

CENTRAL STATISTICAL OFFICE
SOCIAL STATISTICS DIVISION

EXPLANATIONS
CONCERNING COMPLETION OF
THE **LFS** MODULE QUESTIONNAIRE

***“SURVEY ON WORK ORGANIZATION AND WORKING
TIME ARRANGEMENTS”***

Warsaw 2004

PART I GENERAL REGULATIONS

1. Legal basis of the survey

The survey on work organization and working time arrangements is carried out as the module survey within the framework of the Labour Force Survey. The legal basis of the survey provides the *Programme of statistical surveys of the public statistics for the year 2004*. *The survey on work organization and working time arrangements* is one of the surveys mentioned in the programme of the Labour Force Surveys modules that are to be carried out in the European Union Member States in the years 2004-2006 (European Commission Regulation No. 246/2003 dated 10 February 2003). The legal act introducing the above module survey in the Community Member States is the European Commission Regulation No. 247/2003 dated 10 February 2003.

2. General information about the survey

The module survey is a supplementary survey carried out with the main survey. In case of the LFS modules, they comprise surveys devoted to particular issues connected with the labour market conducted one-time on the sample of dwellings drawn to the LFS in a particular quarter.

3. The objective of the survey

The main objective of *the survey on work organization and working time arrangements* is obtaining information on various systems of work schedules and timetables that may be observed on the Polish labour market.

Particularly, the survey results will be used for recognition of:

- working time arrangements of persons employed part-time,
- the level to which persons conducting their own economic activity depend on a single client,
- working time arrangements of paid employees and possibility to make decisions concerning it,
- atypical forms of work of paid employees, such as shift work, on-call work, or work at atypical hours.

4. The form and scope of the survey

- 1) *The survey on work organization and working time arrangements* comprises the one-time survey within the framework of the Labour Force Survey and is carried out as the sample survey on the sample of households drawn to the LFS in the II quarter of 2004.
- 2) The subject of the survey comprise **working persons**, i.e. persons aged 15 years or more, members of the households sampled for the survey for whom the completed ZD

questionnaire comprises the following combination of questions: question 12 answer 1 or (question 12 answer 2 and question 13 answer 1).

3) Questions included in the module survey concern **the main job**.

5. Organization of the survey

Applies § 4 of the *Explanations for the Labour Force Survey*.

6. General methodological principles

The survey on work organization and working time arrangements is carried out through the supplementary LFS questionnaire of the ZD-C symbol.

The answers for the questions included in the questionnaire should be given by the person the questionnaire concerns. However, in some cases (e.g. temporary absence of the person, inability to make contact with the person) the interview can be carried out with another member of the household, providing that he or she can provide adequate information concerning the questions included in the survey.

7. The actions of the interviewer during the interview

Applies § 7 of the *Explanations for the Labour Force Survey*.

8. General rules of the questionnaire completion

Applies § 8 of the *Explanations for the Labour Force Survey*.

The module survey is targeted at extending the scope of the information obtained in the main survey. In order to facilitate the work of the interviewers and persons who control their work, in the ZD-C questionnaire are included selected questions from the ZD questionnaire, and then the “appropriate” question for the module survey is asked. In such cases, the question repeated from the ZD questionnaire is usually the filter question, which means that the questions following it are directed exclusively to some persons. In case of questions repeated from the ZD questionnaire (in the ZD-C questionnaire they are questions with numbers 1, 3, 4, 7, partially 8, 13 and 18) the adequate answers from the basic questionnaire should be written without asking (repeating) questions of the respondent. Further in the interview (asking the subsequent question from the ZD-C questionnaire) the interviewer may state for example: „You said that you work part-time, how this working time arrangement is different from full-time work? (questions 1 and 2 of the ZD-C questionnaire).

9. The way of proceeding in case of refusal or inability to carry out the interview

If the respondent refuses to complete the questionnaire, the interviewer should explain the objective of the survey and assure the respondent that the obtained information will be used only for statistical objectives.

