

Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification

A1. Country

A2. Title of the survey

A3. Organisation(s) responsible

A4. Website where additional information can be found:

Czech Republic

Structure of Earnings Survey (SES)

Czech Statistical Office

http://czso.cz/csu/2010edicniplan.nsf/engp/3109-10

B.	Periodicity	and	coverage

	В.	Periodic	ity and coverage		
B1. Periodicity: The survey is carried ou	t				
Once a year, continue to B2					
○ Two times a year/half yearly, continue	to B2				
\bigcirc Every quarter, continue to B2					
○ Every month, go to B3					
C Every months, continue to B2					
C Every years, go to B3					
\bigcirc Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in	the following months		
January 🗌 February					
March April					
☐ May ☐ June					
July August					
September October					
November December					
B3. Year the survey started: 1996	B3. Year the survey started: 1996				
B4. Industry coverage: The survey inclu	udes esta	ablishmen	ts in the following ISIC rev. 4 groups		
		⊖ No	L. Real estate activities	• Yes	⊖ No
B. Mining and quarrying	Yes	⊖ No	M. Professional, scientific and technical		
C. Manufacturing	• Yes	⊖ No	activities	Yes	∩No
D. Electricity, gas, steam and air conditioning supply	Yes	⊖ No	N. Administrative and support support service activities	• Yes	∩No
E. Water supply, sewerage, wast management and remediation act.	Yes	⊖ No	O. Public administration; compulsory social security	• Yes	⊖ No
F. Construction	• Yes	⊖ No	O. Defense	• Yes	∩No
G. Wholesale and retail trade; repair of	© Vac		P. Education	• Yes	∩No
motor vehicles	Yes	() NO	Q. Human health and social work activities	• Yes	∩No
H. Transportation and storage	Yes	⊖ No	R. Arts, entertainment and recreation	• Yes	∩No
I. Accomodation and food service • Yes No			S. Other service activities	• Yes	∩ No
activities			T. Activities of household as employers	⊖ Yes	No
J. Information and communication () Y		⊖ No	U. Activities of extraterritorial organizations	⊖Yes	No
K. Financial and insurance activities	Yes	⊖ No	and bodies		

Further comments or explanations (if needed):

Γ

. Size coverage: The survey covers	
All establishments of any size	
All establishments with at least 10 workers/employees	
Other size coverage:	

B6. Geographical coverage: The survey covers the ...

• Whole country

\bigcirc Whole country, excluding the following remote/marginal areas:	
Capital city (can include surrounding are	eas)
○ The following main cities:	
○ Only urban areas	

○ Other geographical coverage:

B7. Worker coverage: The survey covers the following status in employment categories ...

(a) All persons in the payroll	⊖ Yes	No
(b) Only Paid employees	• Yes	⊖ No
(c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc.	⊖ Yes	No
(d) Only Non-manual /white collar/administrative workers	⊖ Yes	No
(e) Paid employees and working proprietors (i.e., own account workers or employers)	\bigcirc Yes	No
(f) All persons engaged (Paid employees, working proprietors and unpaid family workers)	⊖ Yes	No

The following groups are included:

Pieceworkers	Yes	⊖ No	Apprentices	⊖ Yes	No
Part time employees	⊖Yes	No	Trainees	⊖ Yes	No
Seconded employees	⊖Yes	No	Employees absent from work the	∩ Yes	
Workers from temporary work agencies	• Yes	⊖ No	entire reference period without pay	Ules	
Casual and temporary employees	\bigcirc Yes	No	Employees on probation	• Yes	$\bigcirc No$
Supervisors	• Yes	⊖ No	Foreign employees	• Yes	$\bigcirc No$
Managers	Yes	⊖ No	Workers paid on commission	⊖ Yes	No
Non-adults/workers below a certain age	\bigcirc Yes	No	Homeworkers	• Yes	∩No
Volunteer workers	\bigcirc Yes	No	Subcontracted workers	\bigcirc Yes	No

Other workers not mentioned above:

Further comments or explanations (if needed):

B8. Institutional sector coverage: The survey covers		
Establishments in the the private sector	• Yes	∩No
Establishments in the the public sector	• Yes	∩No
Unincorporated establishments	• Yes	∩No
Non-profit institutions	• Yes	∩No
Foreign establishments located within the country	• Yes	∩No
Establishments which did not operate part of the reference period	• Yes	∩No
National establishments located abroad	∩ Yes	No

