

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	Islamic Republic of Iran			
A2. Title of the survey	Survey of Operating Mines			
A3. Organisation(s) responsible	Statistical Centre of Iran			
A4. Website where additional information can be found:	www.sci.org.ir			

B. Periodicity and coverage

B1. Periodicity: The survey is carried or	ut				
Once a year, continue to B2					
○ Two times a year/half yearly, continu	e to B2				
© Every 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	the following months		
☐ January ☐ February	,		Ü		
☐ March ☐ April					
☐ May ☐ June					
September October					
☐ November ☐ December					
B3. Year the survey started: 1985					
B4. Industry coverage: The survey incl	ludes esta	blishmen	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing		No	L. Real estate activities	○Yes	No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	○ Yes	♠ No
C. Manufacturing		No	activities	() Tes	(INO
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		No	O. Defense	○ Yes	No
G. Wholesale and retail trade; repair of	O V	⊘ No	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	(NO	T. Activities of household as employers	○ Yes	No
J. Information and communication	○ Yes	No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	○ Yes		and bodies	0.03	() o
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
All establishments of any size							
All establishments with at least wo	rkers/em	ployees					
Other size coverage:	· · ·						
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:							
Other geographical coverage.							
B7. Worker coverage: The survey covers the	e following	g status i n	n employment categori	es			
(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/ p	oroduction		○ 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)		rkers or employers)	○ Yes	No			
(f) All persons engaged (Paid employees, work	ing propri	ietors and	unpaid family workers)	Yes	○ No		
The following groups are included:							
The following groups are included: Pieceworkers	• Yes (○ No	Apprentices			○ Yes	♠ No
Part time employees	• Yes (Trainees			○ Yes	No
Seconded employees	• Yes (() les	W NO
Workers from temporary work agencies	• Yes (Employees absent from entire reference period				No
Casual and temporary employees	Yes (Employees on probatio		- []	Yes	○ No
Supervisors	Yes (~	Foreign employees	"		Yes	
Managers	Yes (Workers paid on comm	ission		Yes	
Non-adults/workers below a certain age			Homeworkers	1331011		Yes	
Volunteer workers	Yes (Subcontracted workers			Yes	
Other workers not							
mentioned above:							
Further							
comments or explanations (if							
needed):							

B8. Institutional sector coverage: The su	Urivov covors			
Establishments in the the private sector	arvey covers			
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		Yes No		
National establishments located abroad		↑Yes • No		
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above		
Cooperative companies		·		
C.	Concepts and operation	al definitions		
	C1. EMPLOYME	NT		
C1a. The survey measures EMPLOYMEN	₩ (•) Yes, continue to C1k	O (No, go to C2		
C1b Operational definition, EMPLOYMA	ENT relates to			
C1b. Operational definition: EMPLOYME	A specific day:			
○ The total number of workers, on:	The month of the surv	AV		
	The quarter of the surv			
	The whole year	vey		
	Other:			
	<u> </u>			
$\ensuremath{\bullet}$ The average number of workers during:	A specific pay period			
	The month of the surv			
	The quarter of the surv	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	● 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 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 ○ No
components not mentioned above	

C3. Wage rates

C3a. The survey measures WAGE RATES		o C3b	No, go to C4	
C3b. Time unit: WAGE RATES are reques	ited	C3 c	c. Concept:	
○ per hour○ per day		()	Minimum or standard wage rates	
○ per week			laws	○ Yes ○ No
Oper month			regulations	○ Yes ○ No
other time unit:			collective agreements	○ Yes ○ No
			arbitral awards	○ Yes ○ No
		_	Nage rates actually paid	
C3d. The worker coverage is		C3e. and	the reference period is	
○ The same as the survey coverage		○The sar	me reference period as employn	nent
○ A different coverage:		○ A speci	fic week	
		○ A speci	fic month	
		○ Anothe	er reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances				
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments				
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ition of er	mployees or Labour Cost	
C4a. The survey measures COMPENSATION LABOUR COST	ON OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		C4c. a	and the reference period is	
○ The same as the survey coverage		The same reference period as employment		
A different coverage:				
		○ A s	pecific month	
		\bigcirc A c	lifferent reference period:	
L				