If the respondent carries on refusing, or in other cases of inability to complete the interview, only the address part of the module questionnaire should be completed. In order to do this one of the below symbols should be inserted in position 07:

- 1 - there is only the ZD questionnaire, but there is no ZD-C module questionnaire,** because **the respondent refused** to provide information concerning work organization and working time arrangements,
- 2 - there is only the ZD questionnaire, but there is no ZD-C module questionnaire,** because the **person** whom the questionnaire concerns **is absent**, and there is no one who wants or is able to provide information concerning work organization and working time arrangement of this person.

10. Obligation to keep statistical confidentiality

Applies § 10 of the *Explanations for the Labour Force Survey*.

PART II DETAILED PRINCIPLES OF QUESTIONNAIRE COMPLETION

11. The address part of the questionnaire

The address part of the questionnaire is completed by the interviewer on the basis of information inserted in the Household File (ZG) without asking the respondent questions. In adequate positions should be inserted:

- 1) in position 01 – two-digit voivodship symbol,
- 2) in position 02 – the number of a dwelling in voivodship assigned by the Statistical Office (this number is inserted in the right top corner of the ZG File),
- 3) in position 03 – the number of household assigned by the interviewer,
- 4) in position 04 – the number of the ZD questionnaire,
- 5) in position 05 – the number of the person answering the questionnaire that he or she was coded with in the ZG File,
- 6) in position 06 – respondent's gender.

Position 07 – *the reason for lack of the questionnaire* – should be completed in both cases: inability to conduct the interview, and when the respondent has answered the questions included in the ZD-C questionnaire. In case that the completion of the interview is impossible, one of the symbols described in point 9 should be inserted, while in situation that the interview is completed symbol 0 should be inserted.

Section 1 All employed persons

Questions included in section 1 concern all employed persons

12. The objective of **question 1** is determination whether the **respondent works** in the main job **full-time or part-time**. When completing this question, the interviewer should apply the answer for question 26 of the ZD questionnaire. The same rules apply to question 1 that are applied to completion of question 26 of the ZD questionnaire and are included in § 22 point 29 of the *Explanations for the Labour Force Survey*.

13. **Question 2** concerns **persons working part-time**, i.e. persons who gave answer coded with symbol 2 for question 1. The objective of this question is **comparing working time pattern of part-timers with full-time work**. Because of the fact that the number of hours for full-time work is different depending on the occupational group of the respondent, persons working part-time should compare their working time arrangement with a full-time equivalent schedule in their job. The example may comprise teachers for whom full-time work is decided according to separate regulations.

In case of difficulties with determination of a full-time equivalent at the respondent's working place, and following this difficulties with making comparison, as a full-time should be applied 40 hours a week divided into 5 days of work per 8 hours. Such difficulties with determination of a full-time equivalent may concern particularly self-employed persons or contributing family workers.

Question 2 comprises 6 possible answers. **Answer/code 1** “*I work less hours per day*” should be coded for these people who work everyday for no less than 5 days per week, while the lower number of working hours means less working hours per day (except when each working day is shorter by a half exactly – see the explanation for answer 2). The example can be work for 3/4 of a full-time – assuming 40 hours as a full-time, a person can work 6 hours a day for 5 days per week (overall of 30 hours a week), or work for 1/4 of a full-time – every day for 2 hours. The hours do not have to be spread during a week equally so the respondent works the same number of hours everyday. The important thing is that he or she works everyday shorter hours than full-time equivalent (e.g. half-time divided into 5 days in such a way that on 2 days the respondent works for 4 hours, then on 2 days - 5 hours, while on 1 day - 2 hours).

Answer/code 2 “*I work a half of the typical full-time working hours a day*” is a particular case of answer 1, referring to persons working half-time who work at least 5 days per week, the half number of hours each day (i.e. still assuming 40 hours a week as the reference point, such person works 4 hours every day). In case of such situation answer 2 should be inserted, regardless the fact that it is also included in answer 1.

Answer/code 3 “*I work less days per week*” concerns persons whose part-time work comprises working for less than 5 days per week, but – contrary to the next answer - each day is worked full-time, i.e. with 40-hour working week it is 8 hours. The example can be work for 4/5 of full-time that the respondent performs for 4 days per week, for 8 hours each day, with one day off.

Answer/code 4 “*I work less hours per day and less days per week*” includes persons who work less than 5 days per week. They also have most of working days shorter than 8 hours (e.g. half-time work divided in such a way that on 2 days in a week the respondent works 7 hours, while on one day - 6 hours, or respectively 8, 7 and 5 hours).

Answer/code 5 “*I work every second week*” is again directed to persons working half-time. This particular case comprises the situation when a given person works one full week with the following week off. It can be also divided in such a way that a given person works two weeks in a row, and then has two weeks off.

Answer/code 6 “*other, describe*” is addressed to persons that cannot be included in any of the above 5 arrangements. In case of answer 6, the respondent’s working time arrangement should be described.

14. The objective of **question 3** is determination of the respondent’s **employment status in** the main job. The question comprises 4 answers that are combination of questions 19 and 21 of the ZD questionnaire concerning status of employment in the main job:

- code 1 “*self-employed persons not employing paid employees*” = the ZD questionnaire question 19 answer 1 and question 21 answer 2,
- code 2 “*employer*” = the ZD questionnaire question 19 answer 1 and question 21 answer 1,
- code 3 “*paid employee*” = the ZD questionnaire question 19 answer 2,
- code 4 “*contributing family worker*” = the ZD questionnaire question 19 answer 3.

The same rules apply to completion of this question that are applied to completion of questions 19 and 21 of the ZD questionnaire and are included in § 22 point 22 and 24 of the *Explanations for the Labour Force Survey*.

NOTICE!

Question 3 is very important as its answer determines the questions that will be asked in the further part of the interview (it is the so-called filter question). Self-employed persons, i.e. those coded with symbols 1 or 2, will be asked questions from section 2, while paid employees (code 3) will be asked questions from section 3. The further part of the questionnaire does not include a block of questions directed to contributing family workers (code 4), therefore, these persons should answer only question 20 included in section 4. Following the outlay of questions, the answer for the question 20 in section 4 must be given by all respondents completing the ZD-C questionnaire, i.e. also self-employed persons and persons working as paid employees.

Section 2 Self-employed persons

Questions included in section 2 concern self-employed persons

15. **Question 4** concerns **only employers**, i.e. persons coded with symbol 2 in question 3. It concerns **determination of the size of the institution (company)** that is the respondent's main job. When completing this question the interviewer should apply the answer for question 25 of the ZD questionnaire. The same rules apply to completion of question 4 that are applied to question 25 of the ZD questionnaire and are included in § 22 point 28 of the *Explanations for the Labour Force Survey*. It should be stressed that this question is simplified as compared to question 25 of the ZD questionnaire and it comprises only two answers.

If the respondent is not able to determine the number of persons employed in his/her institution/company, and in question 25 of the ZD questionnaire inserts code 15 "*I don't know, but less than 11*", or 16 "*I don't know, but more than 10*", the interviewer should try to obtain the information if it is between 1 and 9 persons, or more. The answers 1 or 2 should be inserted respectively in the module questionnaire.

The persons who give answer 1 "*between 1 and 9*" go to question 5, while the persons who give answer 2 "*10 and more*" go to question 6.

16. **Question 5** is answered by **self-employed persons who do not employ paid employees** (question 3 answer 1) and **employers** whose institution (company) **employs between 1 to 9 persons** (question 4 answer 1).

The objective of question 5 is **determination** whether the **respondent works regularly for just one client** (customer), or for many, i.e. if he/she (actually, the activity they conduct) depends on just one client or not.

