

INSTRUCTIONS WITH the INVESTIGATORS

January 2001 (Extracts) I) Généralités on l.enquête and the questionnaire

A further enquiry over the working time n'est not a new fact puisqu'en 1988 and 1995, such an investigation had already been carried out. L.enquête of 2001 pursues two goals: d'une share, to have an idea of the duration of the work of various d.actifs categories into 2001, and d'autre share to provide qualitative elements on the passage to the 35 hours or the effects of the reduction of the working time.

Laying out d'une investigation in 1995 already, one of the principal objectives is thus d assurer a certain comparability between the two investigations, in particular on all that had been exploited in l.enquête 95, which, in oneself, constitutes invaluable a d.information source.

I) L.enquête

FIELD OF the INVESTIGATION

It acts of the whole of the occupied credits of the outgoing third of the Emploi investigation. All the occupied credits of a household can be surveyed. The number of investigations will be able to vary from one household to another. It s.agit d.actifs working in France. Will thus not have to be questioned the frontier ones which works with l'étranger.

UNFOLDING OF L.ENQUETE

It is imperative that the surveyed people are questioned directly. It would be, in any event, impossible that other people of the household answer certain parts of the questionnaire. In theory, it would be better spread out the collection of the investigation over the whole of the week this in order to vary the day of reference and to finally d.obtenir the same number of questionnaires per day of the week. It would be desirable that l.on can s.approcher in end d.enquête of this configuration.

PREPARATION DE L'ENQUETE

The objectives of the investigation and the questionnaire were defined within a joining together working group, on the initiative of division employment:

- the DARES of the Ministry of Labour
- the Management of the Forecast of the Ministry for finances,
- the Center of Study of Employment,
- the General Police station in the Plan,
- the Economic Council d.Analyse.

The questionnaire was tested twice in May and September in four areas (Lorraine and Provence-Alp-Coast d.Azur for the first test, Burgundy and the Midday-Pyrenees for the second). L.enquête was well accommodated, the surveyed people often being very justified to answer. The duration of making of the questionnaire is d.environ 25 Million d.après these two tests. C.est a good approximation of the duration of real making of l.enquête since the questionnaire evolved/moved very little d.une stage with l.autre.

For certain d.actifs categories, difficulties can meet during l.interview, in particular in the case of road drivers who have evil to remember their working week, or people whose l.emploi of professional time is complicated and includes/understands nights and mixed working days.

II) Articulation générale du questionnaire

The questionnaire comprises 7 parts which do not relate to all the questioned credits. It results from the taking into account of three factors:

- the "hard core" of the questionnaire of 1995, c'est à dire l'ensemble questions which had been used for calculation d'une duration of the work or to clarify certain subjects like work beyond the usual duration, partial time...)
- questions new or worked over again compared to 1995 and which take account of the modifications pulled by the reduction of the working time (it n'y has more monthly part but a part over more developed week; specific questions about the reduction of the working time were added...).
- questions resulting from the European module of 2001.

Part A summarily describes l'organisation of the working time, and the constraints to which are subjected inquired, in particular employees. It contains a whole whole of questions on posted work (or alternating schedules). These last come from the European module. Part A also includes/understands all the elements which will make it possible in the part C to filter the various subpopulations d'actifs: those which have regular schedules, those which have cyclic schedules and those which have irregular schedules.

The part B is devoted to the description of the day of reference, which is the day before (or l'avant-day before) that of l'enquête. The proximity of this day compared to l'enquête makes it possible to recall with precision the schedules of this day. What l'on seeks to do to describe is well a particular day, the day before or l'avant-day before. It s'agit not d'une usual day. It is thus completely essential to make describe this day, the day before, such qu'elle s'est actually unrolled, even if unusual elements came to disturb it. This part is made up of two sets of questions: the first consists in filling out a table recalling with precision the various activities d'une working day (ways domicile/travail, phase of preparation, professional activity, pause-meal), the second requiring of the precise details on the activities described previously.

The part C carries for the three d'actifs categories distinguished here, the regular ones, the cyclic ones and the irregular ones on the description of the week: usual week for the regular ones in order to remain in coherence with l'enquête of 1995, week preceding l'enquête so l'actif worked and s'il belongs to the category of cyclic and the irregular ones. For these two last categories, two questions were added to take account of the specificity of their working time.

The part D address with pay in place before February 2001 and have work the week precede l'enquête approach some element particular, which have make some this week, one week atypical: overtime, compensation rest, d'astreinte days, vocational training.

The noted following part E seeks to describe the variations of the working time on l'année. It is composed of several paragraphs, which according to the statute of l'actif will be more or less detailed. For an employee in station for more than twelve months, there has been a paragraph on the vacation, a paragraph on the effective vacation, the public holidays, the hours supplémentaires/chômage partial, the absences.

On the other hand, for the non wage-earning persons, this part includes/understands only two questions.

The parts F and G concern then only the paid people. The part F includes/understands a series of rather qualitative questions on the reduction of the working time, and on a particular organization of the working time which is l'annualisation or modulation.

