

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	Malta			
A2. Title of the survey	Job Vacancies Survey			
A3. Organisation(s) responsible	National Statistics Office of Malta			
A4. Website where additional information can be found:				

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B. Periodicity and coverage

B1. Periodicity: Th	e survey is carried ou	t				
Once a year, con	tinue to B2					
○ Two times a year	/half yearly, continue	to B2				
• Every quarter, co	ontinue to B2					
C Every month, go	to B3					
○ Every mo	nths, continue to B2					
C Every year	rs, go to B3					
Ad hoc survey, co	ontinue to B2					
Further comments or explanations (if needed):						
B2. Months of the	survey: the survey	is carrie	d out in t	he following months		
✓ January	☐ February			S		
March	⊠April					
 ☐May	June					
⊠July	August					
September	⊠October					
November	December					
B3. Year the survey	started: 2009					
B4. Industry cover	rage: The survey inclu	ıdes esta	blishment	s in the following ISIC rev. 4 groups		
A. Agriculture, fores	try and fishing	○ Yes	No	L. Real estate activities	Yes	○No
B. Mining and quarr	ying	Yes	○No	M. Professional, scientific and technical	© Vos	○ No
C. Manufacturing		Yes	○ No	activities	Yes	() NO
D. Electricity, gas, st conditioning supply		Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sev management and re	_	Yes	○ No	O. Public administration; compulsory social security	Yes	○ No
F. Construction		Yes	○ No	O. Defense	Yes	○No
G. Wholesale and re	tail trade; repair of	∨os	○ No	P. Education	Yes	○No
motor vehicles		Yes	ONO	Q. Human health and social work activities	Yes	○No
H. Transportation a	nd storage	Yes	○No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and	d food service	Yes	○ No	S. Other service activities	Yes	○No
activities		© 163	ONO	T. Activities of household as employers		No
J. Information and c	ommunication	Yes	○ No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insu	rance activities	Yes		and bodies		
Further comments or explanations (if needed):						

B5. Size coverage: The survey covers							
All establishments of any size							
\bullet All establishments with at least 10	vorkers/ei	mployees					
Other size coverage:							
B6. Geographical coverage: The survey of	overs the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding area	as)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers to	the follow	ing status	in employment categor	ies			
(a) All persons in the payroll				Yes	○ No		
(b) Only Paid employees				○ Yes			
(c) Only Manual / blue collar workers/wag workers/ operatives, etc.	ge earners,	/ productio	on	○ Yes	No		
(d) Only Non-manual /white collar/admin	istrative w	orkers		○ Yes	No		
(e) Paid employees and working proprietors			orkers or employers)	○ Yes			
(f) All persons engaged (Paid employees, wo				○ Yes	No		
The following groups are included:	○ Vaa	€ No	A			○ V	○ No
Pieceworkers		No No	Apprentices			Yes ✓ Yes	○ No
Part time employees		○ No	Trainees			○ Yes	(•) INO
Seconded employees		No	Employees absent from entire reference period			Yes	○No
Workers from temporary work agencies Casual and temporary employees		○ No	Employees on probatio		cpay	Yes	○ No
Supervisors	~	○ No	Foreign employees	11		Yes	○ No
Managers		○ No	Workers paid on comm	ission		○ Yes	
Non-adults/workers below a certain ag	~		Homeworkers	11331011		○Yes	
Volunteer workers		No	Subcontracted workers			○ Yes	
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
Non-profit institutions		
Foreign establishments located within the o	country	● Yes ○ No
Establishments which did not operate part	of the reference period	
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	al definitions
	C1. EMPLOYME	NT
C1a. The survey measures EMPLOYMEN	IT	O 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	еу
	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	еу
	• 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):		
necucuj.		