Answer/code 1 "*yes, I work exclusively for just one client (customer)*" should be inserted when the respondent depends exclusively on a single customer, works only for him/her and losing him/her may even result in having to cease activity, or at least difficulties on the labour market. The example for such dependency of a single client can be a situation when a person previously employed in a given company as a paid employee registers his/her own economic activity and provides services for his/her former employer as one-

person economic entity. The formal situation of a given person is changed, although in practice he/she still depends on the former employer.

Answer/code 2 “*yes, I work mainly for just one client (customer)*” should be inserted for persons who cooperate mainly with a single customer, although they also have other customers. In this situation, the respondent still depends on his/her main customer and losing this customer may result in difficulties in maintaining further existence of a company, however, other co-operators may to some extent reduce such risk.

Answer/code 3 “*no*” should be inserted when the respondent works for more than one client (customer) and does not depend on any of them to such extent that losing them would cause temporary or permanent problems in maintaining the activity carried out by the respondent.

17. **Question 6** is given to **all self-employed persons**. Self-employed persons theoretically determine their own work, thus asking them questions concerning possibility to determine their working time schedule, and methods of work may seem unreasonable. However, the example described above in point 16 (the fragment concerning answer 1) indicates that regardless conducting one’s own economic activity, a given person might not have a free choice in his/her action, while his/her position is closer to the position of paid-employees. Therefore, the objective of question 6 is to recognise this phenomenon and **to determine to what extent a self-employed person is independent and makes decision concerning his or her work**.

The term working time arrangement should be understood as a time of starting and ending work and the number of hours worked daily by the respondent. The method of work comprises the methods and tools used for completion of a particular task. If the respondent cannot make decisions concerning his or her working time arrangements and the method of work, the **answer 1** should be inserted. If the respondent can make decisions concerning both: working time arrangements and the method of work – **answer 2**. If the respondent makes decisions concerning only one of the above variables – **answer 3** should be inserted in case he/she decides only working time arrangements. While **answer 4** should be inserted if the respondent can make only decisions concerning the method of work.

In this place the self-employed persons end the block of questions directed to them. The last question they should answer is question 20.

Section 3 Paid employees

Questions included in section 3 concern paid employees

18. **The objective of question 7** is determination whether in the reference week the **respondent worked overtime**. When completing this question the interviewer should use the answer for question 17.1 of the ZD questionnaire and compare if answer 2 *“I worked overtime”* was inserted there. The same rules apply to question 7 that are applied to question 17.1 of the ZD questionnaire in answer 2 and are included in § 22 point 17 of the *Explanations for the Labour Force Survey*.

Persons who give answer 1 *“yes”* should be asked question 8, while persons who answer 2 *“no”* - question 9.

19. **Question 8** concerns persons who in the reference week **worked overtime** (question 7 answer 1). The objective of this question is **determination of the number of paid overtime hours** worked by the respondent in the reference week. For controlling objectives, also the box concerning the overall number of overtime hours should be completed. The inserted number should be in accordance with the code in question 17.1, answer 2 of the ZD questionnaire.

It should be notified that the number of paid overtime hours (code in the second box) could not be higher than the overall number of overtime hours worked by the respondent in the reference week (inserted in the first box).

20. **Question 9** is directed at obtaining information concerning the respondent's **working time arrangement agreed with the employer** (regulated e.g. by the obligatory in a given work regulations, or formal agreement with the employer). The informal arrangements with the employer are not considered here. This means, e.g. the situation when there are obligatory fixed working hours (8.00 a.m. to 4.00 p.m.) at the respondent's workplace, while the respondent agreed with his/her supervisor that he/she would start work at 7.30 a.m. and leave at 3.30 p.m., because of some important reason (e.g. family situation), on the basis of gentlemen's agreement.

Answer/code 1 *“fixed number of working hours per day with fixed hours of starting and ending work”* should be inserted when the respondent starts and ends work at the exactly defined time, e.g. always starts work at 8.00 a.m., and ends at 4.00 p.m. In case of persons doing shift work, these hours may differ from day to day, or from week to week, depending on which shift the respondent worked, e.g. 6.00 a.m.-2.00 p.m. or 12.00 p.m.-8.00 p.m., but they are still exactly defined by the employer and formally, the respondent does not have any other option to start and end work.

