Anexo I
Instructions to execute the questions of the module
A INTRODUCCIÓN

The second trimesters of every year are introduced in the Survey of population activates a series of questions on particular subjects related to the labor market. These questions are included in which Module is denominat ed ad hoc and it is made in coordination with the Surveys of Force of Work of other countries of the European Union, in agreement with indicated in Regulation 577/98 of the Council relative to the organization of a survey the sample on the active population of the Community (daily official of the European Communities L-77, of 14 of March).

For the second trimester of year 2001 the subject that is going away to investigate is the one of special the labor relations and the conditions and schedules of work.

The reason by which this study is carried out is the transformation that has experienced the labor market in the last years. Before the increase of the competition, the industrialists try to increase the mobility of their workers and, as far as possible, to adapt their behavior to the existing demand in the market, optimizing to the maximum their resources.

The flexibility that is tried to print to the new labor relations, is translated in:

- New relations industrialist - worker.
- Flexibility in the conditions and schedules of work.
- Functional flexibility, that is based on the labor enrichment through the development of different tasks and on the increase of responsibilities of the lowest levels of the organizational chart of a company.

On the other hand, from the point of view of the workers, they appear uses with greater hour flexibility, thus being able to make compatible these with the familiar cares, the studies or with another type of activities. Although, like counterpart, these new uses can not have the same stability that the traditional ones.

Relying us on the title of the module, by special labor relations the existing ones between occupied and the company are understood for which it works. Subordinated, own relations of the wage-earning uses can be; or to have certain autonomy, as they can be the corresponding ones to the workers by own account (these can as well be employers, wage-earning or working industrialists without independent). Also he will investigate himself if the labor relation is so that, once served or made the work, the labor relation disappears.

The conditions and schedules of work are going away to analyze through the following variables: contracts to which week or month pays attention a minimum number of working hours per; the works by order (or contracts of zero hours); the work in turns, in weekend or at night; if the work schedules are totally rigid (determined by the industrialist) or have certain degree of flexibility.
B POPULATION OBJECT OF THE MODULE
The module goes directed to all the occupied ones, except a those whose professional situation is the one of familiar aid and, in case of being men, it also excepts to whom are making the military or civilian service sustitutorio. From the fourth question, the participation in the survey is restricted to the wage-earners.

C INSTRUCTIONS FOR THE CUMPLIMENTACION OF THE QUESTIONNAIRE
In the annexed I the version in paper of the questionnaire is included. Next the instructions for their cumplimentación are developed. In annexed the II several assumptions set out to clarify the content of some questions. If doubts exist it can consult to the promotional service. All the questions talk about the main use, is to say the described one in the questions D-1 to D-25 of the basic questionnaire of the Survey of active population.

1. - Decide you your own method and schedule of work?

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<tr>
<td>Sí</td>
<td>1</td>
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Code 6 in case that is used the labor relation is subordinated, that is to say, that in which the industrialist at any time can decide what, how and when to do something. Code 1 is identified with a relation in which the product or service is only specified to make; the worker determines his own schedule and methods of work.

The visitadores, salesmen of insurances, etc., will answer this question depending on the labor conditions; if the company simply gives to a product or service them to sell and are responsible they to look for clients to them with no need to go periodically to the office, a 1 will be answered. In another case, one will write down 6. In case of doubt it must be consulted to the promotional service.

2. - It works habitually in its main use for an only company or client?
Yes, habitually he works for an only company or client 1
No, habitually works for more than a company or client 6

Like general norm, code 1 will answer the wage-earners, as much if they have a temporary contract as if they have one indefinite one, because normally they work for an only company or client. In some special cases (for example, the charwomen per hours, the particular professors, the kangaroos (baby-sitters)) code 6 will be due to use, although the answered professional situation in D-3 has been the one of wage-earning. The wage-earners contracted by a ETT which they are yielded to different companies will have to also write down a 1 since an only employer exists (the ETT). They will answer code 6, basically, the occupied ones that must look for their clients and that, therefore, work habitually for more than a company or client. Many of the denominated liberal workers are examples of this group (photographers, journalists, architects). Also they are it the great majority of the independent workers (plumbers, bricklayers, carpenters).

Like in the case of the wage-earners, it is possible that they exist occupied which they have been considered workers by own account in the question on the professional situation (D-3 of the basic questionnaire) and that, nevertheless, works habitually for a single company or employer.
The wage-earners with an indefinite contract or a temporary contract of learning, of test, to cover the absence with another worker or by work or determined service, will happen to question 8 if they have not worked any hour in the week of reference; if they have made extraordinary hours during that week they will jump to question 5; and, in any other case, they will answer question 4.
The nonwage-earning and wage-earning weathers with a contract different from the indicated ones in the previous paragraph will continue with question 3.
If he is wage-earning with an indefinite contract, or weather of learning, of test, to cover the absence with another worker or by work or certain service (D-6=1-3, 5-7): to happen to boxes before 4.

3. - If he is nonwage-earning (D-3=1-5 or 9): It has a labor relation or a contract so, that when it finalizes to serve, lets exist its company or business?
If he is wage-earning and its contract he is temporary so that:
he is seasonal or
of season or.
verbal not including in the previous options or.
of another type or.
it does not know
(D-3=7,8 and D-6=4, 8-10): It has been contracted to make a work or to serve?
(it answers Not if it has been contracted by a certain time)

Si 1
No 6
The third question has two writings; one or another one based on the professional situation of the interviewed person will be used. If he is not wage-earning it will answer the first option. If he is wage-earning it will answer second.
In the case of the nonwage-earners it interests to know how if, when it finishes serving, its company or business will continue in assets, being able to serve to other clients.
For the wage-earners it interests to know if the contract or the labor relation is for making a work or serving (for example, to gather the grape of a field or to make a computer science program). In general, all the contracts by piece will be codified with Yes (1). In case that the contract is by a certain time (for example, six months) will be written down Not (6).
For encuestados whose professional situation is another professional situation (D-3=9) the first writing of the question is selected. Nevertheless, it can have cases that resemble more the condition of wage-earning, and that, therefore, when asking to them if when finalizes to render the service lets exist its company or business, it really interests to know if it has been contracted to make a work or to serve.
This it is the case, for example, of the contracted ones directly by a foreign embassy located in Spain. These people, for to have answered D-3=9 will be asked to them: It has a labor relation or a contract so that when finalizes to serve, it lets exist his company or business. This could take to ambiguity, because by company or business it would be understood that it is spoken of the embassy for which it works, when what is wanted to know it is if the temporary contract is for executing a work or a service.
Therefore, it will be necessary to consider that is a special case and, although the statement of the question is first, will have to explain to the interviewed person the meaning of the same one.
If the professional situation is the one of nonwage-earning, the module finalizes.
In case that the worked effective hours during the week of reference are 0 (D-17=0), one skips directly to question 8, without happening through questions 4 to 7, referring ones to worked extraordinary hours in this week.

If the number of habitual hours is minor who the one of worked effective hours, had to that in the week of reference it made extraordinary hours (D-18=17), will skip to question 5. In any other case it will be continued with question 4.

If its professional situation is the one of nonwage-earning (D-3=1-5 or 9): Aim of module

If the effective hours are 0 (D-17=0): To happen to 8
If the number of habitual hours is minor who the one of effective because it made extraordinary hours (D-16 <D-17 y D-18=17): pasar a 5

4. - In the week of reference, it made extraordinary hours?

Sí 1
No 6 Pasar a 8

With this question it is tried to know the number total of people which they have made extraordinary hours during the week of reference, including which, still having made hours extraordinary, worked less of the habitual thing, by reasons like to have had someday for permission, salary been ill, etc.

If the answer is Yes (1) and the contract of the interviewed person is on time partial, it will appear a message of warning, because with this type of contract he is not habitual that is made extraordinary hours.

5. - How many extraordinary hours worked the week of reference?

Número de horas

The amount that is answered in this question must be equal or inferior to the number of worked effective hours in the main use during the week of reference.

6. - Him (or they will be to him) were paid those extraordinary hours?

No, none 1 Pasar a 8
Sí, all 2 Pasar a 8
Sí, some 3

The extraordinary hours compensated with hours or free days paid hours will not be considered.

The following question will answer only those that have responded in this question code 3.

7. - How many extraordinary hours him (or they will be to him) were paid?

Número de horas pagadas

As this question answers only those that in the 6 responded that some extraordinary hours were paid to them (code 3), the number of paid hours must be inferior to the number of worked extraordinary hours in the main occupation (the written down ones in question 5). In opposite case it will appear a message of warning and the answer will erase.
As it has been indicated in the previous question, the extraordinary hours compensated with hours or free days paid hours will not be considered.

8. - To what type of schedule its work adjusts?

| Hours of fixed entrance and exit | 1 Pasar a 10 |
| Variable weekly schedule fixed by the industrialist until a maximum of annual hours | 2 Pasar a 10 |
| Hours of flexible entrance or exit | 3 |
| Fixed schedule in mutual agreement with the industrialist | 4 Pasar a 10 |
| Schedule determined by the interested one | 5 Pasar a 10 |
| Otro | 6 Pasar a 10 |

A use example in which the hours of entrance and exit are fixed (code 1) is the one of a professor whom it has fit to the schedule of beginning and conclusion of his classes. To the schedule corresponding to code 2, the total of annual hours only pays attention; the distribution of these, per weeks or months, determines the industrialist to it based on the necessities of the production; the excess of hours worked in one week is compensated with hours or free days in another week or month.

In the schedule of code 3, the hour of entrance or exit is free, provided a strip of the day is fulfilled that is obligatory. An example of this type of schedule is the one of many workers of the public administration: there is a period of obligatory attendance to the job (for example from 9:00 to 14:30 hours) and flexibility in the hour of entrance and exit, being due to fulfill the weekly schedule. Also the people will include themselves in this code who only have flexible the hour of entrance and not the one of exit or vice versa.

Code 4 will be used when the worker has reached an individual agreement with his employer to make a type of schedule that does not correspond with any of the previous codes or that are a mixture of them. In case that the agreement is that the worker fixes the schedule that agrees to him more, will be used the code 5, that supposes total freedom for the wage-earner.

If the answer is different from 3, it will go to question 10.

9. - It has a system of acumulables working hours, remunerated with days (or weeks) free?

| Sí | 1 |
| No | 6 |

If it answers code 1 and in the week of reference extraordinary hours were paid to him, it will appear a message of warning, because the compensated extraordinary hours with free time paid hours are not considered.

10. - It has a type of contract to which week or month pays attention a minimum and maximum number of hours per (contract min-max)?

| Sí | 1 Pasar a 12 |
| No | 6 |
In contracts min-max specifies the minimum number of working hours (for week or month). Also they gather a maximum number of hours; all the hours that exceed this last limit consider extraordinary.

The contracted ones on time partial will answer, normally, code 1, because to its contracts the minimum number of ordinary hours of work pays attention (daily, weekly, monthly or annual). The hours that exceed the previous amount consider complementary hours and they are repaid as if they were ordinary. Complementary hours can only be made until a maximum fixed to the contract.

The encuestados ones that answer Yes (1) will happen to respond question 12.

11. - It has an agreement with an industrialist by whom it is committed to make works by order?

Sí 1 Pasar a 12
No 6

Those that responds Yes (1) will be wage-earning that goes to the work when it is needed to them. Its schedule of work will depend on the necessities of the production or the service to make. Based on the agreement at which he has arrived himself with the industrialist, these workers will be able to choose by: to make his work when they are required, to look for a substitute that carries out it or, finally, they will be able to decide not to respond. This type in labor agreement could be denominated contract of 0 hours, because the mini number of hours that must work is 0.

The wage-earners that answers Yes will happen directly to question 12.

Wage-earning that answers Not (M-11=6) and that in question 8 (type of schedule to that its work adjusts) they have written down a code different from 2 or 3 will happen to the box previous to question 13. If in question 8 3 have answered 2 or they will continue with question 12.

If it has answered 1, 4, 5 or 6 in question 8 (M-8.2,3), to happen to box before 13

12. - Reason for which it has a contract of work or labor relation with a minimum and maximum number of hours per week or month, or by that makes works by order or with schedules mentioned 2 and 3 in M8.

By personal decision (it was the type of work that it looked for) 1
Not to find another one work 6

This question must answer it the wage-earners that has written down 2 either 3 in question 8 or a 1 in the 10 or a 1 in the 11 (M-8=2,3 or M-10=1 or M-11=1). The rest will happen directly to the box that appears next.

If it does not work in an equipment with a system of turns (D25=1): Aim of module

13. - Reason for which it belongs to an equipment with a system of turns

By personal decision (it was the type of work that it looked for) 1
Not to find another one work 6

The wage-earners will only answer this question that works in an equipment with a system of turns (D-25=2 to 7).

Finally, the questions of the questionnaire D-20 to D-25 relative to the type of day (continued or started off), to the work in weekend, at the end of afternoon, at night and with a system of turns, that normally are only responded in the first trimester
of every year, also they will answer the second trimester of 2001 because they com-
prise of the module of special labor relations and of conditions and schedules of work.