Explanatory notes for the interviewers of 2001 ad – hoc module questionnaire

LENGTH AND PATTERNS OF WORKING TIME

The data are collected only for the main job including: employees, employers, own account workers and unpaid family workers.

**Question 101 Did you work overtime during the reference week?**
Overtime hours worked as additional to the contractual.

1 answer Yes
2 answer No

**Question 102 Overtime hours in reference week**

All overtime hours, both paid and unpaid are included. Additional number of hours worked is overtime in two cases:
1) when it is understood by the employer and employee that a certain amount of work must be done in addition to the contractual number of hours and
2) when additional hours need to be worked to meet the output target.

Because overtime refers to additional hours, which are compensated on long term are excluded.

**Question 103 Will you get pay for overtime?**

1 answer Yes
2 answer No

**Question 104 Paid overtime hours in the reference week**

Indicated working paid overtime hours in the reference week.

**Question 105 Have you worked shift work?**

1 answer Yes
2 answer No

Shift work is a regular work schedule during which the enterprise is operational or provides services beyond the normal working hours from 8 am to 6 pm on weekdays (evening closing hours may be later in the case of a longer break at noon in some Member states). Shift work is a work organization under which different groups or crews of workers alternate each other at the same work site to perform the same operations. At the start of the shift work, work of the previous shift is taken over and at the end of the shift, work is handed over to the next shift. Shift work usually involves work on unsocial hours in the early morning, at night or on the weekend and the weekly days off not always coincide with the normal days off.
Question 106 Shift work pattern

The shift work patterns describe the actual shifts performed by the employed person

1 answer – Continuous shift work, usually four shift system: the employed person performs shift work on a rotating basis in the morning, afternoon, at night and during the weekend.

2 answer Semi – continuous shift work, usually three shift system: the employed person performs shift work on a rotating basis in the morning, afternoon and at night but not during the weekend.

3 answer Two shift system: double day shift – the employed person performs shift work on a rotating basis in the early morning and late afternoon.

4 answer Sometimes night, sometimes day shift: the employed person performs shift work on a rotating basis during the day or during the night.

5 answer. Fixed assignment to given shift: the employed person belongs to a crew (group) which is permanently assigned to a given shift. When persons always work in the evening or at night, they should be coded accordingly.

6 answer Other type of shift

Question 107 You work in shifts, because:

1 answer Shift work was the type of job Your was looking for (personal initiative)

2 answer Shift work was not the type of job Your was looking for but no similar job available without shift work

Question 108 Variable working times:

1 answer working time banking: when the definite average working time duration is exceeded; after 4 week work holidays have to be set down.

2 answer Annual hours contract: only the total annual number (or average weekly number) of hours is fixed; the (unequal) distribution of the (contractual) number of hours worked over the days and weeks is determined by the employer with daily and weekly hours being extended at certain periods referring to production or service needs. This manpower adjustment avoids overtime (at premium rates) or short-time.

3 answer Fixed start and end of a working day: this includes a fixed schedule of classroom hours to be performed by a teacher.

4 answer Working time by mutual (individual) agreement

5 answer Determines own work schedule (no formal boundaries)
6 answer Other

109 question Can You use credit hours to take full days or weeks off (besides to take hours off)

1 answer Yes
2 answer No

110 Determined in Your working contract:

111

1 answer A minimum number of hours is agreed by contract but the number of hours actually worked may exceed this minimum and they are not paid at overtime rate – min-max contracts: there is a guarantee for a minimum number of hours to be worked per week or per month on-call work (or “zero hours” contract).

2 answer Reports to work only when called
On-call workers are called into work only when needed. They can be scheduled to work for several days or weeks referring to the production or service needs but they do not have a regular schedule because no continuous workload can be guaranteed.

3 answer Other

111 question You work by this working time arrangement, because: The reasons for the working time arrangements reference to the dimension whether taking this job with this working time arrangements was driven by the employer or by the employee.

1 answer These working time arrangement were the type of job Your was looking for (personal initiative)

2 answer These working time arrangement were not the type of Your was looking for but no similar job available with ordinary working time arrangement.