Answer/code 2 *“fixed number of working hours per day with flexible hours of starting and ending work”* refers to the situation when the respondent has to work a determined number of hours per day (e.g. 8), but the hours of starting and ending work are not exactly determined, they can change within the limit allowed by the employer. For example, the respondent has to start work between 8.00 a.m. and 10.00 a.m. and finish it after working 8 hours, i.e. between 4.00 p.m. and 6.00 p.m. Such solution uses e.g. automatic cards that register employees working time.

Answer/code 3 *“working time banking with possibility only to take hours off”* and **answer/code 4** *“working time banking with possibility to take hours or full days off”*

concern situation when the respondent has a determined number of hours relevant to his or her number of working hours, but does not have to work everyday e.g. 8 hours. Also the respondent does not have to start and finish work at the time defined by the employer. Working time is flexible and the respondent may “collect” hours in the so-called working time banking and later reclaim these hours. The difference between answers 3 and 4 comprise the fact that in the first case the respondent may take banked hours only as hours off, while in the second case he/she can also take days off (e.g. when he or she banked the number of hours equivalent to a full-time working day in a given job). Such hours banking should not be mistaken with overtime hours that are not paid but can be reclaimed as hours or days off. For example, the respondent has fixed start/end work hours in the company he/she works in, as well as the number of hours he/she has to work each day (e.g. works 8 hours from 8.00 a.m. to 4.00 p.m.). Then, during some period he/she worked overtime hours and can take these overtime hours in a form of hours or days off, in such case it cannot be decided that it means flexible working time (answer 3 or 4) and the answer 1 should be inserted.

Answer/code 5 *“flexible working time – start and end of working day depends on individual agreement”* should be inserted in case when the respondent has flexible working time but there is no formal possibility to collect hours in the so-called working time banking, such as in the case of answers 3 or 4. The working time is individually agreed upon with the employer.

Answer/code 6 *“I determine my own working time schedule (there are no formal boundaries)”* should be inserted for persons who can freely determine their own working time schedule, they are not submitted to any formal boundaries set by the employer. They could be e.g. persons whose working time is determined by a particular purpose (i.e. on task order, order-agreement).

Answer/code 7 *“other, describe”* should be inserted in case when none of the above answers can be coded for the respondent.

The persons who give answers 1 to 4 should be asked question 10, the persons who give answers 5 or 7 – question 12, while the persons who give answer 6 go to question 13.

21. **Question 10** concerns **persons who give answers with symbols 1 to 4 for question 9**. Its objective is determination whether they **worked in the reference week shorter, but without taking a leave**. This question will allow analysis on flexibility of working time schedule declared by the respondent in question 9 (answers 1-4).

Question 10 comprises five sub-points from a) to e). They should be treated as separate questions. Each of these questions can be analysed separately, therefore the respondent should answer “yes” or “no” to each of these sub-points.

Sub-points a) and b) concern situation when the respondent worked in the reference week shorter time because he/she took a few hours off (sub-point a), or at least one day off (sub-point b), while he/she did not take a leave (vacation). The sub-points d) and e) refer to the situation, when the respondent wanted to take a few hours off (sub-point d), or a day off (sub-point e) without taking a leave but was not given a permission by the employer.

Sub-point c) concerns situation when the respondent worked in the reference week shorter, but this shorter working time was due to reasons other than taking hours or days

off or taking a leave, e.g. the respondent might just have started (or finished) work, or might have been working shorter than usually because of strike or lay-off.

If in question 10 even one of the sub-points a) to e) was coded with answer YES, the respondent should be asked question 11, otherwise – question 12.

22. **Question 11** concerns **persons who gave positive answers for any one of sub-points a) to e) of question 10**. The **objective** of this **question** is obtaining information **whether shorter working time in the reference week or its intention was due to flexible working time or reclaiming of overtime**.

