

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	Czech Republic
A2. Title of the survey	LCS - Labour Cost Survey
A3. Organisation(s) responsible	Czech Statistical Office (CZSO)
A4. Website where additional information can be found:	http://czso.cz/csu/2010edicniplan.nsf/engp/3112-10

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	ıt				
Once a year, continue to B2					
Two times a year/half yearly, continue	e to B2				
Cevery quarter, continue to B2					
C Every month, go to B3					
○ Every months, continue to B2					
Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February					
☐ July ☐ August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 1994					
B4. Industry coverage: The survey includes	udes esta	blishment	es in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	Yes	○No	L. Real estate activities	Yes	○No
B. Mining and quarrying	Yes	○No	M. Professional, scientific and technical	© Vos	○ Na
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	O Van	○ Na	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	(•) res	ONO	T. Activities of household as employers		No
J. Information and communication	Yes	∩ No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	Yes		and bodies	() (C)	() o
Further comments or explanations (if needed):	<u> </u>				

B5. Size coverage: The survey covers							
All establishments of any size							
○ All establishments with at least wo	rkers/ei	mployees					
Other size coverage:	<u> </u>	. ,					
B6. Geographical coverage: The survey cov	ers the						
Whole country							
Whole country, excluding the following							
remote/marginal areas:							
Capital city (can include surrounding areas)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers th	e follow	ing status	in employment categor	ies			
(a) All persons in the payroll				○ Yes	No		
(b) Only Paid employees				Yes	○ No		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ productio	on	○ Yes	No		
(d) Only Non-manual /white collar/administ	trative w	vorkers		○ Yes	No		
(e) Paid employees and working proprietors (i			orkers or emplovers)	○Yes	No		
(f) All persons engaged (Paid employees, work				○ Yes			
(), p	9		,				
The following groups are included:							
Pieceworkers		○ No	Apprentices			○ Yes	No
Part time employees	Yes	○ No	Trainees				No
Seconded employees	Yes	○ No	Employees absent from			○ Yes	No
Workers from temporary work agencies	Yes	○ No	entire reference period	l withou	t pay		
Casual and temporary employees	Yes	○ No	Employees on probatio	n		Yes	
Supervisors	Yes	○ No	Foreign employees			Yes	○ No
Managers		○ No	Workers paid on comm	ission		Yes	
Non-adults/workers below a certain age			Homeworkers			Yes	
Volunteer workers	○ Yes	No No ■ No No ■ No ■ No No ■ No No No ■ No N	Subcontracted workers	; 		○ Yes	● No
Other workers not mentioned above:							
Further comments or explanations (if needed):							

B8. Institutional sector coverage: The su	urvey covers	
Establishments in the the private sector	•	
Establishments in the the public sector		
Unincorporated establishments		• Yes No
Non-profit institutions		• Yes No
Foreign establishments located within the o	country	
Establishments which did not operate part	of the reference period	Yes ○ No
National establishments located abroad		⊜Yes
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above
C. (Concepts and operation	nal definitions
	C1. EMPLOYME	NT
C1a. The survey measures EMPLOYMEN	IT • Yes, continue to C1	b No, go to C2
C1b. Operational definition: EMPLOYME	ENT relates to	
○ The total number of workers, on:	○ A specific day:	
	○ The month of the surv	vey
	○ The quarter of the sur	vey
	○ The whole year	
	Other:	
• The average number of workers during:	○ A specific pay period	
	○ The month of the surv	vey
	○ The quarter of the sur	vey
	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

C2a. The survey measures EARNINGS • Yes, continu	e to C2b No, go to C3a
C2b. EARNINGS relates to:	
	by the employer in respect of taxes, contributions of employees to nes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social secu	rity schemes Yes No
- Health related	○ Yes ○ No
- Pension	○ Yes ○ No
- Unemployment	○ Yes ○ No
Union dues	○Yes ○ No
Advanced contributions to income tax	○ Yes ○ No
Other:	
C2c. The worker coverage is	C2d. and the reference period is
The same as the survey coverage	The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	Another reference period:
C2e. Earnings includes:	
(a) Payments in kind	• Yes No Further comments or explanations (if needed):
(b) Cost of living allowances	○ Yes ● No
(c) Family allowance allowances	○ Yes No
(d) Other allowances in cash	○ Yes No
(e) Payments for time not worked	
(f) Overtime payments	
(g) End of year bonuses	
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every pay period	● Yes ○ No
(j) Bonuses paid irregularly	● Yes ○ No
(k) Payments for periods outside the reference period	Yes ○ No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	○ Yes No
(o) Employers' contributions to workers' social security schemes (p) Other	⊖Yes
components not mentioned above	

