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	Slovenia			
A2. Title of the survey	Labour Cost Survey			
A3. Organisation(s) responsible	Statistical Office of the Republic of Slovenia			
A4. Website where additional information can be found:	www.stat.si/doc/metod_pojasnila/07-287-me.htm			

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	t				
Once a year, continue to B2					
○ Two times a year/half yearly, continue	to B2				
© Every quarter, continue to B2					
© Every month, go to B3					
© Every months, continue to B2					
• Every 4 years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	he following months		
☐ January ☐ February					
☐ May ☐ June					
☐ July ☐ August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 2000					
B4. Industry coverage: The survey inclu	ıdes esta	blishment	s in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	Yes	○ No	L. Real estate activities	Yes	○No
B. Mining and quarrying	Yes	○ No	M. Professional, scientific and technical	Yes	○ No
C. Manufacturing	Yes	○ No	activities	() I C3	ONO
D. Electricity, gas, steam and air conditioning supply	Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sewerage, wast management and remediation act.	Yes	○ No	O. Public administration; compulsory social security	Yes	○ No
F. Construction	Yes	○No	O. Defense	Yes	○No
G. Wholesale and retail trade; repair of	○ Vas	○ 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	(les	ONO	T. Activities of household as employers		No
J. Information and communication	Yes	∩ No	U. Activities of extraterritorial organizations	○Yes	No
K. Financial and insurance activities	Yes		and bodies	() i es	()
NACE Rev. 2 is used					
Further comments or explanations (if needed):					

B5. Size coverag	e: The su	rvey covers							
All establishme	ents of any	/ size							
○ All establishme	ents with a	nt least wo	rkers/ei	mployees					
Other size cove	erage:								
B6. Geographica	al covera	ge: The survey cov	ers the						
O Whole country									
Whole country remote/margin		g the following	Embassie	s abroad					
Capital city (ca	n include	surrounding areas))						
O.T. C.II.									
○ The following r	nain cities	::							
Only urban are	as								
Other geograp	hical cove	rage:							
Other geograp	ilical cove	rage.							
B7. Worker cove	erage: Th	e survey covers the	e followi	ing status	in employment categor	ies			
(a) All persons in t	he payrol	I				○ Yes	No		
(b) Only Paid emp	loyees					Yes	○ No		
(c) Only Manua workers/ opera		llar workers/wage	earners,	/ producti	on	○ Yes	No		
•		ite collar/administ	rativo w	orkors		○ Yes	No		
					vorkers or employers)	○ Yes			
					nd unpaid family workers)	() Yes			
(J) All persons eng	agea (i ai	a ciripioyees, work	ing prop	orictors an	a unpaia junniy workersy	() ics	© 110		
The following gro	ups are in	cluded:							
Pieceworkers			Yes	○ No	Apprentices			○ Yes	No
Part time emp	oloyees		Yes	○ No	Trainees			Yes	○ No
Seconded em	ployees		○ Yes	No	Employees absent from			Yes	∩No
Workers from	tempora	ry work agencies	Yes	○ No	entire reference period	l withou	t pay		
Casual and te	mporary e	employees	Yes	○ No	Employees on probatio	n		Yes	
Supervisors			~	○ No	Foreign employees			Yes	○ No
Managers				○ No	Workers paid on comm	ission			
		low a certain age	○ Yes	_	Homeworkers			Yes	○ No
Volunteer wo	rkers		○ Yes	● No	Subcontracted workers	i		● Yes	○ No
Other worker mentioned al		subcontracted work	ers only i	f is on payr	nporary employees, managers, oll reference period without pay o		-	-	
Further comments or explanations (if needed):									

B8. Institutional sector coverage: The su	urvey covers	
Establishments in the the private sector		• Yes No
Establishments in the the public sector	• Yes No	
Unincorporated establishments	• Yes No	
Non-profit institutions		• Yes No
Foreign establishments located within the o	country	
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	nal definitions
C1a. The survey measures EMPLOYMEN	C1. EMPLOYME	
C1b. Operational definition: EMPLOYME	ENT relates to	
• The total number of workers, on:	A specific day:	
The total number of workers, on.	The month of the sur	/ev
	The quarter of the sur	
	○ The whole year	
		data for every month
	• Other:	
	L	
○ The average number of workers during:		
	The month of the surv	
	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	1	
A different coverage:	•1	
A different coverage.		
C1d. Further comments or explanations (if		
needed):		