If the respondent worked shorter time and it was due to flexible working hours - **answer 1** should be inserted, while in case it was due to reclaiming overtime hours – **answer 2**. If working shorter time was not caused by any of the above reasons, **answer 3 “no”** should be inserted.

23. In **question 12** should be determined whether the respondent has **annualised working hours contract** without defining a weekly working time arrangement.

With answer/code 1 “yes” should be coded persons whose work contract determines only the number of hours they have to work annually (e.g. 1600), whereas it does not determine the pattern of these hours in particular weeks of a year. If, for example, the respondent does not have annualised working hours contract or in case when beside annualised hours the contract determines also weekly working time arrangement, the **answer 2 “no”** should be coded.

24. The objective of **question 13** is **determination whether the respondent does shift work**. The interviewer should use the answer for question 30 b) of the ZD questionnaire. The same rules apply to question 13 that were applied to question 30 b) of the ZD questionnaire and are included in § 22 point 34 of the *Explanations for the Labour Force Survey*.

If in question 30 b) of the ZD questionnaire for a given person is coded answer 1 (usually) or 2 (sometimes), in the module questionnaire **answer 1 “yes”** should be inserted, while if answer 3 (no) was coded, then **answer 2 “no”** should be inserted in question 13 of the ZD-C questionnaire.

Persons working shifts (answer 1) should give answers for questions 14 and 15, while other persons go to question 16.

25. **Question 14** concerns **persons who do shift work**, i.e. persons who gave positive answers for question 13. The **objective** of this question is obtaining information concerning **shift work system in the institution/company that is the respondent’s main workplace**.

Answer/code 1 “continuous (24 hours and 7 days)” concerns the shift work system that has to maintain work continuity for 7 days per week and 24 hours (which suggests the statement in brackets), while shifts are organized in such a way as to ensure this continuity. Such system of work will be most often in factories that cannot stop work because of production process, used machinery, technology, etc. Also electric and thermal power stations, etc., as well as services such as police, fire brigade, ambulance service etc.

Answer/code 2 “*semi-continuous (24 hours and 5 days)*” refers to shift work system that does not require work continuity during a week such as in answer 1 (e.g. production in a factory can be stopped). The semi-continuous shift work system should be inserted in the cases when shifts cover 24 hours but work last shorter than 7 days per week (e.g. a factory does not work at weekends). The statement in brackets in answer 2 – “*24 hours and 5 days*” – gives some clue how to understand the term *semi-continuous shift system* and does not mean only such cases when work is performed 24 hours a day and 5 days a week (3 shifts per 8 hours, 2 shifts per 12 hours or differently). It may be, e.g. 24 hours a day, and 4 or 6 days a week – important is the fact that it is not a full week, therefore production can be stopped.

The answers 3 and 4 concern double-shift system of work, that vary in respect to organization of these shifts. **Answer/code 3** “*double shifts (overlapping shift)*” should be inserted in the situation when work in the respondent’s main job is divided into two overlapping shifts. The example can be situation when the first shift starts work at 8.00 a.m. and ends at 4.00 p.m., while the second shift is between 12.00 p.m. and 8.00 p.m. Thus, between 12.00 p.m. and 4.00 p.m. the shifts overlap. Such arrangements can take place e.g. in banks, shops (particularly large supermarkets, shopping centres), etc., where are longer opening hours during a day, or the necessity to increase the number of employees at certain hours due to the increased inflow of customers. **Answer/code 4** “*double shifts (non-overlapping shifts)*” concerns situation when work is divided into two shifts that do not have a mutual part, are separate (e.g. the first shift between 6.00 a.m. and 2.00 p.m., the second between 2.00 p.m. and 10.00 p.m.).

If any of the above answers cannot be coded for the shift system arrangements at the respondent’s workplace, the **answer 5** “*other, describe*” should be inserted and the system should be described.

