for sale; Question C05, temporary absence from work. This serves the purpose of recording all the persons who were employed during the reference week.

In case an affirmative answer is given to one of the questions, the following questions are not asked and the interview proceeds with completing the Main Employment section. If all the answers to questions C01–C05 are negative, the interview continues with Section G.

C05–C09. The aim of the questions is to determine persona temporarily absent from work. Employees are considered temporarily absent from work if the employment relationship is maintained. It is essential to bear in mind that only a person who has some sort of permanent employment relationship can be temporarily absent from work. Persons who do odd jobs or seasonal workers (in the off season) cannot be considered temporarily absent from work, since they do not have a permanent employment relationship. Persons who have signed an employment contract but have not yet started working are not considered temporarily absent from work but unemployed. Such persons can be considered temporarily absent from work only if they fell ill on the day they were to start working.

In the case of self-employed (employers, own-account workers, farmers, unpaid family workers), temporary absence from work presumes the (continuous) existence of the enterprise/farm/workplace for self-employed, which means that they can continue their activity after the period of absence. The enterprise continues exist if at least one of the following criteria is fulfilled:

1) machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business;
2) an office, store, farm or other place of business is maintained;
3) the information about business or profession is in the telephone book, business book, leaflets or etc.

The owners of beach restaurants, booths, and other similar seasonal enterprises can be considered temporarily absent from work in the off-season only if they expect to return to the work after the period of absence, the period of absence is not longer than three months or they continue to receive at least 50% of their wage or salary.

C06. The reason for being temporarily absent from work could be related to vacation or lay-off, public holidays, an illness or injury, studies, etc. Code only one reason. If the respondent gives more than one reason, code the one that explains the greatest number of hours away from work.

Special attention is to be paid in the cases of women on pregnancy or childbirth leave or parental leave.

Every workingwoman has a right to paid pregnancy and childbirth leave (answer 07), regardless of whether her employment contract has been signed for a definite or indefinite period. The duration of the leave is 140 days. In the case of multiple birth or complications the leave is 154 days. A 100-per-cent compensation is paid for the period according to the Medical Insurance Act for each day according to the average income per day.

Parental leave (answer 08) is granted to the mother or father until the child is 3 years old. If neither the mother nor father of the child uses the leave, it can be granted to the guardian instead. During the leave a benefit is paid according to the Parental Benefit Act or childcare allowance according to the State Family Benefits Act. The right to receive the benefit arises as of the date following the final date of the period for payment of maternity benefit. If the mother of a child does not have the right to receive maternity benefit, the right to receive parental benefit arises as of the birth of the child. The benefit shall be granted for the period as of the date on which the right to receive the benefit arises until 575 days after the grant of maternity benefit. If the mother of the child does not have the right to receive maternity benefit, parental benefit shall be granted until the day when the child attains 18 months of age. The amount of the parental benefit is calculated on the basis of the average income of the applicant. The childcare allowance can be used either as a whole or in parts at any time until the child is 3 years old. Childcare allowance shall not be paid at the same time then parental benefit is paid.

In case the respondent is not on parental leave but he/she has care responsibilities (children up to 15 or adults in need of care in the household), then answer is 09. If he/she is homemaker due to other reasons (e.g. housewife without children, taking care about husband and housekeeping), then answer is 10. Other personal or family responsibilities (answer 10) are also an example change of residence, marriage etc.

A person is laid off (answer 02) if his or her employment relationship with the employer has been suspended for a determined or undetermined period of time.

Work schedule, free season (answer 11) includes all absences that are related to working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract.

C07. The question checks whether the first criterion for temporary absence from work – expected return to work - is satisfied. An example, if for person laid-off the formal employment relationship is not maintained (e.g., because of the bankruptcy of the enterprise) the respondent is not considered as employed and the interview continues with Section G.

C08. The second criterion for temporary absence from work is the duration of the period of absence. If the respondent has been absent from work for a period up to 3 months, he/she is considered temporarily absent from work. If the person does not know the total duration, it should be calculated as the elapsed time between the moment the person last worked and the end of the reference week.

C09. For persons absent from work more than 3 months the third criterion for temporary absence is checked. Absence lasting for more than 3 months is considered temporarily absence from work only if the person is paid for the period of absence, receiving a wage, salary, parental benefit etc) corresponding to 50% or more of the salary. The salary to be considered in this variable is the last regular salary from the main job before the period of absence. Salary can be paid by the employer or the state (or both). It includes any compensation of wages (e.g. parental pay, sick pay) but excludes any other benefit, which the person would receive even without a job (e.g. family allowances).

If the formal employment relationship is maintained and the period of absence has lasted up to 3 months or if the period of absence has lasted more than 3 months and he/she is paid corresponding to 50% or more of the salary, the respondent is considered temporarily absent from work. If the formal employment relationship is not maintained (e.g., because of the bankruptcy of the enterprise) or the period of absence has lasted over 3 months and 50% or more of the salary is not paid, the respondent is considered unemployed, if he/she has been looking for work and is ready to enter employment; otherwise the respondent is considered inactive. In both cases, the interview continues with Section G.

C10. Persons on parental leave are always inactive (the interview continuous with section G), independent if they are paid or not.

6.2 SECTION D. MAIN JOB

Purpose

Section D is targeted at information concerning the respondent's main job during the reference week. On the basis of these data the estimates of employment rate, employment structure by economic activity, occupation, status in employment, owner of the enterprise etc. is got, which are core employment indicators.

The number of persons working in the local unit enables to determine the profile of persons working in different size of firms, in particular small businesses.

The place of workplace, the distance between home and workplace and time of going to work enables to analyse labour market flows — how many people work temporary abroad, flows inside Estonia (an example how many people from outside of Tallinn are working in Tallinn), changes of distance between home and workplace etc.

The purpose of fixing the number of hours worked is to analyse full- and part-time work, reasons for part-time work (including care responsibilities), temporary absence from work, working more or less than usual in the reference week, overtime work etc.

Information about working time flexibility and work arrangement is collected by questions about type of work (permanent or fixed-term), shift work, working in the evenings, at night, during weekends or at home, teleworking etc.

Definitions

Local unit — an economic unit involved in one economic activity and situated at one address. Economic units performing one economic activity but situated at different addresses are considered separate local units.

The number of persons working at the local unit — the total number of persons who work inside the unit as well as persons who work outside the unit who belong to it (e.g. sales representatives, delivery personnel, repair and maintenance teams) or temporary absent from work and are paid by local unit.

A part-time worker — an employed person whose normal hours of work are less than those of comparable full-time workers.

Care responsibilities include:

- care for own children or spouse children living inside or outside the household;
- care for other children (up to 14) living inside or outside the household;
- care for adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more).

Care responsibilities do not include::

- care as a job (an example paid babysitter, worker in home for aged people etc.);
- care as a volunteer work (e.g. for a charity organisation)

Usual hours worked — the typical length of the working week over a longer period of time.

Actual hours worked — the hours the person spent in work activities during the reference week.

Overtime hours — hours actually worked by an employee in excess of his or her contractual hours of work.

Contractual hours of work — hours the employee is expected to work in the reference week as predetermined by an individual contract between the employer and the employee, by convention at the enterprise level, by collective agreement or by legislation.

Paid overtime hours — hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is entitled to compensation, in pay, kind or compensatory leave.

Implementation rules

D01. Having a job usually involves working for an enterprise or organisation. Alternatively, a job may refer to working for a farm, family enterprise, self-employment, etc. In the questionnaire and the manual, all these options are covered by “enterprise/organisation”. The interviewer writes the full name of the enterprise/organisation in capital letters. Abbreviations should be avoided. In the case of public limited companies, private limited companies and foundations, the type of enterprise has to be indicated as well. Types of organisation are abbreviated as follows:

AS public limited company

F branch of a foreign company

FIE sole proprietor

MTÜ non-profit company

OÜ private limited company

SA foundation

TÜH commercial association

TÜ general partnership

UÜ limited partnership

If the enterprise/organisation is involved with different economic activities, the particular local unit the respondent works for should also be recorded.: e.g., 'Factory "Dvigatel", infirmary', or 'Rakvere Reaalgümnaasium, canteen'. It is the interviewer's task to ask additional questions specifying the local unit.

If the name of the enterprise/organisation includes place names, these should be recorded as well (e.g., 'Viljandi Maagümnaasium').

In the case of farms, the official name of the farm (the one registered in the Commercial Register) is recorded. If this is not possible for some reason, the farm is recorded by the name of the owner (e.g., 'JAAN KARU'S FARM').

In the case of a sole proprietor, his or her business name is recorded.

In the case of an employment relationship that is not officially formulated (i.e., the respondent is not working for an enterprise, organisation, or farm), the type of work that the person does is recorded (e.g., a freelancer, self-employed, etc.).

D02. The aim of the question is to determine the main branch of economic activity of the enterprise/organisation, since it is not always clear from the name of the enterprise/organisation.

The interviewer records the main economic activity of the enterprise (employer), including the following information: a) the kind of objects dealt with (e.g. furniture, agricultural products, medicines, etc.), b) the nature of the activity (production, processing, sale, etc.): e.g., oil shale mining, growing of cereal crops, construction material sale, etc. Even in the case of the 'businessmen' who conduct business on their own, without paying taxes or having a registered enterprise, their field of activity should be recorded as precisely as possible (e.g. mediating of videotapes, carrier services, etc.).

If the employer's economic activity is not connected with the respondent's economic activity, the respondent's own activity is recorded (e.g. babysitting, playing music at weddings or funerals, tutor, etc.).

Sometimes there are local units under an enterprise with a different field of activity or address. For instance a store and a restaurant may belong under one enterprise but as fifferent local units. They may exist at the same address or at different addresses. A Local unit is an economic unit engaged, as a rule, in one economic activity and located at one address. Economic units engaged in one economic activity but located at several different addresses are different local units.

Examples

- One activity at one location — one local unit (e.g. a shop).
- Two locations and two activities, or one activity at two locations — two local units (e.g. a shop and a tailor's workshop, or two printing offices).
- Two activities at one location, separate bookkeeping — two local units (e.g. a hotel and a shop).

Supporting functions (e.g., management, supply, maintenance) are not considered separate local units if they are located at the same place as the main economic activity. If a supporting function is located separately from the main economic activity, it is considered a separate local unit.

The economic activity of the local unit for persons with a contract with a temporary employment agency should be coded as the activity of the enterprise where they actually work and not in the industry of the agency which employs them (See D06).

D03. When taking down the occupation, the respondent's main responsibilities should be taken into account; the name of the occupation should reflect the tasks as precisely as possible.

It is not sufficient to record jobs in very general terms ('foreman', 'engineer', 'worker', 'labourer', 'inspector', 'handicraftsman', 'operator', 'shareholder', etc.), but more specific job titles should be provided, revealing the nature of the job: 'headmaster of a school', 'director of a clothes factory', 'chairman of an agricultural co-operative organisation', 'engineer of electronics', 'overseer in a construction company', 'engineer of labour protection', 'foreman at a carpentry shop', 'computer operator', 'mason', 'mounter of concrete constructions', 'field worker', 'farm worker', etc. In the case of workers it has to be recorded whether the respondent is a skilled worker, or a machine operator specialised in operating a machine, mechanism, or apparatus. In the case of teachers it is important to record on which level of education he/she works (e.g. primary school teacher, secondary school teacher, teacher in a specialised school for the disabled, etc.).

The occupation (the job title) as well as main tasks at the job should be marked. Recording the job responsibilities facilitates the later coding of occupations. The coding of occupations is carried out according to the International Classification of Occupations (ISCO 1988).

If the respondent has another occupation in the same enterprise/organisation, for which he/she receives separate payment (e.g. the respondent works as the office cleaner besides the main job), this should be recorded in Section E as a second job.

D04A. In addition to the supervisors according to the administrative structure of the enterprise also other persons can have supervisory responsibilities. In this case the supervisory responsibility includes formal responsibility for directing other employees (other than apprentices), taking charge of the work done by them. Supervisors can do also some of the work they supervise.

A person is considered to have supervisory responsibilities when they supervise the work of at least one (other) person. He/she takes charge of the work of other employees, directs their work and sees that is satisfactorily carried out. Supervisory responsibility excludes an example the quality control and consultancy.

It should be considered the usual situation and not the situation only during the reference week. Persons who are having supervisory responsibilities only because they are replacing temporarily a superior absent should not be considered as having supervisory responsibilities.

D04B. From respondents, who according to the answer to the previous question have supervisory responsibilities, number of direct subordinates according to the administrative structure of the enterprise is asked. The direct subordinates of the respondent are the people who report directly to him or her. If the respondent has no direct subordinates, the answer is "0". In the case of the head of an enterprise, the number to be recorded is not the overall number of employees, but the number of management staff at the level immediately below the head of the enterprise (vice-chairmen, heads of local units, etc.). In the case of a farm-owner, direct subordinates may be, e.g., hired help or family members working on the farm if the owner considers them subordinates.

D05. Employment status reflects differences in the respondents' relationship to means of production, the respondents' way of getting their payment, and the respondent's authority to settle work-related questions.

(1) Employee is a person who is employed either full- or part-time at an enterprise, organisation or other employer and who receives payment in money or in kind (it is not important whether the place of work is officially registered or not). Military officers and non-commissioned officers are also considered employees, as well as people earning their living by doing odd jobs.

(2) Employer is the owner of an enterprise, workshop, shop, office, etc., who hires on a permanent basis one or more employee(s) in his or her enterprise. Temporary (seasonal) use of employees does not make the person employer. The director of an enterprise who receives a salary is not considered an employer either.

(3) Farmer with paid employees is a person who runs a farm hiring at least one paid employee on a permanent basis. It is not important whether the farm is officially registered or not. Family members and relatives working without direct payment are not considered employees.

