

Statistics Finland

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Labour force statistics

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## *Labour Force Survey*

*Length and patterns of working time – an additional survey in the second quarter of 2001*

*Instructions for interviewers*

In the second quarter of 2001 an additional survey (a so-called ad hoc survey) will be made in connection with the Labour Force Survey for the use of Eurostat, the Statistical Office of the European Communities. The ad hoc survey concerns the length and modes of working time. The object of the survey is to examine employees' and entrepreneurs' working time arrangements, their types of employment relationships and motives for starting with various working time arrangements. In addition, the respondents' family situation is used as background material. Some of the information required is directly obtained from the basic part of the Labour Force Survey, the remainder are asked by questions added to the end of the survey.

The target group of the survey is all employees, entrepreneurs, self-employed persons and freelancers, but those working in a family business unpaid were excluded from the survey. This division is based on question T4 of the basic questionnaire concerning the respondent's professional status in the main job. Entrepreneurs, self-employed persons and freelancers are asked just a few additional questions relating to their independence with regard to their working time arrangements and the contractual relationship on which their work is based. Employees are divided into groups on the basis of whether they do shift work or not, and each group is asked specifying questions on their working time arrangements and the reasons for starting with them. In case the interviewee has several jobs, the questions concern the main job only, and if he or she has just changed jobs, the questions relate to the work he or she is working at during the survey week. The following gives more details about the contents of the questions and the concepts used in them.

**The first three questions (AK1, AK2 and AK3) are asked of entrepreneurs, self-employed persons and freelancers (T4=2 – 4) and of those with T4=7 or 9 (other or cannot say).**

### *AK1. Work for single firm or customer*

This question inquires whether the entrepreneur works regularly for one or more firms or customers. For agricultural entrepreneurs customers are such as the dairy, slaughterhouse, forest company or central organisation.

Code 1 is recorded for those who work for only one employer at a time. Examples of these are a freelance journalist working for only one paper, or a transport company that makes a fixed-term contract on Kesko deliveries, for instance. Also recorded for agricultural entrepreneurs who deliver goods to only one buyer (e.g. the central organisation).

Code 2 refers to those entrepreneurs who work on the market and who usually need to acquire themselves their customers in order to provide a service or product. They are such as hairdressers, retailers and other entrepreneurs with own businesses or freelancers who offer their services to several different customers. This includes such agricultural entrepreneurs who have a number of activities or several buyers for their products.

### *AK2. Determines own work schedule and methods*

This question concerns entrepreneurs' independence vis-à-vis their work. Work schedules and working methods have to be understood as a whole covering general arrangements relating to work performance. Schedules do not here mean the deadlines by which the work has to be completed but the time of the day when the person works.

Code 1 refers to a situation where the contract defines only the product or service to be provided, but the entrepreneur may self determine the details concerning the work, such as daily work schedules and working modes. This concerns, for example, a carpenter from whom some piece of furniture has been ordered or a freelance artist who has made a contract on painting a portrait. Agricultural entrepreneurs are also included in this group.

Code 2 is the opposite of the above, that is, those with a subordinate relationship where a contract or common decision determines when or how the work is to be done.

### *AK3. Termination of the contract*

The question aims to define the nature of the contractual relationship the entrepreneur, self-employed person or freelancer has, that is, on which the duration of the job is dependent.

Code 1 includes those entrepreneurs whose contract is based on the completion of a certain product or service, after which a new contract needs to be made to continue work. It is a question of contract work, such as a truck driver who is hired to transport a certain delivery.

Code 2 refers to work the duration of which is bound purely to time. In addition to fixed-term work this includes period work (e.g. the person works in summers on his or her own farm and in winters in someone else's employ).

Code 3 is recorded for those whose work is continuous, that is, for entrepreneurs whose activities are permanent (e.g. a hairdresser, a doctor's practice, etc.). Agricultural entrepreneurs belong to this group if their activity is year-round.

**Questions AK4 – AK20 are meant for employees, that is, T4=1, 7, cannot say.**

#### *AK4. Shift work patterns*

This question is asked of employees who have reported that they do shift work (P12=1). The question intends to find out what kind of shift work the person really does, not the system used in the workplace concerned. The shift work patterns are defined in detail as follows:

Code 1: Continuous shift work. The person works alternatively in the mornings, afternoons and at nights, and also at weekends. The enterprise operates 24 hours per day and on seven days a week, that is, without a daily break or a break at weekends or on public holidays.

Code 2: Semi-continuous shift work. The person works continuous shifts in the mornings, afternoons and at nights, but not at weekends. The enterprise operates 24 hours per day without a daily break, but work is interrupted at weekends.

Code 3: Two-shift system. The person works in two shifts, the shifts starting either in the morning or afternoon. There are no night shifts.

Code 4: The person works at times day shifts, at times night shifts. Day and night shifts rotate and are distinctly separate from one another.

Code 5: The employee does not work in rotating or changing shifts but belongs to a personnel group that works permanently in a specific shift (e.g. a nurse working only night shifts). This alternative is included only in case the respondent has misunderstood question P12 and said that he or she does shift work but in reality has regular working hours.

Code 6: Other mode of shift work (e.g. irregular working time).

#### *AK5. Time of working*

This is asked of employees who do not do shift work or have said they do only a certain shift (AK4=5). The question concerns working time in a normal situation, which means that if the respondent in principle has a day job, but at times works overtime in the evenings, he or she is recorded as a day worker.

Code 1. Regular day job: Work starts and ends mainly between 6 a.m. and 6 p.m.

Code 2. Regular evening job: Part of working time after 6 p.m., but the main part before 11 p.m.

Code 3. Regular night job: Part of working time after 11 p.m., but the main part before 6 a.m.

Code 4. Regular morning job: Work starts before 6 a.m., but the main part after 6 a.m.

Code 5: Regular weekend job: The person works only at weekends.

Code 6. Other mode: Here are classified those respondents whose work is not suitable to any other group, i.e. whose working time is irregular, for example.

### *AK6. Reason for shift work*

This is asked of shift workers. It intends to find out whether the initiative for shift work came from the employer or whether the person was specifically looking for shift work. It is a question of a situation when the person started the present shift work.

### *AK7 – AK9. Suitability of working time to life situation*

These questions are asked of the respondents who reported in questions P13 – P17 of the basic questionnaire that during the last four weeks they had worked at nights or in the evenings at least at some times or on Saturdays or Sundays at least on one Saturday/Sunday. The present life situation refers specifically to the situation at this moment, not to the situation when the person started the job in question.

### *AK10. Variable of working times*

Asked of employees. The intention is to ascertain whether the interviewee is able to influence his or her working time.

Code 1 is for a situation where the employee has specified times for starting and ending work. These also include lessons taught by teachers in accordance with the school timetable.

Code 2 includes those employees who can influence their times of starting and ending work at least by half an hour within a specified hour frame. A systematic arrangement, such as flexible working time, can be in use but the arrangement can also be unofficial.

Code 3 covers those employees whose times of starting and ending work are not in any way restricted by the employer.

### *AK11 – AK13. Flexible working time*

In case AK10=2, ask question AK11 that will specify whether flexible working time is being used at the person's workplace. Flexible working time is a working time arrangement that gives the employee the right to decide within certain flexible time the daily times of starting and ending work. Employers' practices differ as to how long the flexible time is and within which period of time the working time has to be balanced out inside certain limits. Flexible times and the balanc-

ing period are specified exactly, which makes flexible working time different from more unofficial flexible working time.

If AK11=1, that is, the person has flexible working time, also ask questions AK12 and AK13 to establish at how long period working time is balanced out and whether the hours cumulated through flexible time can be converted into full days off. This is the normal procedure, but if taking full days off requires a separate permission, for example, record alternative 2.

#### *AK14. Weekly working time according to employment contract*

This question inquires about the average number of weekly working hours as specified in the employment contract or in the collective bargaining agreement. It is a question of the person's so-called normal working time *without overtime*, differing thus from the question in the basic questionnaire asking about the usual working time. If the employment contract does not specify the length of working time or so-called total working time is in use, that is, a system where working hours are not calculated but fixed compensation is paid for overtime work as an increment, record here 000.

#### *AK15. Special working time arrangements*

These working time arrangements refer to only a fraction of employees, for which reason the terms in the question may be uncommon to many.

AK15.1 Period work and sequence work: The Working Time Act makes it possible in certain sectors to use so-called sequence work (also known as period work) where working time can be arranged without any restrictions on daily or weekly maximum working hours (8 h per day or 40 h per week). The Act stipulates that regular working time can be arranged as an average so that working time is balanced out on average to 40 weekly hours at most at a period of 52 weeks.

AK15.2 Compressed working week (annualized hours contract): Compressed working week refers to such shift work arrangement where an extended shift is worked on a few days, after which the employee has several days off. This can be made so that the employee works a 10-hour shift on four days in a row and then has three days off.

AK15.3 Min-max contracts: Asked only of those who have reported in question AK14 that their weekly working time is under 35 hours (and cannot say). The min-max contract refers to a situation where a minimum number of hours worked is guaranteed in the employment contract, but the

hours actually worked may exceed this number, depending on the requirements of production or services. Exceeding the minimum number of hours worked is not overtime work but normal working time.

AK15.4 Zero-hours contract: Asked of those with AK14=0 or cannot say. The employment contract does not specify the lowest limit for hours worked but the employee is called in to work only when needed. In practice, the employee may be working all the time but the work schedule is not necessarily regular because continuous work cannot be guaranteed. Stand-ins and those in reserve are also included in this group.

AK15.5 Individual working time: The employee has made an agreement with the employer on a personally applicable individual working time arrangement. The arrangement need not differ from normal hours worked but it is essential that it is specially tailored for this employee's situation. Working times of part-time pensioners and those on part-time child-care leave are generally tailored individually.

### *AK16. Reason for the present working time arrangement*

This question is inquired of those who do period or sequence work (AK15.1=1) or compressed working week (AK15.2=1) and of those who have a contract on minimum number of hours worked (AK15.3=1) or on zero hours (AK15.4=1). This question seeks an answer to whether the initiative to the present working time arrangement came from the employer or whether the employee specifically wanted such an arrangement.

### *AK17 – AK20. Working overtime*

These questions are made to all employees. Question AK17 aims to find out whether the person ever does paid (compensated in pay or as time off) overtime work. If the answer is yes (AK17=1), AK18 is further asked, that is, how often the person does such overtime work. In questions AK19 and AK20 the same is asked about unpaid overtime.

### *AK21 – AK23. Questions about the family situation*

At the end of the interview each respondent is asked questions about their family situation. Question AK21 refers to the actual situation, not to the official marital status. For example, one's cohabiting partner may be officially married to someone else, or be divorced or widowed. The questions aim to distinguish those living with a partner from single parents or from those living alone.

Question AK22 inquires whether the person or his or her cohabiting partner or spouse has children aged under 18 living at home. If they have, ask question AK23, that is, the age of the youngest child at the time of the interview.