



**STATISTIKAAMET**

## **ESTONIAN LABOUR FORCE SURVEY 2004**

### **Interviewer instructions appendix**

#### **Section D. Main job (cont.)**

##### **WORK ORGANISATION AND WORKING TIME ARRANGEMENTS**

Economic changes, changes in the production processes as well as in the regulation of the labour market have contributed to a diversification of the forms of employment and the working time arrangements. New forms of employment emerged and others, which were exception, became more frequent. The purpose of the ad hoc module 'Work organisation and working time arrangements' is to investigate the new forms of employment and the flexibility of working time arrangements. The similar ad hoc module was included to the labour force survey also in 2001. In 2004, the module is improved taking into account changes in the labour market in last three years and the results of the 2001 survey.

The module is considered as a supplement to Section D, "Main Job", and directly follows this section in the Questionnaire. Two questions (D18B and D30C) concerning working time arrangements are included to the core questionnaire. All questions in Section D, including the ad hoc module, relate only to the main job – this needs to be observed carefully in case of people working at several jobs.

The questions in the ad hoc module are not asked from unpaid family workers.

**Question D18B.** For investigating of types of part-time jobs, part-time workers are asked to compare his/her working time pattern with same kind of full-time workers. In case the same kind of full-time work does not exist, comparison with usual full-time work (5 days a week, 8 hours a day) can be done.

**Question D30B–D30C.** Question D30B selects respondents who during last four weeks worked in the evening, at night or during weekend. In case at least one answer to questions D27–D30A is 'yes' (Answers 1 and 2), question D30C is asked.

Flexibility in working time may be more convenient than usual full-time job when the employed person needs to reconcile work with other activities, e.g., family care, study or leisure. In this case working in the evening, at night or during weekend may be their voluntary choice. Reason for the voluntary choice of a flexible working time arrangement may be also better pay than with an ordinary pattern. But there can be also situation there such kind of working time arrangement is a forced choice because it is the only type of job available on the labour market. The aim of the question is to find out if the working time arrangement is convenient to respondent's personal life situation. In case the respondent was working in more than one mentioned type of work (an example, at night, on Saturday and on Sunday) the Answer is 1 only if all these working time arrangements are convenient for his/her personal life situation. If at least one arrangement is not convenient (an example, working in weekends is convenient, but working in night is not), the Answer is 2.

**Question D37A–D37B.** Answer 1, "Only myself", is selected if the contract or agreement pertains only to the product or service provided, and the respondent has a free choice of his/her working schedule and methods. If anyone else (the manager, owner, client, etc.) participates in designing the working schedule and choosing the method, Answer 2 should be selected. In general, Answer 2 relates to the usual work organisation in paid employment: the working hours are provided in the employment contract and the manager or owner of the company or the head of department may always tell the employees what they should do and how they should do it (a subordinate relationship).

**Question D38.** The aim of the question is to obtain information on temporary employment relations established only for one-off jobs and giving no guarantee that the production unit or the provider of

the service continues to do the same job in the future (Answers 1 and 2). If, upon the completion of the job, the work is certain to continue (e.g., there is another client waiting), Answer 3 should be given.

For example, if the respondent has been given a job renovating someone's house, and he/she considers it a casual one-off job, Answer 1 is recorded if he/she has been given the job until the end of the renovation works, and Answer 2 is recorded if his/her services are needed for a certain period. If, however, the respondent regularly renovates other people's houses, under oral contract, and expects his/her work to continue with other clients upon the end of the reference week, Answer 3 should be given. In general, Answer 3 describes the usual work situation for employees working under an employment contract.

**Question D40.** The question is not asked for paid workers. The aim of the question is to get information concerning the organisation of work of entrepreneurs, farmers and freelancers, whose activities are influenced "directly" by the market economy and who have to seek for clients to whom they could sell their products or provide services.

**Questions D41-D48.** The questions are asked only from paid workers.

**Question D41A-D41C.** Work is considered overtime work if (a) both the employer and the employee realise that a certain amount of work needs to be done in addition to regular working hours; or (b) if overtime work is required to achieve a particular goal. Overtime work always involves additional working hours. Hours compensated at long term in hours or days off are excluded, for example, in the case of working time banking or working time reduction when the number of usual weekly working hours is above the number of hours according to the contract but these additional hours are compensated in extra days off.

The number of hours worked overtime during the reference week has already been given in answers to D21 and D22 in Section D, but not in all cases. If there was more than one reason for working more or less in the reference week than usually (an example, in some days was in vacation, in some days did overtime hours), then overtime hours cannot be calculated as difference between usual and actual hours. For that reason questions about number of overtime hours and whether the respondent receives payment for these hours are asked in the ad hoc module.