The part G approaches l'arbitrage meanwhile work and income and the aspirations of paid in term of working time. Questions about l'utilisation of the time released by the reduction of the working time widen the matter dominating. Certain questions concerning the people employed part-time must make it possible to determine constrained partial time.

At the end of the questionnaire, questions about contracts of employment or statutes a little particular were added. They are asked within the framework of the European module. They are placed in end d.interview in a preoccupation with a coherence because they relate to a subject distinct from the working time.

II) Le questionnaire en détail

PARTIE A : L.organisation of the working time

Remarques générales

This part describes in a relatively general way the organization and the structuring of the working time of the individuals: regularity of the schedules and the number of days worked per week, mode of determination and flexibility in the choice of its schedules, type of time controls.

It is a fundamental part in the sense that it makes it possible as well as possible to direct the individuals towards the part C, i.e. on the part of description of the working time during the week of reference or of the usual working time (regular, cyclic or irregular). It is thus advisable to pay well attention to the questions of this part.

The field of the professional activities concerned in this part is only that related to the principal activity. must one however retain or not the activity carry out with residence or in a room contiguous when it is not a question of main thing place of work de travail know that these activity obey at all with even type of constraint that that carry out on the place of work usual?

The procedure is the following one: if the domestic industry is exceptional, not of it to hold account for the A1 questions, A2, A3, A4, A1a and A16b. If, on the other hand, it is completely usual, as in the case of the teachers or d.artisans, one must hold account for these same questions of it.

Examen des différentes questions.

Question A1 (ANBJTR)

One understands per day one 24 hours period consecutive.

example: an employee working 5 nights per week of 22h with 6h will be regarded as working 5 days and not 6.

Answer 3 can be selected only by individuals having a significant regularity in their working time: work one Saturday out of two etc... as the examples between brackets suggest it. frequent

example: the teachers working 1 Saturday out of 3 return completely in this case of figure.

The individuals answering 1 or 2 are questioned to know if they are the same days worked in the week (A3).

For the others, one wants to know if they are organized in operating cycles (A2).

Question A2 (ARYTHM)

This question aims at encircling the individuals having relatively regular schedules of work but on a different basis than the week:

example: the nurses always working in night shift, can work 3 nights then to rest 2 days then to work over again 3 nights etc. The number of worked days by

week is thus variable from one week to another, but their work is well organized in regular cycles.

Question A3 (AJMEME)

To work the same number of days per week necessarily does not imply that they are the same days from one week to another.

Question A3b (AMETHO)

This question suggested by Eurostat seeks to appreciate the d.autonomy degree which can have a credit in its way of working (this way of working covers several aspects: which type produced to manufacture (or of service to be returned), when to do it (or to return it), how s.y to take).

Question A3c (ANBENT)

Questions suggested by Eurostat to include/understand how the credits s.organisent compared to their work and according to their statute, paid or independent: do they have several contracts of employment for the employees, are subcontractors for a company in the case of l.indépendant, for example?

Question A4 (ANBCLI)

In this question one is interested rather in the lawful schedules and not in the effective schedules.

Answer 1 represents a particular possibility of choice for the individual: it can change schedules from time to time, but not tous.les.jours and it have only one limited number of possibilities of changes.

The time systems of the type to the card (answer 2) can have other denominations: hours flexible, mobile, individualized... They are characterized by the possibility left to the employee define his schedules of work with the help of a total of hours to be made on a unit of reference (day, week or month) and an obligatory presence each day (fixed ranges).

Answer 3 does not mean that the schedules are same the tous.les.jours or that they have an unspecified regularity; it implies that the planning of the hours is fixed mainly by the company, with possibilities of choice null or negligible for the employee.

Answer 4 returns to selected schedules d.un common agreement with l.employor.

Answer 5 applies to employees or the independent free ones to organize their schedules of work as they want it and to modify them from one day to another.

It is necessary to let the individual spontaneously choose his answer, knowing that in any event one will seek to refine this spontaneous answer by the questions which follow.

Question A5 (ASCRED)

For the individuals having answered 2 the A4 question, it s.agit to d.avoir a precision about the way in which they can manage their credit d.heures then.

Questions A16a (AHMEME) et A16b (AHDIFF)

One is interested here in the effective schedules and not in the lawful schedules. One does not take account of the complete days of weekly rest; on the other hand, the partially worked days are taken into account.

The A16a question makes it possible to filter the individuals always working with the same schedules of the other surveyed people.

The A16b question only addressed to the individuals not working with the same schedules tous.les.jours, those must choose one of the 3 methods suggested. If l.on

answers 1 A16b, one will be regarded as régulier., if not it will be necessary to await the A16c question to slice between the cyclic one and l.irrégulier.

example: a teacher who works saturdays morning but not saturdays afternoon will not have to answer 1 A16a but 1 in A16b (in particular, if it does not work in a too irregular way at his place, if not it should answer 3 A16b).

Questions A16c (AHALT) à A16j (AALTER)

One understands by alternating schedules rotations into 2 or several teams. On the other hand, the employees in fixed teams (always of night for example) will have to be noted into 2 for A16c.

