

### 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	Slovak Republic
A2. Title of the survey	Quarterly Survey on Labour
A3. Organisation(s) responsible	Statistical Office of the Slovak Republic
A4. Website where additional information can be found:	www.statistics.sk

#### **B.** Periodicity and coverage

<b>B1. Periodicity:</b> Th	ne survey is carried out	t				
Once a year, cont	-					
○ Two times a year	r/half yearly, continue	to B2				
• Every quarter, co	ontinue to B2					
C Every month, go	to B3					
C Every mo	onths, continue to B2					
C Every year	ars, 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	ed out in t	the following months		
	⋉ February			3		
March	⊠April					
⊠May	June					
⊠July	 ⊠August					
September	⊠October					
November						
<b>B3. Year</b> the survey	y started: 1993					
B4. Industry cover	rage: The survey inclu	ıdes esta	ablishment	ts in the following <b>ISIC rev. 4</b> groups		
A. Agriculture, fores	stry and fishing	<ul><li>Yes</li></ul>	○ No	L. Real estate activities	<ul><li>Yes</li></ul>	○No
B. Mining and quarr	ying	<ul><li>Yes</li></ul>	○ No	M. Professional, scientific and technical	© Voc	○ No
C. Manufacturing		<ul><li>Yes</li></ul>	○ No	activities	<ul><li>Yes</li></ul>	( ) NO
D. Electricity, gas, st conditioning supply		<ul><li>Yes</li></ul>	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sev management and re	• .	<ul><li>Yes</li></ul>	○ No	O. Public administration; compulsory social security	<ul><li>Yes</li></ul>	○ No
F. Construction		Yes	○ No	O. Defense	<ul><li>Yes</li></ul>	○No
G. Wholesale and re	etail trade; repair of	© Voc	○ No	P. Education	<ul><li>Yes</li></ul>	○No
motor vehicles		<ul><li>Yes</li></ul>	○ No	Q. Human health and social work activities	<ul><li>Yes</li></ul>	○No
H. Transportation ar	nd storage	<ul><li>Yes</li></ul>	○ No	R. Arts, entertainment and recreation	<ul><li>Yes</li></ul>	○No
I. Accomodation and	d food service	<ul><li>Yes</li></ul>	○ No	S. Other service activities	<ul><li>Yes</li></ul>	○No
activities		( <b>1</b> 162	CINO	T. Activities of household as employers	○ Yes	<ul><li>No</li></ul>
J. Information and c	communication	<ul><li>Yes</li></ul>	○ No	U. Activities of extraterritorial organizations and bodies	○Yes	<ul><li>No</li></ul>
K. Financial and insu	rance activities	<ul><li>Yes</li></ul>	○ No			
Further comments or explanations (if needed):						

<b>B5. Size coverage:</b> The survey covers							
○ All establishments of any size							
<ul> <li>All establishments with at least 20</li> </ul>	orkers/er	mployees					
Other size coverage:							
<b>B6. Geographical coverage:</b> The survey co	vers the .						
<ul><li>Whole country</li></ul>							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas	s)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	ne followi	ing <b>status</b>	in employment categor	ies			
(a) All persons in the payroll				○ Yes	<ul><li>No</li></ul>		
(b) Only Paid employees				<ul><li>Yes</li></ul>			
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	e earners,	/ productio	on	○ Yes	<ul><li>No</li></ul>		
(d) Only Non-manual /white collar/adminis	trative w	orkers		○ Yes	<ul><li>No</li></ul>		
(e) Paid employees and working proprietors (			orkers or employers)	○Yes	<ul><li>No</li></ul>		
(f) All persons engaged (Paid employees, wor				○ Yes	<ul><li>No</li></ul>		
The fellowing and one included							
The following groups are included:  Pieceworkers	⊘ Voc	○ No	Annrontices			○ Voc	<ul><li>No</li></ul>
	<ul><li>Yes</li><li>Yes</li></ul>		Apprentices Trainees				~
Part time employees Seconded employees	<ul><li>Yes</li></ul>			1 .1		() res	( NO
Workers from temporary work agencies	<ul><li>Yes</li></ul>		Employees absent from entire reference period			○Yes	<ul><li>No</li></ul>
Casual and temporary employees	<ul><li>Yes</li></ul>		Employees on probatio		-	<ul><li>Yes</li></ul>	∩No
Supervisors	<ul><li>Yes</li></ul>		Foreign employees	"		<ul><li>Yes</li></ul>	○ No
Managers	<ul><li>Yes</li></ul>		Workers paid on comm	ission		○ Yes	
Non-adults/workers below a certain age			Homeworkers			<ul><li>Yes</li></ul>	
Volunteer workers	○ Yes		Subcontracted workers			○Yes	
Other workers not mentioned above:							
French							
Further comments or							
explanations (if needed):							

<b>B8. Institutional sector coverage:</b> The su	irvey 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	
Establishments which did not operate part	of the reference period	○ Yes
National establishments located abroad		○ Yes
<b>B9. Other coverage:</b> The survey includes of	or excludes other types of	f establishments not already mentioned above
C. (	Concepts and operation	nal definitions
	C1. EMPLOYME	ENT
C1a. The survey measures EMPLOYMEN	IT ● Yes, continue to C1	Lb No, go to C2
C1b. Operational definition: EMPLOYME	NT relates to	
○ The total number of workers, on:	○ A specific day:	
	○ The month of the surv	vey
	○ The quarter of the sur	rvey
	○ 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	rvey
	○ 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	<ul><li>The same reference period as employment</li></ul>
○ 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
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	<b>C3</b> c	c. Concept:	
<ul><li>○ per hour</li><li>○ per day</li></ul>		( )	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 <b>reference period</b> 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		<b>C4c.</b> a	and the <b>reference period</b> is	
○ The same as the survey coverage		○ The	e same reference period as emp	loyment
○ 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) 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 (q) Employers ocal sheenfits provided by the employer (q) Employers' expenses for welfare services (y) Employers' expenses for welfare services (y) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (y) Other  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b (No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK Poss, No (c) Establishments' internal regulations (Yes No Collective agreements (Yes No Cother  C5c. Information is requested bout normal hours (per day (per week  C5d. Information is requested in  C5f. And the worker coverage is  C5f. And the worker coverage is  C5f. Another coverage:  C5d. Information is requested in	(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) Employment related subsidies received by the employer  (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) Employement 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) (v) Other  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No Collective agreements (Yes) No Col	(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 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 C5c. The same as for wages (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:  C5d. 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:		•
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>		Oother:
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
<ul><li>Half days</li><li>Another reference period:</li><li>Hours</li><li>Minutes</li><li>Another coverage:</li></ul>		
○ Hours ○ Minutes		
○ Minutes	•	Allottiei coverage.
COORDINATE OF THE CONTROL OF THE CON		
	Other time unit.	

#### C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR Yes, continue to C6b No, go to	C7
<b>C6b.</b> Information is requested in	<b>C6c.</b> The reference period is	<b>C6d.</b> 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	
<b>C6e.</b> 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	
<b>C6g.</b> The survey measures <b>OVERTIME</b> :	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	<b>C7d.</b> 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:
<ul><li>Hours</li></ul>		
○ Minutes		
Other time unit:		

C7e. Hours actually worked includes time paid d	ue to					
(a) Overtime	<ul><li>Yes</li></ul>	○ No	(h) Down tim	ne (including stand by time)	○ Yes	<ul><li>No</li></ul>
- Paid at special rates	<ul><li>Yes</li></ul>	○ No	(i) Time not v	vorked (absence from work)	○ Yes	<ul><li>No</li></ul>
- Paid at normal rates	<ul><li>Yes</li></ul>	○ No	- Vacation	time	○ Yes	<ul><li>No</li></ul>
- Compensated with time off	<ul><li>Yes</li></ul>	○ No	- Sick leave	2	○ Yes	<ul><li>No</li></ul>
- Unpaid and not compensated with time off	○Yes	<ul><li>No</li></ul>	- Occupati	ional injuries	○Yes	<ul><li>No</li></ul>
(b) Work at home	○ Yes	<ul><li>No</li></ul>	- Labour d	isputes	○ Yes	<ul><li>No</li></ul>
(c) Travelling time required by the job	<ul><li>Yes</li></ul>	○ No	- Other tim	ne not worked	○ Yes	<ul><li>No</li></ul>
(d) Meal breaks	○ Yes	<ul><li>No</li></ul>	(j) Other:			
(e) Commuting time	○ Yes	<ul><li>No</li></ul>				
(f) Time for preparation	○ Yes	<ul><li>No</li></ul>				
(g) Training time	○Yes	<ul><li>No</li></ul>	L			
Further comments or explanations (if						
needed):						
C7f. The survey measures ABSENCE FROM WOR	-	tely	○ Yes			
C7g. The survey measures OVERTIME separately			○ Yes	(•) No		
	C8. O	ther to	nics			
	00.0	tilei to	pics			
<b>C8a.</b> The survey measures <b>LABOUR TURNOVER</b>	○ Yes,	continu	ie to C8b	No, go to C9a		
C8b. LABOUR TURNOVER includes the following	compor	nents				
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			CQA and	the worker coverage is		
The same reference period as hours paid/hour	s actuall	v		me workers as hours paid/h	ours actua	llv
worked	3 actuan	У	worke		ours actua	y
○ Another reference period:			○ Anoth	er coverage:		
	]					
C9a. The survey measures VACANCIES • Yes,	continu	e to C11	Ib ○No	o, go to C10		
Coa. The survey measures VACANCIES	contina	c to c11		, go to C10		
C9b. VACANCIES  Paid post (newly created, unoccu						
- which the employer is taking ac prepared to take more steps and	tive steps	to find a	suitable candic	date from outside the enterprise	concerned a	nd is
						<u></u>
C10. Other topics: The survey measures other t	opics no	t menti	oned above,	namely		

D. Classifications	
D1. Establishment size: The establishment size categories used to group establishments are	
D2a. Industry (branch of economic activity): The classification used to code industry is (based on)	
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
NACE, NAICS	
National classification:  Sk NACE Rev. 2 fully compatible with NACE Rev. 2	
Other:	
D2b. Number of groups distinguished at the most detailed level when coding industry 2 groups	
D2c. Computer assisted/automatic coding is used ○ Yes   • No	
D2d. If not using ISIC, it is convertible to ISIC:	
Yes, to	
O ISIC, rev. 2 D2e. The most important deviations between the classification used and the international classification (at the Section - one digit - level) are:	
SISIC, rev. 3	
● ISIC, rev. 4	
○ 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 groups	
D3c. Computer assisted/automatic coding is used Yes No	
D3d. If not using ISCO, it is convertible to ISCO	
Yes, to	
○ ISCO-68 D3e. The most important deviations between the classification used and the international	
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 difference classification are:	es between the national classification and the international
Payments in kind (group IV) include C welfare services (group VIII)	ost of workers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) an	d 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 section)	ctor, type of ownership, etc.).
Cooperatives are separetely identified    Yes    I	No
Others:	
<b>D6.</b> Further comments or	
explanations (if needed):	
E. Quest	ionnaire design
<b>E1. Number of questionnaires:</b> the survey uses	
One questionnaire	
	arate questionnaires for economic activities
types of economic units:	
One questionnaire for the economic unit as a whole, or	ne for workers individually
Other:	,
<b>E2.</b> The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	<b>●</b> Yes ○ No
For (groups of) occupations within the establishment (go t	
For each individual worker in the establishment (go to E4)	
For a sample of workers in the establishment (go to E4)	○Yes

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
<ul><li>☐ Sex</li><li>☐ Age (adults/young)</li></ul>				
<ul> <li>☐ Education level</li> <li>☐ Occupation</li> <li>☐ Full time/part time schedule</li> <li>☐ Casual/permanent status</li> <li>☐ Apprentices</li> <li>☐ Other information:</li> </ul>				
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 X 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:  ⑥ 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)				
<b>F9. Sample size:</b> 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				
<b>G4.</b> Non response rate: Percentage of all units in the final sample that are not inteviewed				
5,6 % of all units				
G5. Timeliness: Number of days or months between the reference period and the release of the results				
days or 3 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 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 used is:					
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 pr	oduced:		
Simple unweighted index or     □ Laspoyres index with fixed a		ahta			
_	occupational employment weights	gnis			
Laspeyres index with industrial employment weights					
Other wage index:					
H4. The above indicators are calculated for all workers covered					
Yes					
No, to a subset:					

<b>H5. Links to Laborsta series:</b> Statistics from this survey are presented in the following LABORSTA series					
2E - Paid employment by economic activity					
2F - Paid employment in manufacturing					
4B - Hours of work in manufacturing					
☐ 5B - Wages in manufacturing					
6A - Labour cost in manufacturing					
OI - Hours of work and wages in detailed occupations (October Inquiry)					
<b>H6.</b> The statistics published in LABORSTA have the same coverage and follow the same definitions described above	○No				
If <b>no</b> , 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