

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	Saint Lucia
A2. Title of the survey	Yearly Survey of Employment, Earnings and Hours of Work
A3. Organisation(s) responsible	Saint Lucian Statistics
A4. Website where additional information can be found:	

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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 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			<u> </u>		
☐ March ☐ April					
☐ July ☐ August					
☐ September					
November December					
B3. Year the survey started:					
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	○ Yes	○ No
C. Manufacturing	○ Yes	○ No	activities	() 1C3	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	O.V.	O N -	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	O V	○ No	S. Other service activities	○ Yes	○No
activities	○ Yes	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	○ No	and bodies		
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:							
B6. Geographical coverage: The survey cov	ers the .						
Whole country							
Whole country, excluding the following							
remote/marginal areas:							
Capital city (can include surrounding areas)						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers th	e followi	ing status i	in employment categor	ies			
(a) All persons in the payroll				Yes	∩ No		
(b) Only Paid employees				○ Yes			
		1 1		() i es	C NO		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ proauctio	n	○ Yes	No		
(d) Only Non-manual /white collar/administ	trative w	orkers		○ Yes	No		
(e) Paid employees and working proprietors (i	.e., own	account wo	orkers or employers)	○Yes	No		
(f) All persons engaged (Paid employees, work	king prop	orietors and	d unpaid family workers)	○ Yes	No		
The following groups are included:							
Pieceworkers	∇oc	○ No	Apprentices			○ Yes	○ No
Part time employees	Yes		Trainees				○ No
Seconded employees		○ No				() les	ONO
Workers from temporary work agencies	○ Yes		Employees absent from entire reference period			○Yes	○No
Casual and temporary employees		○ No	Employees on probatio		- [,	○ Yes	○ No
Supervisors	~	○ No	Foreign employees	11		() Yes	
Managers		○ No	Workers paid on comm	iccion		○ Yes	
Non-adults/workers below a certain age			Homeworkers	11331011		○ Yes	
Volunteer workers		○ No	Subcontracted workers			○ Yes	
Volumeer workers	<u> </u>		Jubeontracted Workers				
Other workers not mentioned above:							
Further comments or explanations (if needed):							

B8. Institutional sector coverage: The su	urvey covers			
Establishments in the the private sector	○ Yes ○ No			
Establishments in the the public sector	○ Yes ○ No			
Unincorporated establishments	○ Yes			
Non-profit institutions	○ Yes ○ No			
Foreign establishments located within the o	country O Yes O No			
Establishments which did not operate part	of the reference period Yes No			
National establishments located abroad	○ Yes ○ No			
B9. Other coverage: The survey includes of	or excludes other types of establishments not already mentioned above			
C. (Concepts and operational definitions			
	C1. EMPLOYMENT			
C1a. The survey measures EMPLOYMEN	Yes, continue to C1b ○ No, go to C2			
C1b. Operational definition: EMPLOYME				
• The total number of workers, on:	A specific day:			
	• The month of the survey			
	The quarter of the survey			
	The whole year			
	Other:			
$\ensuremath{\bigcirc}$ The average number of workers during:	○ A specific pay period			
	The month of the survey			
	The quarter of the survey			
	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	ne to C2b No, go to C3a
C2b. EARNINGS relates to:	
	e by the employer in respect of taxes, contributions of employees to nes, union dues, life insurance premiums, etc.)
○ NET earnings -> Deductions are made for:	
Workers' contributions to compulsory social secu	rity schemes Yes No
- Health related	○ Yes ○ No
- Pension	○ Yes ○ No
- Unemployment	○ Yes ○ No
Union dues	○Yes ○ No
Advanced contributions to income tax	○ Yes ○ No
Other:	
C2c. The worker coverage is	C2d. and the reference period is
○ The same as the survey coverage	The same reference period as employment
○ A different coverage:	
	○ A specific month
	Another reference period:
	most recent pay period in the month of October
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	
(f) Overtime payments	Yes ○ No
(g) End of year bonuses	Yes ○ No
(h) Profit sharing bonuses	Yes ○ No
(i) Other regular bonuses paid every pay period	Yes ○ No
(j) Bonuses paid irregularly	○ Yes No
(k) Payments for periods outside the reference period	○ Yes No
(I) Payments for items required by the job	○ Yes No
(m) Tips and gratuities distributed by the employer	○ Yes No
(n) Severance and termination pay	○ Yes No
(o) Employers' contributions to workers' social security schemes (p) Other	○Yes No
components not mentioned above	

C3. Wage rates

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

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	○Yes ○No
(r) Employers' expenses for welfare services	○Yes ○No
(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
(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	ours fixed by:
Laws or regulations Yes No	into tinea by:
Collective agreements	C5c. Information is requested about normal hours
Establishments' internal regulations Yes No	○ per day
Establishments internal regulations (163) NO	per week
Other	Oper pay period
	Oper month
	Oother:
C5d. Information is requested in C5e. The reference per	riod is C5f. And the worker coverage is
Days • The same reference	
C Half days C Another reference p	
● Hours	
Minutes	
Other time unit:	

C6. Hours paid for

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

C7e. Hours actually worked includes time paid due to (a) Overtime Yes No (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - Labour disputes ○Yes ○No (c) Travelling time required by the job ○Yes ○No - Other time not worked ○Yes ○No (j) Other: (d) Meal breaks (e) Commuting time ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○Yes ○No **C7g.** The survey measures **OVERTIME** separately **C8.** Other topics **C8a.** The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a **C8b. LABOUR TURNOVER** includes the following components Workers who were hired ○ Yes ○ No Workers who were fired ○Yes ○No Workers who resigned ○Yes ○No Workers who retired ○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) ... O ISIC rev 2 ○ ISIC rev 3, 3.1 O ISIC rev 4 ∩ NACE, NAICS National classification: Other: **D2b. Number of groups** distinguished at the most detailed level when coding industry 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 between the national classification and the international classification are:
Payments in kind (group IV) include Cost of workers' housing borne by employers (group V) and Cost of welfare services (group VIII)
☐ Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged
Other differences:
D5. The survey uses other classifications, as follows:
☐ Geographical regions
Legal status of the establishment (i.e., institutional sector, type of ownership, etc.).
Cooperatives are separetely identified Yes No
Others:
D6. Further comments or explanations (if monday).
explanations (if needed):
E. Questionnaire design
E1. Number of questionnaires: the survey uses
○ One questionnaire
Different types of questionnaires for different
types of economic units:
One questionnaire for the economic unit as a whole, one for workers individually
Other:
E2. The unit(s) of observation: Information is obtained
For the establishment as a whole (go to E3)
For (groups of) occupations within the establishment (go to E3) Yes No
For each individual worker in the establishment (go to E4) 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 Registers kept by the government ☐ Industrial/bussines directories Licence records Sales tax records ☐ Income tax records Unemployment insurance records Pension coverage records Other, namely: Records of workers or employers' associations Field operations Other, namely: F4. Frame coverage: The percentage of all paid employees and/or economic units covered by the sample frame ... % of all employees, and/or % of all economic units **F5.** Updating frequency: The sample frame is updated ... ○ Every months Every years Continually O Not updated with a specific frequency Never updated **F6.** Type of sample Complete enumeration, go to F10 ○ Random sample, go to F7 OPurposive sample, go to F10 Other, go to F10:

F7. The sample is stratified
○ Yes: ○ No
☐ By region/location
☐ By industry
☐ By public and private sectors
☐ By size (or number of workers) the strata are the same as those indicated in D1 above: ○ Yes: ○ No
Establishments above this size are included with certainty in the sample
Other strata:
F8. Sample error - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size: The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
economic units (establishments/enterprises) % of economic units
workers % of all workers
F10. Further comments or explanations (if needed):
G. Data collection
G1. Method(s) of data collection: Data are collected through (more than one option may be selected)
Personal interview G2. If personal or telephone interview, Yes No
Telephone interview computer assisted interview is used
☐ Mail
Online/web based questionnaire
Other, namely:
G3. Substitution of units
○ Yes, in case of non-response
○ Yes, in other cases:
○ No
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
days or months
G6. Further
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 usis:	·				
H3. Types of indicators produced (more than one option can be selected)					
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
per year	per year	per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
per year	per year	per year	per year		
per month	per month	per month	per month		
per week	per week	per week	per week		
per day	per day	per day	per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)		
☐ Number of workers	☐ Deciles	☐ Average earnings	☐ Number of workers		
Percentage of workers	☐ Quartiles		Percentage workers		
(m) Wage indexes		(n) Other indicators pr	roduced:		
☐ Simple unweighted index of	f growth				
☐ Laspeyres index with fixed o	occupational employment weig	ghts			
☐ Laspeyres index with indust	rial employment weights				
Other wage index:					
H4. The above indicators are calculated for all workers covered					
○Yes					
○ No, to a subset:					

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

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE