Labour Force Survey ad hoc 2004:
Work organisation and working time arrangements

Reference persons: employees and self-employed persons (T4=1-4 or 7)

Independence of self-employed persons’ work (TA1-TA7)

Self-employed persons with no more than 4 employees, i.e. T4=2,3,4 and (T5=2,9 or T5=1 and T13<=5)

Still a few specifying questions about the arrangements and working times of your (main) job.

TA1. Do you work independently for several customers or are you dependent on one customer enterprise?

   1. Works independently for several customers
   2. Is dependent on one customer (enterprise)
   CANNOT SAY

CUSTOMER = PURCHASER OR SUPPLIER OF THE SELF-EMPLOYED PERSON’S PRODUCTS OR SERVICES (OFTEN AN ENTERPRISE)

FARMERS - USUALLY INDEPENDENT (SELL THEIR PRODUCTS TO MANY CUSTOMERS)
- ONLY CONTRACT PRODUCERS (FOR ONE ENTERPRISE) ARE DEPENDENT ON ONE CUSTOMER

WE ARE LOOKING FOR SELF-EMPLOYED PERSONS WHOSE RELATIONSHIP WITH THE CUSTOMER [POIS R] ENTERPRISE (PARENT COMPANY) RESEMBLES THAT OF AN EMPLOYEE. FOR EXAMPLE, THE CUSTOMER ENTERPRISE
- OWNS THE PREMISES OR EQUIPMENT OR BUSINESS IDEA (so-called franchising chains)
- DETERMINES THE PRICES, OR SUPPLIES CLIENTS TO THE RESPONDENT, OR
- HAS REQUIRED A LONG-TERM SERVICE AGREEMENT

THE RESPONDENT ULTIMATELY SELECTS WHICH ALTERNATIVE SUITS BETTER
IF TA1=2 or CANNOT SAY or (T4=3,4 and (T5=2,9 or T5=1 and T13<=5)

TA2. Do you decide your methods of work or does your customer give you instructions on how the work is to be done?

1. Decides one’s methods of work independently
2. The customer gives instructions
CANNOT SAY

CUSTOMER: PURCHASER OR SUPPLIER OF THE SELF-EMPLOYED PERSON’S PRODUCTS OR SERVICES (OFTEN AN ENTERPRISE)

THIS IS ALSO ASKED TO FIND OUT WHETHER THE SELF-EMPLOYED PERSON IS INDEPENDENT: WHETHER THE CUSTOMER SUPERVISES THE WORK LIKE AN EMPLOYER.

WHICH ALTERNATIVE SUITS ONE’S WORK BETTER ON THE WHOLE

IF TA1=2, CANNOT SAY or (T4=3,4 and (T5=2,9 or T5=1 and T13<=5)

TA3. Do you decide your daily working time independently or does your customer determine it?

DOES NOT REFER TO TIMES OF DELIVERY OR COMPLETION

1. Decides daily working time independently
2. The customer determines daily working time
CANNOT SAY

THIS IS ALSO ASKED TO ESTABLISH WHETHER CUSTOMERS ARE SIMILAR TO A SUPERVISORY EMPLOYER.

IF TA1=2, CANNOT SAY

TA4. Have you previously worked as an employee in the same job as now?

1. Yes
2. No
CANNOT SAY

IF TA4=1, CANNOT SAY

TA5. Did you work as an employee for your present customer?

1. Yes
2. No
CANNOT SAY

IF TA5=1

TA4. Did you become self-employed on your own initiative or at your then employer’s request?

1. On own initiative
2. At employer’s request
CANNOT SAY
IF TA1=2, CANNOT SAY or (T4=3,4 and (T5=2,9 or T5=1 and T13<=5)

**TA7. Would you rather do your present work as an employee than as self-employed?**

1. Yes (rather as an employee)
2. No (would rather continue as self-employed)
3. CANNOT BE DONE AS AN EMPLOYEE
   CANNOT SAY

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**Working time: employees (TA8-TA28), self-employed persons (TA19 and TA22-24)**

Employees T4=1,7 or CANNOT SAY

Still a few specifying questions about the working times of your job.