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 \(\) Yes \(\) No ○Yes ○No - Health related - Pension - Unemployment ○ Yes ○ No Union dues ○Yes ○ No Advanced contributions to income tax Earnings included as part of labor costs 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 RAT	ES Yes, continue t	to C3b	No, go to C4	
C3b. Time unit: WAGE RATES are requ	uested	C	Bc. Concept:	
○ per hour○ per day		C	Minimum or standard wage rates pursuance of	s, fixed by or in
			laws	○ Yes ○ No
oper week			regulations	○ Yes ○ No
per month other time unit:		\neg	collective agreements	○ Yes ○ No
Other time drift.			arbitral awards	○ Yes ○ No
			Wage rates actually paid	
C3d. The worker coverage is		C3e. an	d the reference period is	
○ The same as the survey coverage		○The s	ame reference period as employn	nent
○ A different coverage:		○ A spe	cific week	
		○ A spe	cific month	
		○ Anotl	her reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances	○ Yes ○ No			
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments	○ Yes ○ No			
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ation of o	employees or Labour Cost	
C4a. The survey measures COMPENSALABOUR COST	ATION OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		C4c	and the reference period is	
• The same as the survey coverage		The same reference period as employment		
○ A different coverage:		\bigcirc A	specific week	
		\bigcirc A	specific month	
		\bigcirc A	different reference period:	
		Jı	ust for the whole reference year (not by	months)

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

C6. Hours paid for

C6a. The survey measures HOURS PAIL	FOR • Yes, continue to C6b No, go to	C7				
C6b. Information is requested in	C6c. The reference period is	C6d. And the worker coverage is				
○ Days	 The same reference period as for wages 	The same workers as for wages				
○ Half days	Another reference period:	○ Another coverage:				
Hours						
○ Minutes						
Other time unit:						
C6e. Hours paid for includes time paid	due to					
(a) Overtime	● Yes ○ No (h) Down time (including stand b	by time) • Yes • No				
- Paid at special rates	● Yes ○ No (i) Time not worked (absence fro	m work)				
- Paid at normal rates						
- Compensated with time off	○Yes No -Sick leave					
(b) Work at home						
(c) Travelling time required by the job	○ Yes No - Labour disputes					
(d) Meal breaks	● Yes ○ No - Other time not worked					
(e) Commuting time	○ Yes					
(f) Time for preparation	● Yes ○ No					
(g) Training time	● Yes ○ No					
Further comments or explanations (if needed):						
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No					
C6g. The survey measures OVERTIME s						
C7. Hours actually worked						
C7a. The survey measures HOURS ACTUALLY WORKED Yes, continue to C7b No, go to C8						
C7b. Information is requested in	C7c. The reference period is	C7d. And the worker coverage is				
○ Days	• The same reference period as for wages	The same workers as for wages				
○ Half days	○ Another reference period:	Another coverage:				
Hours						
○ Minutes						
Other time unit:						

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

D. Classifications

D1 Establishment size:	The establishment size categories used to group establishments are				
D1. Establishment size: The establishment size categories used to group establishments are 0-9; 10-49, 50-249, 250+					
D2a. Industry (branch o	f economic activity): The classification used to code industry is (based on)				
○ ISIC rev 2					
○ ISIC rev 3, 3.1					
○ ISIC rev 4					
NACE, NAICS					
O National classification:					
Other:					
D2b. Number of groups d	istinguished at the most detailed level when coding industry 592 groups				
D2c. Computer assisted/a	automatic coding is used Yes No				
D2d. If not using ISIC, it i	s convertible to ISIC:				
Yes, to					
0 1510, 100. 2	2e. The most important deviations between the classification used and the international				
○ ISIC, rev. 3	assification (at the Section - one digit - level) are:				
● ISIC, rev. 4					
○No					
L					
D3a. Occupation: If info	rmation by occupation is collected, the classification used to code occupation is (based on):				
○ISCO-68					
● ISCO-88					
◯ ISCO-08					
O National classification:					
○ Other:	Also ISCO-08 - 430 groups				
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	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 im classification are:	portant differences betwe	en the na	ational classification and the international
\Box Payments in kind (g welfare services (gr		orkers' ho	ousing borne by employers (group V) and Cost of
☐ Direct wages and sa	alaries (group I) and Remui	neration f	or time not worked (group II) are merged
○ Other differences:	Payments for sick leave are n Labour costs are classified by		
D5. The survey uses other classification	s, as follows:		
☐ Geographical regions	•		
	e., institutional sector, typ	e of owne	ership, etc.).
Cooperatives are separetely identif	fied CYes • No		
Others:			
D6. Further comments or explanations (if needed):			
	E. Questionnair	e design	
E1. Number of questionnaires: the surv	rey uses		
One questionnaire			
Office Different types of questionnaires for types of economic units:	different		
One questionnaire for the economic	unit as a whole, one for w	orkers ind	lividually
Other:			
E2. The unit(s) of observation: Informat	tion is obtained		
For the establishment as a whole (go to	E3)	⊚Yes	○No
For (groups of) occupations within the e		○Yes	No No
For each individual worker in the establi		○Yes	No ■ No No ■ No ■ No ■ No ■ No ■ No No
For a sample of workers in the establish	ment (go to E4)	\bigcirc Yes	No No

