

Recommendations for the interviewers engaged in the survey AHM 2004
On work organization and working time arrangements
(Questionnaire DO-01)

Filling in the questionnaire

The items of the questionnaire **about work organization at the main work** should be answered by all **working** persons aged 15 and older. It is preferable that the respondent himself/herself answers the questions since any other household member cannot always answer correctly the questions concerning methods and schedule of work as well as the related problems. Despite that, in case of emergency, other family members can answer the questions instead of the respondent.

Employees and self-employed persons, i.e., own-account workers, also those who have engaged one or more employees are supposed to answer different questions of the questionnaire (DO-01) of the survey on work organization and working time arrangements.

To underpin reliability of the survey the questionnaire begins with the replication of item 17 of the LFS (GU-01).

Item 104. During the survey week you were:

The answer to this question has to coincide with the answer to the item of questionnaire GU-01 17 (**GU-01 17=DO-01 104**)

Self-employed persons (answers 3-8) answer questions 105 and 106, while the employees (versions 1 and 2) are supposed to answer item 107 and other items.

Item 105. Do you yourself decide:

This question is aimed at making clear whether a self-employed person himself/herself decides how and when to work.

If the respondent decides himself/herself how to work (e.g., a farmer, person concluded the copyright agreement, holding a business licence), answer “1” is marked. In case he gets instructions or recommendations from somebody (parents or any family member) and he/she chooses himself how to work, answer “2” is marked.

In case when the respondent is able himself to decide about the schedule and methods of work, answer “3” is marked. In case he cannot decide upon how and when he is going to accomplish the job, answer “4” is marked.

Item 106. You usually work:

Usually self-employed persons or owners of small enterprises employing up to ten employees answer parts I and II of this question. In case the person employees more than 10 persons, version 3 is marked.

Items from 107 to 116 are to be answered by employed persons.

Item 107. Have you worked overtime during the survey week?

Article 144 of the Labour Code of the Republic of Lithuania provides that length of working time cannot be longer than 40 hours per week, while persons having the right for shorter length of working time, i.e. persons aged less than 18 whose work is mainly connected with intellectual and emotional tension shall not work longer than 36 hours per week.

Overwork is working time making up longer working time per week than required one (only time used for the primary work is considered). Time used for commuting is not included in overtime hours.

Overtime work is widely used in private sector, trade, construction, etc. It should be stressed though that in questionnaire DO-01 overtime is shown in case answer 3 of item 28 of the questionnaire has been marked. When filling in the questionnaire DO-01 the respondent states that he worked overtime and questionnaire GU-01 holds answers 1 and 2 to item 28, it is recommended that answers to item 28 were corrected since the person did work overtime.

Item 108. How long was your overtime work during the survey week?

If the respondent during the survey week worked more than 40 hours, it shall be marked that he/she worked overtime. Overtime work is calculated in the following way: the number of compulsory working hours, i.e., 40 hours is subtracted from the number of real worked hours during the survey week, e.g., 50 hours. This difference, i.e., 10 hours is filled in the due place.

Employees of certain categories (health care, welfare, fostering and educational establishments for children, electricity, communications, on duty regime, those on duty in premises) may work up to 24 hours, i.e., day and night. The average length of working time of such employees shall not exceed 48 hours a seven-day week, and the time off in between the working time shall be no shorter than 24 hours.

Item 109. Will you be paid for your overtime worked?

It should be marked whether the respondent is paid for his/her overtime work. In case the respondent is not sure whether he will be paid, answer 3 is marked.

Item 110. What quantity of overtime hours will be paid?

The respondents who know what quantity of hours is to be paid shall state that.

Item 111. At your work:

The respondent shall inform how he/she worked during the survey week. The beginning and the end of the working day is subject to internal rules and regulations of work of the organization, while those in state-owned and municipal enterprises, institutions and organizations are defined by the Government.

- 1. Fixed beginning and end of the working day** – is meant for respondents whose working day begins and ends at the same time, e.g., it begins at 8 a.m. and ends at 5 p.m.
- 2. Different time of work** – is meant for respondents whose the beginning and end of work has not been regular.
- 3. Working hours can be accumulated so as it were possible to have some time off.** If the respondent begins the working day half an hour earlier, and a certain number of hours get accumulated, e.g. 8 hours, he/she may work half a day for two days, and so on.
- 4. Working days are accumulated so that it might be possible to have days off.** If the respondent begins the working day half an hour earlier, and a certain number of hours get accumulated, e.g. 40 hours, he/she may take a week off.
- 5. The beginning and the end of the working day is subject to agreement.** The employee and employer can agree between themselves concerning the beginning and end of the working day.