C2. Earnings

C2a. The survey measures EARNINGS
Yes, continue to C2b 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 \(\cap \) Yes \(\cap \) No ○Yes ○No - Health related - Pension - Unemployment ○ Yes ○ No Union dues ○Yes ○ No Advanced contributions to income tax Other: C2c. The worker coverage is ... **C2d.** and the **reference period** is ... The same reference period as employment The same as the survey coverage ○ A specific week A different coverage: A specific month Another reference period: **C2e.** Earnings includes: ○ Yes ○ No (a) Payments in kind Further comments or explanations (if needed): (b) Cost of living allowances ○ Yes ○ No (c) Family allowance allowances ○ Yes ○ No (d) Other allowances in cash (e) Payments for time not worked ○ Yes ○ No (f) Overtime payments ○ Yes ○ No (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 ○Yes ○No security schemes (p) Other 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 week	
		○ 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) Fendowers' social security schemes (l) Employers' contributions to workers' social security schemes (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) exp. C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Other (l) Employment related subsidies received by the employer (l) Employers' expenses for welfare services (l) Employers' expens	(d) Other allowances in cash	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (r) Other regular bonuses paid every year (r) Other regular bonuses paid every sono (r) Other regular bon	(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) Severance and termination pay (p) Employers' contributions to workers' social security schemes (p) Workers' social benefits provided by the employer (q) Employers cost of training (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 C5b. CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b (No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b (No, go to C6 C5c. Information is requested about normal hours (per day (per week (per month (per m	(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	(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 per day per day per week Other (Per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is Days (The same reference period as for wages) Half days (Another reference period: Another coverage:	(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	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 d	ue to		
(a) Overtime	○Yes ○No	(h) Down time (including stand by time)	○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	○Yes ○No
- Compensated with time off	○Yes ○No	- Sick leave	○Yes ○No
- Unpaid and not compensated with time off	○Yes ○No	- 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
(d) Meal breaks	○ Yes ○ No	(j) Other:	
(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 WOR	K separately	○Yes ○No	
C7g. The survey measures OVERTIME separately		○Yes ○No	
	C8. Other to	opics	
C8a. The survey measures LABOUR TURNOVER		ue to C8b No, go to C9a	
C8b. LABOUR TURNOVER includes the following			
Workers who were hired \(\text{Yes} \)	•		
Workers who were fired Yes			
Workers who resigned Yes			
Workers who retired \(\text{Yes} \)			
Other			
C8c. The reference period is		C8d. and the worker coverage is	
The same reference period as hours paid/hou	rs actually	The same workers as hours paid/h	ours actually
worked Another reference period:		worked Another coverage:	
, modifici reference period.	1	Another coverage.	
	J		
C9a. The survey measures VACANCIES • Yes	, continue to C1	1b No, go to C10	
C9b. VACANCIES are defined as: A job is defined as vacant only if 1. the post is newly created, unoo 2. the employer is taking active s	ccupied or about to		
C10. Other topics: The survey measures other	t opics not ment	ioned above, namely	
	p	,	

D. Classifications D1. Establishment size: The establishment size categories used to group establishments are ... 10+D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ... O ISIC rev 2 ○ ISIC rev 3, 3.1 O ISIC rev 4 NACE, NAICS National classification: Other: D2b. Number of groups distinguished at the most detailed level when coding industry 18 groups D2c. Computer assisted/automatic coding is used ○Yes No D2d. If not using ISIC, it is convertible to ISIC: Yes, to D2e. The most important deviations between the classification used and the international ○ ISIC, rev. 2 classification (at the Section - one digit - level) are: ○ ISIC, rev. 3 O ISIC, rev. 4 \bigcirc No D3a. Occupation: If information by occupation is collected, the classification used to code occupation is (based on): ○ ISCO-68 ISCO-88 ○ ISCO-08 National classification: Other: D3b. Number of groups distinguished at the most detailed level when coding occupation 10 groups **D3c.** Computer assisted/automatic coding is used **Yes** No D3d. If not using ISCO, it is convertible to ISCO Yes, to D3e. The most important deviations between the classification used and the international classification (at the Major Group - one digit - level) are: ○ ISCO-88 ○ ISCO-08

 \bigcirc No

Standard Classification of Labour Cost 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 Yes No Others: D6. Further comments or explanations (if needed): E. Questionnaire 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 workers individually Other: **E2.** The unit(s) of observation: Information is obtained ... For the establishment as a whole (go to E3) For (groups of) occupations within the establishment (go to E3) ○Yes

● No For each individual worker in the establishment (go to E4) For a sample of workers in the establishment (go to E4)

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	ts
Sex	П	П		_
Age group				
Education level categories				
Occupation				
Manual/non-manual]
ull-time/part-time]
Skilled/semi-skilled/unskilled]
Casual/permanent worker				
Apprentices				
Adults/young workers]
Other disaggregation:				1
☐ 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	obtains information	separately for Wage rates		empensation o employees or labour cost
□ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information:	obtains information			employees or
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: Fayments in kind Cost of living allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Formula in kind Cost of living allowances Camily allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Covertime payment				employees or
Occupation 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			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information: Fayments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contribution	tions			employees or
Occupation 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			employees or

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) 区 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 ... % 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: ○ 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)
the state of the s
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) 72 % 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
▼Yes
⊠ Mail
Online/web based questionnaire
Other, namely:
G3. Substitution of units
○ Yes, in case of non-response
○ Yes, in other cases:
No
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed 75 % of all units
75 % of all units
% of all units G5. Timeliness: Number of days or months between the reference period and the release of the results
75 % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results 70 days or months Results are disseminated to Eurostat at t+70 days

H. Estimates						
H1. Estimation procedures (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 usis:	l l					
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		Percentage workers			
(m) Wage indexes Simple unweighted index of	farowth	(n) Other indicators pr	roduced:			
_	occupational employment weig	ghts				
Laspeyres index with indust		5111.5				
Other wage index:	- Ildi employment weights	\neg				
Other wage much.						
H4. The above indicators are ca	alculated for all workers cover	ed				
○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