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Employees doing shift work, i.e. T4=1,7 or CANNOT SAY and P12=1

**TA8. What type of shift work do you do: Is it ...**

1. **continuous shift work** (morning, evening and night shifts also at weekends),
2. **non-continuous three-shift work** (morning, evening and night shifts but not at weekends)
3. **two-shift work without night work**
4. **two-shift work with night work**
5. **permanently a certain shift** (e.g. fixed evening or night shift), or
6. **some other form of shift work?**
   CANNOT SAY

RELATES TO THE MAIN JOB

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Employees not doing shift work T4=1,7 or CANNOT SAY and(P12≠1 or TA8=5)

**TA9. Do you do regular ...**

1. **day work** (work starts and ends between 6 am and 6 pm)
2. **evening work** (part of work after 6 pm, mainly before 11 pm)
3. **night work** (part of work after 11 pm, mainly before 6 am)
4. **morning work** (starts before 6 am, main part of work after 6 am)
5. **weekend work** (only at weekends), or
6. **some other form of working time?** (free working time, irregular working time, a combination of those, etc.)
   CANNOT SAY

RELATES TO THE MAIN JOB
All employees, i.e. T4=1,7 or CANNOT SAY

**TA10.** Do you have strictly set starting and finishing times for your work, or can you personally influence them by at least 30 minutes either way?

1. Fixed starting and finishing times
2. Is (has been) able to influence starting and finishing times ONE WAY OR ANOTHER CANNOT SAY

CONCERNS THE MANNER OF DETERMINING WORKING TIME UNDER NORMAL CIRCUMSTANCES

THIS "FILTERING QUESTION" IS USED TO FIND THOSE WHO HAVE FIXED WORKING TIME

IF BOTH APPLY, THE RESPONDENT SELECTS WHICH APPLIES TO MOST WORKING DAYS

If TA10=2 or CANNOT SAY

**TA11.** In what way can you influence your starting and finishing times at work? Do you have:

1. flexible working time or so-called working time bank (a specific system)
2. the length of working day is always the same but you can influence starting and finishing times by at least 30 minutes either way
3. varying, individually fixed starting and finishing times
4. free working time, or
5. some other arrangement of working time?
   CANNOT SAY

CODE 2: REFERS TO THE AGREED (NOT INFORMAL) SYSTEM

IF SEVERAL APPLY, THE RESPONDENT SELECTS WHICH APPLIES TO MOST WORKING DAYS

If TA11=1

**TA12.** Is your working time adjusted:

1. daily or weekly
2. monthly, or
3. for a longer time period? -> TA13
4. IS NOT ADJUSTED AT ALL
   CANNOT SAY

IF TA12=3

**TA13.** How long is the adjustment period?

___ months
CANNOT SAY

13 weeks = 3 months
26 weeks = 6 months

GIVE IN MONTHS
If T11=1

**TA14.** Can you use flexitime to accumulate hours for whole days off or are the hours accumulated used only for shortening working days?

1. Can change hours into days off **IS PART OF THE SYSTEM**
2. Hours can be used only to shorten working days **CANNOT SAY**

Employees who do not have totally free working time, i.e. T4=1,7 or **CANNOT SAY** and TA11≠4

**TA15.** Is your main job period work?

1. Yes
2. No **CANNOT SAY**

**PERIOD WORK (READ ALOUD WHERE NECESSARY):**

Daily or weekly working time can exceed the maximum decreed by law (8 hours per day or 40 hours per week), but the number of hours worked is adjusted for some longer time period.

**DOES NOT REFER TO FLEXIBLE WORKING TIME**

Employees who do not have totally free working time, i.e. T4=1,7 or **CANNOT SAY** and TA11≠4

**TA16.** Do you do a so-called condensed work week?

1. Yes
2. No **CANNOT SAY**

**CONDENSED WORK WEEK (READ ALOUD WHERE NECESSARY):**

For example, 4 consecutive shifts of 10 to 12 hours in length followed by several days off (e.g. firemen).

All employees **T4=1,7 or CANNOT SAY**

**TA17.** Is your work continuous or do you work **only when called in to work**?

**E.G. STAND-INS AND RESERVES**

**CONCERNS PERSONS CALLED IN REGARDLESS OF LENGTH OF EMPLOYMENT RELATIONSHIP**

1. Work continuous
2. Works only when called in **CANNOT SAY**
TA18. I previously asked you about the number of hours you usually work per week. Now I would like to know what is your agreed, regular working time without overtime or additional work.

___ hours per week
CANNOT SAY

GENERALLY AGREED IN THE COLLECTIVE AGREEMENT OR EMPLOYMENT CONTRACT

GIVE 0 IF WORKING TIME NOT SPECIFIED (E.G. MAJORITY OF TEACHERS, SENIOR MANAGEMENT, CLERGY)

IF VARIES, ASK AGREED AVERAGE WEEKLY WORKING TIME
IF PERIOD OR SHIFT WORK, PRESS ENTER (COUNTER)
TA18.2 How many hours per period? ___ hours
TA18.3 How many weeks per period? ___ weeks

Employed persons working part-time (also self-employed persons), i.e. T4=1-4,7 or CANNOT SAY and (P1=2 or Y1=2)

TA19. How is your part-time work arranged in practice? Do you have:

1. shorter working days,
2. a shorter working week,
4. both shorter working days and a shorter working week,
5. work only every second week, or
6. some other part-time arrangement?
CANNOT SAY

Employees doing shift work, i.e. T4=1,7 or CANNOT SAY and P12=1

TA20. (M) Is shift work suitable to your present life situation?