(a) Payments in kind (b) Cost of living allowances (c) Family allowance allowances (c) Family allowance in cash (d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (l) Other regular bonuses poid every year (l) Benuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for periods outside by the employer (l) Payments for items required by the employer (l) Period Payments for periods outside by the employer (l) Payments for periods outside by the employer (l) Period Payments for periods outside by the employer (l) Period Payments for periods outside periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for period	C4d. Compensation of employees or Labour cost includes:	
(c) Continuation c	(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (h) Payments for tems required by the employer (h) Sharing and gratuities distributed by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' expenses for welfore services (h) Employment related subsidies received by the employer (h) Employment related subsidies received by th	(b) Cost of living allowances	○ Yes ○ No needed):
(e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (i) Other regular bonuses paid every year (ii) Other regular bonuses paid every year (iii) Bonuses paid irregularly (iv) Other regular bonuses paid every year (iv) Other regular bonuses (iv	(c) Family allowance allowances	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (l) Other regular bonuses paid every year (l) Bonuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for items required by the job (l) Payments for items required by the job (l) Fayments for items required by the job (l) Fayments for items required by the employer (l) Severance and termination pay (l) Employers' contributions to workers' social security schemes (la) Employers' cost of training (la) Employers' expenses for welfare services (la) Employers' expenses for welfare services (la) Taxes paid by the employer on employment payrollis, etc. (l) Employment related subsidies received by the employer (la) Other (components not mentioned above C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (l) Expension for the survey measures CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Expl	(d) Other allowances in cash	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (r) Other regular bonuses paid every year on the paid of	(e) Payments for time not worked	○ Yes ○ No
(h) Profit sharing bonuses (i) Other regular bonuses paid every year (j) Bonuses paid irregularly (k) Payments for periods outside the reference period (Yes No (l) Payments for items required by the job (r) Tips and gratuities distributed by the employer (n) Tips and gratuities distributed by the employer (r) Employers' contributions to workers' social security schemes (yes No (g) Workers' social benefits provided by the employer (yes No (g) Workers' social benefits provided by the employer (yes No (g) Taxes poid by the employer on employment payrolls, etc. (r) Employers' expenses for welfare services (r) Employment related subsidies received by the employer (v) Other C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b (No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK Pays, continue to C5b (No, go to C6 C5c. Information is requested about normal hours (per day (per week C5c. Information is requested about normal hours (per day (per week C5c. Information is requested in C5c. The same as for wages C5c. And the worker coverage is C5d. Information is requested in C5d. Information is requested on the reference period as for wages C5d. Information is requested in C5d. Inf	(f) Overtime payments	○ Yes ○ No
(i) Other regular bonuses paid every year (ij) Bonuses paid irregularly (ij) Bonuses paid irregularly (iv) Payments for periods outside the reference period (iv) Payments for periods outside the reference period (iv) Payments for items required by the job (iv) Pes No (iv) Figs and gratuities distributed by the employer (iv) Employers' contributions to workers' social security schemes (iv) Employers' esci of training (iv) Employers' expenses for welfare services (iv) Employers expenses for welfare services (iv) Employment related subsidies received by the employer (iv) Other (iv) Other (iv) Employment related subsidies received by the employer (iv) Other (iv) Employment related subsidies received by the employer (iv) Other (iv) Employment related subsidies received by the employer (iv) Other (iv) Employment related subsidies received by the employer (iv) Other (iv) Other (iv) Other (iv) Employment related subsidies received by the employer (iv) Other (iv) Other (iv) Employment related subsidies received by the employer (iv) Other	(g) End of year bonuses	○ Yes ○ No
(i) Bonuses paid irregularly (ii) Bonuses paid irregularly (iii) Payments for periods outside the reference period (iii) Payments for items required by the job (iv) Payments for items required by the job (iv) Yes (iv) No (iv) Tips and gratuities distributed by the employer (iv) Severance and termination pay (iv) Employers' contributions to workers' social security schemes (iv) Employers' contributions to workers' social security schemes (iv) Employers' cost of training (iv) Employers' expenses for welfare services (iv) Tips part of training (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers related subsidies received by the employer (iv) Other C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) (iv) No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (iv) Yes (iv) No Collective agreements (iv) Yes (iv) (iv) No Collective agreements (iv) Yes (iv) (iv) No (iv) (iv) No (iv) No (iv) No (iv) (iv) (iv) (iv) (iv) (iv) (iv) (iv)	(h) Profit sharing bonuses	○ Yes ○ No
(k) Payments for periods outside the reference period (l) Payments for items required by the job (r) Fayments for items required by the employer (r) Fayments for items for it	(i) Other regular bonuses paid every year	○ Yes ○ No
(I) Payments for items required by the job (The sand gratuities distributed by the employer (The sand gratuities distributions to workers' social security schemes (The sand gratuities distributed by the employer (The same as for wages (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b © No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes No Collective agreements (Yes No Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Establishments' internal regulations (Yes) No Cother (Per day Oper day Oper day Oper week) Other (C5c. The reference period is (C5f. And the worker coverage is (C5f. And the worker coverage is (C5f. Another reference period: (C5f. Another coverage: (C5f. Hours) (C5f. Minutes)	(n) Severance and termination pay	○ Yes ○ No
(q) Employers' cost of training	(o) Employers' contributions to workers' social security schemes	Yes ONo
(r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes No Collective agreements Yes No Establishments' internal regulations (Yes No Cother C5c. Information is requested about normal hours (Per day (Per week (Per pay period (Per month (Other) (The same reference period is C5d. Information is requested in C5f. And the worker coverage is C5d. Information is requested in C5f. Another coverage: (Half days (Another reference period: (Another coverage:	(p) Workers' social benefits provided by the employer	○Yes ○No
(s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other Components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(q) Employers' cost of training	○Yes ○No
(t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations C9es No C5c. Information is requested about normal hours Per day per day per week Other C5d. Information is requested in C5d. Information is requested in C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5d. Information is requested in C5d. Information is requested in C5d. Information is requested in C5d. Another coverage is C5d. Another coverage: C5d. Hours Another reference period: Another coverage:	(r) Employers' expenses for welfare services	○Yes ○No
C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Yes No Collective agreements Yes No Establishments' internal regulations Yes No Cper day per week Other Oper month other: C5d. Information is requested in C5f. And the worker coverage is Days The same reference period as for wages Half days Another reference period: Hours Minutes	(t) Employment related subsidies received by the employer	○Yes ○No
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Yes No Collective agreements Yes No Establishments' internal regulations Yes No Other Per pay period Per month Other: C5c. Information is requested about normal hours Per day Per week Other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5d. Information is requested in C5d. Another reference period: Another coverage:	components not	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Pes No Collective agreements Per No Establishments' internal regulations Per No Other Per Days Per Days The same reference period is C5c. The reference period as for wages Another reference period: Another coverage: Half days Another reference period: Another coverage:	mentioned above	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Pes No Collective agreements Per No Establishments' internal regulations Per No Other Per Days Per Days The same reference period is C5c. The reference period as for wages Another reference period: Another coverage: Half days Another reference period: Another coverage:		
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Pes No Collective agreements Per No Establishments' internal regulations Per No Other Per Days Per Days The same reference period is C5c. The reference period as for wages Another reference period: Another coverage: Half days Another reference period: Another coverage:		
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations Oyes ONo Establishments' internal regulations Other C5c. Information is requested about normal hours Oper day Oper week Oper pay period Oper month Oother: C5d. Information is requested in C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5f. And the worker coverage is C5f. Another coverage: Ohours Ohours Minutes	C5. Contractual/Norma	al hours of work
Laws or regulations Collective agreements Yes No Per day per week Other C5d. Information is requested in C5d. And the worker coverage is C5f. And the worker coverage is The same as for wages Another reference period: Another coverage:	C5a. The survey measures CONTRACTUAL/NORMAL HOURS O	F WORK Yes, continue to C5b No, go to C6
Collective agreements Other Cother	C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Collective agreements Yes No per day per week Other C5d. Information is requested in C5d. Information is requested about normal hours per day per week other: C5f. And the worker coverage is C5f. And the worker coverage is The same as for wages Another reference period: Another coverage:	Laws or regulations	
Establishments' internal regulations Other Other C5d. Information is requested in Days Half days Another reference period: Another coverage: Hours Minutes		·
Other Other Oper pay period per month other: C5d. Information is requested in C5e. The reference period is Days The same reference period as for wages Half days Another reference period: Another coverage: Hours Minutes		
C5d. Information is requested in C5e. The reference period is Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes		
C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is The same reference period as for wages Half days Another reference period: Another coverage:	Other	
C5d. Information is requested in Days Half days Hours Minutes C5e. The reference period is C5e. The reference period is C5f. And the worker coverage is The same reference period as for wages Another reference period: Another coverage:		•
 Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes 		Oother:
 Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes 	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
Half daysAnother reference period:HoursMinutesAnother coverage:		
○ Hours ○ Minutes		
○ Minutes	•	Allottiei coverage.
COORDINATE OF THE CONTROL OF THE CON		
	Other time unit.	