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures EMPLOYMENT O Yes, continue to C1b O No, go to C2

C1b. Operational definition: EMPLOYME	NT relates to
⊂ The total number of workers, on:	○ A specific day:
	○ The month of the survey
	○ The quarter of the survey
	○ The whole year
	Other:
○ The average number of workers during:	○ A specific pay period
	○ The month of the survey
	○ The quarter of the survey
	○ The whole year
	Other:
Other:	
C1c. The worker coverage is	
○ The same as the survey coverage (c.f. B7	.)
○ A different coverage:	
C1d. Further comments or explanations (if needed):	

C2. Earnings

🔿 No, go to C3a

C2b. EARNINGS relates to:

GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

○ NET earnings -> Deductions are made for:

Workers' contributions to compulsory social security schemes $\bigcirc {\rm Yes}$			
- Health related	Yes	∩No	
- Pension	Yes	∩No	
- Unemployment	Yes	∩No	
Union dues (Yes	∩No	
Advanced contributions to income tax			

Other:

C2c. The worker coverage is ...

- The same as the survey coverage
- A different coverage:

C2d. and the reference period is ...

• The same reference period as employment

- A specific week
- \bigcirc A specific month
- \bigcirc Another reference period:

C2e. Earnings includes:

(a) Payments in kind	d	Yes	∩ No	Further comments or explanations (if needed):
(b) Cost of living all	owances	⊖ Yes	No	
(c) Family allowance	e allowances	\bigcirc Yes	No	
(d) Other allowance	es in cash	⊖ Yes	No	
(e) Payments for tin	ne not worked	• Yes	∩No	
(f) Overtime payme	nts	• Yes	⊖ No	
(g) End of year bonu	ises	• Yes	∩ No	
(h) Profit sharing bo	onuses	• Yes	∩ No	
(i) Other regular bo	nuses paid every pay period	• Yes	∩ No	
(j) Bonuses paid irre	gularly	• Yes	⊖ No	
(k) Payments for periods outside the reference period		• Yes	⊖ No	
(I) Payments for iter	ms required by the job	⊖ Yes	No	
(m) Tips and gratuit	ies distributed by the employer	⊖ Yes	No	
(n) Severance and termination pay		⊖ Yes	No	
(o) Employers' conti security schemes	ributions to workers' social	⊖Yes	No	
(p) Other components not mentioned above				<u>.</u>
mentioned above				

C3a. The survey measures WAGE RATES OYes, con		nue to C3b		
C3b. Time unit: WAGE RATES are requested		C3c. (C3c. Concept:	
⊖ per hour		()	nimum or standard wage rate rsuance of	s, fixed by or in
○ per day			laws	○Yes ○No
⊖ per week			regulations	⊖Yes ⊖No
O per month			collective agreements	⊖Yes ⊖No
O other time unit:			arbitral awards	⊖Yes ⊖No
		O Wa	age rates actually paid	
C3d. The worker coverage is		C3e. and th	ne reference period is	
○ The same as the survey coverage	e	◯ The same	e reference period as employr	nent
⊂ A different coverage:		⊂ A specifi	c week	
		⊂ A specifi	c month	
		⊂ Another	reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	⊖ Yes ⊖	No		
(b) Cost of living allowances	⊖ Yes ⊖	No		
(c) Family allowances	No			
(d) Other allowances in cash	⊖Yes ⊖	No		

C3. Wage rates

(g) Other components not mentioned above	
Further comments explanations (if nee	

○Yes ○No

⊖Yes ⊖No

C4. Compensation of employees or Labour Cost

C4a. The survey measures	COMPENSATION OF	EMPLOYEES or
LABOUR COST		

C4b. The worker coverage is ...

(e) Payments for time not worked

(f) Overtime payments

- \bigcirc The same as the survey coverage
- \bigcirc A different coverage:

⊖Yes,	continue to C4b	No, go to C5
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C4c. and the reference period is ...

- The same reference period as employment
- $\bigcirc \mathsf{A}$ specific week
- A specific month

○ A different reference period:

C4d. Compensation of employees or Labour cost includes:

(a) Payments in kind		\bigcirc Yes	∩No	Further comments or explanations (if
(b) Cost of living allo	wances	\bigcirc Yes	∩ No	needed):
(c) Family allowance	allowances	⊖ Yes	⊖ No	
(d) Other allowances	in cash	\bigcirc Yes	∩ No	
(e) Payments for tim	e not worked	⊖ Yes	⊖ No	
(f) Overtime paymen	ts	⊖ Yes	⊖ No	
(g) End of year bonu	ses	⊖ Yes	⊖ No	
(h) Profit sharing bor	nuses	⊖ Yes	⊖ No	
(i) Other regular bon	uses paid every year	⊖ Yes	⊖ No	
(j) Bonuses paid irreg	gularly	⊖ Yes	⊖ No	
(k) Payments for per	iods outside the reference period	\bigcirc Yes	∩ No	
(I) Payments for item	ns required by the job	\bigcirc Yes	⊖ No	
(m) Tips and gratuiti	es distributed by the employer	⊖ Yes	⊖ No	
(n) Severance and te	rmination pay	⊖ Yes	⊖ No	
(o) Employers' contri	butions to workers' social security schemes	⊖Yes	⊖ No	
(p) Workers' social b	enefits provided by the employer	⊖Yes	⊖ No	
(q) Employers' cost o	f training	⊖Yes	⊖ No	
(r) Employers' expen	ses for welfare services	⊖Yes	⊖ No	
(s) Taxes paid by the	employer on employment payrolls,etc.	⊖Yes	⊖ No	
(t) Employment relat	ed subsidies received by the employer	⊖Yes	⊖ No	
(u) Other				
components not				

mentioned above

C5. Contractual/Normal hours of work

C5a. The survey measures CONTRACT	JAL/NORMAL HOURS C	DF WORK OYes, contin	nue to C5b
C5b. CONTRACTUAL/NORMAL HOUR	S OF WORK relates to h	ours fixed by:	
Laws or regulations Collective agreements Establishments' internal regulations Other	 Yes Yes No Yes No 	C5c. Information) per day) per week) per pay period	is requested about normal hours
) per pay period	
C5d. Information is requested in	C5e. The reference pe	eriod is	C5f. And the worker coverage is
○ Days	⊂ The same reference	e period as for wages	○ The same as for wages
○ Half days	○ Another reference	period:	○ Another coverage:
⊖ Hours			
○ Minutes			
Other time unit:			

C6a. The survey measures HOURS PAID FOR • Yes, continue to C6b	lo, go to C7
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C6b. Information is requested in

○ Days

 \bigcirc Half days

Hours

- \bigcirc Minutes
- Other time unit:

C6c. The reference period is ...

• The same reference period as for wages • Another reference period: **C6d.** And the worker coverage is ...

• The same workers as for wages

○ Another coverage:

C6e. Hours p	paid for	includes	time	paid	due	to	
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(a) Overtime		• Yes	∩No	(h) Down time (including stand by time)	⊖Yes	No
- Paid at special rate	S	⊖Yes	No	(i) Time not worked (absence from work)	• Yes	∩No
- Paid at normal rate	25	⊖Yes	No	- Vacation time	⊖Yes	No
- Compensated with	time off	⊖Yes	No	- Sick leave	• Yes	∩No
(b) Work at home		⊖ Yes	No	- Occupational injuries	⊖Yes	No
(c) Travelling time requi	red by the job	∩Yes	No	- Labour disputes	⊖ Yes	No
(d) Meal breaks		⊖ Yes	No	- Other time not worked	⊖ Yes	No
(e) Commuting time		⊖Yes	No	(j) Other:		
(f) Time for preparation		⊖ Yes	No			
(g) Training time		⊖Yes	No			
Further						

comments or explanations (if needed):

C6f. The survey measures ABSENCE FROM WORK separately	● Yes ○ No
C6g. The survey measures OVERTIME separately	● Yes ○ No

C7. Hours actually worked

 C7a. The survey measures HOURS ACTUALLY WORKED
 Yes, continue to C7b
 No, go to C8

 C7b. Information is requested in
 C7c. The reference period is ...
 C7d. And the worker coverage is ...

 Days
 The same reference period as for wages
 The same workers as for wages

 Half days
 Another reference period:
 Another coverage:

 Hours
 Minutes
 Other time unit:
 Image:

period is ... C6d.