**Question D42.** "Shift work" refers to a system of work in case of which an enterprise regularly operates outside regular working hours (8am-5pm). A person is working shift when her/his work consists of a work organisation where different groups of workers succeed each other according to a certain rotation pattern at the same work site to perform the same operations. Shift work involves working at night and at weekends; holidays are not in weekends as usually. If the start and end of the working day is fixed, it is not considered as shift work. An example, working regularly in the evenings or at night is not considered as shift work.

**Question D43.** Defining the type of the shift work, work organisation of the enterprise had to be taken into account not only individual working time arrangement of the person.

Types of shift work:

1. Continuous shift work – the company operates 24 hrs a day for 7 days a week, including national holidays.
2. Semi-continuous shift work – the company operates 24 hrs a day on weekdays, but stops for weekends and national holidays.
3. Two-shift system - the company operates for less than 24 hrs a day, 2 shifts a day with only short daily break, and a weekend break. First shift usually starts in early morning and second shift in late afternoon.
4. Day and night shift system – the company operates for less than 24 hrs a day, a day shift and a night shift with break between shifts.

**Question D44.** In case of on-call workers, the employees are called in only in case of need. Although such workers may work for several consequent days or weeks, depending on the production schedule or demand, they do not have a regular working schedule and steady work is not guaranteed. There are

different types of agreement: the worker may either be obliged to work if required by the employer or to find a replacement, or he/she may have the right to refuse to do the work offered. On-call workers differ from workers on duty in emergency services. On-duty work is normally part of regular employment based on an employment contract. On-call work is an untypical employment relationship.

**Question D45.** The question is asked from respondents doing shift work or on-call work. Flexibility in working time may be more convenient than usual full-time job when the employed person needs to reconcile work with other activities, e.g., family care, study or leisure. In this case shift work or on-call work may be their voluntary choice. Reason for the voluntary choice of a flexible working time arrangement or shift work may be also better pay than with an ordinary pattern. But there can be also situation there such kind of working time arrangement is a forced choice because it is the only type of job available on the labour market. The aim of the question is to find out if the working time arrangement is convenient to respondent's personal life situation

**Question D46.** Working hours and the determination of working hours varies greatly, depending on the nature of the work, the position and the field of activity.

1. The most usual way of determining working hours is by setting the time for starting and ending the working day, which normally last from 8am to 5pm, including an one-hour lunch break. In this case work is not allowed to start earlier or to finish later.
2. In case of staggered working hours (banded start/end), number of hours per day is fixed, but workers may start earlier and finish later outside a range of hours when presence is compulsory.
3. In case of flexible working hours the contract sets a number of hours each day during which the employee must be at his/her job. As for the rest of working hours, the employee can decide himself/herself when he/she wants to work, provided his/her tasks are fulfilled. Within a certain period of time, the shorter and longer working days will "balance out".
4. In case of individual working hours, the hours are agreed between the employer and the employee and may differ from the general organisation of work in the company.
5. In cases where the employment contract or agreement determines only the kind of product to be produced or the service to be provided, the worker decides on his/her working hours himself/herself without any restrictions (Answer 1 to Question D37A).

**Question D47.** The aim of the question is to specify the extent to which the workers with working time banking are free in their choice of working hours: whether the flexibility is restricted to free choice of hours during the working day (Answer 1) or are they able to arrange their working hours so that they can have days off (Answer 2).

**Question D48.** In question D46 the working time arrangement during the day was investigated. In this question working time arrangement during longer period is asked: if according to contract or agreement weekly or annual hours are fixed. Usually, weekly hours are specified in employment contracts. But in case of annualised hours contract only the annual number of hours, for example 1600 hours, is specified but the distribution of the weekly number of hours worked varies throughout the year. This number of weekly working hours is usually determined by the employer dependent on production or service needs. The number of hours actually worked in a week or month may exceed the normal number of hours worked in that sector or occupation but these additional working hours are compensated in other weeks instead of being paid at an overtime rate.

**Question D49A–D49C.** Questions are for selecting respondents to be asked following questions. There is no sense to ask about hours or days off from persons who absent from work last week, usually work at home or whose length of working day is arranged by mutual individual agreement.

**Question D50.** This variable should capture all situations when somebody has taken hours or days off independently when they are compensated. If respondent took off only few hours (less than half a day) the Answer is 1, if at least half a day, the Answer is 2. There can be maximum 2 answers to this question. An example, if respondent took in the reference week in one day 2 hours off and another day

fully off, the Answers are 1 and 2. An example, if respondent wanted to take two days off but got only one day off, the Answers are 2 and 3.

Therefore, it is not a simple copy of the information about the reasons why somebody has worked less in the reference week than usually (D21). There will be more situations in case of Question D50 than only working less in the reference week (D21=2). For example, if respondent took one day few hours off but another day worked as much hours more the actual working hours were same as usual (D21=3), but the Answer to D50 is 1. For example, a person may have taken half a day off (Answer 2) but the total working hours may be longer in the reference week than usually (D21=4) due to overtime. If the respondent wanted to take hours or days off but couldn't do so due to employer, the Answer is 3.