C6. Hours paid for

C6a. The survey measures HOURS PAI	D 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:			
C6e. Hours paid for includes time paid	l due to		
(a) Overtime	Yes No (h) Down time (including stand	by time)	
- Paid at special rates	Yes No (i) Time not worked (absence fro	m work)	
- 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	
(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 FF	ROM WORK separately Yes No		
C6g. The survey measures OVERTIME			
	C7. Hours actually worked		
C7a. The survey measures HOURS ACT	TUALLY 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 (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - 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 ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○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 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 ...

D. Classifications

D1. Establishment size:	The establishment size categories used to group establishments are
Establishments are not groupe	d by size
D2a Industry (branch o	f economic activity): The classification used to code industry is (based on)
	reconomic 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:	
Other:	
D2b. Number of groups d	istinguished at the most detailed level when coding industry 44 groups
D2c. Computer assisted/a	automatic coding is used Yes No
D2d. If not using ISIC, it is	s convertible to ISIC:
Yes, to	
0 1510, 100. 2	2e. The most important deviations between the classification used and the international
O ISIC, rev. 3	assification (at the Section - one digit - level) are:
◯ ISIC, rev. 4	
○No	
D3a. Occupation: If infor	mation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68	
○ ISCO-88	
○ISCO-08	
O National classification:	
Other:	
D3b. Number of groups d	istinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/a	automatic coding is used Yes No
D3d. If not using ISCO, it i	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 between classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of we welfare services (group VIII)	orkers' 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):	
explanations (if fleeded).	
E. Questionnair	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 we	
Other:	,
53 51 54 3 6 1 3 3 3 6 3 3 3 3 3 3 3 3 3 3	
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
For each individual worker in the establishment (go to E4) 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	X	X		
Age group				
ducation level categories				
Occupation	X			
Manual/non-manual				
ull-time/part-time				
skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:				
Sex Age (adults/young)				
 □ Education level □ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 				
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:	obtains information	separately for Wage rates	C Earnings	ompensation or employees or labour cost
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey	obtains information		: :	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: E5. Wage components: the survey	obtains information		Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances	obtains information		Earnings X	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices State of living allowances Casual/permanent status Apprentices Casual/permanent status Apprentices Casual/permanent status Apprentices Casual/permanent status Apprentices Casual/permanent status Casual/permanen	obtains information		Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices State of the survey Cayments in kind Cost of living allowances Covertime payment			Earnings X	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices State of the information: Casual/permanent status Apprentices State of the information: Casual/permanent status State of the information status State of the information status State of the information status State of the informat	tions		Earnings X X X X	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Family allowances Covertime payment Employers' social security contribution	tions		Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices	tions		Earnings X X X X	employees or

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise **区** 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) |X|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 ... 100 % of all employees, and/or 100 % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months • Every 1 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 O Purposive sample, go to F10 Complete enumeration for non-sand mines and sampling with 50% sampling rate for sand mines. • Other, go to F10:

F7. The sample is stratified				
○ Yes: ○ No				
☐ By region/location				
☐ By industry				
☐ 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 number of economic untis and/or workers in the final sample (or an estimate of the relative size)				
economic units (establishments/enterprises) % of economic units				
workers % of all workers				
F10. Further comments or explanations (if needed):				
G. Data collection				
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)				
Personal interview G2. If personal or telephone interview, Yes 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				
Yes, in other cases:				
No No				
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed				
1.6 % of all units				
G5. Timeliness: Number of days or months between the reference period and the release of the results				
days or 11 months				
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 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 usis:	l l				
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		Percentage workers		
(m) Wage indexes		(n) Other indicators pr	roduced:		
☐ Simple unweighted index of	f 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 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