C7e. Hours actually worked includes time paid due to

(a) Overtime	⊖ Yes	⊖ No	(h) Down tin	ne (including stand by time)	⊖ Yes	⊖ No
- Paid at special rates	⊖ Yes	⊖ No	(i) Time not v	worked (absence from work)	⊖ Yes	○No
- Paid at normal rates	∩ Yes	⊖ No	- Vacation	time	∩Yes	∩No
- Compensated with time off	⊂ Yes	⊖ No	- Sick leav	е	⊂ Yes	∩No
- Unpaid and not compensated with time off	⊖ Yes	∩No	- Occupati	ional injuries	⊖Yes	∩No
(b) Work at home	⊖ Yes	⊖ No	- Labour d	lisputes	⊖ Yes	∩No
(c) Travelling time required by the job	∩ Yes	∩No	- Other tin	ne not worked	⊖ Yes	∩No
(d) Meal breaks	⊖ Yes	∩No	(j) Other:			
(e) Commuting time	⊖ Yes	∩No				
(f) Time for preparation	⊖ Yes	∩No				
(g) Training time	⊖ Yes	∩No	L			
Further comments or explanations (if needed): C7f. The survey measures ABSENCE FROM WOR C7g. The survey measures OVERTIME separately		tely	⊖ Yes ⊖ Yes			
	C8. O	ther to	pics			
C8a. The survey measures LABOUR TURNOVER	⊖Yes,	continu	e to C8b	● No, go to C9a		
C8b. LABOUR TURNOVER includes the following	g compon	nents				
Workers who were hired OYes						
Workers who were fired O Yes						
Workers who resigned O Yes						
Workers who retired 🛛 🔿 Yes	⊖ No					
Workers who retired OYes	∩ No					
	∩ No		C8d. and	the worker coverage is		
Other		У		me workers as hours paid/h	iours actua	lly
Other Other C8c. The reference period is The same reference period as hours paid/hou		у	⊖ ^{The sa} worke	me workers as hours paid/h	ours actua	lly
Other		У	⊖ ^{The sa} worke	me workers as hours paid/h d	ours actua	lly
Other			C The sa worke	me workers as hours paid/h d	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly
Other	rs actuall		C The sa worke	ame workers as hours paid/h ad er coverage:	ours actua	lly

D. Classifications

D1. Establishment size: The establishment size categories used to group establishments are ...

D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ...

CZ-NACE - comparable with NACE rev.2
distinguished at the most detailed level when coding industry groups
/automatic coding is used O Yes O No
: is convertible to ISIC:
D2e. The most important deviations between the classification used and the international classification (at the Section - one digit - level) are:
ormation by occupation is collected, the classification used to code occupation is (based on):
CZ-ISCO - comparable with ISCO-08
distinguished at the most detailed level when coding occupation groups
/automatic coding is used OYes No
t is convertible to ISCO
D3e. The most important deviatio ns between the classification used and the international classification (at the Major Group - one digit - level) are:

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International Standard Classification of Labour Cost
○ Yes ○ No D4b. If no , the most important differences between the national classification and the international classification are:
Payments in kind (group IV) include Cost of workers' housing borne by employers (group V) and Cost of welfare services (group VIII)
Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged
Other differences:
D5. The survey uses other classifications, as follows:
⊠ Geographical regions
Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).
Cooperatives are separetely identified OYes ONo
Others:
D6. Further comments or explanations (if needed):
E. Questionnaire design
E1. Number of questionnaires: the survey uses
One questionnaire
O Different types of questionnaires for different types of economic units:
One questionnaire for the economic unit as a whole, one for workers individually
O Other:

E2. The unit(s) of observation: Information is obtained ...

For the establishment as a whole (go to E3)	Yes	∩No
For (groups of) occupations within the establishment (go to E3)	CYes	No
For each individual worker in the establishment (go to E4)	CYes	No
For a sample of workers in the establishment (go to E4)	CYes	No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex		X	X
Age group		X	X
Education level categories		X	X
Occupation		X	X
Manual/non-manual			
Full-time/part-time			
Skilled/semi-skilled/unskilled			
Casual/permanent worker			
Apprentices			
Adults/young workers			
Other disaggregation:	·+	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·

go to E5

E4. When information is obtained for individual workers, the survey collects information about their:

- 🗌 Sex
- Age (adults/young)
- Education level
- Occupation
- □ Full time/part time schedule
- Casual/permanent status
- Apprentices
- Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind			
Cost of living allowances			
amily allowances			
Overtime payment		\mathbf{X}	
Employers' social security contributions		*	
Norkers' social security contributions			
Other deductions of workers (e.g., for income tax)			
Other:			
Other:			