(4) Sole proprietor or employer with no paid employees is a person who sells his or her product (or service) and has the necessary means of production. It is not relevant whether the activity of such an entrepreneur is officially registered or not.

(5) Farmer without paid employees is a person who runs a farm where no paid employees are hired on a permanent basis. It is not important whether the farm is officially registered or not.

(6) Freelancers are people whose work involves some kind of mental activity (e.g. artist, writer, etc.), but who are not on anyone's payroll and who do not have an enterprise of their own (office, land, machinery, etc.). They are closest to sole proprietors. Employees who do odd jobs are not considered freelancers. Wage workers who do odd jobs are not considered freelancers.

Partners in partnerships are considered employers or sole proprietors depending on whether their companies hire employees or not.

(7) Unpaid family workers in a family enterprise / on a farm are people who work in an economic enterprise or on a farm belonging to their family, without directly receiving a salary (they share the income from the enterprise or farm). In essence, these people are closest to private entrepreneurs.

Unpaid family workers in a family enterprise / on a farm should be living in the same household as the owner of the enterprise or farm.

Examples

- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay should be considered as unpaid family worker.
- A wife who assists her husband in his business or farm without receiving any formal pay should be considered as unpaid family worker.
- A relative living elsewhere but coming to help to the farm during the harvesting season, without pay (in money or kind) should not be considered as unpaid family worker.
- A relative living elsewhere but coming to help to the farm during the harvesting season and receives any remuneration (in money or kind) the professional status should not be considered as unpaid family worker but as employee (answer 1).

(8) Member of a co-operative is marked for a person, who is an association member in a co-operative, where the objective specified in the articles of association is to generate income and distribute it between members. The business name of the commercial association must contain the word "co-operative". Option 8 is not marked in case of persons who work in a commercial association and get paid for it (are not association members). In that case the answer is option 1 (employee).

If the interviewer has difficulty deciding whether a respondent who is a shareholder should be classified as an employer or as an employee, it should be made clear whether he/she receives the majority of income in the form of salary or owner's income. The same applies to members of various associations.

Examples

- Person who is working in his/her own farm and engages only members of his/her own family without payment should be classified as farmer with no paid employees (answer 5).
- A baby sitter on a private basis and receiving a payment for this service from the parents of this child should be considered as sole proprietor (answer 4).
- A baby sitter who is working and is paid through the agency of baby sitters should be classified as employee (answer 1).
- A person who gives private lessons and is directly paid by his/her student (parents of the student) should be considered as sole proprietor (answer 4).

D06A. The aim of the question is to explore the distribution of different employment relationships.

(1, 2) Employment contract is an agreement between the employer and employee according to which the employee is obliged to work for the employer, respecting the leadership and management of the latter, while the employer is obliged to pay for the work and guarantee the working conditions prescribed by the agreement of the parties, by a collective agreement or by law. The special characteristics of an employment contract are:

1) the employee undertakes to perform a specific function rather than complete a one-off task for the employer;

2) the employee respects the employer's leadership and management, i.e. there is a relationship of power and subordination between the employee and employer;

3) the employer is obliged to pay for the work, i.e. the employee gets paid by the employer and not by the customer.

These three features enable us to distinguish the employment contract from limited contracts, e.g. the contract for services. If all the three conditions are fulfilled at the same time, we can be certain that the respondent is employed on the basis of an employment contract. It is also clear that the employment contract regulates the process of work, not the final result of the work, as it is the case with the contract for services.

The employment contract may be signed for the main job or job-sharing. Job-sharing is working on the basis of another employment contract for the same or another employer outside the working time of the main job. Employment contract may be signed for a certain period of time (Answer 2) or for indefinite duration (Answer 1).

The service record certifies employment at the main job. The employer is obliged to keep a service record for all main-job employees. At the request of the employee, the time worked for another employee is registered in the service record as well, if the employee provides the main-job employer with a document certifying the other job.

Generally the respondent has to have a service record with the given employer, if he/she claims to be working under the employment contract.

(3) Contract for services is a written contract whereby the employee undertakes to complete a certain job within a certain period; this contract is always signed for a definite period of time. By a contract for services, one person (the contractor) undertakes to manufacture or modify a thing or to achieve any other agreed result by providing a service (work), and the other person (the customer) undertakes to pay remuneration therefore.

(4) Public service involves working for one of the following state or local government agencies:

state agencies

Riigikogu Chancellery

Office of the President of the Republic of Estonia

Office of the Legal Chancellor

Courts

Government agencies (ministries, State Chancellery, county governments, boards, inspections)

Military units of Defence Forces

Headquarters of Defence Forces

Headquarters of the Estonian Defence League

State Audit Office

local government agencies

offices of rural municipality or town councils

rural municipality and town governments

town district governments, governments of parts of rural municipalities

departments of town governments

bureaus of the unions of local authorities.

(5) By an authorisation agreement, one person (the mandatary) undertakes to provide services to another person (the mandator) pursuant to an agreement (to perform the mandate) and the mandator undertakes to pay remuneration to the mandatary.

Upon the performance of a mandate, the mandatary shall act in a loyal manner with respect to the mandator and exercise the necessary level of diligence commensurate with the nature of the mandate. A mandatary shall perform the mandate to the maximum benefit of the mandator in the light of and according to the mandatary's knowledge and abilities and shall prevent any damage to the property of the mandator. If the remuneration payable to a mandatary is determined on the basis of certain periods of time, the remuneration shall be paid after each corresponding period. In the case of a mandate where the object is entry into a transaction, it is presumed that remuneration is payable after performance of the mandate.

The authorisation agreement is similar to employment contract as the work is done as a process. E.g. the universities often conclude authorisation agreements with lecturers for reading lectures.

(6) Contract with a temporary employment agency is not very usual contract because temporary employment agencies are very new in Estonia and number of persons employed there is very small. A temporary employment agency differs from ordinary agency exchanging job offers because temporary employment agency is the employer — employee signs work contract with temporary employment agency and is paid by temporary employment agency.

The enterprises can rent employees in situations the using of permanent employees is not reasonable, an example in case of sickness of employee, urgent job orders, vacations, single projects, rush work etc. In such kind of contract an employee performs work for and under the supervision of a user enterprise but is paid by the employment agency. Usually the contracts with a temporary employment agency are short-term.

The economic activity (question D02) and the number of employees (D07) for persons with a contract with a temporary employment agency should be coded as the activity and the number of employees of the local unit of the enterprise/organisation where they actually worked in the reference week not that of the temporary employment agency.

Staff working directly for the temporary employment agency (administrative tasks) and not performing any work for and under the supervision of a user enterprise should not be coded 6.

(7) An employment contract is usually written (answers 1 and 2) but in exception a verbal employment contract can exist. It may be entered into only for employment for a term of less than two weeks. A verbal employment contract is deemed to have been entered into when the employee commences work.

(8) Work under verbal agreement (differently from verbal employment contract) usually means "moonlighting" – having a job which is not officially registered, often without paying the income tax.

D06B. In case of fixed-term contracts and verbal agreement about duration of contract is asked. Dependent of the duration it can be marked in years, months or weeks. This question can be problematic for persons working under verbal agreement. If they don't have any agreement for duration of the work the answer can be "Don't know".

D07. The number of employees refers to the total number of employees in the local unit of the enterprise/organisation where the respondent works, based on the definition of local unit in Question D02. Both permanent and contracted employees should be taken into account when determining the number of employees. Respondent himself/herself also had to be taken into account.

Problems may arise in cases where the employees of an enterprise/organisation are clearly divided into full- and part-time workers, and the majority of employees being part-time workers. Should the respondent encounter this kind of problem, the answer is to be given using the so-called full-time equivalent (the number of part-time workers recalculated into full-time units). There is no need to distinguish between permanent and contractual workers, i.e. both should be taken into account when indicating the number of employees. If the number of employees is between 1 and 10 (Answer 1) and the respondent knows the exact number of employees, the exact number has to be taken down. If the number of employees is larger than 10 and the respondent cannot tell which interval it falls into in Chart D07, the answer is coded as "9 Do not know".

The number of employees for persons with a contract with a temporary employment agency should be coded as the number of employees of the local unit of the enterprise/organisation where they actually worked in the reference week not that of the temporary employment agency (See also D02).

D08. There may be problems concerning the location of the enterprise/organisation if (a) its local units are situated in different places or (b) if the respondent's work is of mobile character (constructors, seamen, drivers, etc.). In the case of (a), the location where the respondent has actually worked during the reference week is to be taken into account; in the case of (b), the location of the garage, homeport, etc. If the respondent has worked at several locations during the reference week, the location where he/she has worked for the longest period is to be taken down.

When taking down the location, the names of (1) the municipality, in Estonia — the village/township/town, in the case of Tallinn and Kohtla-Järve also the (town) district, (2) the 2nd level administrative unit, in Estonia — the county, and (3) the country should be recorded.

The interviewer should also underline the appropriate type of the settlement, in order to differentiate between the towns, townships and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, the township of Vändra and the rural municipality of Vändra, etc.).

On the "County" line for persons living abroad write down the name of the region by the administrative division of the foreign country where the interviewee lives. In case s/he lives in a town/city, put down the name of it too.

D09. This question establishes the time when the respondent took the job in the given enterprise/organisation.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service, is taken down as the start of the job.

Another kind of problem may occur in the cases where a second job has become the main job (answer 13 to Question D11A). In these cases the moment when the given job became the main job should be taken down.

Examples

- If a person has a contract that is regularly renewed (for example yearly renewed annual contract), the year and the month then he/she first time started this job (the first contract was signed) should be coded.
- If the person has worked with his/her current employer several times with an interruption of the contract (e.g. seasonal workers), the year and the month then he/she last time started this job should be coded (the current contract was signed).
- If the respondent's company or firm changed ownership, but his or her conditions of employment did not change, the year and the month then he/she first time started this job should be coded (the change of ownership should be ignored).
- If the respondent's company or firm changed ownership, the respondent was made redundant and then re-employed by the new owners, enter the year and the month on which he/she was re-employed.
- Person employed by temporary employment agency (answer 6 to question D06) should answer when he/she started working continuously for this employment agency (despite the fact that he/she have been "rented out" to the different companies).
- If the person who has been seconded to another organisation and he/she have signed a contract that is exactly the same as the existing contract, the year and the month then he/she first time started this job should be coded (the secondment should be ignored).

D11A. The question is asked only from the respondents who have taken their current job within the past 12 months. The question helps to explore the efficiency of different channels of job seeking. It is important to notice that the question relates to the particular channel through which the respondent found the job, not to all the channels used.

Answer 13 (a second job has become the main job) is chosen if the respondent has previously had several jobs, the one considered the main job has ended and one of the second jobs has become the main job (the job that takes up most of the respondent's working time).

D11B. If the answer to the previous question is not "Through the Unemployment Insurance Fund" the question is asked about involvement of the Unemployment Insurance Fund in any moment in finding this job. The involvement of the Unemployment Insurance Fund should be effective, i.e. having contributed to the finding of the current job. An example got information about employer from there (answer 1) or found job advertisement about this job (answers 2 and 3). Being registered in the Unemployment Insurance Fund or attending training courses itself are not active role.

D12. The question helps to explore the allocation of labour force between various forms of ownership. The answers are based on the type of the owners of the enterprise (until 1996, the term 'type of ownership' was used). The type of owners serves as the basis for the classification of enterprises,

according to their capital (the majority of votes in a commercial undertaking) and the ownership of the property (in the case of sole proprietorships).

The first step of classifying is to determine whether the enterprise belongs to the public (answers 10 and 20) or private sector (answers 30, 40, 50 and 90).

If in a commercial undertaking (general partnership, limited partnership, private limited company, public limited company, commercial association), the total stock of the state and local municipality is more than 50%, the enterprise belongs to the public sector. If the stock of the state in a commercial undertaking is more than 50%, the enterprise is classified as “10 – state”; if the stock of the local government is more than 50%, the enterprise is classified as “20 – local municipality”.

A commercial undertaking belongs to the private sector if the Republic of Estonia or the local municipality does not have stock in it or if it is less than 50%. If the stock of Estonian legal or natural persons in the commercial undertaking is 50% or over, the enterprise is classified as “30 – Estonian person in private law”. If the stock of a foreign person in the commercial undertaking is more than 50%, the enterprise is classified as “40 – foreign person in private law”. Branches of foreign companies are also classified under this subtype. Sole proprietorships, and the persons whose main activity is working on a farm, freelancing, producing agricultural products for sale, etc., are classified as "30 – Estonian person in private law".

If it is not clear if a private enterprise is in Estonian or foreign ownership, the answer is to be coded as "50 –Estonian and/or foreign person in private law".

Legal persons in public law are coded as "10 – State (Republic of Estonia)". Legal persons in public law are:

Tartu University

Tallinn Technical University

Tallinn University

Estonian University of Life Sciences

Estonian Academy of Arts

Estonian Academy of Music

Cultural Endowment of Estonia

National Library of Estonia

Estonian Broadcasting Company

Estonian Television

National Opera "Estonia"

Estonian Academy of Sciences

Compensation Fund

In special cases that for some reason cannot be placed under the above-mentioned categories, the answer is coded as "90 – Other".

If the respondent is not able to give any information about the ownership of the enterprise, the answer is coded as "99 – Do not know".

D13. The question is asked from respondents employed by state and municipal enterprises and organisations (answers 10 and 20 to question D12). Typical examples of government-financed enterprises are ministries and state boards, state educational, health, and science institutions, municipal organisations. Organisations who mainly use their own-produced funds, but get additional appropriations from the state or the municipality, are considered profit-orientated.

The answer is often clear from the name and/or type of ownership of the enterprise, and the interviewer can put down the answer without asking the question.

D14. The question provides information on social security, showing whether the job guarantees the respondent’s sustenance for a longer period of time or whether he/she will soon have to find another job.

A fixed-term job is a temporary job taken for a relatively short period. The date of termination of the job may be agreed on by an employment contract or verbal contract, or it may be determined in other ways (e.g., in the case of seasonal work, filling in for another employee or work in an elected position).

Training (answer 2) includes apprentices, trainees and others with a fixed-term employment contract. Probation time (answer 3) means that the employment contract includes terms of probation time with the purpose of making sure that the person is suitable for the job as far as his or her health, mental, communicational and professional skills are concerned; it also enables the person to find out whether he/she finds the job suitable. If the person does not meet the demands of the job, the employer can finish the contract during the probation time. The employee can finish the contract during the probation time as well, if the job does not suit him or her. Seasonal jobs are recorded under answer 4, odd jobs under answer 5 and all other temporary jobs under answer 6.

D15. The aim of the question is to clarify whether the interviewee opted for a fixed-term job or whether s/he had to do it because s/he had been unable to find a permanent job. In case the interviewee has changed his/her mind about the fixed-term job while working, then the answer should be based on the reference week. For example if the interviewee wanted to have a fixed-term job when s/he started it, but the situation has changed since and in the survey week s/he would prefer to have a permanent job, but has not found it, then the answer is option 2.

D16. The purpose of question D16 is to distinguish between long- and short-term jobs. If the time left until the end of the period of employment is less than a month, the answer is 1, if not — 0.

D17. Part-time workers are the workers who work less than 35 hours in a week, except in the following cases, where the regular working time may not exceed:

25 hours a week for a person aged 15-16,

30 hours a week for a person aged 17,

35 hours a week for a person working in circumstances involving health hazards,

35 hours a week for school and kindergarten teachers and other educators.

In these cases, working for considerably shorter hours (at least 5 hours less a week) than the working hours determined by law is considered part-time work. If the respondent has an occupation for which the law provides restricted working hours (teachers, miners, etc.), and he/she claims to work on a part-time basis, the interviewer has to ask some specifying questions to ascertain whether this is the case.

D18A. The purpose of the question is to find out whether working part-time has been a voluntary or imposed decision. In case the respondent is working part-time during the parental leave, the answer is 4. In case he/she has other care responsibilities (children up to 15 or adults in need of care in the household), then answer is 5. If he/she is working part-time an example due to housekeeping, then answer is 'other personal or family responsibilities' (answer 6).

D18B–D18C. From persons working part-time because of need to take care of children or incapacitated adults about attending labour market as much as they wish is asked. Respondent can work part-time because he/she wants it or because there is no other possibilities for him/her. In this case we are interested if the reason is that care services for children or for ill, disabled or elderly are not available or affordable. If the respondent would like to work full-time in case of existing affordable care service the answer is 'yes' (answer 1).

Child care services are an example day care centres for pre-school children, after school centres for school children, paid carers etc.

Care services for adults are an example specialised centres for handicapped, institutions, assistance at home.

Question D18B includes own or spouse children or other children living inside or outside the household.

Question D18C includes incapacitated persons aged 15 or more living inside or outside the household.

The need for care services can be a need for normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays). Care services exclude the unpaid help by relatives, friends or neighbours.

D19-D20. Questions D19 and D20 relate to the actual, not the contracted working hours.

Working hours include all the time spent at work and overtime work, as well as the time spent on job tasks performed outside the workplace. Thus, in the case of teachers, the working hours include not only the hours taught, but also the time spent on preparing lessons, marking papers, etc.

Working hours do not include lunchtime, the time spent on going to and coming from work, or the time for which the respondent has been paid, while not actually working (e.g. paid vacation).

The data regarding the working hours are collected by two questions: Question D19 concerns the usual working hours and Question D20 concerns the working hours during the reference week. Note that these questions relate only to the main job. If the respondent had several jobs during the reference week, the hours spent on second jobs are indicated in Section E.

D19. Usual working hours refer to the typical length of the working week over a longer period of time. The longer period of time mentioned here is at least the last four weeks and at most the last three months without counting any absence from work due to vacation, illness, holidays etc..

If the respondent has difficulty answering the question because he/she has just started the job or because the working hours vary from week to week, proxy hours can be accepted.

Examples

- If the person has just started the job and he/she has an employment contract, the usual hours worked should be calculated as the contractual hours of work in the reference week plus regular overtime hours (if the worker is expected to work overtime).
- If the person's working hours vary from week to week, the usual working hours should be calculated as an average of the actual hours worked in the last four weeks, plus the hours of absence of work (in case he/she absent from work in the last four weeks).
- When a person works every second week 40 hours and the next week 0 hours, the usual hours should be calculated as 20 hours.
- For people in employment who last worked before the long reference period of at least four weeks, the usual hours worked should refer to the situation immediately before the start of the extended absence from work.
- For people who have different working time arrangement depending on seasons, the usual hours worked should refer to the current season.

D20. Actual hours worked in the reference week are the hours the person spends in work activities during the reference week. Work activities should include:

- working hours directly engaged in the production of good or services;
- working hours not directly intended for the production of goods or services but which are necessary to enable such production (such as travel between places of work, personnel management, etc.);
- short pauses on the workplace, incl. coffee breaks;
- hours spent in education and training which is related with work.

The working hours during the reference week are taken down day by day; the purpose of the day-by-day recording is to help the respondent to recall the days when his or her working hours differed substantially from the usual. Moreover, by day-by-day recording it is easier for the interviewer to get an idea of the respondent's working schedule. Should the respondent have difficulty answering the question, he/she should recall at what time he/she usually starts work, how long his or her working day is, how many days he/she usually works in a week, and whether the reference week was in any way different from a normal week. In this way a rather exact number of working hours can be obtained.

The respondents may find the question difficult to answer, because they are not used to counting their weekly working hours. If the respondent says without hesitation that his or her working week was exactly 40 hours long, it should be ascertained that the respondent has not mixed up the contracted and actual working hours.

Examples

Actual hours worked should include:

- preparing the site, repair and maintenance work;

- the preparation and cleaning of the tools;
- the making-out of receipts, invoices, records of the length of time worked and other reports;
- time spent on business trips;
- training time should be included if one of the following statements is true:
  1) the participation of the employee was required by the employer;
  2) the training took place inside normal working hours;
  3) the training was directly connected to the current job;
- the time spent at home in working activities;
- preparation of school hours at home by teachers etc.

Actual hours worked should exclude:

- travel time between home and the place of work;
- the main meal breaks;
- absences from work within the working period for personal reasons (such as visits to the doctor);
- education and training hours which are not necessary for work;
- time spent for housework in case of farmers (keeping the surroundings in order, cleaning, washing, cooking, etc.).

D21–D24A. If the respondent's number of working hours during the reference week has been more or less than usual, the interviewer has to find out the reason for the difference. Question D22 specifies whether the reasons for working more than usual are connected with the nature of the work (answer 3) or with the respondent's own wishes (answers 1, 2). If the respondent has worked less than usual/has been absent from work, the reason for and the duration of the shorter hours or absence has to be indicated (D24A). This helps to identify the respondents whose reasons for working less are related to constraints imposed by the employer (i.e., the underemployed).

D24B–D24H. Overtime includes all hours worked, paid or unpaid (an example staid at work in the evening because couldn't do needed work during a day, replaced other employee who was sick etc), in excess of the normal hours.

Work is considered overtime work if (a) both the employer and the employee realise that a certain amount of work needs to be done in addition to regular working hours; or (b) if overtime work is required to achieve a particular goal. Overtime work always involves additional working hours. Hours compensated at long term in hours or days off are excluded, for example, in the case of working time banking or working time reduction when the number of usual weekly working hours is above the number of hours according to the contract but these additional hours are compensated in extra days off. Also shift workers who work more during some periods and less during other periods are not considered working overtime if average working hours are same as written in the work contract.

Specific situations like teachers who prepare lessons at home for the following day or if someone reads a work-related article on the train on the way home should be left up to the consideration of the respondent if they consider it overtime or not.

Overtime work in the reference week is known already from the answer to D22 (answer 4), but in case there was more than one reason for overtime work (an example one day on vacation, another day did overtime work), then the difference between usual and actual hours is not equal to overtime hours.

D25A–D25B. The question concerning the previous month's salary is asked from all employees. Entrepreneurs, farmers and freelancers are only asked about the payment in the form of salary, entrepreneurial income need not be recorded.

Salary includes

payment by the hour and by the job,

extra pay and bonuses (quarterly and yearly bonuses, Christmas bonus, etc.),

extra pay for overtime, working at night and at weekends,

extra pay for working in extreme or hazardous conditions

vacation pay, pay for interruptions of work,

payments in kind (catering, etc.)

compensation for temporary disability or for taking care of a sick person (sick benefit)

In order to avoid confusion with gross and/or net salaries, both are recorded. Gross salary is the salary before income tax is deducted (earned salary). Net salary is the salary after income tax has been deducted (received salary). If the respondent can give only one amount, this is recorded and the other space is left empty. It is important to note which salary has been recorded. If the respondent has received (additional) salaries on which no tax is levied (the so-called "envelope salary", tips, etc.), the amount is added to both gross and net spaces.

D25C–D25F. A question of clarification is asked from employees whether the previous month's salary was the same as usual salary. In case previous month's salary was smaller than usually (an example due to illness) or bigger (an example vacation pay, irregular bonus), then usual salary is also asked.

D25G—D25H. Who did not know or did not want to tell exact salary are asked about last month's net salary by salary bands and if it increased, decreased or remained the same.

D26–D31. While the working hours are the same, the work itself may be organised in different ways. As an addition to the questions concerning working hours, the questionnaire includes questions about working shifts and schedules in the past four weeks.

D26. "Shift work" refers to a system of work in case of which an enterprise regularly operates outside regular working hours (8 am – 5 pm). A person is working shift when her/his work consists of a work organisation where different groups of workers succeed each other according to a certain rotation pattern at the same work site to perform the same operations. Shift work involves working at night and at weekends; holidays are not in weekends as usually. If the start and end of the working day is fixed, it is not considered as shift work. An example, working regularly in the evenings or at night is not considered as shift work.

D27. "Working in the evenings" means working during the period from 6 p.m. to 12 a.m. If more than half of the past 4 weeks' work has been performed in the evening hours, the answer is 1 (often), if less than a half - 2 (sometimes). If the respondent has difficulties determining whether he/she has worked in the evenings on more than half the days because of a changing work schedule, the hours actually worked should be taken into consideration.

D28. "Working at nights" means working after 12 a.m. Note that the definition differs from our usual definition of working at nights (from 10 p.m. to 6 a.m.). For the explanation of answers, see D27.

D29–D30. Questions D29 and D30 relate to a formal working schedule which involves working on Saturdays or Sundays. If the respondent every now and then takes some of his or her work home or works at weekends, it is not taken into account here.

D31. "Working at home" most probably involves freelancers, individual workers, family workers, etc. (sewing, knitting, translating, etc. at home). In the recent years many small enterprises are registered at the domestic address of the owner. If the respondent claims to be working at home, it has to be specified whether he/she has separate rooms in the house or flat, which are clearly separated from the living rooms (home) - e.g., by a separate entrance. If this is the case, the respondent is not considered working at home. As in questions D29 and D30, a formal arrangement (between the employer and the employee) of working at home is meant here, not the work that could have been done at the place of work (e.g., if the respondent has taken work home because of an approaching deadline).

D31B. Teleworking is working outside normal office space of the employer (either at home or distant office), while being in contact with the employer using information and communication technologies. It is not important whether the employee uses a personal or an employer's computer, or carries out all or part of his/her tasks by teleworking. In case of full teleworking the employee works at home or from a distant office individually and does not have a physical office space at the company. In case of part-time teleworking the employee works individually at home or from a distant office only part of the time, and the rest at the company.

Distant office is a subunit of the company located in another area that is connected with the company using information and communication technologies. For example a teleworker has computer access to the company's database, intranet etc. Teleworking can also be mobile, i.e. the employee's work is mobile and s/he is connected with the company via mobile and information technology.

D32A–D32B. The distance between the workplace and home (place of residence) is recorded in kilometres, or, if the respondent's workplace is less than a kilometre from his place of living, in metres (100, 10, etc.). If the respondent works at home, the answer is coded as 9998. If the distance cannot be determined because the respondent works in different places, the answer is 9999. In question D32B the interviewer asks whether the respondent commutes between home and workplace every day – e.g., the respondent may live in Tartu and go to work in Tallinn, but not every day (e.g., he/she may come home only at weekends).

D32C. If the respondent does not travel to work from home every day, in addition to the distance from home asked in D32A, the distance from the second place of residence (place of stay) is asked**.**

D33–D34. If the respondent does not commute between home and workplace every day (the answer to Question D32B has been "No"), the means and the time of getting to work from the place of accommodation (worker's accommodation, hotel, etc.) or second place of residence are recorded.

The answer to question D33 is 'By own car' (answer 4) also in case person is going to work with someone else's private car (friend, neighbour etc.).

Question D34 provides the assessment for the regular time that is spent on getting to work from home or second place of residence..

D35. Question D35 relates to the respondent's own opinion of whether his or her job corresponds to his or her level of education.

6.3 SECTION E. SECOND JOBS

Purpose

The aim of Section E is to gather information about the number of persons having several jobs, total hours worked in all jobs, distribution of second jobs by economic activities, occupations etc.

Definitions

Second job — the activity that is not main jobs but gives income to the respondent. The principles for classifying second jobs are the same as for main jobs (see section C). Multiple jobholder decides for him/herselves which job is to be considered as the main job. In doubtful cases the main job should be the one with the greatest number of hours usually worked.

Implementation rules

E01–E02. In certain cases the respondent may have problems with making the distinction between additional tasks in the main job and a second job. The situation occurs typically in case of project work, where the respondent's main job involves performing several tasks at the same time, and it is difficult to distinguish between a main job and second jobs. If these tasks are of similar character, the parallel projects have to be considered one job. But if the tasks are distinctly different and paid for separately, the additional task has to be considered a second job.

Problems may occur also if the respondent has had short-term second jobs, which have not significantly contributed to the respondent's income (e.g., writing a newspaper article). If the respondent has done such work during the reference week, the work needs to be recorded.

E02. Question E02 relates to the number of existing jobs, in addition to the main job. Changing jobs during the reference week does not influence the number of jobs.

Examples

- Person having changed job during the reference week should regard the job held at the end of the reference week as the main job (to be filled in section D).
- Person having main and second job and who changed second job during the reference week does not have two second jobs but only one second job (section E to be filled about the job held at the end of the reference week).

- Person who is simultaneously working in his/her own professional practice and for a public or private employer (e.g. doctor with the own practice and working in a hospital) should be considered as having main and secondary job.
- A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.
- A self-employed person holding several different businesses have to be considered as having several jobs.

E03-E06. If the respondent has several second jobs, the questions relate to the job the respondent considers the most important, either because it provides the largest income or because it involves the longest working hours.

E03. See D01.

E04. See D02.

E05. See D03.

E06. See D05.

E07. See D19.

E08. See D20.

E09. Salary at all second jobs together is asked. See D25A–D25B.

6.4 SECTION F. UNDEREMPLOYMENT

Purpose

The purpose of section F is to collect data about underemployment. A situation where part-time work has been imposed on the respondent by the conditions set by the employer (e.g., if the reduction in working hours is caused by the lack of orders, etc.), and the respondent himself/herself would prefer working full-time, very probably points to underemployment.

As the aim of the government's employment policy is to provide people not only with work, but also with work that would enable them to lead a normal life, underemployment should be considered as serious a problem as unemployment.

Definitions

The underemployed — person who simultaneously fulfils the following three conditions:

1) person is not working full-time;
2) person would like to work more (would like to have an additional job, a new job with longer working hours or would like to have longer working hours at the present job);
3) is ready to accept an additional job immediately (within two weeks).

Implementation rules

F01. This question is asked from everyone, regardless of the interviewee's usual length of working week. In the question is meant that working more or less implies a corresponding increase or decrease of salary

F02. The desired number of working hours per week is asked from all the employed interviewees. Those, who can not say a specific number of hours should be asked whether they would like to work more (option 97) or less hours (option 98) than at their current job.

F03. The two previous questions were about what the interviewee would like. Here the question is whether s/he took any real steps to change his/her working conditions, i.e. did s/he seek a new or an additional job.

F04. If the interviewee had several reasons for seeking a new or an additional job, the most important should be recorded. The reason – to have a more convenient journey to work (option 3) includes seeking a job that would be closer to place of residence, in which case going to work would be cheaper or more convenient, that would better enable to combine work with everyday life etc. The reason – to have a more adapted job for my health condition (option 7) is marked in case of people with a long-term illness, impairment or disability, who seek a job that would be better adapted for their condition. Even if a person with a physical disability seeks a job closer to place of residence, the option marked should be 7, not 3.

F05. It is clarified what type of job did s/he seek based on the working time.

F06. If the interviewee did not seek a job and does not want to work more, continue with question H19A.

F07. Persons who would like to work more but did not seek a job are asked if they would like to have an additional job (answer 1), would like to change a job (answer 2) or would like to have longer working hours at the present job (answer 3). If respondent does not prefer any of these answers the answer 4 is marked.

6.5 SECTION G. PREVIOUS WORK EXPERIENCE OF PERSON NOT IN EMPLOYMENT

Purpose

Section G concerns the last work place of the persons who have not worked during the reference week. On the basis of this information distribution of unemployed and inactive population by the economic activity, occupation, status in employment, reason of leaving the last job (including due to the care responsibilities), the termination of employment contract, the unemployment rate by economic activities and occupations etc. are estimated.

Definitions

Concerning determination of employment the same rules are used as in case of main job (See section C) excl short-term employment relationships. Purely occasional work, work during summer holidays or other short-term jobs are not to be considered as employment in section G.

About care responsibilities see section D.

Implementation rules

G01–G08. The questions collect information about the respondent's last place of work if he/she has worked or had a job less than 10 years ago.

G04A–G04B. With the help of Question G04, it is possible to distinguish whether the respondent has left the last main job on the employer's or the respondent's initiative; as well as between forced and voluntary leaving.

G04A. Staff reduction (answer 04) means that together with discharging the person his/her job was lost as well. In the case of dismissal (answer 03), the person is discharged, but the job remains.

In answers 10 "Retirement" and 11 "Early retirement", retirement at the legal pension age means retiring at the age entitling a person to retire, according to the Pension Act of the Republic of Estonia. The persons who are entitled to retire at an earlier age (e.g., women who have given birth to at least 5 children and raised them up to 8 years of age) are also classified under answer 10. If a person has retired before the legal retirement age, he/she is classified under answer 11. According to the State Pension Insurance Act the person has the right to early-retirement not earlier than three years before the person attains the legal retirement age.

In case the respondent has left the job because of a permanent injury, answer 07 "Respondent's illness, injury or disablement" is recorded.

The other personal or family responsibilities (answer 14) are an example change of residence, marriage, etc. If the person has care responsibilities (there are children under 15 or adults who need to take care in the family), the answer is 13; otherwise (an example house-wife without children, who takes care off husband and housing) 14.

G04B. Reasons for leaving last job related to work are specified. Mainly they are related to leaving on the initiative of the employee. With the answer “The other employer proposed a better job (higher salary, better work conditions etc)” we want to know how many employees are paid up.

G05. See D02.

G06A–G06B. See D03.

G06C. See D04A.

G07A. See D05.

G08. Question about termination of the employment contract is asked from employees.

According to the Employment Contracts Act an employment contract terminates by agreement of the parties, upon expiry of the term, on the initiative of the employee, on the initiative of the employer, at the request of third parties or in circumstances, which are independent of the parties.

(1) The reasons for leaving on the initiative of the employee are usually personal (an example own illness, studies) or family responsibilities (need to take care of other member of family) but also dissatisfaction with work or employer.

(2) An employer may terminate an employment contract entered into for an unspecified or fixed term prior to expiry of the term of the contract an example upon liquidation of the enterprise, agency or other organisation, upon the declaration of bankruptcy of the employer, upon dismissal of employees, upon unsuitability of an employee for his or her office or the work to be performed due to professional skills or for reasons of health, due to unsatisfactory results of a probationary period, due to the long-term (over 4 months) incapacity for work of an employee.

(3) By agreement of the parties, an employment contract may be terminated at any time if one party presents a corresponding written request and the other party gives written consent to termination of the contract.

(4) Fixed-term employment contracts terminate upon expiry of term.

(5) Employment contract terminates at request of third parties an example with minors. A legal representative of a minor or the labour inspector of the residence or seat of an employer may require the termination of an employment contract entered into with the minor, if the requirements specified in the Employment Contracts Act have not been observed in employment.

Employment contract terminates in circumstances independent of parties upon the entry into force of a conviction by a court, violation of rules for hiring, with one of the employees who are closely related or are related by marriage who work in the same state or municipal enterprise, agency or other organisation in positions which are directly subordinate to or have direct control over the other, unless such work is allowed.

If respondent did not work under an employment contract, but an example under Contract of agreement or verbal agreement then answer is 7.

6.6 SECTION H. JOB SEEKING

Purpose

In the section H the information for calculating several unemployment and inactivity indicators (the number of unemployed persons, the unemployment rate, the long-term unemployment, steps taken to find a job, status before the unemployment, the number of inactive persons, the reasons for inactivity, the number of discouraged persons etc.) is collected.

The nature of the job that the respondent is looking for helps to get a more detailed picture of the current situation of unemployment: there is a difference in whether the respondent seeks a permanent or a fixed-term job, whether he/she agrees to work for the minimum salary or expects an offer amounting to tens of thousands kroons, etc.

From the point of view of the employment policy, the structure of lacking jobs and the seriousness of unemployment as a social problem had to be estimated. The situation of the respondent at the beginning of the period of job seeking helps to establish the relationship between the probability of finding employment and the employment seeker’s previous situation, as well as identifies the persons who can find jobs by themselves and the persons who need more assistance.

The purpose of the question about steps taken to find a job is to find out about the spread of different options of seeking employment among different population groups. The number of options used by the respondent reflects the intensity of job seeking.

On the basis of questions related to Unemployment Insurance Fund it is possible to estimate how many unemployed persons do not register in the Unemployment Insurance Fund and why they do not register.

Definitions

The unemployed person — a person who simultaneously fulfils the following conditions:

1) he/she is without work (does not work anywhere at the moment and is not temporarily absent from work);
2) he/she is available for work within two weeks;
3) he/she is actively seeking work.

The registered unemployed person — a person who has attained at least 16 years of age and is under pension age, who is not employed, is registered in the Unemployment Insurance Fund and is seeking employment. A person is seeking employment if he or she is filling an individual job seeking plan and is willing to commence work immediately.

The inactive person — a person who do not wish or is not able to work.

Implementation rules

H01. The aim of the question is to find out whether the respondent has taken any steps to find employment during the past four weeks: asked friends and relatives, read job advertisements, taken steps to start an enterprise or a farm, been waiting for a contracted job to start, been registered as an unemployed job seeker at the Unemployment Insurance Fund, etc.. The past four weeks include the reference week and the three weeks preceding the reference week.

H02A. The aim of the questions is to find the reason for the respondent's inactivity. Question 02 relates to the persons who have been laid off for more than three months, are not paid 50% or more of their salary and who are waiting for the employer's instruction to return to their jobs (See C06). The purpose of answers 12–15 is to identify discouraged workers: the persons who wish to work but have lost the hope of finding employment.

H02B–H02C. Questions are similar to question D18B–D18C asked from part-time workers. Here we want to know if respondent who has care responsibilities couldn't participate in labour market because care services for children or for ill, disabled or elderly are not available or affordable.

Examples

Childcare services are:

- the services of pre-school establishments (a day nurseries, kindergartens, the day time centres, etc.);
- the opportunities given to schoolchildren to spend free time after lessons (group of the prolonged day, etc.);
- services of childminders.

Not childcare services are:

- the help of relatives, neighbours, friends, who look after the child free of charge.

Care services are:

- the services offered in-home (the paid nurse);
- the services offered in establishments (houses for aged, shelters, etc.).

Not care services are:

- the help of relatives, neighbours, friends, who are caring free of charge.

H03. In order to estimate the supply of labour force in the future, a question of clarification is asked from those who replied that they did not seek for a job, whether they would like to start a job.

H04. Answer 01 applies only to former employees; entrepreneurs and farmers who have gone bankrupt are classified under 04 and 05. Attention should also be paid when using categories 09–10, which are connected with studies. Answer 18 is recorded if the respondent started searching for employment during a lay-off period.

H05. This question relates to the starting date of the period of continuous job seeking, even if continuous job seeking started before the respondent left his or her previous job. Question H05 is asked also from the employed persons who have given an affirmative answer to Question F04 (i.e., the persons who have been looking for a new or additional job).

H06–H12. The aim of these questions is to find out what kind of job the respondent has been seeking. These questions are also asked from those employed persons who are seeking an additional or new job.

H13. Note that the question relates to the steps taken during the past four weeks, not only during the reference week. The past four weeks includes the reference week and the three weeks preceding the reference week.

H14. If the respondent mentions only one option, this is recorded as the main option in Question H14.

H15–H16. The respondents who have not indicated registering at Unemployment Insurance Fund as one of the ways for job seeking in Question H13 (answer 01) are asked about the reasons for not having done so. For more information on registration at Unemployment Insurance Funds, see H19.

H17–H18. The aim of these questions is to find out if the respondent is prepared to take up a job, which is a second criterion for unemployment, besides job seeking.

H19–H24. The aim of the questions is to explore the respondent's relationship with the Unemployment Insurance Fund. It is important that the questions are asked from all the respondents (employed, unemployed and those who are not seeking a job). Registration at the Unemployment Insurance Fund is not a factor in determining the employment status of the respondent (employed, unemployed, inactive). E.g., if the respondent works and is registered at the Unemployment Insurance Fund at the same time, this should be recorded in the questionnaire.

According to the Labour Market Services and Social Protection Act that entered into force on 1 January 2006, the registered unemployed person is a person who has attained at least 16 years of age and is under pension age, who is not employed, is registered in the regional employment office and is seeking employment. A person is seeking employment if he/she is filling an individual job-seeking plan and is willing to commence work immediately.

H21-H22. The following should be taken into consideration when taking down the answers.

Unemployment insurance is a type of compulsory insurance the purpose of which is to pay benefits to employees and public servants (hereinafter employees) upon unemployment, collective termination of employment contracts and service relationships, and insolvency of employers.

Insured persons have the right to receive unemployment insurance benefits if:

1) they are registered as unemployed pursuant to the Labour Market Services and Social Protection Act

2) their insurance period is at least twelve months during the twenty-four months prior to registration as unemployed.

An insured person has the right to receive an unemployment insurance benefit during the whole period when he/she is registered as unemployed, but not longer than:

1) 180 calendar days if the insurance period of the insured person is shorter than five years;

2) 270 calendar days if the insurance period of the insured person is between five and ten years;

3) 360 calendar days if the insurance period of the insured person is ten years or longer.

The amount of unemployment insurance benefit per calendar day shall be calculated on the basis of the average remuneration of the insured person per calendar day during the last twelve months of employment, but on the basis of not more than three times the average remuneration per calendar day in Estonia during the previous calendar year.

Persons have the right to receive unemployment benefit if have been employed or engaged in an activity equal to work (work performed in Estonia on the basis of an employment contract or any other similar contract for the provision of services to another person which is of permanent nature, or in public service, or as an employee sent on assignment abroad; employment in a state or local government agency pursuant to the Public Service Act or legislation regulating public service operating as a sole proprietor in Estonia; enrolment in daytime or full-time study at an educational institution; service in the Defence Forces or alternative service) for at least 180 days during the twelve months prior to registration as unemployed.

Previous employment or engagement in an activity equal to work is not required of persons who for at least 180 days during the twelve months prior to registration as unemployed:

1) raised, as a parent or a guardian, a child of up to 18 years of age with a moderate, severe or profound disability, a child under 8 years of age or a child of 8 years of age until the child completed year one at school;

2) underwent hospital treatment;

3) cared for a sick person, a person who is permanently incapacitated for work or an elderly person on the basis of a foster care contract entered into in writing pursuant to the Social Welfare Act;

4) were not employed due to disability or declaration as permanently incapacitated for work;

5) were held in custody or served a sentence in prison.

Benefits are paid during the eligibility period for registration as unemployed generally for up to 270 days. Benefit shall not be paid within sixty days as of the date when the right to receive benefits arises to persons who were enrolled in daytime or full-time study at an educational institution before registration as unemployed persons or left their previous work or service on the initiative of the employer for a breach of duties, loss of confidence or indecent act.

An unemployed person has the right to continue to receive state unemployment benefit after receipt of benefits for 270 days or after receipt of benefit for 210 days:

1) up to attainment of the pensionable age if less than 180 calendar days remain until he/she attains the pensionable age;

2) until delivery if her due date for delivery as calculated by a doctor is within seventy calendar days;

3) for ninety days, as a guardian or a parent who raises at least three or more children under eighteen years of age;

4) if he/she does not find suitable work during 180 days due to reasons beyond his or her control. In such case, an unemployment office may extend his or her right to receive unemployment benefit for up to ninety days pursuant to the procedure and under the conditions established by the Minister of Social Affairs.

The unemployment benefit is 400 kroons per month.

Unemployment benefits shall not be paid during periods when the unemployed persons are paid unemployment insurance benefits pursuant to the Unemployment Insurance Act.

A stipend of unemployed person shall be paid to a person who through an employment office participates in employment training the length of which is at least forty hours. Employment training means training in the course of which a person who seeks employment and participates in the training acquires or develops vocational, professional and occupational knowledge, skills and experience or adapts to the requirements of the labour market. In organisation of employment training, the function of state employment agencies is to increase the competitiveness of persons who seek employment in the labour market. A stipend of unemployed person is 3.75 kroons per hour.

An employment subsidy to start a business is granted to an unemployed person who have attained at least 18 years of age and are under pensionable age and have undergone business training or who have experience in business. An employment subsidy to start a business is 20 000 kroons.

6.7 SECTION I. CHANGES DURING THE PREVIOUS YEAR

Purpose

The data collected in the section I is used for describing of the mobility in the labour market. The flows between labour statuses (the employed, the unemployed, the inactive persons), the changes of work by economic activities, geographical mobility etc. during the last year is analysed.

Definitions

The period of employment — a period during which the respondent was working. The period of employment is determined by having a job, which usually means working for an enterprise or organisation. Having a job may also refer to working on a farm or in a family enterprise, as a freelancer, etc.

The period of unemployment — a period during which the respondent did not work anywhere and was seeking a job. Job seeking comprises also preparations for starting entrepreneurship or starting a farm, and waiting for an agreed job to start.

The period of inactivity — a period during which the respondent did not work or seek a job

Implementation rules

First determine the respondent's labour status (employed/unemployed /inactive) at the same time in the previous year and then continue the interview with the employment block or proceed with the unemployment or inactivity blocks. Section I starts with an introductory text that gives the respondent an idea of the orientation of the following interview.

I01. By having a job we mean all kinds of activity providing income. In addition to wage labour, a job may also involve entrepreneurship, farming, freelance activity, producing agricultural products for sale, individual and patent-licensed work, helping members of family in a family enterprise, on a farm, etc. For the purposes of the survey, it is not relevant whether the job is officially recorded or not, whether it is full-time or part-time, permanent or temporary. Any illegal activity for income (prostitution, etc.) should also be considered a job, should the respondent mention it.

Voluntary work for which no payment is received is not to be taken into account.

Military service (or alternative service) is not considered a job in question I01 or anywhere else in the questionnaire. Military service is considered a form of inactivity in the questionnaire, except for professional military service, which is considered a job.

If the respondent was absent from work for a short period of time (for less than three months) at the same time in the previous year and later on returned to his or her job, the respondent is considered employed. In the case of a longer absence (over three months) it has to be stated that the respondent was not employed. This concerns mostly persons on parental leave, who have to be taken down as inactive. The persons on maternity leave who had a job they could return to after the leave are considered temporarily absent from work.

I02. The question refers to active job seeking, i.e. any steps actually taken to find a job: seeking the assistance of friends or relatives, applying directly to employers, answering and placing newspaper advertisements, registering at an employment exchange, etc. If the respondent was going to start a farm or take up entrepreneurship and was making actual preparations for it, it is considered job seeking as well. If the respondent was not actively seeking a job because he/she had already found a job and was waiting for the agreed starting date, it is equal to job seeking and the answer to Question I02 is affirmative.

The mere wish to work is not sufficient for an affirmative answer to question I02. The differentiation between the wish to work and actual job seeking is essential, since it determines the classification of the respondent as either unemployed or inactive.

EMPLOYMENT

Questions I03 – I09 in Section I form one of the three blocks of questions through which data is gathered about the main activities of respondents within the past year. This block records information about the respondents' periods of employment. The period of employment is determined by having a job, which usually means working for an enterprise or organisation. Having a job may also refer to working on a farm or in a family enterprise, as a freelancer, etc. In the questionnaire and the

interviewer's manual, all these possible jobs are taken down as “enterprise/organisation”. If the respondent had several jobs at the same time, one of them (i.e. the one which took up most of the respondent’s time) is considered to be the main job and the rest second jobs. The questions in Section I relate only to the main job. Note that the main job does not necessarily entail working full-time.

If the actual work does not coincide with the official employment relationship (someone else could be in the official record instead of the respondent), the actual work has to be taken into account.

If the main economic activity of the enterprise/organisation or the respondent’s position in the enterprise/organisation changed substantially while the respondent was working there, this is taken down as two consecutive main jobs in different columns.

I04. This question establishes the time when the respondent began the job in the given enterprise/organisation. Since the questions relate to the past year, the time can be earlier than a year ago only in the case of the first job in the table, i.e. in the first column of the table.

In the case of entrepreneurs, problems may occur concerning the borderline between the preparations for establishing an enterprise and the actual start of its functioning. If this kind of problem arises, the moment when the enterprise/organisation was ready to give production or service is taken down as the start of the job.

I05. See D02

I06. See D03

I07. See D04B

I08. See D05

I09. If the respondent has in the meantime worked elsewhere, but has returned to the same enterprise/organisation by the time of the interview, the return to the same job later on is to be reflected in a separate column of the table of main jobs. The start of parental leave is the starting date of the period of inactivity, thus also the ending date of the period of employment, regardless of whether the employment relationship is maintained or not. There are three events that can follow leaving a main job: start of a new job, start of a job search, or a longer period during which the respondent did not work or seek a job. The aim of Question I09 is to direct the interview towards the following main job, the period of unemployment or inactivity, respectively.

UNEMPLOYMENT

The period of unemployment is defined as a period during which the respondent did not work anywhere and was seeking a job. Job seeking comprises also preparations for starting entrepreneurship or starting a farm, and waiting for an agreed job to start.

I10. This question establishes the starting date of the period of unemployment. If a job search started before the respondent left his or her previous job, the month when he/she became unemployed should be written down. If the respondent stopped working and started job seeking in the middle of a month, the interviewer needs to specify which period took up more of the month, and the month is consequently considered either the last month of the period of employment or the first month of the period of unemployment.

I11. Finding a job does not only mean wage labour as such, but also starting an enterprise or putting up a farm, and all the ways of working mentioned in Section D.

INACTIVITY

A period of inactivity is defined as a period during which the respondent did not work or seek a job. Periods of inactivity start when the person either leaves a job or stops job seeking. These periods end when the person either starts job seeking or begins a job without a preceding period of job seeking. Several periods of inactivity may follow each other. For instance, if the respondent joins the army after leaving school, two consecutive periods of inactivity are taken down in the table of inactivity periods, the reason for the first being studies (answer 01 to I13), for the second — military service (answer 02 to I13). Note that the questions relate to the changes within the past year. If the reason for inactivity changed earlier, it is not recorded in the table.

I12. The question establishes the starting and ending dates of the particular period of inactivity. If the respondent stopped working or job seeking and became inactive in the middle of a month, the

interviewer has to specify which period took up more of the month, and the month is consequently considered either the last month of the previous period or the first month of the period of inactivity.

I13. The aim of the question is to find the reason for inactivity. Answer 8 helps to identify discouraged workers – the persons who wish to work, but have lost the hope of finding a job.

I14. The aim of the question is to find how the period of inactivity ended. A period of job seeking following a period of inactivity should be the most typical sequence of periods.

If it appears that the respondent began a job without any previous job seeking and it was not his or her former job, the interviewer has to check if it really was the case. If it turns out that the respondent in fact started job seeking, but it lasted less than a month, a short period of job seeking like this can be ignored and the situation taken down as starting work without any previous job seeking.

6.8 SECTION YE. EDUCATION

Purpose

The aim of Section YE is to gather information about the highest level of education attained. On the basis of the data collected in section YE several core education indicators are calculated: educational level of the labour force, the unemployment rate by level of education etc.

Definitions

Formal education — the hierarchically organised system of education from the primary school to the university level, based on the state curricula.

Implementation rules

YE1-YE2. The question records the highest level of general education attained in the school of general education at the time of the interview and the year of attainment. General education attained in a vocational or vocational specialised school should not be recorded here. Take note that the general educational level be marked for all people, including people with a higher education. It does not matter in which form of studies education was attained (daytime studies, evening courses, distance learning or taking examinations without having regularly attended lectures). Only completed educational institutions (or grades) are included.

(1) Secondary education – a person has finished 10-, 11- or 12-grade secondary school, gymnasium, secondary science school, college of general education or received secondary education in a school for disabled children or in a closed special school for juvenile delinquents. Excluded are persons who have attained secondary education in an institution of vocational education or vocational secondary education after completing basic education.

(2) Basic education (incl. unfinished secondary education)– a person has not attained secondary education, but has finished:

a) vocational secondary school in 1920–1940;
b) secondary science school or progymnasium until 1940;
c) incomplete secondary school or 7 grades until 1961;
d) at least 8 grades in 1962–1989;
e) basic school or at least 9 grades in 1990 or later;
f) completed professional secondary education after basic education;
g) completed basic education in special school.

(3) Primary education – a person has not attained basic education, but has finished (at least) one of the following school types:

a) one-grade school of rural municipality, city elementary school, one- or two-grade school of ministry, parish school, higher primary school until 1920;
b) 4 or 6 grades until 1930;
c) 6 grades in 1930–1944, included are also evening elementary schools for adults;
d) 4 grades in 1945–1971;
e) 3 grades in 1972–1989;
f) 6 grades in 1990 or later.

(4) No primary education – the household member has not attended school or has attended school, but has not completed a level of education corresponding to primary education.

(5) Illiterate — a person who has not acquired a level of education corresponding to primary education and is unable to read and write simpler texts on everyday topics in Estonian or another language.

YE3.. The aim of these questions is to record the highest completed vocational, professional or occupational education at the moment of the survey. It should be noted that the educational level of a person is the highest educational institution or class that has been completed within the formal educational system (i.e. in a school of general, vocational or higher education); uncompleted education is not taken into account. Educational level of persons who have completed vocational, professional or occupational education in a foreign country, the level of education should be determined pursuant to the procedure used in determining the educational level acquired in Estonia.

(1) No vocational, occupational or professional education – a person has not received a vocational or professional education. Included is also secondary school (of general education) graduate who in addition to secondary education has received a speciality from a school of general education.

(2) Vocational education – the person has, after completing some level of education in a school of general education, received a document on vocational training. It should be kept in mind that acquiring a vocation in a vocational secondary, professional secondary or technical school is not meant here.

(3) Vocational secondary education – a person has completed a vocational secondary school curriculum in some educational institution.

(4) Professional secondary / technical education – a person has completed a professional secondary school curriculum in a technical school, commercial school, higher agricultural or horticultural school, naval school or in any other educational institution.

(5) Higher education: professional higher education, applied higher education, diploma study, bachelor's degree or master's degree- the respondent has graduated from an institution of higher education or an institution offering a program of applied higher education or diploma studies or bachelor's or master's studies. It is not possible to obtain named levels upon the completion of adult education courses, University of Marxism-Leninism, etc.

(6) Doctor's degree (earlier candidate of sciences) – a person has obtained a candidate of sciences or doctor's degree. Included are also persons who have completed a residentship. Equivalent to a doctor's degree (PhD) are considered qualifications obtained in the Soviet Union proven by:

1) a diploma of a candidate of sciences (*kandidat nauk*)

2) diploma of a PhD (*doctor nauk*)

YE4. Higher education is divided into the following:

(1) Professional higher education – upon the completion not an academic degree but a diploma certifying the acquisition of higher education is granted (completion is possible since 2000). A person has completed a school for higher applied education, vocational school or other school following a program for a professional higher education. It is no longer possible to obtain professional higher education since 2008.

(2) Applied higher education or diploma study – upon the completion not an academic degree but a diploma certifying the acquisition of higher education is granted. A person has completed an applied higher school curriculum in an institution of higher education or in any other educational institution (completion is possible since 2002) or diploma studies (completion is possible since 1992).

(3) Bachelor's degree – a person has a diploma certifying the acquisition of a bachelor's degree (since 1992), i.e. he/she has completed a higher school curriculum in an institute, academy, university or in any other educational institution.

(4) Higher education obtained before 1992 – a person has a diploma certifying the acquisition of higher education (before 1992), i.e. he/she has completed a higher school curriculum in an institute, academy, university or in any other educational institution. If this education was completed before 1992 abroad, the educational level obtained abroad should be marked instead of higher education obtained before 1992.

(5) Master's degree (incl. integrated bachelor's and master's studies) – a person has obtained a master's degree. Included are also persons who have completed an internship and persons who have completed a one-year teaching education after bachelor's studies and persons who have completed integrated studies (completion of integrated studies is possible since 2002).

It is not possible to obtain named levels upon the completion of adult education courses, University of Marxism-Leninism, etc.

YE5, YE6, YE7. The year of graduation and the field of specialization are important background characteristics. The exact name of the school completed, the field of specialization and the year of graduation are also important to assess the quality of the education bloc questions. In case of doubt they make it possible to check if such a school in the year named offered the claimed level of education and field of specialization. If the respondent has multiple higher education degrees or Professional secondary or vocational education (the same level obtained several times and also the highest level of education), the year and field of specialization of the first time this level was obtained should be marked.

YE8. It is important to distinguish vocational education by the level of education that was required upon entrance to a school.

(1) There was no required level of education upon entrance.

(2) Basic education was required. If a person has graduated vocational education on the basis of secondary education, he must be classified under vocational secondary education (education required to enrol: secondary education).

If a person has no basic education, it is possible for him to obtain a pre-vocational education along with a basic education. If a person has graduated pre-vocational training meant for young people without basic education, but he has received a basic education from a general education school and pre-vocational education from a vocational school, he has obtained a basic education but has no vocational training. It is possible to obtain such a level for instance in the Põltsamaa vocational school or the Vana-Vigala Techniques and Service school.

YE9. In addition to the determination of base education required to enrol, it is important to know what level of general education a person obtained with vocational education in order to establish their educational level within vocational education.

(1) Receiving only a vocation – a person has received a vocational education without having acquired at the same time basic or secondary education. In-service training, refresher courses, retraining or courses for own interest (incl. language courses or adult education courses) are not considered as vocational education.

(2) Receiving a vocation with basic education – a person has together with vocational education received secondary education in the framework of the same curriculum. If a person has graduated pre-vocational training meant for young people without basic education, but he has received a basic education from a general education school and pre-vocational education from a vocational school, he has obtained a basic education but has no vocational training. It is possible to obtain such a level for instance in the Põltsamaa vocational school or the Vana-Vigala Techniques and Service school.

(3) Receiving a vocation with secondary education – a person has together with vocational education received secondary education in the framework of the same curriculum (for example, persons who received both a professional certificate and a secondary school graduation certificate from the vocational secondary school). Excluded is the graduate of a secondary school of general education who in addition to secondary education received a vocation from the school of general education.

YE10. It is important to differentiate vocational secondary education and professional secondary / technical education based on what the enrolment requirements were:

(1) Based on basic education – a person has completed a vocational secondary school curriculum in some educational institution, which requires that a completed educational level of a student upon entrance is basic education. Or a person has completed a professional secondary school curriculum in a technical school, commercial school, higher agricultural or horticultural school, naval school or in any other educational institution where the enrolment requirement was a basic education.

(2) Based on secondary education – a person has completed a vocational secondary school according to a curriculum of an educational institution, which requires that a completed educational level of a student upon entrance is secondary education. Or a person has completed a professional secondary school curriculum in a technical school, commercial school, higher agricultural or horticultural school, naval school or in any other educational institution where the enrolment requirement was a secondary education.

6.9 SECTION J. STUDIES

Purpose

The aim of Section J is to gather information about studies during the past four weeks. When comparing Section J to the previous sections of the questionnaire, information on the employment of students can be analysed. The questions should also reveal information about the numbers of young people who neither work nor study. On the basis of the data collected in section J several core education indicators are calculated: the life-long learning, participation in courses, participation in education.

Definitions

Formal education — the hierarchically organised system of education from the primary school to the university level, based on the state curricula.

Informal education — organised educational activities targeted at certain groups of interest: official courses, seminars and other types of training that fall outside the formal system of education, but are organised by formal organisations (training centres, etc.).

Free education — education acquired in one's own interest according to a self-compiled programme, depending on the needs and possibilities. Free education does not generally use the state curricula. The substance and organisation of studies is usually agreed upon by the tutor and students. Free education is usually organised by volunteer organisations (hobby groups, libraries, religious organisations, etc.) and/or informal groups.

Implementation rules

J01–J02. Only the studies orientated towards the acquisition of a certain level of formal education, i.e. studies at a school of general education, institution of vocational education or institutions of higher education, are referred to in these questions. Daytime studies, evening courses and distance learning should be recorded; also if studies are temporarily discontinued but the formal connection with the institution has been retained (e.g. academic leave).

Basic school (9 grades), secondary school, and gymnasium are considered schools of general education. Vocational schools, vocational secondary schools, and technical schools are considered institutions of vocational education. Institutions of higher education are universities, institutes, and academies.

J03. The level of studies is determined with this question.

(1) 1–6th grade – the person studies in 1–6th grade of educational institution of general education (located at a pre-school child care institution, primary school, basic school, secondary school, gymnasium and other school).

(2) 7–9th grade – a person studies in 7–9th grade of educational institution of general education.

(3) 10–12th grade – a person studies in 10–12th grade of educational institution of general education.

(4) Vocational education or vocational secondary education — a person studies in vocational institution but does not acquire there secondary education in the framework of the same curriculum. Or a person acquires vocational secondary education in the framework of the curriculum, which requires that the completed educational level of the student upon entrance is basic education. The educational institution has to be part of the national educational system, i.e. the graduation document certifying the acquisition of the vocation should be recognised by the state. This category also includes students in vocational training meant for people over the compulsory school age without a basic education, or young people with special needs. Also people in vocational training on the basis of basic education.

(5) Applied higher education – a person studies according to the curriculum of applied higher education in an institution of higher education or in any other educational institution (upon the completion an academic degree is not granted), which requires that the completed educational level of a student upon entrance is secondary education.

(6) Bachelor's study — a person studies in bachelor's studies in an institution of higher education.

(7) Master's study (incl. integrated bachelor's and master's studies) — a person studies in master's studies in an institution of higher education and is in internship after graduation from an institution of

higher education (for medical graduates). Or a person studies according to an integrated curriculum of bachelor's and master's studies, for graduates of teaching education, architecture and construction and veterinary medicine and medicine, where a document of education certifying the completion of bachelor's studies is not received and students graduate with master's degree or document equalised to it (see also the table).

(8) Doctor's study (incl. residentship) — a person studies in doctor's studies in an institution of higher education and in residentship (for medical graduates).

See also following table.

THE INSTITUTIONS OF HIGHER EDUCATION AND POSSIBLE STUDIES IN THESE ACCORDING TO THE LEVEL OF EDUCATION, 2008/2009

	Integrated bachelor's and master's study	Bache-lor's study	Doctor's study	Profess-ional higher education	Master's study	Applied higher education
University eird	no			no		
Computer Science College	no	no	no	no	no	
Theological Institute of the Estonian Evangelical Lutheran Church	no			no		no
Theological Seminary	no	no	no	no	no	
Estonian School of Hotel & Tourism Management	no	no	no	no	no	
Estonian Information Technology College	no	no	no	no	no	
Estonian Academy of Arts				no		no
Estonian University of Life-Sciences				no		
Estonian Maritime Academy	no	no	no	no		
Estonian Methodist Theological Seminary	no	no	no	no	no	
Estonian Academy of Music and Theatre	no			no		no
Estonian-American Business Academy	no	no	no	no	no	
Estonian Business School	no			no		no
The EuroUniversity	no		no	no		no
International University Audentes	no			no		
The Estonian National Defence College	no	no	no	no		
Higher School I Studium	no	no	no	no	no	
Lääne-Virumaa Higher Vocational School	no	no	no	no	no	
Mainor School of Business	no	no	no			
Institute of Economics and Management	no	no	no	no	no	
Public Service Academy of Estonia	no	no	no	no	no	
Institute of Humanities and Social Sciences	no	no	no	no	no	
Tallinn Commercial College	no	no	no	no	no	
Tallinn School of Economics	no	no	no		no	
Tallinn Pedagogical College	no	no	no	no	no	
Tallinn Technical University	no	no	no	no	no	
Tallinn Technical University				no		
Tallinn Medical School	no	no	no		no	
Tallinn University				no		
Tartu Art College	no	no	no	no	no	

Tartu Aviation College	no	no	no	no		
Tartu Theological Academy	no	no	no	no		
Tartu Medical School	no	no	no	no	no	
University of Tartu				no		
Võru County Vocational Training Centre	no	no	no	no	no	

J04–J05. The name of the school and field of specialization are important background characteristics. . The exact name of the school completed and the field of specialization are important to assess the quality of the education bloc questions. In case of doubt they make it possible to check if such a school in the year named offered the claimed level of education and field of specialization.

If aside from the area of specialization some vocation or qualification is being studied towards, this too should be recorded. (eg. field—mathematics, vocation—teacher) It is important that the area of specialisation be recorded as precisely as possible. For example, if a respondent said that he or she had studied economics, it should be specified whether he or she specialised in accounting, finance, trade, industry or any other area. If a respondent studied language, natural sciences, etc., it has to be specified whether he/she acquired teaching profession: e.g. it is not sufficient if there is indicated English as a subject, it has to be specified whether it was English teacher training or English philology, etc. General formulations cannot be coded later on.

J07A. It is important to differentiate vocational education based on what the enrolment requirements were:

(1) There was no required level of education upon entrance. Here are included the people in vocational training meant for young people with special needs or young people with no basic education. (for instance those in vocational training for people above the compulsory school age without a basic education)

(2) Basic education was required. Here are classified the people in vocational training on the basis of basic education or obtaining a vocational secondary education on the basis of basic education.

(3) Secondary education was required. Here are classified the people in vocational training on the basis of secondary education or obtaining a vocational secondary education on the basis of secondary education.

J07B. When a vocational education has been obtained it is important to find out whether secondary education was obtained along with the vocation or not:

(1) Just the vocation. Persons studying in vocational school on the basis of a basic education are classified here.

(2) Secondary education along with the vocation. Persons studying towards a vocational secondary education (on the basis of a basic education) are classified here.

J08A. School-based study is based on vocational, professional or occupational training of which work practice in an enterprise or institution shall not exceed one half of the total volume of the vocational training part of the curriculum.

Workplace-based study is based on vocational, professional or occupational training of which work practice in an enterprise or institution shall constitute at least two thirds of the total volume of the vocational training part of the curriculum.

J08B. In full-time study, students shall complete cumulatively at least 75 per cent of the studies which, according to the curriculum, must be completed by the end of each academic year.

In part-time study, a student shall complete cumulatively less than 75 per cent of the studies which, according to the curriculum, must be completed by the end of each academic year.

J09–J12. The aim of the questions is to obtain information on the specialities acquired by the respondent by the time of the interview, either at a school of general education, institution of vocational education or elsewhere.

Note that unlike in the table of studies, where information is gathered only concerning the studies in the formal system of education, all the specialities acquired (in formal, informal, or free education) are to be taken down in the table of specialities.

Studies already recorded in the table of studies need not be repeated in the table of specialities. It is important that only these specialities for which the respondent has been issued a written certificate are taken down. For each speciality, its name and the year and place of acquisition are taken down. Knowing the specialities of the respondent helps to find out how many people work in the field that they have studied or been trained for.

If, the respondent has acquired a particular certified qualification, this should be recorded as well (e.g. speciality — organisation of the mechanical processing of economic information; qualification — engineer-economist).

Special attention should be paid to the specialities which the respondent has acquired within the past four weeks or which he/she is still acquiring. Here it has to be observed that if the studies are continuing at a school of general education, vocational education or institution of higher education, this is reflected in the table of studies, not in the table of specialities. Only the studies taking place in the form of special courses, in course of the military service, or at the working place have to be recorded in the table of specialities (answers 8–10 to Question J11).

J15. This question clarifies, whether the interviewee participated in any training courses over the past four weeks. In the questionnaire seminars, conferences etc are also to be included. Also the courses that started earlier than four weeks ago or that continue on after the survey week are to be included if part of the course took place during the past four weeks.

Training courses do not include non-taught learning without the assistance from any educational institution or training company (e.g. special language learning programmes on the Internet). Question concerning non-taught learning over the past four weeks is J22. In case the interviewee participated in several courses over the past four weeks, the questions should be about the latest one; in case s/he participated in several courses at the same time, the questions should be about the course that was most important to the interviewee.

Answer 1 (training courses at work) denotes the courses that are connected with the respondent's work. If the respondent has taken part in a work-related conference, seminar, etc. within the past 4 weeks, answer 2 is taken down. Answer 3 (training for the unemployed) denotes all types of training that can be considered part of job seeking, i.e. training through the Unemployment Insurance Fund or a private employment bureau. Answer 4 (hobby courses) denotes all the courses, which cannot be associated with the respondent's work or unemployment – i.e., the courses that are connected with the respondent's interests and hobbies and take place on his or her initiative. The table of specialities does not reflect the studies in the course of which no qualification was acquired (work-related seminars, hobby courses, etc.); such courses have to be included in question J15.

J16A–J16C. The topic of the courses should only be asked if it is not already reflected in the table of qualifications. Record the subject of the course, conference, seminar etc and if this does not precisely describe the topic, write down a short explanation of the content (e.g. Estonian language course for non-Estonians, handicraft course, computer course for beginners, the "Äripäev" seminar "What influences the construction market in 2003?", conference on environmental issues etc).

J17. This question specifies the location of the training. If the training course took place in a formal educational institution, the type of school has already been recorded in Question J11; in Question J17 corresponding answer of 1–3 is taken down. Answers 4–10 are mainly the specifications of answer 8 (courses) in Question J11. Note that Question J11 refers to the place of the acquisition of the speciality - i.e., the place where the document certifying the acquisition of the speciality was received. Question J17 refers to the place of training. If the training course took place at two locations (e.g. training in the school and practical work in an enterprise), both are taken down. Self-studying is not regarded as a course. Question concerning non-taught learning is J22.

J18A. It is asked here who has paid for the courses. If the funding has come from several sources, all of them should be recorded (e.g. partly from the employer and partly from the respondent).

J18B. The aim of the question is to clarify whether the employer supports participation in courses. By working hours not only the regular working hours is meant here (although it tends to be the case), but the question is whether the employer regards the hours spent at the courses equivalent to the hours spent at work. So in case the interviewee participated in the courses outside paid hours (e.g. 2 hours in the evening), but in return has a shorter working day (e.g. working day is 2 hours shorter), the answer is "during paid hours". A contrary example is when the interviewee participated in a course during paid hours (e.g. 2 hours during the day) and has to work later (2 hours) the same or some other evening. In this case the answer is "outside paid hours".

J19. The question specifies the length of courses and refers to the total duration of the courses. For instance, if a course took place every second Tuesday for 2 months, the duration of the course is 2 months (answer 3).

J21. In question J21 the hours spent at all the courses during the past four weeks should be added up. In case there was just one course, then the time spent at it is recorded. In case any of the courses started earlier than four weeks ago or continue after the survey week, only the time spent at courses during the past four weeks should be included. With the longer courses the interviewee may have difficulties in saying the number of hours spent at them. In that case, depending on the course, ask separate questions about each of the past four weeks or about each day and then add up the hours. Write the calculations down on the dotted line below the question. It has to be kept in mind that the question only concerns the time spent at the courses. It does not include the time spent on home assignments, travelling time (to the place where the course is held), entertainment organised for the course participants etc.

J22. The question clarifies whether the interviewee did any self-studying with the purpose to improve his/her skills. All the five activities describing non-taught learning have to be read out to the interviewee. It is important to make sure that the answers would reflect only non-taught learning and would not be connected with studies in the formal educational system (reflected in questions J01–J08) or participation in courses, seminars, conferences etc (reflected in questions J15–J21).

6.10 SECTION K. BACKGROUND INFORMATION

Purpose

The background information collected in sections B and K enables to get labour market indicators by sex, age, ethnic nationality, place of residence, domestic language etc. It is important to know the country of birth of the parents of the respondent to determine the immigrant population and to analyse the integration of the immigrant population to the Estonian labour market.

Definitions

Immigrant population — people living in Estonia whose parents were born in a foreign state.

Country of birth — the country according to currently valid state borders where the respondent was born or respondent's mother lived at the time of respondent's birth.

Implementation rules

K01. The date of birth and the sex of the respondent are already recorded in the household section of the reference person. The question is repeated so as to avoid errors in data analysis with respect to these very important questions.

K02A–K02F. To determine the immigrant population it is needed to know in what state were respondent's parents born. However, parents may no further be members of the same household. In case of both the father and mother, the current state borders shouldn't be taken into account when recording the place of their birth. For example, if the respondent says that his or her parents were born in the Soviet Union, it must be marked as Soviet Union. The name of the Soviet Republic enables to mark the state according to the current state borders.

K03–K04. Place of residence refers to the respondent's actual place of residence, not the address recorded in his/her passport. In the case of Estonia, the name of (1) the municipality — village/township/town, in the case of Tallinn and Kohtla-Järve also the name of the town district, (2) the county and (3) the country is recorded. The appropriate type of settlement is to be underlined in order to distinguish between the towns and rural municipalities whose names coincide (the town of Rapla and the rural municipality of Rapla, the town of Põlva and the rural municipality of Põlva, etc.). On the "County" line for persons living abroad write down the name of the region by the administrative division of the foreign country where the interviewee lives. In case s/he lives in a town/city, put down the name of it too.

If a member of the household is temporarily living separately from the household, his/her current place of residence has to be recorded. If the respondent has difficulty determining the place of residence as he/she lives at several places, his/her main place of residence (i.e., the place where the respondent mostly stays overnight) has to be recorded. Changes in the place of residence need to be recorded also if the respondent has moved to a different address within the same town or village; changes in the place of residence within one house or farm need not be recorded.

Changes in address while the respondent has been living in university accommodation or in private accommodation during his/her studies are considered insignificant for the purposes of the survey and need not be recorded.

K05A–K05E. Questions expect the respondents to be fluent in the first domestic language and aims to identify their proficiency in other languages of communication, if used. To facilitate the identification of mentioned level, a selection of three levels is given.

K06–K07. The aim of the questions is to identify the languages the respondent has knowledge of, in addition to his/her domestic languages, and the level of his or her proficiency in said languages.

K08. In determining the main economic status of a respondent, the answer should be based on the self-defined socio-economic status indicated by the respondent. At the same time it should be noted that usual situation had to be taken into account not short-term changes. A persons temporary absent from work (the person who is on pregnancy and maternity leave, the person who is absent due to illness, injury and other such reasons) are working. Having casual work is also considered as working.

If the person could belong to several categories on the chart (e.g. a retired housewife), the category with the smaller number is taken down (in the given case the person is to be classified as retired).

K09–K11. The aim of the questions is to obtain information about the respondent's sources of income and about how the respondent is coping with his/her life.

Salary — payment received as money or in kind (food, fuel, etc.), all compensations received for work (including casual labour), including royalties, contract payments, premium pays, as well as income received for piecework, tips and commission or percentage of sales in compliance with the agreement made with the employer. Also scholarships and other money received for doing a certain work, research or project were regarded as wages.

Profit from entrepreneurship/farming/business activities — income from production, mediation and business activity, in which the person was actively involved with. Whether it was an individual or enterprise, whether the enterprise had been registered or not is insignificant.

Property income, income from capital (rental income, dividends, interests) — income from letting (real or personal) property, income in the form of interests on loan, dividends on shares or from entrepreneurship or business activity or in any other way where the respondent himself/herself was not actively involved with.

Pension — an old-age pension, public pension, incapacity pension, survivor's pension or any other pension (excl pension for incapacity for work).

Maintained by an institution — e.g., inmates in social welfare institutions (children's homes, general care homes, special care homes, etc.), conscripts in the service of the Defence Forces, imprisoned persons, etc.

Loans — study loans or any other loans meant for immediate use. Loans taken for the purchase of dwellings, buildings, etc. are not taken into account.

Savings, sale of property — money (savings) taken from deposit, sale of shares or business stocks, sale of real or personal property, i.e. subsistence from the realisation of the previously acquired possessions.

K13. This question is asked only from employed persons. A trade union is an organisation representing the interests of employees, and employers cannot be members of such unions.

K14. Members of the Estonian Employees' Unions' Confederation (TALO) are:

Eesti Kõrgkoolide, Teadus- ja Arendusasutuste Ametiliitude Ühendus UNIVERSITAS

Eesti Haridustöötajate Liit (EHL)

Eesti Kultuuritöötajate Ametiliit (EKAL)

Eesti Koolijuhtide Ühendus (EKJÜ)

Eesti Teatriliit (ETL)

Eesti Inseneride Kutseliit (EIK)

Eesti Radioloogia Ühing (ERÜ)

Ringhäälingu Töötajate Ametiliit (RTAL)

Eesti Ajakirjanike Liit (EAL)

Eesti Treenerite Ühendus (ETÜ)

Eesti Maateenistujate Ametiliit (EMTA)

Tallinna Tolliametnike Ametiühing (TTAÜ)

Members of the Confederation of Estonian Trade Unions (EAKL) are:

Eesti Õdede Liit

Energeetikatöötajate Ametiühingute Liit

Geoloogiatöötajate Ametiühing

Haritlaste Ametiühing

Kergetööstustöötajate Ametiühingute Liit

Keskastme Tervishoiutöötajate Kutseliit

Liinilennunduse Ametiühing

Meremeeste Ametiühing

Meremeeste Sõltumatu Ametiühing

Metallitöötajate Ametiühingute Föderatsioon

Metsatöötajate Ametiühing

Põlevkivitootjate Ametiühingute Liit

Raudteelaste Ametiühing

Riigi- ja Omavalitsusasutuste Töötajate Ametiühingute Liit

Side- ja Teenindustöötajate Ametiühingute Liit

Teenindus- ja Kaubandustöötajate Ametiühing

Tervishoiutöötajate Ametiühingute Liit

Transpordi- ja Teetöötajate Ametiühing

Vedurimeeste Ametiühing

K16. The question is asked from all the respondents.

6.11 SECTION LL. RECONCILIATION BETWEEN WORK AND FAMILY LIFE

Purpose

One of the purposes of inclusion an ad hoc module "Reconciliation between work and family life" is to find out how people organize their working life and duties on caring. How much people can participate on the labour market and if they cannot participate as much as they want, whether the reason is the lack of childcare services or lack of services for ill, disabled or elderly in need of care or low quality of care services. The second purpose is to investigate flexibility of working time arrangement allowed by employer in relation with reconciliation between work and family life. Thirdly, problems connected with parental leave are investigated: in what extent parental leave is taken and if parental leave is not taken, the reason of it.

Implementation rules

LL01–LL04. The aim of the question is to find out how many persons who had right to take parental leave actually used it. According to the filter questions LL01–LL03 question LL04 is asked from respondent who have any own or his/her spouse/partner's child less than 8 living in the household and who are employed or have ever been in employment. In case the respondent and/or his/her spouse/partner have more than one child less than 8, the question is asked about the youngest child. In case the respondent took parental leave for less than one month, the answer is negative (answer 2).

It is necessary to be careful, if the respondent is the man. They should be asked a question since fathers of children up to 3 years also have right to take parental leave.

LL05. According to the law on holidays, parental leave can be used completely or in parts at any time while the child was not executed 3 years. In case respondent has several parental leave periods, the length of the longest period should be provided. Pregnancy and childbirth leave is not included in the parental leave period. In case father who was on the parental leave took paternity leave before that (father has legal right to take 10 days unpaid paternity leave during 2 months before the date of the childbirth determined by the doctor and during 2 months after the childbirth), then it is not included in the period of parental leave.

LL06. From those who did not use the legal right for parental leave, the main reason for it is asked. If respondent names more reasons and the most important is not impossible to choose, the first code that applies in the order of the list should be recorded.

LL07–LL08. The aim of the questions is to find out how many parents stay at home after the end of the parental leave (after child's 3 birthday) and those who did not took parental leave but during any period stopped working for at least one month to take care off the child. According to the filter question LL07, LL08 is asked from respondents who have any own or his/her spouse/partner's child less than 8 living in the household and who are employed or have been in employment after the birth of the child. In case the respondent and/or his/her spouse/partner has more than one child less than 8, the question is asked about the youngest child. In case the respondent stopped working for less than one month, the answer is negative (answer 2).

LL09–LL10. Employed persons are asked about the length of the period of being home with the child. Then coding it, it is important to remember that pregnancy and childbirth leave (paternity leave for fathers) and parental leave (also in case of fathers) is not included. Only time in addition to mentioned leaves had to be provided here. In case respondent has several periods of stopped working (an example, at home with the child, at work, again at home with the child), the length of the longest period should be provided.

LL11. The aim of the question is to find out how many parents reduce their usual working hours to take care of the child. The question is asked from respondents who have any own or his/her spouse/partner's child less than 8 living in the household and who are employed or have been in employment after the birth of the child. In case the respondent and/or his/her spouse/partner have more than one child less than 8, the question is asked about the youngest child. Reducing of usual working hours concerns regular reducing of the working time during longer period (for at least one month), an example working less hours per day, less days per week, one week at work and another at home etc.

In case the respondent reduced working hours during the period of less than one month, the answer is negative (answer 2).

LL14–LL15. The previous questions concerned caring of own, spouse/ partner's children living in the household, now it is asked, whether the respondent has duties on caring of any other children. From those who also have own children, question LL14 is asked, from others question LL15. The meaning of these questions is same, but the wording is slightly different. Here the interest is only about free-of-charge (except for social benefits) caring, an example caring for relatives or friends children. If caring of children is a job for the respondent, and she/he is paid for it (an example paid childminder, working in the pre-school childcare service, etc.), the answer is negative (answer 2). But if, an example, the paid childminder also looks after any another's child free of charge, the answer is positive (answer 1).

Caring of children it means, for example, feeding, washing, doing homework, walking outside, playing games, reading of books, etc.

The question concerns regular caring. Here a regular means the concrete time schedule, for example, every day, every week on certain days, etc.

For example, if mother who is at home with own child is looking after someone's child (the child of the relatives, friends, neighbours, etc.), then the answer to question LL14 is positive (answer 1). The answer to question LL15 is positive (answer 1) for example then the grandmother cares of children, when the parent/parents are at work. It is unimportant, whether the grandmother lives in the same household or outside of it, and whether she is going to look after the child in child's home or cares at own home. The answer is positive also in that case when, for example, the child does not have father and mother, or they do not live with the child in the same household, and the child is brought up only by the grandmother. If the respondent supports children only financially, but does not look after them regularly in another way (for example, the father who does not live with the child in the same household only sends money), the answer is negative (answer 2).

LL17. The question is asked from those who have care responsibilities for children who are not employed or are employed part-time. The aim is to find out whether the availability or affordability of childcare services impact their decision of not working or working part-time. In case the respondent does not work or is working part-time due to other reason, the answer is negative. Other reasons can be, for example, that the respondent cannot find work, does not wish to use childcare services, trusts only relative or friend to care for the child, but it is not possible, etc.

LL18. The main problem related with childcare services is asked. If respondent names more reasons then he/she must choose the most important. If it is impossible to choose, the first code that applies in the order of the list should be recorded.