26. **The objective of question 15 is determination** if the **respondent working shift chose such kind of work voluntarily**, or whether his/her decision was enforced by the situation on the labour market.

Answer/code 1 “*yes, such system is convenient for me*” should be inserted for persons who chose shift voluntarily, because such work was convenient for them, e.g. because of the family situation, etc.

Answer/code 2 “*no, I could not find a job in other system*” should be inserted for persons who took shift work because they could not find any other job. Therefore it was not voluntary choice but enforced by the situation on the labour market.

After answering question 15 persons working shifts go to question 20, ending the interview.

27. **Question 16** refers to persons **who do not work shifts** (question 13 answer 2). Its objective is determination whether the **respondent has on-call work**. On-call work concerns situation when a given person performs work only when necessary. There is no guaranteed number of hours he/she will work, work depends on the current needs of the employer. On-call work should not be mistaken with the situation that a given person is on duty – he/she is obliged to be available on the phone at certain hours after the end of work on a given day. The example of on-call work may comprise the so-called temporary workers. Such persons are registered in a temporary work agency. The agency “leases” such worker to a given company for a determined period or for a period of completion of a

given task. Applying to the agency and completion of relevant forms concerning personal data, qualification, etc., stored in the agency database, does not automatically mean that a given person will be offered a job. The companies that want to use services offered by an agency and hire a temporary worker, define their requirements concerning such person, while agency selects a candidate among persons included in its database. The job offer may only get a person who meets requirements of the employer and is accepted for work. Other example of on-call work may be an interpreter of foreign language whose personal data are stored in database and in case the translation is needed that person performs work for the customer.

Persons working on-call (answer 1) are asked to answer question 17, while other persons go to question 18.

28. **Question 17** concerns **persons working on-call** (question 16 answer 1); its objective is obtaining information whether the **respondent chose such kind of work voluntarily** or whether his/her decision was determined by the situation on the labour market.

Answer/code 1 “*yes, such system is convenient for me*” should be inserted for persons who chose on-call work voluntarily because such work was convenient for them, e.g. because of their family situation, etc.

Answer/code 2 “*no, I couldn’t find a job in other system*” should be coded for persons, who took on-call work because they could not find other work. It was not a voluntary choice but enforced by a situation on the labour market.

After answering question 17 persons working on-call go to question 20, ending the interview.

29. **Question 18** concerns persons who **do not work on-call** (question 16 answer 2); it is **targeted** at obtaining information concerning **work performed at atypical hours**, i.e. if the respondent works in the evenings, at night, on Saturdays, or on Sundays. When completing this questions the interviewer should use the answer for question 30, sub-points c) to f) of the questionnaire ZD. The same rules apply to question 18 that are applied to questions 30 c) – f) of the ZD questionnaire and are included in § 22 point 34 of the *Explanations for the Labour Force Survey*.

Answer/code 1 “*yes, usually*” should be inserted in the situation when in question 30 of the ZD questionnaire was inserted answer 1 (usually) for even one of sub-points c) – f).

Answer/code 2 “*yes, sometimes*” should be inserted for persons who did not answered 1 (usually) in any of sub-points c) to f) in question 30 of the ZD questionnaire, while at least one of these sub-points was coded with symbol 2 (sometimes).

Answer/code 3 “*no*” should be inserted in the situation when in question 30 of the ZD questionnaire in all sub-points c) – f) appeared answer 3 (no).

Persons who give answers coded 1 or 2 answer question 19, while other persons go to question 20, ending the interview.

30. **Question 19** is given to persons who **work usually** or **sometimes at atypical working hours** (question 18 answer 1 or 2); its objective is obtaining information concerning convenience of such work for the respondent.

Section 4 Supplementary information

31. Question 20 is the question ending the interview and is given to all persons who answered questions included in the ZD-C questionnaire. In this question should be stated who provide information in the interview.

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After the interview completion, the interviewer should write his/her number, sign legibly (name and surname), and write the date of the interview.