F. Sample design

F1. The sampling unit(s) is/are (all relevant options are indicated)
∑ Enterprise
Establishment
Employee
Other:
F2. The sample frame is (all relevant options are indicated)
X Business register
Employee or population register
Area frame
F3. The sources of information used to construct the register are (all relevant options are indicated)
Economic, Industrial, Establishment census
Agricultural census
Registers kept by the government
⊠Industrial/bussines directories
⊠Licence records
Sales tax records
⊠Income tax records
Unemployment insurance records Pension coverage records
Other, namely:
Records of workers or employers' associations
Field operations
Other, namely:
F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame
14. Tame coverage. The percentage of an paid employees and/or economic and/or
% of all employees, and/or % of all economic units
F5. Updating frequency: The sample frame is updated
C Every months
Every years
Continually
O Not updated with a specific frequency
○ Never updated
F6. Type of sample
C Complete enumeration, go to F10
C Random sample, go to F7
C Purposive sample, go to F10 Combination of complete enumeration and random sample
Other, go to F10: Combination of complete enumeration and random sample

F7. The sample is stratified

•	Yes:
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⊖ No

By region/location

🔀 By industry

 $\fbox By public and private sectors$

🔀 By size (or number of workers) -- the strata are the same as those indicated in D1 above: 🔿 Yes: 🔿 No

Establishments **above this size** are included with certainty in the sample

Other strata:

F8. Sample error - relative standard error for each concept ... (may be percentages or ranges of percentages)

F9. Sample size: The num	ber of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic unit	ts (establishments/enterprises) % of economic units
workers	% of all workers
F10. Further comments o explanations (if needed):	r
	G. Data collection
G1. Method(s) of data co	llection: Data are collected through (more than one option may be selected)
 Personal interview Telephone interview Mail Online/web based que 	G2. If personal or telephone interview, Yes No computer assisted interview is used
Other, namely:	
G3. Substitution of units	
○ Yes, in case of non-resp	oonse
○ Yes, in other cases:	
• No	
G4. Non response rate: P	ercentage of all units in the final sample that are not inteviewed
	% of all units
G5. Timeliness: Number of days or 5	of days or months between the reference period and the release of the results months
G6. Further comments or	

explanations (if needed):

	H. Est	timates	
H1. Estimation procedures (more than one option may be	selected)	
Take into account estimates	from a previous reference per	riod	
Use benchmark data			
For employment			
For wages			
For working time			
Adjust for seasonality			
Other adjustments, please s	pecify		
H2 . If benchmark data are used the type of benchmark data us is:			
H3. Types of indicators produc	ed (more than one option o	can be selected)	
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)
🗌 per year	🗌 per year	🗌 per year	🗌 per year
🗌 per month	🗌 per month	🗌 per month	🗌 per month
🗌 per week	🗌 per week	🗌 per week	🗌 per week
🗌 per day	🗌 per day	🔲 per day	🗌 per day
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)
🗌 per year	🗌 per year	🗌 per year	🗌 per year
🗌 per month	🗌 per month	🗌 per month	🗌 per month
🗌 per week	🗌 per week	🗌 per week	🗌 per week
🗌 per day	🗌 per day	🔲 per day	🗌 per day
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)
Number of workers	Deciles	Average earnings	Number of workers
Percentage of workers	Quartiles	Median earnings	Percentage workers
(m) Wage indexes		(n) Other indicators pr	oduced:
Simple unweighted index of	growth		
Laspeyres index with fixed o	occupational employment weig	ghts	
Laspeyres index with indust	rial employment weights		
Other wage index:			
H4. The above indicators are ca	lculated for all workers cover	ed	

	Yes
(•)	res

 \bigcirc No, to a subset:

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series ...

- 2E Paid employment by economic activity
- 2F Paid employment in manufacturing
- 4A Hours of work by economic activity
- 4B Hours of work in manufacturing
- 5A Wages by economic activity
- 5B Wages in manufacturing
- 6A Labour cost in manufacturing
- OI Hours of work and wages in detailed occupations (October Inquiry)

H6. The statistics published in LABORSTA have the same coverage and follow the same definitions		
described above	⊖Yes	∩No

If no , the main differences	
are as follows:	

I. Historical information

11. Main changes in this survey since 1990 that have led to breaks in the series

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email