In case of the answer 1 (childcare services are too expensive), it is necessary to consider, that this is respondent's opinion. For example, if the respondent thinks that the salary which he/she will receive, then starting to work will not be enough for paying for childcare services he/she will need to use at this time.

The answer 5 (available childcare services are not of sufficient quality) is marked, if an example, the respondent thinks that groups in the kindergartens are too big, he/she cannot trust childminder, children do not learn enough, they are not cared well, etc.

LL19. The previous questions concerned caring of children up to 14, now it is asked, whether the respondent has duties on caring of ill, disabled or elderly relatives or friends aged 15 or more. It is unimportant, whether this person is living in the same household or outside of it. Here the interest is only about free-of-charge (except for social benefits, an example benefit for caring of disabled member of family) caring. If caring is a job for the respondent, and she/he is paid for it (an example paid carer, working in the old people's home, etc.), the answer is negative (answer 2). But if, an example, the paid carer also is caring for member of own family free of charge, the answer is positive (answer 1).

The caring is the personal care (feeding, washing, etc.), the domestic help (housework, laundry, etc.), the physical help (walking outside, etc.), company, talking, etc.

The question concerns regular caring. Here a regular means the concrete time schedule, for example, every day, every week on certain days, etc.

LL20–LL22. The aim of the questions is to measure to what extent the care services impact the participation in the labour market. In case the respondent stopped working for a period shorter than one month, the answer to question LL21 is negative (answer 2).

In case respondent has several periods during the last 12 months he/she stopped working due to the care responsibilities (an example, at home to take care of the member of family, at work, again at home due to the same reason), the length of the longest period should be provided.

LL24. The question is asked from those who have care responsibilities for persons aged 15 or more in need of care and who are not employed or are employed part-time. The aim is to find out whether the availability or affordability of care services impact their decision of not working or working part-time. In case the respondent does not work or is working part-time due to other reason, the answer is negative. Other reasons can be, for example, that the respondent cannot find work, does not wish to use care services, trusts only relative or friend to care, but it is not possible, etc.

LL25. The main problem related with care services is asked. If respondent names more reasons then he/she must choose the most important. If it is impossible to choose, the first code that applies in the order of the list should be recorded. Care services are the services offered in-home (the paid nurse) and also in establishments (houses for aged, shelters, etc.).

In case of the answer 1 (care services are too expensive), it is necessary to consider, that this is respondent's opinion. For example, if the respondent thinks that the salary which he/she will receive, then starting to work will not be enough for paying for care services he/she will need to use at this time.

The answer 5 (available care services are not of sufficient quality) is marked, if an example, in the respondent's or person's in need of care point of view the personnel is unqualified, untrustworthy, do not dedicate enough time for person in need of care, etc.

LL27. Working hours and the determination of working hours varies greatly, depending on the nature of the work, the position and the field of activity.

The start and the end of a working day is decided by the employer (answer 1) is the most usual way of determining working hours, which normally last from 8 am to 5 pm, including an one-hour lunch break. All schemes which allow only the employer to decide about the working hours and the employee is not allowed to start or finish work earlier/ late, should be coded 1. In particular, shift work should be coded 1, even if the employee can change shifts, as the varying pattern is basically defined by the employer and not the employee.

In case of working time banking (answer 2) the daily or weekly working hours can vary. At the end of the accounting period, an example at the end of the month, it is calculated if total number of working hours was equal to the number of contractually agreed or overtime work was done.

In case of daily number of hours fixed, but some flexibility within the day (answer 3), number of hours per day is fixed, but workers may start earlier and finish later outside a range of hours when presence is compulsory (differently as in answer 1). An example, it can be determined in the employment contract, that the working day starts 8.00, 8.30 or 9.00 and ends correspondingly 17.00, 17.30 or 18.00.

The worker determines own work schedule (no formal boundaries at all) (answer 4) usually in cases where the employment contract or agreement determines only the kind of product to be produced or the service to be provided.

LL28–LL29. If the respondent in case of need can vary start or/and end of the working day (question LL28) or to take whole days off (question LL29) for family reasons, whether formally or informally (for example, under the verbal agreement with the employer), the answer is positive (answers 1 and 2). If it is impossible or is possible only then using holidays or special leave, the answer is negative (answer 3).

Persons, who usually determine his/her work schedule and work methods independently, obviously can do it also for family reasons. In this case the answer is positive (answers 1 and 2).

Often hours or days taken off are compensated later (or earlier). It can be also so, that the employer demands only performance of work and for this purpose it is not necessary to compensate later (or earlier) hours or days taken off. In this case the answer is positive too.

Family reasons are the caring for children or other members of the household in need of care (about what there were questions above in the questionnaire) and all other possible reasons, which are considered as family reasons by the respondent.

7. FORM OF THE QUESTIONNAIRE

The paper questionnaire has been divided into two columns:

1. The first is for the name of the characteristic, for example, “A01”. If a question has sub-questions, each sub-question is a separate characteristic. For example, A01 – Time of interview; A01A – date; A01B – month.
2. The second column is for question with the list of possible answers and guidance. The guidance has been added to avoid asking irrelevant questions about the respondent’s life. In that case, a note has been added as to which question should an interviewer move on. If the question has been presented in the form of a table (the same question is asked several times, either about different periods, to different persons, etc), the guidance have been stated in the last column.

On a computer screen, usually one question or sub-question at a time is displayed together with the possible answers, but answers to several questions can also be seen at the same time. The screen divides into three:

1. The upper part includes a question.
2. The middle part has possible answers to choose from. If there are more possible answers than can be displayed, a scrollbar appears. These questions have a number, representing the number of possible answers to choose from. It helps the interviewer, so that he or she would know to use the scrollbar.
3. The bottom part has fields for entering the answer. Simultaneously, the answers to more than one question can be seen, and the question currently active is displayed in a box.

Reading out the questions. The questions asked and the answers provided are meant for obtaining information from the respondent and these must be read out to them in the wording presented. A question shall be read out to the last punctuation mark of the sentence: either a full stop or a question mark.

1. If the last punctuation mark precedes the list of possible answers, the answers shall not be read out. Mostly, the possible answers for such questions can be anticipated (i.e. the "yes" and "no" answers to questions that can only be answered that way), or there are too many possible answers to read them all out. In the latter case, a card book may help, and the interviewer has to place the respondent’s answer to the correct option. Therefore, only the upper part of the text shall be read out from a computer.

Example

In paper questionnaire, the question is as follows:

YD3	Is your agreement of lease with the owner of the dwelling entered into in an oral or a written form? 1. Written 2 Oral

A question shall be read out as follows: “Is your agreement of lease with the owner of the dwelling entered into in an oral or a written form?”

On a computer screen, the question is displayed as follows:

In an upper part: Is your agreement of lease with the owner of the dwelling entered into in an oral or a written form?

In the middle part: 1. Written

2 Oral

A question shall be read out as follows: “Is your agreement of lease with the owner of the dwelling entered into in an oral or a written form?”

2. If the last punctuation mark follows the list of possible answers, the answers shall be read out as well. If the possible answer "Other" shall not be read out with the other possible answers,

the last punctuation mark precedes that answer and the answer is capitalised. Therefore, the upper and the middle part of the text shall be read out from a computer. Thereby, careful consideration should be given to whether the option “Other” should be read out loud or not.

Examples

In a paper questionnaire, the question is as follows:

YA6	Is /name/ currently… 1 employed 2 unemployed 3 retired 4 other?

A question shall be read out as follows: “Is /name/ currently 1 employed, 2 unemployed, 3 retired, 4 other?”

On a computer screen, the question is displayed as follows:

In an upper part: Is /name/ currently…

In the middle part: 1 employed

2 unemployed

3 retired

4 other?

A question shall be read out as follows: “Is /name/ currently 1 employed, 2 unemployed, 3 retired, 4 other?”

In a paper questionnaire, the question is as follows:

YF10 ☼ **YF10 m**	Which of these following groups do you belong to? Are you… 1 salaried employee 2 undertaking with salaried employee(s), a farmer with salaried workforce → **YF12** 3 sole proprietor, farmer without salaried workforce, freelancer → **YF13** 4 unpaid worker in a family business, farm? → **YF13** 5 OTHER. WRITE .....

A question shall be read out as follows: “Which of these following groups do you belong to? Are you 1 salaried employee, 2 undertaking with salaried employee(s), a farmer with salaried workforce, 3 sole proprietor, farmer without salaried workforce, freelancer, 4 unpaid worker in a family business, farm?”

On a computer screen, the question is displayed as follows:

In an upper part: Which of these following groups do you belong to? Are you…

In the middle part: 1 salaried employee

2 undertaking with salaried employees, a farmer with salaried workforce

3 sole proprietor, farmer without salaried workforce, freelancer

4 unpaid worker in a family business, farm?

5 OTHER

A question shall be read out as follows: “Which of these following groups do you belong to? Are you 1 salaried employee, 2 undertaking with salaried employee(s), a farmer with salaried workforce, 3 sole proprietor, farmer without salaried workforce, freelancer, 4 unpaid worker in a family business, farm?”

3. If a question contains sub-questions, the main question shall be read out together with the first sub-question. As to the next sub-questions, the part of the main question ending in three points shall be read out, as well as the sub-question. The sub-questions will be displayed one at a time on

a laptop.

In a paper questionnaire, the question is as follows:

YD15	What kind of heating do you have in your dwelling?		
	Do you have…		
		Yes	No
A	… central heating?	1	2
B	… local heating (incl. gas heating)?	1	2
C	…an oven or a wood stove?	1	2
D	…electric heating?	1	2
E	…other form of heating?	1	2
YD15m	Please specify.		

The questions shall be read out as follows: “What kind of heating do you have in your dwelling? Do you have central heating? (Answer) Do you have local heating, incl. gas heating? (Answer) Do you have an oven or a wood stove? (Answer) Do you have electric heating? (Answer) Do you have other form of heating? (Answer) (If the answer is yes, please continue). Please specify.”

On a computer screen, the questions are displayed as follows:

In an upper part: What kind of heating do you have in your dwelling? Do you have central heating?

In the middle part: 1 Yes

2 No

The question shall be read out as follows: “What kind of heating do you have in your dwelling? Do you have central heating?”

In an upper part: Do you have local heating, incl. gas heating?

In the middle part: 1 Yes

2 No

The question shall be read out as follows: “Do you have local heating, incl. gas heating?”, etc.

Alternative wording. In the case of some misleading questions, an interviewer has to choose between different forms of wording. An alternative wording has been presented using brackets () and a slash /. Depending on the context, the part of question in brackets may be read out, but it is not obligatory; in the case of a slash, one of the alternatives divided by slash shall be read out. In order to make the alternatives stand out from the rest of the text, they are underlined; in the case of complete sentences, they are separated by the word OR. Whenever possible, questions shall be presented in the correct wording in computer.

Explanatory texts. To several questions, an explanatory text in italics has been added. This text is for reading out with the question, if necessary, so that the respondent would know what to consider when replying.

Connecting texts. In addition to the questions asked, connecting texts should also be read to respondents, helping to make the transitions in the questionnaire smoother.

Notes to interviewers have been presented in capital letters. Such parts are not read out, these are guidance for interviewers.

Important words in questions have been presented in semi bold writing in paper questionnaires, and in red on computer screens. These words shall be emphasised when reading out the question.

Marking the answers. The most important aspect in marking the answers is to observe the conformity between different questions. Finding out discrepancies during the interview and eliminating them helps to avoid later specifications and a need to meet with the respondent once more. In order to make it easier to observe concordances between the answers, the insertion programme has logical controls. In the event of discrepancies, an error message occurs. It has to be responded immediately by correcting the mistake, if necessary (if the interviewer made a mistake in entering the answers) or an explanatory note added (in the case of an unusual situation). The explanatory note has to explain the situation well enough, therefore notes like “correct”, “checked”, etc. are not sufficient.

Number of possible answers allowed. In the case of questions with possible answers to choose from, only one answer may generally be chosen. All questions allowing for more than one answer are marked with the corresponding comment. If a respondent offers several answers to a question with only one allowed answer, an interviewer shall ask for him to choose the most relevant one.

Answer OTHER. If there is no suitable option among the possible answers given, the option OTHER shall be marked. In order to direct a respondent to first choose between the given answers, the option OTHER is usually not added to the answer card. Before using this option, an interviewer has to make sure that the answer given does not fit under any of the given answers.

Answer DOES NOT KNOW or REFUSES. If a respondent is not able to remember the exact time of some event in his or her life, an interviewer has to help him or her remember by asking other questions. To make remembering easier, it should be recommended to the respondent to tie this event to other, better remembered events in their life (did it take place before moving, graduation, birth of a child, getting married, leaving parents, etc). If a respondent is not able to give even a vague answer notwithstanding the efforts, an interviewer may use the options DOES NOT KNOW or REFUSES. In such case, the option “Answer Does not know or Refuses” shall be chosen from the insertion programme menu. Also, key combinations Ctrl+K (does not know) or Ctrl+R (refuses) may be used. However, in such case, the values in the database for these answers shall be 9…8 or 9…9.

Using the options DOES NOT KNOW or REFUSES is not allowed for all questions.

Using the card book. In order to make it easier to understand long or complicated questions, a card book needs to be used. It shall be handed to a respondent by an interviewer, if the symbol of a sun (☼) is marked in the paper questionnaire next to the question, and in computer, the word CARD is displayed.

Encoding. On encoding, a code shall be given automatically on the basis of the text entered, and shall not be asked from a respondent. For that, a note “Filled out automatically!” is added to such fields in the questionnaire. Most of the textual answers shall be encoded during an interview. For that, classifiers are used. The name of the classifier has been presented in the instructions next to the corresponding question. The following answers shall not be encoded during an interview:

a) explanation of the answer OTHER;
b) primary activity of the enterprise/institution;
c) occupation;
d) completed and currently studied area of specialisation.