A16d (AHATYP) and A16e (ANBEQU) carry both on the d.équipes number (in term of time ranges). A16d relates to the d.équipes number to which belongs the employee and A16e on the d.équipes number intervening in l.entreprise or service. That must make it possible to raise l.ambiguity which exists for the employee between the d.équipes number intervening in its establishment and the d.équipes number to which it belongs.

The questions A16f (AFONCT) in A16h (ANUIT) relate to l.organisation of work in l'établissement and not the rate/rhythm of work of l.individu surveyed. Finally with A16j (AALTER), one wants to specify if this organization of work, a little particular, selected deliberately by l.individu or s.agit d.une were s.il forced.

Questions A17a (ADOMI)et A17b (APRINC)

You will have to expect that a small proportion of individuals answers you yes with the A17a question. This population which works at it or in an contiguous room is composed of 3 principal categories:

- 1) of the people who have the statute of home worker; this category is very few.
- 2) people who them profession brings to remain on the same spot of their work (caretaker, liberal profession, certain craftsmen).
- 3) people who carry out part of their work at them while having a principal place of work out from them. This work at them can be constrained by the nature of the profession (teachers...) or result from a too significant workload or from a choice of organization of work.

The end of part A is addressed only to paid [de A18a (ACONTH) à A20 (ADEMAR)].

These questions want to measure the degree of the constraints of the individuals in their schedules of work.

If inquired answer that they are subjected to controls of schedules (A18a-ACONTH), one asks them in A18b (ACTTYP) about which type of control it is.

- pointer clock: are compared to the pointer clock all the systems allowing an automatic check or a recording of the arrival or departure of paid (for example: badges, gates with automatic closing, disc for the lorry drivers...).
- signatures, cards of schedules: y are comparable the nonautomatic systems of control which can thus be a little more flexible than the precedents.
- control by the framing: the distinction between this heading and the answer not to the question A18a (no control), often depend on the more or less strict attitude of the framing as regards schedules. Only the spontaneous answer of surveyed makes it possible to establish this distinction.

Questions A19a (AABSEN)-A19b (AACCOR)

- A these questions and even more with the question A20, certain people will say to you that that never arrives to them or that they are arranged to treat this kind of things apart from their schedules of work. In this case, ask them to make like if.

- To warn his/her colleagues of its absence is not regarded as a particular constraint.

To notch 1 in A19a if it is the only constraint. On the other hand, if should be informed its hierarchy notch 2.

Question A20 (ADEMAR)

- Certain employment, which comprises quite distinct phases of work, where the time constraints is different can pose problem. To retain the longest phase of work then to answer the question and to use the possibility of notching several methods.

Example: a police officer carries out part of his service to do administrative work with the police station (low time constraints), the remainder of time it is agent of circulation or in patrol (strong time constraints).

PARTIE D : Particular elements over the week

Three topics are approached in this part:

- " additional " hours (questions D1, D2, D5);
- the days d.astreinte (D6a questions in D6c)
- vocational training (D7 questions in D8b)

Before beginning this part, one requests d.abord from l.enquête " regular " s.il worked the last week (D0). One has l.information for the cyclic ones and the irregular ones (see part C) but not for the regular ones which previously described a usual week.

Overtime

Question D1 (FDURE)

It is asked whether the employee carried out working hours beyond the usual duration. This formulation seems less restrictive to us than that over overtime or complementary, since l.on wants to also measure the additional working hours carried out apart from any lawful context and which do not give, consequently, right to compensation.

Question D2 (FDELA)

This question was added and will allow perhaps d.effectuer a first sorting between overtime themselves and hours that the employee carries out his own initiative, estimating that its work cannot be accomplished in l.horaire normally defined.

Question D5 (FREPOS)

If these " additional " hours n.auraient not paid, one wants to know if they were compensated for d.une manner or d.une other.

The d.astreinte days

Questions D6a (FASTRE) à D6c (FREMU-FRECU)

They do not relate to qu.une very small proportion of paid .

Vocational training

Questions D7 (FFORMA), D8a (FFTT) et D8b (FRTT)

Part of the time released by the reduction of the working time can be used for the vocational training. L.intérêt of the put questions is to know the proportion of the credits concerned with this provision.

LES QUESTIONS H

It s.agit of the questions of the European module which really do not n.entraient within the framework of this questionnaire devoted to the working time. They are thus rather questions about types of very particular contracts of employment.

For the question H1 (JFINC), the question relates to the end of work or l.emploi. Paid and non wage-earning are concerned with this question, the employees belonging to the same establishment as l.employor. In the case of the employee, the contract finishes when the good or the services mentioned in the contract is provided. In the nonpaid case d.un, there remains always an infrastructure. This question is not limited to a contract but refers to the continuity or not of l.emploi.

For the question H2 (JCONT), an example can clarify the put question. A restorer receives a significant group customers for the dinner. He has need for personnel additional. He calls upon this type of personnel for l.aider. L.employor can count on this type d.employés because there is contract even if the schedules are irregular and s.il has uncertainty d.emploi there. The contracts " zero-hours " or " minimum-maximum " are alternatives of work on call. A minimal d.heures number and a ceiling are guaranteed.

