

statec

ENQUETE SUR LES FORCES DE TRAVAIL

MAI 2001

INSTRUCTIONS RELATIVES AU QUESTIONNAIRE SPECIAL

INSTRUCTIONS RELATING TO THE SPECIAL QUESTIONNAIRE 2001:**Duration and organization of the working time****1. Key d.identification:**

In order to be able to connect for the same person special Questionnaire. in individual Bulletin, it is essential to transcribe the following indications:

- Number d.ordre of the household
- Number d.ordre of the person (N° individual)
- Year of birth of the person

2. With which s.adress the special questionnaire?

The questionnaire s.adress with all the people having had an employment lasting the week of reference. Are not, however, concerned the home helps (C7=4).

3. Explanations relating to the questions.**N1 Détermination of the working methods and of l.emploi of time.**

The box " Yes " is with being notched if the person who works determines itself her way of working and its timetable during the work shift. The majority of independent (C7=1 or 2) are in this case. But sometimes of independent can be subjected to constraints imposed by d.autres (freelance, subcontractor).

N2 Numbers d.entreprises or customers for whom the person works.

Independent which works regularly for only one company or only one customer answers by yes.

For an employee who works for several owners while having only one employment (C1=1) box 0 is with being notched.

N3 Fin of contract.

Box 1 n.est with notching that when the contract or l.accord relates to a quite precise service, (for example translation d.un text determined with l.avance) and that the contract or l.accord ends after the service. Not to confuse with contract at given duration (box 2).

N4 Overtime in week of reference.

L.ensemble of overtime, remunerated or not, are taken into account. The hours worked apart from the normal schedules are regarded as overtime:

- when l.employer and the employee agrees qu.une certain workload must be carried out in addition to the d.heures number fixed by contract

- when overtime must be made to reach l.objectif production.

Taking into account the definition of overtime, the hours which can make l.objet d.une compensation (for example within the framework d.un time mobile) are not taken into account.

N5 Nombre remunerated additional d.heures.

It does not matter that these overtime were remunerated by a rate raised or not.

N6 posted Travail.

By posted work, it is necessary to hear an activity with regular schedules which allows an operational company to be or to provide services apart from the normal schedules of work. It is with statement apart from the time range 8h-18h the working days. Posted work is a form of work in which various groups or various teams of workers are occupied successively on the same workstation so as to carry out the same operations. When one team arrives on her place of work, it takes the preceding continuation of the team, before to be relayed in its turn by the team following. The posted workers carry on usually their activity within the framework of particular hours, for example early the morning, the night or the weekend, and their day of weekly rest always does not coincide with the days of normal rest.

N7 Types of posted work.

Code 1 " continuous posted Work ": the enterprise is operational 24 hours a day and 7 days a week, which means that it does not interrupt its activity neither during the day, nor weekends or public holidays

Code 2 " semi-continuous posted Work ": the enterprise is operational 24 hours a day, it does not interrupt thus not its activity during the day, but remains closed the weekend.

Code 3 " System of two teams: double day shift ": the enterprise is operational less than 24 hours per day, but does not interrupt that briefly its activity in day and firm the weekend.

Code 4 " Team of jour/nuit in alternation ": the enterprise is operational less than 24 hours per day, the work of day and the night-work being separated by a significant lapse of time.

Code 5 " regular Work in a certain team ": work is inscribed not within the framework of a system of rotation or of alternance. Always working for example employees of night or always the weekend.

N8 Horaires of work variables.

Code 2 " Contract of annualisation of the working time ": only the annual number of hours total (or numbers of hours average weekly magazine) is defined; the distribution (unequal) of the number of hours (contractual) worked per day and week is determined by the employer, the employees working unquestionable advantage day and certain weeks, following the needs for production or provision of services. These adaptations of the working time allow to avoid overtime (paid at raised rates) and the short-time working.

Code 3 " Capitalization of the working time ": within the framework of the capitalization of the working time, one defines usually basic daily schedules during which the employee must be present (fixed range) thus that a number of hours can be managed with a certain autonomy in order to respect his contractual obligations. The balance of hours (debtor or creditor) can be cumulated and liquidated in a given time. The adjustments of mobile horaire type fall into this category.

Code 4: fixed schedules of work of which of a common agreement (individually).

N9 Utilisation of the credit d.heures.

The hours prestées in addition to the normal working hours can be converted into hours of leave.

N10 Contracts minimum-maximum, work on call or contracts " zero hour " .

Code 1 " Contracts minimum-maximum ": this formula guarantees a minimum number d.heures of work per week or, but really worked the d.heures number can be more significant, according to the needs for production or provision of services. When the d.heures number carried out by a part-time occupied person regularly exceeds the minimum agreed upon, this person can require that this d.heures number be regarded as the new guaranteed minimum.

Code 2 " Travail on call. or contract zéro-hour ": the people concerned have to work only when their presence is necessary. The work shift can last several days or several weeks, according to the needs for production or provision of services, but the schedules are not regular, because it n.est not possible to guarantee a continuous workload. According to l.accord passed with l.employor, the worker on call must provide work to the request, must find a substitute or can on the other hand decide not to answer l.appel of his employer. Work on call is different from the hours d.astreinte during which the employee de permanence awaits a call d.urgence. The supply d.heures d.astreinte presupposes a contract of normal employment, whereas work on call constitutes an atypical form of work.

N11 Reasons for posted work.

It s.agit to know if the choice d.un posted work or not rests a personal preference càd. on a voluntary choice.

N12 Reasons d.acceptation of l.aménagement of the working time.

It s.agit to know if the choice of this adaptation of the working time or not rests a personal preference c.à.d. on a voluntary choice.