C3. Wage rates

C3a. The survey measures WAGE RATES Yes, cont	tinue to C3b No, go to C4
C3b. Time unit: WAGE RATES are requested	C3c. Concept:
oper hour per day	Minimum or standard wage rates, fixed by or in pursuance of laws Yes \(\cap \) No
Oper week	regulations
per month	collective agreements Yes No
Other time unit:	arbitral awards
	○ Wage rates actually paid
C3d. The worker coverage is	C3e. and the reference period is
○ The same as the survey coverage	○ The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	○ Another reference period:
C3f. Wage rates includes:	
(a) Payments in kind	○ No
(b) Cost of living allowances Yes	No
(c) Family allowances	No
(d) Other allowances in cash Yes	○ No
(e) Payments for time not worked \(\text{Yes} \)	○ No
(f) Overtime payments	No
(g) Other components not mentioned above	
Further comments or explanations (if needed):	
C4. Comp	pensation of employees or Labour Cost
C4a. The survey measures COMPENSATION OF EMPLOY LABOUR COST	YEES or • Yes, continue to C4b No, go to C5
C4b. The worker coverage is	C4c. and the reference period is
The same as the survey coverage	The same reference period as employment
○ A different coverage:	○ A specific week
	○ A specific month
	○ A different reference period:

C4d. Compensation of employees or Labour cost includes:	
(a) Payments in kind	● Yes ○ No Further comments or explanations (if
(b) Cost of living allowances	○ Yes No needed):
(c) Family allowance allowances	○ Yes No
(d) Other allowances in cash	○ Yes No
(e) Payments for time not worked	Yes ○ No
(f) Overtime payments	● Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every year	Yes ○ No
(j) Bonuses paid irregularly	Yes ○ No
(k) Payments for periods outside the reference period	Yes ○ No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	Yes ○ No
(o) Employers' contributions to workers' social security schemes	● Yes ○ No
(p) Workers' social benefits provided by the employer	● Yes ○ No
(q) Employers' cost of training	● Yes ○ No
(r) Employers' expenses for welfare services	
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes
(t) Employment related subsidies received by the employer	● Yes ○ No
(u) Other components not mentioned above	
C5. Contractual/Norma	al hours of work
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF	F WORK Yes, continue to C5b No, go to C6
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	urs fixed by:
Laws or regulations O Yes O No	
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations Yes No	○ per day
	○ per week
Other	oper pay period
	○ per month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
Days The same reference	
○ Half days ○ Another reference p	
Hours	
○ Minutes	
Other time unit:	

C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR Yes, continue to C6b No, go to	C7
C6b. Information is requested in	C6c. The reference period is	C6d. 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:		
C60. Have maid for includes time maid	disa ka	
C6e. Hours paid for includes time paid		
(a) Overtime	Yes No (h) Down time (including stand b	
- Paid at special rates	Yes No (i) Time not worked (absence fro	
- Paid at normal rates	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 required by the job	Yes No - Labour disputes	○ Yes ○ No
(d) Meal breaks	Yes No - Other time not worked Yes No (j) Other:	○ Yes ○ No
(e) Commuting time		
(f) Time for preparation	CYes CNs	
(g) Training time	CYes ○No	
Further comments or explanations (if needed):		
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No	
C6g. The survey measures OVERTIME :	separately Yes ONo	
	C7. Hours actually worked	
C7a. The survey measures HOURS ACT	UALLY 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:		

C7e. Hours actually worked includes time paid due to (a) Overtime Yes ○ No - Paid at special rates ● Yes ○ No (i) Time not worked (absence from work) ○ Yes ● No - Paid at normal rates Yes ○ No - Vacation time - Compensated with time off ○ Yes ● No - Sick leave ○ Yes ● No - Unpaid and not compensated with time off - Occupational injuries (b) Work at home - Labour disputes ○ Yes ● No (c) Travelling time required by the job Yes ○ No - Other time not worked ○ Yes ● No (j) Other: (d) Meal breaks (e) Commuting time (f) Time for preparation Yes ○ No (g) Training time Yes \(\cap \) No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately Yes ○ No **C7g.** The survey measures **OVERTIME** separately **C8.** Other topics **C8a.** The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a **C8b. LABOUR TURNOVER** includes the following components Workers who were hired ○ Yes ○ No Workers who were fired ○Yes ○No Workers who resigned ○Yes ○No Workers who retired ○Yes ○No Other **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

C10. Other topics: The survey measures other topics not mentioned above, namely ...

D. Classifications

D1.	Establishment	size: The	establishment	size catego	ories used to	groun establi	shments are
UI.	ESTABLISHINELL	. Size: The	establishment	Size Catego	mes usea re) Proud estabil	someous are

1-5; 6-9; 10-19; 20-24; 25-49; 50-99; 100-199; 200-249; 250-499; 500-999; 1000-1499; 1500-1999; 2000-2499; 2500-2999; 3000-3999; 4000-4999; 5000-9999; 10000+

D2a. Industry (branch	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
O NACE, NAICS	
National classification	CZ-NACE - comparable with NACE rev.2
Other:	
D2b. Number of groups	distinguished at the most detailed level when coding industry groups
D2c. Computer assisted	I/automatic coding is used Yes No
D2d. If not using ISIC, it	t is convertible to ISIC:
Yes, to	
(131C, 1CV. Z	D2e. The most important deviations between the classification used and the international
○ ISIC, rev. 3	classification (at the Section - one digit - level) are:
○No	
D3a. Occupation: If inf	formation by occupation is collected, the classification used to code occupation is (based on):
○ISCO-68	
○ ISCO-88	
○ ISCO-08	
National classification	n:
Other:	
D3b. Number of groups	distinguished at the most detailed level when coding occupation groups
D3c. Computer assisted	I/automatic coding is used Yes No
D3d. If not using ISCO, i	it is convertible to ISCO
Yes, to	
◯ ISCO-68	D3e. The most important deviations between the classification used and the international
○ ISCO-88	classification (at the Major Group - one digit - level) are:
○ ISCO-08	
○ No	

Standard Classification of Labour Cost	
Yes ○No D4b. If no, the most important differences betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	rorkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration 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)	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or	
explanations (if needed):	
E. Questionnai	e design
E1. Number of questionnaires: the survey uses	
○ One questionnaire	
Different types of questionnaires for different	
types of economic units:	
One questionnaire for the economic unit as a whole, one for w	orkers individually
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)	⊖Yes
For a sample of workers in the establishment (go to E4)	CYes

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concep	ots
Sex				
Age group				
ducation level categories				
Occupation				
Manual/non-manual				
-ull-time/part-time				
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
E4. When information is obtained Sex Age (adults/young) Education level Occupation		,		
□ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information:				
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices	obtains information	separately for Wage rates	!	ompensation of employees or labour cost
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	obtains information		!	employees or
☐ Full time/part time schedule ☐ Casual/permanent status ☐ Apprentices ☐ Other information: E5. Wage components: the survey	obtains information		!	employees or
Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances	obtains information		!	employees or
Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Camily allowances	obtains information		!	employees or
Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment			Earnings	employees or labour cost
Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribu	tions		Earnings	employees or labour cost
Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	itions		Earnings	employees or labour cost
Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribu	itions		Earnings	employees or labour cost

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Establishment ☐ Employee Other: **F2.** The **sample frame** is ... (all relevant options are indicated) ■ 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 X Agricultural census Registers kept by the government Industrial/bussines directories X 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 ... % of all employees, and/or % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months Every years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 Random sample, go to F7 OPurposive sample, go to F10 Other, go to F10:

F7. The sample is stratified					
• Yes: O No					
☐ By region/location					
⊠ By industry					
⊠ By public and private sectors					
⊠ By size (or number of workers) the strata are the sa	ame as those indicated in D1 above: Yes: No				
Establishments above this size are included with ce	rtainty in the sample 249				
Other strata:					
F8. Sample error - relative standard error for each concept Annual labour cost 0,11% Hours actually worked 0,1% Hou	: (may be percentages or ranges of percentages) Irly labour costs 0,16% for total population ref year 2008				
F9. Sample size: The number of economic untis and/or wor	kers in the final sample (or an estimate of the relative size)				
24,530 economic units (establishments/enterprises)	9.75 % of economic units				
workers	% of all workers				
Some question are included also in street. F10. Further comments or	uctural bussines statistics				
explanations (if needed):					
G. Data	a collection				
G1. Method(s) of data collection: Data are collected through	zh (more than one option may be selected)				
Yes \(\cappa_{\text{No}}\)					
☐ Telephone interview computer assisted interview is used ☑ Mail					
⊠Online/web based questionnaire					
Other, namely:					
G3. Substitution of units					
Yes, in case of non-response					
(res, in case of non-response					
Yes, in other cases:					
● No					
G4. Non response rate: Percentage of all units in the final s	ample that are not inteviewed				
19.54 % of all units					
G5. Timeliness: Number of days or months between the ref	ference period and the release of the results				
days or 11 months					
G6. Further					
G6. Further comments or explanations (if					

H. Estimates					
H1. Estimation procedures (more than one option may be	selected)			
☐ Take into account estimates from a previous reference period					
✓ 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 used is: The number of employees in Business Register (BR) filled up from administrative source on the number of the insured and sales according to VAT are used as auxiliary variable.					
H3. Types of indicators produced (more than one option 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 produced: Simple unweighted index of growth					
Laspeyres index with fixed o	occupational employment weig	ghts			
Laspeyres index with industrial employment weights					
Other wage index:					
H4. The above indicators are calculated for all workers covered					
Yes					
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						
I1. 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