6. **You yourself choose the working time.** This item is meant for respondents who choose their schedule by themselves.
7. **Other** – when the regime of the working day is one odd. It does not comply with any out of the mentioned above. It is recommended to mark this answer as seldom as possible.

Item 112. Have you worked in shifts (over the recent four weeks)? The answer is to coincide with one of item 21 of questionnaire GU-01 (**GU-01 item 21 = DO-01 item 112**).

Work in shifts is a certain form of organization of work when an employee or a team of employees alternates each other successively, and the work is not ceased. Work in shifts has a common characteristic that the beginning of work is alternating. E.g., one week the respondent is working from 6 a.m., while the other week – 4 p.m.

If the person is working 12 hours a day for the whole week, and the other week he/she is not working at all, this work is not considered as that in shifts. This is how shop assistants, policemen, etc work.

Item 113. In how many shifts do you work?

1. **In four.** It is the mode of work in enterprises, institutions and organizations, some workshops, bars, etc., operating in an on-going regime where the cycle of production is continuous.
2. **In three,** when the respondent is working in three shifts, and the length of the shift is 8 hours.
3. **In two, only at day time,** i.e., from 6 a.m. to 6 p.m.
4. **In two sometimes at night, sometimes at day time.** This work is worked in shifts with the principal of rotation, when the night and day shifts are strictly separate.
5. **Other** - when the regime of the working day is one odd. It does not comply with any out of the mentioned above. It is recommended to mark this answer as seldom as possible.

Item 114. Does it suit you to work in shifts?

The respondent who is working in shifts has to answer whether he/she contented to work in shifts?

Item 115. Do you come to work only at a call?

It has been a new form of work organization. Each year it becomes more popular. This form of work can be suitable for hairdressers, masseuses, nurses, house cleaners, etc. They can say that they were working during the survey week.

Those who work upon a call come to their place of work when needed. Accordingly, they work without keeping to the work schedule.

Item 116. Does work upon a call suit you?

The respondent working upon a call is supposed to answer whether he/she is contented with the form of work.

Items 117-120 are obligatory to all the employed.

Item 117. Whether you were working a shorter day or a shorter week during the survey week? Its purpose is to learn whether the respondent is working a shorter day or a shorter week, or part-time. Answer to item 117 has to coincide with answer 1 to item 28 of questionnaire GU-01 (**GU-01 answer 1 item 28 = DO-01 item 117**).

A shorter working day or working week is then, when the employee agrees with the employer that during the coming week he intends to work less than 40 hours. It is particularly characteristic of employees working part-time. The following persons are entitled to the right of working a shorter working day or working week:

- A pregnant, breast-feeding or post-delivery woman;
- A woman raising a child up to 14 years old or a disabled child up to 16 years old;
- A disabled person;
- A person nursing a sick member of the family who has submitted a medical certificate endorsing the necessity for part-time work and indicating the recommended period for part-time work.

The employees as follows are allowed to work a shorter day or week:

- Employees of partnerships of blocks of flats;
- Employees of agricultural entities;
- Employees of financial account;
- Employees of insurance enterprises who on behalf and for the benefit of the enterprise, draw insurance agreements collecting written premiums, and whose earnings are proportional to the sum of written premiums collected by each individually;
- Students who combine work and day-time studies.

Item 118. If you worked, then how:

The following versions are possible:

1. **A shorter or part of the working day** – its meant to be ticked by the respondents who worked a shorter working day.
2. **Less than half of the working day** – its meant for those who worked less than half of the working day.
3. **Shorter than a working week** – to be ticked by those who worked a shorter working week.
4. **Less than the working day or a working week.**
5. **Each other week** (a working week and free week alternate each other) – to be ticked by persons working each other week. Its typical of shop assistants , policemen, etc.
6. **Other** – to be ticked by persons who could not find endorsement in previous four questions. It is recommended to have a lesser number of those who positively answer this question.

Item 119. Have you ever worked in the evenings, at night or at the weekends?

This question is to be answered by persons who work in the evening, at night or at the weekend who chose answers 1 or 2 to items 13, 14, 15 and 16 of the questionnaire GU-01 (**GU-01 answers 1 or 2 of items 13, 14, 15, 16 = DO-01 item 119**).

Item 120. Is it quite O.K. for you to work in the evening, at night or at the weekends?

This item is to be answered by persons who work in the evening, at night or at the weekends. In case one of those versions is not convenient, the answer “No” should be ticked. How to understand “O.K.” or “convenient”? It means that the person prefers working that way.

Item 103. The reasons of non-response.

In case the respondent fills in the items of questionnaire GU-01 but refuses filling in DO-01, it should be noted.

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