1. Yes
2. No
CANNOT SAY

If TA17=1

TA21. (M) You work only when called in to work. Is such work arrangement suitable to your present life situation?

1. Yes
2. No
CANNOT SAY

Those having worked in the evening (also self-employed persons), i.e. T4=1-4,7 or CANNOT SAY and (P13=1,2 or Y8=1,2 or TA9=2)

TA22. (M) Is evening work suitable to your present life situation?

1. Yes
2. No
CANNOT SAY
Those having worked at night (also self-employed persons), i.e. T4=1-4,7 or CANNOT SAY and (P14=1,2 or Y9=1,2 or TA8=1,2,4 or TA9=3)

**TA23. (M) Is night work suitable to your present life situation?**

1. Yes  
2. No  
CANNOT SAY

Those having worked at weekends (also self-employed persons), i.e. T4=1-4,7 or CANNOT SAY and (P15=1,2 or Y10=1,2 or P17=1,2 or Y12=1,2 or TA8=1 or TA9=5)

**TA24. (M) Is weekend work suitable to your present life situation?**

1. Yes  
2. No  
CANNOT SAY

Employees who did not do paid overtime work during the reference week, i.e. T4=1,7 or CANNOT SAY and P7≠1

**TA25. I earlier inquired about overtime work last week/the week before last. I now ask whether you sometimes do overtime work for which you are compensated either in money or time off?**

1. Yes → TA26.1  
2. No → TA27  
CANNOT SAY → TA27

DOES NOT REFER TO USE OF FLEXITIME

If TA25=1

**TA26.1 Do you do such paid overtime work:**

1. nearly daily  
2. every week  
3. every second week  
4. once or a few times a month, or  
5. less often?  
CANNOT SAY

DURING THE LAST 12 MONTHS (OR IN PRESENT JOB)
Employees who have done overtime work during the reference week i.e. T4=1,7 or CANNOT SAY and P7=1

**TA26.2** You said you worked overtime last week/the week before last. I would now like to know whether you do overtime work for which you are compensated either in money or time off:

1. nearly daily
2. every week
3. every second week
4. once or a few times a month, or
5. less often?
   CANNOT SAY

**DURING THE LAST 12 MONTHS**
**DOES NOT REFER TO USE OF FLEXITIME**

Employees who did not do unpaid overtime work during the reference week, i.e. T4=1,7 or CANNOT SAY and P7≠2

**TA27.** Do you sometimes do such overtime work for which you are not compensated?

1. Yes → TA28.1
2. No → TA29
   CANNOT SAY → TA29

If TA27=1

**TA28.1** Do you do such overtime work:

1. nearly daily
2. every week
3. every second week
4. once or a few times a month, or
5. less often?
   CANNOT SAY

**DURING THE LAST 12 MONTHS**
**DOES NOT REFER TO USE OF FLEXITIME**

Employee who has done unpaid overtime work during the reference week, i.e. T4=1,7 or CANNOT SAY and P7=2

**TA28.2** You said you worked overtime last week/the week before last for which you are not compensated in money or time off. I would like to ask you whether you do such overtime work:

1. nearly daily
2. every week
3. every second week
4. once or a few times a month, or
5. less often?
   CANNOT SAY

**DURING THE LAST 12 MONTHS**
**DOES NOT REFER TO USE OF FLEXITIME**
All (rotation groups 1-4, to whom the household part is not made)

As asked of all in rotation groups 1-4 (also unpaid family workers, unemployed and persons not in labour force)

TA29. Are you married or cohabiting?

1. Yes
2. No
CANNOT SAY

ACTUAL SITUATION, NOT THE OFFICIAL MARITAL STATUS
For example, a cohabiting person may be officially married to someone else, divorced or widowed.

TA30. Do you have your own or your partner’s children aged under 18 living at home?

1. Yes → TA31
2. No → Ad hoc survey END
CANNOT SAY → Ad hoc survey END

If TA30=1

TA31. What is the age of your (youngest) child?

___ years
CANNOT SAY

→ Ad hoc survey END