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 con	cepts
Sex				
Age group				
ducation level categories				
Occupation	<u> </u>	<u> </u>	<u> </u>	
Manual/non-manual		<u> </u>	ļ	
ull-time/part-time killed/semi-skilled/unskilled		<u> </u>	<u> </u>	
Casual/permanent worker	<u> </u>		ļ	
Apprentices	<u> </u>	<u> </u>	<u> </u>	
Adults/young workers	ļ		ļ	
Other disaggregation:	<u> </u>		 	
By LCS regulations - Apprentices are no	<u> </u>	<u>i</u>	i	
Sex Age (adults/young) Education level Occupation	for individual worker	s, the survey collects infor	mation about their:	:
Full time/part time schedule Casual/permanent status Apprentices Other information:				
Casual/permanent status Apprentices	obtains information	separately for Wage rates	Earnings	Compensation or employees or labour cost
☐ Casual/permanent status ☐ Apprentices ☐ Other information:	obtains information		Earnings	employees or
Casual/permanent status Apprentices Other information: State of the survey of the sur	obtains information		Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: Solution: Cayments in kind Cost of living allowances	obtains information		Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: State of living allowances amily allowances	obtains information		Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Cappendices Cappendice			Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: Section 2. A present	itions		Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Capped Casual/permanent status Cas	itions		Earnings	employees or labour cost
Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices State of living allowances Camily allowances Covertime payment Contribution	itions		Earnings	employees or labour cost

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) ☐ Enterprise ☐ Establishment ☐ Employee X Other: LKAU - Local Kind of Activity Unit **F2.** The **sample frame** is ... (all relevant options are indicated) ■ Business register Employee or population register ☐ Area frame F3. The sources of information used to construct the register are ... (all relevant options are indicated) Economic, Industrial, Establishment census 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 |4 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: ⑥ Yes:
Establishments above this size are included with certainty in the sample 249
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) 5 % 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
19 % of all units
19 % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results
G5. Timeliness: Number of days or months between the reference period and the release of the results
G5. Timeliness: Number of days or months between the reference period and the release of the results days or 18 months

	H. Est	timates			
H1. Estimation procedures (more than one option may be	selected)			
☐ Take into account estimates	from a previous reference per	riod			
Use benchmark data					
☐ For employment					
☐ For wages					
☐ For working time					
☐ Adjust for seasonality	In case of unit non respons	se re-weighting was used.			
☑Other adjustments, please s					
H2 . If benchmark data are used the type of benchmark data us is:	l l				
H3. Types of indicators produc	ced (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	f growth	(n) Other indicators pr	oduced:		
☐ Laspeyres index with fixed o	occupational employment weig	ghts			
☐ Laspeyres index with indust	rial employment weights				
☐ Other wage index:					
H4. The above indicators are ca	alculated for all workers cover	ed			
Yes					
No, to a subset:					

$\textbf{H5. Links to Laborsta series:} \ \textbf{Statistics from this survey are presented in the following LABORSTA series} \dots \\$		
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		
X 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		
No answers from your side on our technical and administrative questions on sources@ilo.org!!! for all questionnaires		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE