

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	Estonia
A2. Title of the survey	Survey on wages and salaries
A3. Organisation(s) responsible	Statistical Office of Estonia
A4. Website where additional information can be found:	http://www.stat.ee/

B. Periodicity and coverage

B1. Periodicity: The survey is carried ou	ıt				
Once a year, continue to B2					
○ Two times a year/half yearly, continue	to B2				
• Every quarter, continue to B2					
C Every month, go to B3					
© Every months, continue to B2					
Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):					
B2. Months of the survey: the survey	is carrie	ed out in t	the following months		
☐ January ☐ February			Ü		
☐ March ☐ April					
☐ May ☐ June					
☐ July ☐ August					
☐ September ☐ October					
☐ November ☐ December					
B3. Year the survey started: 1997					
B4. Industry coverage: The survey includes	udes esta	blishment	ts 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	O V	O NI -
C. Manufacturing	Yes	○ No	activities	Yes	(NO
D. Electricity, gas, steam and air conditioning supply	Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sewerage, wast management and remediation act.	Yes	○ No	O. Public administration; compulsory social security	Yes	○No
F. Construction	Yes	○ No	O. Defense	Yes	○No
G. Wholesale and retail trade; repair of	O V	○ No	P. Education	Yes	○No
motor vehicles	Yes	() INO	Q. Human health and social work activities	Yes	○No
H. Transportation and storage	Yes	○No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation and food service	Yes	○ No	S. Other service activities	Yes	○No
activities	(•) res	ONO	T. Activities of household as employers	Yes	○ No
J. Information and communication	Yes	∩ No	U. Activities of extraterritorial organizations	Yes	○ No
K. Financial and insurance activities	Yes		and bodies	() i es	00
Further comments or explanations (if needed):					

B5. Size coverage: The survey covers							
○ All establishments of any size							
○ All establishments with at least wo	rkers/er	mployees					
Other size coverage: All employees		· ,					
in empley eec							
B6. Geographical coverage: The survey cov	ers the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas)							
Capital city (call include surrounding areas,							
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
O their geographical coverage.							
B7. Worker coverage: The survey covers the	e followi	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/wage workers/ operatives, etc.	earners,	/ productio	on	○ Yes			
·		,		O 1/	O NI-		
(d) Only Non-manual /white collar/administ				○ Yes	No No		
(e) Paid employees and working proprietors (i.				○ Yes	No No		
(f) All persons engaged (Paid employees, work	ing prop	orietors and	d unpaid family workers)	○ Yes	(•) No		
The following groups are included:							
Pieceworkers	○ Yes	○ No	Apprentices			○ Yes	○No
Part time employees	Yes	○No	Trainees			○ Yes	○No
Seconded employees	○Yes	○ No	Employees absent from	n work th	ne	O 1/	O NI
Workers from temporary work agencies	○Yes	○ No	entire reference period	l withou	t pay	○ Yes	(No
Casual and temporary employees	○Yes	○No	Employees on probatio	n		○ Yes	○No
Supervisors	○ Yes	○No	Foreign employees			○ Yes	○No
Managers	○ Yes	○ No	Workers paid on comm	ission		○ Yes	○No
Non-adults/workers below a certain age	○ Yes	○No	Homeworkers			○ Yes	○No
Volunteer workers	○Yes	○No	Subcontracted workers			○ Yes	○No
Other workers not mentioned above:							
memoried 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		
Establishments which did not operate part of the reference period		○ Yes ⑥ No
National establishments located abroad	○ Yes ⑥ No	
		establishments not already mentioned above
Nonprofit organizations with less than 50 employs Farms and the self-employed are not included.	ees are excluded from the surv	ey
C. (Concepts and operation	al definitions
C1a. The survey measures EMPLOYMEN	C1. EMPLOYMENT Of Yes, continue to C1	
C1b. Operational definition: EMPLOYME	ENT relates to	
The total number of workers, on:	A specific day:	
	The month of the surv	rey
	The quarter of the sur	
	The whole year	,
	Other:	
0.7		
The average number of workers during:	A specific pay periodThe month of the surv	AN A
	The quarter of the sur	
	The whole year	•••
	Other:	
	Other.	
C Oth on		
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, cont	inue to C2b	○ No, go to C3a
C2b. EARNINGS relates to:		
 GROSS earnings (before any deductions are ma social security and pension sch 		
○ NET earnings -> Deductions are made for:		
Workers' contributions to compulsory social se	ecurity schemes (Ye	es ONo
- Health related	○Ye	s ONo
- Pension	○Ye	s ONo
- Unemployment	ΟYe	s ONo
Union dues	○Ye	s
Advanced contributions to income tax	○ Ye	es O No
Other:		
C2c. The worker coverage is	C2d. and	the reference period is
The same as the survey coverage	○ The sa	me reference period as employment
○ A different coverage:	○ A spec	cific week
	○ A spec	cific month
	Anoth	er reference period:
	a quart	er by economic activity
C2e. Earnings includes:		
(a) Payments in kind	Yes ○ No	Further comments or explanations (if needed):
(b) Cost of living allowances	○ Yes ● No	Since 1999 sick benefits to employees from social security
(c) Family allowance allowances	○ Yes	are not included in the average gross wage, as according to changes in the law, an employer no longer calculates
(d) Other allowances in cash	○ Yes No	and disburses sick benefits.
(e) Payments for time not worked	Yes \(\cap No \)	
(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 per	iod ○ Yes • No	
(I) Payments for items required by the job	○ Yes ● No	
(m) Tips and gratuities distributed by the employer		
(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	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	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) 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 (S) Taxes paid by the employer (v) Other C5c. Information is requested about normal hours (per day (per week (per month (per	(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) (iv) (iv) (iv) (iv) (iv) (iv)	(h) Profit sharing bonuses	○ Yes ○ No
(k) Payments for periods outside the reference period (l) Payments for items required by the job (r) Fayments for items required by the employer (r) Fayments for items for it	(i) Other regular bonuses paid every year	○ Yes ○ No
(I) Payments for items required by the job (The sand gratuities distributed by the employer (The sand gratuities distributions to workers' social security schemes (The sand gratuities distributed by the employer (The same as for wages (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b © No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes No Collective agreements (Yes No Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above C5. Contractual/Normal hours of work C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) No, go to C6 C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by: Laws or regulations (Yes) No Collective agreements (Yes) No Establishments' internal regulations (Yes) No Cother (Per day 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 C5c. Information is requested about normal hours per day per week per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5f. 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 C5c. Information is requested about normal hours per day per week per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5f. 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 C5c. Information is requested about normal hours per day per week per pay period per month other: C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is C5f. 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	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:			
	disa ka		
C6e. Hours paid for includes time paid		CY CY	
(a) Overtime	• Yes No (h) Down time (including stand		
Paid at special ratesPaid at normal rates	● Yes No (i) Time not worked (absence fro		
- Compensated with time off		● Yes ← No	
(b) Work at home	Yes	Yes ○ NoYes ○ No	
(c) Travelling time required by the job	Yes No - Labour disputes	• Yes \bigcirc No	
(d) Meal breaks	Yes No - Other time not worked	○ Yes	
(e) Commuting time	Yes No (j) Other:	O 163 @ NO	
(f) Time for preparation	○ Yes		
(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:			
	C7. Hours actually worked		
C7a. The survey measures HOURS ACT	*UALLY WORKED • Yes, continue to C7b	No, go to C8	
C7b. Information is requested in	C7c. The reference period is	C7d. And the worker coverage is	
○ Days	• The same reference period as for wages	• The same workers as for wages	
○ Half days	○ Another reference period:	○ Another coverage:	
Hours			
○ Minutes			
Other time unit:			

C7e. Hours actually worked includes time paid due to (a) Overtime ○ Yes ● No - Paid at special rates ● Yes ○ No (i) Time not worked (absence from work) Yes ○ No - Paid at normal rates - 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 ○ Yes ● No - Labour disputes ○ Yes ● No (c) Travelling time required by the job - Other time not worked ○ Yes ● No (j) Other: (d) Meal breaks (e) Commuting time (f) Time for preparation ○ Yes ● No (g) Training time ○ Yes ● No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately **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 ... D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ... ○ 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 groups D2c. Computer assisted/automatic coding is used ○Yes \bigcirc 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 groups **D3c.** Computer assisted/automatic coding is used **Yes** \bigcirc 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	
Yes No D4b. If no , the most important differences betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	vorkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged
Other differences:	
D5. The survey uses other classifications, as follows:	
☐ Geographical regions	
Legal status of the establishment (i.e., institutional sector, typ	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or explanations (if needed):	
explanations (if fleeded).	
E. Questionnai	re design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Different types of questionnaires for different	
types of economic units:	
One questionnaire for the economic unit as a whole, one for w	
Other:	oners manually
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	○Yes
For (groups of) occupations within the establishment (go to E3)	○Yes
For each individual worker in the establishment (go to E4)	●Yes ○ No
For a sample of workers in the establishment (go to E4)	○Yes 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 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)
⊠ Enterprise
∑ Establishment
Employee
Other:
F2. The sample frame is (all relevant options are indicated)
⊠ Business register
Employee or population register
Area frame
F3. The sources of information used to construct the register are (all relevant options are indicated)
Economic, Industrial, Establishment census
☐ Agricultural census
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
☐ Industrial/bussines directories
☐ Licence records
☐ Sales tax records
☐ Income tax records
☐ Unemployment insurance records
Pension coverage records
☐ Estonian Enterprise Register Continuous
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 1 years
Continually
ONot updated with a specific frequency
○ Never updated
F6. Type of sample
Complete enumeration, go to F10
© Random sample, go to F7
O Purposive sample, go to F10
Other, go to F10: For the period 1993 to 1996, state and municipal enterprises, institutions and organizations were completely enumerated, as were enterprises with 20 or more employees. From the remaining part of the population, i.e. from

were excluded from the survey.

In 1997 the methodology was changed and the completely surveyed part is now formed of enterprises with 50 or mo

enterprises with less than 20 employees, a stratified simple random sample was selected. Nonprofit organizations

F7. The sample is stratified
○ Yes: ○ No
☐ By region/location
☐ By industry
☐ By public and private sectors
☐ By size (or number of workers) the strata are the same as those indicated in D1 above: ○ Yes: ○ No
Establishments above this size are included with certainty in the sample
Other strata:
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic units (establishments/enterprises) % of economic units
workers % of all workers
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
⊠ 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
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 % of all units
G4. Non response rate: Percentage of all units in the final sample that are not inteviewed % of all units G5. Timeliness: Number of days or months between the reference period and the release of the results

H. Estimates					
H1. Estimation procedures (more than one option may be selected)					
☐ Take into account estimates from a previous reference period					
Use benchmark data					
☐ For employment					
☐ For wages					
☐ For working time					
Adjust for seasonality					
Other adjustments, please s	pecify				
H2 . If benchmark data are used the type of benchmark data usis:	1				
H3. Types of indicators produced (more than one option can be selected)					
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
per year	per year	per year	per year		
🔀 per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
per year	per year	per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)		
☐ Number of workers	□ Deciles	Average earnings	☐ Number of workers		
Percentage of workers	Quartiles		Percentage workers		
(m) Wage indexes Simple unweighted index of	f growth	(n) Other indicators pr	roduced:		
_	occupational employment weig	ghts			
☐ Laspeyres index with indust					
Other wage index:					
H4. The above indicators are calculated for all workers covered					
○Yes					
○ No, to a subset:					

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series					
2E - Paid employment by economic activity					
☐ 2F - Paid employment in manufacturing					
4A - Hours of work by economic activity					
4B - Hours of work in manufacturing					
5A - Wages by economic activity					
5B - Wages in manufacturing					
6A - Labour cost in manufacturing					
OI - Hours of work and wages in detailed occupations (October Inquiry)					
H6. The statistics published in LABORSTA have the same coverage and follow the same definitions described above	○Yes	○No			
If no , the main differences are as follows:					
I. Historical information					
I1. Main changes in this survey since 1990 that have led to breaks in the series					
I2. Additional comments on the survey					
Additional comments regarding the questionnaire					

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE