



EUROPEAN COMMISSION  
EUROSTAT

Directorate F: Social Statistics and Information Society  
**Unit F-2: Labour market Statistics**



**EU LABOUR FORCE SURVEY**  
**EXPLANATORY NOTES**  
**(TO BE APPLIED FROM 2012Q1 ONWARDS)**

## Document description:

**Text in blue** refers to texts which differ from the previous "explanatory notes 2010 (to be applied from 2011Q1 onwards)".

**The item ‘purpose’** refers to both justification and objective of the variable. The information given under this heading should be considered as indicative. A specific focus is given on:

- the use in indicators monitoring the employment guidelines
- the link with the project ‘harmonisation of core variables in social statistics’ and other main statistical sources.

The core social variables are the following:

### *Demographic information*

Sex

Age in completed years

Country of Birth

Country of Citizenship at time of data collection

Legal marital status

De facto marital status (Consensual union, derived from household sequence numbers)

Household composition

### *Geographic information*

Country of residence

Region of residence

Degree of urbanisation

### *Socio-economic information*

Self-declared labour status (Main status)

Status in employment

Occupation in employment

Economic sector in employment

Highest level of education completed

Net monthly income of the household (not for LFS)

Luxembourg, November 2011

## **General remarks:**

**Yearly / quarterly variables:** In the LFS codification to be used from 2009 (Com. Regulation n° 377/2008) the word “yearly” in the periodicity column identifies variables for which only yearly averages are needed and for which a sub-sample can be used.

The countries can nevertheless collect this information every quarter using the whole sample. Those countries willing to use a sub-sample must collect the data for these variables using a sub-sample of independent observations with reference to the 52 weeks of the year.

A sample of independent observations means that each individual should be represented in the sample only once (ex: in a country using a 6 wave rotation pattern, either one wave is used or 2 waves selected in order that the same individual is interviewed only once during the reference year, e.g. first and fifth wave).

Although these are yearly variables, for each individual of this sub-sample, the variable should refer to the situation in the week of reference or any reference period specified in the notes.

The sub-sample should respect the conditions 2, 3 and 4 of Annex 1 of Commission regulation n°377/2008:

### ***Condition 2: Representativeness of the results***

*For structural variables, the relative standard error (without taking design effect into account) of any yearly estimate representing 1 % or more of the working age population shall not exceed:*

*(a) 9 % for countries with a population between 1 million and 20 million inhabitants and*

*(b) 5 % for countries with a population of 20 million or more.*

*Countries with less than 1 million inhabitants are exempted from these precision requirements and structural variables should be collected for the total sample unless the sample meets requirements expressed in (a).*

*For countries using a sub-sample for data collection on structural variables, if more than one wave is used, the total sub-sample used shall consist of independent observations.*

### ***Condition 3: Consistency of totals***

*Consistency between annual sub-sample totals and full sample annual averages shall be ensured for employment, unemployment and inactive population by sex and for the following age groups: 15 to 24, 25 to 34, 35 to 44, 45 to 54, 55 +.*

### ***Condition 4: Ad hoc modules***

*The sample used to collect information on ad hoc modules shall also provide information on structural variables.*

**Dates should be consistent:** Date of birth, years of residence in this Member State, year of completion of highest level of education, year in which the person started working and year in which the person stopped working should be internally consistent, even if it is not specifically mentioned in the implementation rules of these variables.

**Filters referring to a period of "twelve months" :** As a convention, if the Thursday of the reference week is in month N then the 12 months period consists of the PREVIOUS 11 months **and** month N, that is months N, N-1, N-2, ... , N-11.

**Register data** can be used if it provides information of sufficient quality to fulfil the definition of demographic variables such as SEX, YEARBIR, DATEBIR, MARSTAT, NATIONAL, YEARESID, COUNTRYB, HHSPOU, HHFATH, and HHMOTH. If it is not the case, information should be collected by interview.

## Definition of the resident population

The scope of the Labour Force Survey is the resident population, which is defined in the European System of Accounts (ESA95) as follows:

- A person belongs to the resident population of a given country if he is staying, or intends to stay, on the economic territory of that country for a period of one year or more.
- All individuals who belong to the same household are resident where the household has a centre of economic interest: this is where the household maintains a dwelling, or succession of dwellings, which members of the household treat, and use, as their principal residence. A member of a resident household continues to be a resident even if that individual makes frequent journeys outside the economic territory, because its centre of economic interest remains in the economy in which the household is resident.
- A person is regarded as temporarily absent from his/her household (respectively his/her country of residence) if he or she is staying, or intends to stay outside his household (respectively his/her country of residence) for a period of less than one year. In this case he or she has to be considered as a member of his household (respectively his/her country of residence).

This definition fits the *UNECE/Eurostat Recommendations for the 2011 round of census*.

### Example:

A seasonal worker who works every year 6 months in a country and 6 months in another country has to be surveyed in the country where he/she has his/her economic interests (the family dwelling).

### Special cases (people working away from home - students):

According to *UNECE/Eurostat Recommendations for the 2011 round of census*:

- (a) **Persons who work away from home during the week and who return to the family home at week-ends** should consider the **family home** as their place of usual residence regardless of whether their place of work is elsewhere in the country or abroad;
- (b) **Primary and secondary students who are away from home during the school term** should consider their **family home** as their place of usual residence regardless of whether they are pursuing their education elsewhere in the country or abroad;
- (c) **Third level students who are away from home while at college or university** should consider their **term-time address** as their place of usual residence regardless of whether this is an institution (such as a boarding school) or a private residence and regardless of whether they are pursuing their education elsewhere in the country or abroad. As an exceptional measure, where the place of education is within the country, the place of usual residence may be considered to be the family home.

### Good practices:

- Ask each person in the household who has been residing in the country for less than one year about his intention in terms of length of residence in the country. If the length of the elapsed time of residence plus the length the period he intends to stay in the country is less than one year, the interview stops and the person is removed from the sample.
- If a person is absent from the household for less than one year (time already elapsed + intention), then the normal questionnaire has to be filled by proxy interview.

## Reference to MAIN JOB and SECOND JOB

**Multiple job holders** decide for themselves which job is to be considered as the main job. In doubtful cases the main job should be the one with the greatest number of hours usually worked.

### Implementation rules

- **Persons having changed job during the reference week** should regard the job held at the end of the reference week as their main job.
- Persons who are **simultaneously working** in their own professional practice and for a public or private employer (e.g. doctors with their own practice and working in a hospital) should be considered as having two jobs.
- A self-employed person exercising wide range of occupational skills in the same business should always be considered having one job only as self-employed.
- A self-employed person holding two different businesses (i.e. two separate local units) is to be considered as having two jobs.
- As an exception to the general rule, when a person is on parental leave in one job, and performed some work in the reference week for another job, then the former one should in general be considered as the main job and the last one the second.

# TABLE OF CONTENTS

HHSEQNUM – Col 1/2 ..... 9  
 HHLINK – Col 3..... 10  
 HHSPOU – Col 4/5 ..... 11  
 HHFATH – Col 6/7..... 12  
 HHMOTH – Col 8/9 ..... 13  
 SEX – Col 10..... 14  
 YEARBIR – Col 11/14 ..... 15  
 MARSTAT – Col 16..... 17  
 NATIONAL – Col 17/18 ..... 18  
 YEARESID – Col 19/20 ..... 19  
 COUNTRYB – Col 21/22 ..... 20  
 PROXY – Col 23..... 21  
 WSTATOR – Col 24..... 22  
 NOWKREAS – Col 25/26 ..... 27  
 STAPRO – Col 27..... 29  
 SIGNISAL – Col 28..... 31  
 NACE3D – Col 29/31 ..... 32  
 ISCO4D – Col 32/35 ..... 33  
 SUPERVISOR – Col 36..... 34  
 SIZEFIRM – Col 37/38..... 36  
 COUNTRYW – Col 39/40..... 38  
 REGIONW – Col 41/42 ..... 39  
 YSTARTWK – Col 43/46..... 40  
 MSTARTWK – Col 47/48 ..... 42  
 WAYJFOUN – Col 49 ..... 43  
 FTPT – Col 50..... 44  
 FTPTREAS – Col 51..... 45  
 TEMP – Col 52 ..... 46  
 TEMPREAS – Col 53 ..... 47  
 TEMPDUR – Col 54..... 48  
 TEMPAGCY – Col 55 ..... 49  
 SHIFTWK – Col 56 ..... 51  
 EVENWK – Col 57..... 52  
 NIGHTWK – Col 58 ..... 53  
 SATWK – Col 59..... 54  
 SUNWK – Col 60 ..... 55  
 HWUSUAL – Col 61/62 ..... 56  
 HWACTUAL – Col 63/64 ..... 58  
 HWOVERP – Col 65/66 ..... 61  
 HWOVERPU – Col 67/68 ..... 63  
 HOURREAS – Col 69/70 ..... 64  
 WISHMORE – Col 71 ..... 66  
 WAYMORE – Col 72..... 67  
 HWWISH – Col 73/74 ..... 68  
 HOMEWK – Col 75..... 69  
 LOOKOJ – Col 76..... 70  
 LOOKREAS – Col 77..... 71  
 EXIST2J – Col 78 ..... 72  
 STAPRO2J – Col 79 ..... 73  
 NACE2J2D – Col 80/81..... 74

HWACTUA2 – Col 82/83.....	75
EXISTPR – Col 84.....	76
YEARPR – Col 85/88.....	77
MONTHPR – Col 89/90.....	78
LEAVREAS – Col 91/92.....	79
STAPROPR – Col 93.....	81
NACEPR2D – Col 94/95.....	82
ISCOPR3D – Col 96/98.....	83
SEEKWORK – Col 99.....	84
SEEKREAS – Col 100.....	85
SEEKTYPE – Col 101.....	86
SEEKDUR – Col 102.....	87
METHODA – Col 103.....	89
METHODB – Col 104.....	90
METHODC – Col 105.....	91
METHODD – Col 106.....	92
METHODE – Col 107.....	93
METHODF – Col 108.....	94
METHODG – Col 109.....	95
METHODH – Col 110.....	96
METHODI – Col 111.....	97
METHODJ – Col 112.....	98
METHODK – Col 113.....	99
METHODL – Col 114.....	100
METHODM – Col 115.....	101
WANTWORK – Col 116.....	102
AVAILBLE – Col 117.....	103
AVAIREAS – Col 118.....	104
PRESEEK – Col 119.....	105
NEEDCARE – Col 120.....	106
REGISTER – Col 121.....	108
MAINSTAT – Col 122.....	109
EDUCSTAT – Col 123.....	110
EDUCLEVL – Col 124.....	112
EDUCFILD – Col 125/127.....	113
COURATT – Col 128.....	114
COURLEN – Col 129/131.....	116
COURPURP – Col 132.....	117
COURFILD – Col 133/135.....	118
COURWORH – Col 136.....	120
HATLEVEL – Col 137/138.....	121
HATFIELD – Col 139/141.....	122
HATYEAR – Col 142/145.....	124
WSTAT1Y – col 146.....	125
STAPRO1Y – col 147.....	126
NACE1Y2D – col 148/149.....	127
COUNTR1Y – col 150/151.....	128
REGION1Y – col 152/153.....	129
INCDECIL – col 154/155.....	130
REFYEAR – col 156/159.....	132
REFWEEK – col 160/161.....	133
INTWEEK – col 162/163.....	134

COUNTRY – col 164/165.....	135
REGION – col 166/167.....	136
DEGURBA – col 168.....	137
HHNUM – col 169/174.....	140
HHTYPE – col 175 .....	141
HHINST – col 176 .....	142
COEFFY – col 177/182.....	143
COEFFQ – col 183/188.....	144
COEFFH – col 189/194.....	145
INTWAVE – col 195 .....	146
INTQUEST – col 196 .....	147
Regional variables at NUTS 3 level (col 260 – 268) .....	148
ANNEX 1 .....	149
ANNEX 2.....	150
ANNEX 3.....	151
ANNEX 4.....	152



## HHSEQNUM – Col 1/2

### Periodicity

QUARTERLY

### Short description

Sequence number in the household

### Codes

01-98 Two-digit sequence numbers allocated to each member of the household

### Filter

EVERYBODY

### Purpose

To provide a unique identifier code to the person interviewed in his household, in order to ensure proper database management (weight updates, merge with ad-hoc module data ...). To identify a person over the different waves.

The concatenation of COUNTRY (col 170/171), HHNUM (col 175/180) and HHSEQNUM forms the **identifier of a person** in the EU-LFS microdata. Those three variables plus REFYEAR (col 162/165) and REFWEEK (col 166/167) **identify an observation** in the EU-LFS microdata.

### Definition

- A **given sequence number** should identify **only one person** of the household. It should not correspond to another current or former member of the household. In particular, a person who enters the household cannot have the same sequence number as a person who left the household.

### Implementation rule

- A two-digit sequence number should be allocated to **each member of the household**. It should remain the same for all waves. Persons re-entering the household should retain the original sequence number.

## HHLINK – Col 3

### Periodicity

YEARLY

### Short description

Relationship to reference person in the household

### Codes

- 1 Reference person
- 2 Spouse (or cohabiting partner) of reference person
- 3 Child of reference person (or of his/her spouse or cohabiting partner)
- 4 Ascendant relative of reference person (or of his/her spouse or cohabiting partner)
- 5 Other relative
- 6 Other
- 9 Not applicable (HHTYPE ≠ 1, 3)

### Filter

HHTYPE = 1, 3: the person belongs to a private household, living in his household or in an institution.

### Purpose

The variable is used to determine the household type which belongs to the ‘core variables in social statistics’. It is also used to monitor the promotion of a lifecycle approach to work.

### Implementation rules

- **Code 1:** Each private household should contain **one and only one** person coded as 'reference person', who must be a person aged 15 and over.
- **Code 2** should reflect the “de facto” situation in terms of co-habitation arrangements. It therefore does not necessarily correspond with the “de jure” situation of the household in terms of co-habitation arrangements, as recorded in *MARSTAT (Col. 16)*.
- **Code 3** should not include sons and daughters in law, who should be coded **5**.
- **Code 4** means the father or the mother of the reference person or of his/her cohabiting partner.

## HHSPOU – Col 4/5

### Periodicity

YEARLY

### Short description

Sequence number of spouse or cohabiting partner

### Codes

01-98 Sequence number of spouse or cohabiting partner in the household

99 Not applicable (person does not belong to a private household, or has no partner, or the partner does not belong to this private household)

### Filter

(HHTYPE=1, 3): the person belongs to a private household, living in his household or in an institution.

### Purpose

To permit the family nucleus to be reconstituted.

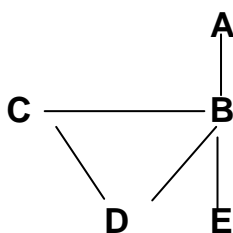
The variable is used to determine the household type which belongs to the ‘core variables in social statistics’. It is also used to monitor the promotion of a lifecycle approach to work.

### Implementation rules

- The identification should be done using the **sequence number** which was allocated to these persons in *HHSEQNUM* (col.1/2 *Sequence number in the household*).
- It should reflect the “de facto” situation in terms of **co-habitation arrangements**. It therefore does not necessarily correspond with the “de jure” situation of the household in terms of co-habitation arrangements, as recorded in *MARSTAT* (Col. 16).

### Specific example

Consider the household described by the following scheme:



Mrs A is the mother of Mrs B. Mrs B is married to Mr. C; they have a common child D. Mrs B has another child from her first marriage (E).

Columns 1/2, 4/5, 6/7, and 8/9 should be filled as follows:

For A, col. 1/2=01, col. 4/5=99, col. 6/7=99, Col. 8/9=99

For B, col. 1/2=02, col. 4/5=03, col. 6/7=99, Col. 8/9=01

For C, col. 1/2=03, col. 4/5=02, col. 6/7=99, Col. 8/9=99

For D, col. 1/2=04, col. 4/5=99, col. 6/7=03, Col. 8/9=02

For E, col. 1/2=05, col. 4/5=99, col. 6/7=03, Col. 8/9=02

## HHFATH – Col 6/7

### Periodicity

YEARLY

### Short description

Sequence number of father

### Codes

01-98 Sequence number of father in the household

99 Not applicable (person does not belong to a private household, or the father does not belong to this private household)

### Filter

(HHTYPE=1, 3): the person belongs to a private household, living in this household or in an institution.

### Purpose

To permit the family nucleus to be reconstituted.

The variable is used to determine the household type which belongs to the ‘core variables in social statistics’. It is also used to monitor the promotion of a lifecycle approach to work.

### Implementation rules

- The identification should be done using the **sequence number** which was allocated to these persons in *HHSEQNUM* (*col.1/2 Sequence number in the household*).
- No distinction should be made between **biological and non-biological children** in the case of adopted children or step children.
- Father and mother in law should be coded 99.
- In case of homoparentality (parents of the same sex) the sequence number of the parents should appear in col 6/7 and col 8/9.

### Specific example

See example of variable HHSPOU.

## HHMOTH – Col 8/9

### Periodicity

YEARLY

### Short description

Sequence number of mother

### Codes

01-98 Sequence number of mother in the household

99 Not applicable (person does not belong to a private household, or the mother does not belong to this private household)

### Filter

(HHTYPE=1, 3): the person belongs to a private household, living in this household or in an institution.

### Purpose

To permit the family nucleus to be reconstituted.

The variable is used to determine the household type which belongs to the ‘core variables in social statistics’. It is also used to monitor the promotion of a lifecycle approach to work.

### Implementation rule

- The identification should be done using the sequence number which was allocated to these persons in *HHSEQNUM* (col.1/2 *Sequence number in the household*).
- No distinction should be made between **biological and non-biological children** in the case of adopted children or step children.
- Father and mother in law should be coded 99.
- In case of homoparentality (parents of the same sex) the sequence number of the parents should appear in col 6/7 and col 8/9.

### Specific example

See example of variable HHSPOU.

## **SEX – Col 10**

### **Periodicity**

QUARTERLY

### **Short description**

Sex

### **Codes**

1 Male  
2 Female

### **Filter**

EVERYBODY

### **Purpose**

Enabling gender based statistics.

The variable belongs to the 'core variables in social statistics' and is used to monitor most of the employment guidelines.

## **YEARBIR – Col 11/14**

### **Periodicity**

QUARTERLY

### **Short description**

Year of birth

### **Codes**

The 4 digits of year of birth are entered

### **Filter**

EVERYBODY

### **Purpose**

Enabling age based statistics.

The variable 'age' belongs to the 'core variables in social statistics' and is also used to monitor most of the employment guidelines.

### **Implementation rule**

- In case the respondent does not know the exact date of birth (e.g. in case of a proxy) or refuses to answer to this question, an estimation should be provided.

## **DATEBIR – Col 15**

### **Periodicity**

QUARTERLY

### **Short description**

Date of birth in relation to the end of reference period

### **Codes**

- 1 Person's birthday falls between 1 January and the end of the reference week
- 2 Person's birthday falls after the end of the reference week

### **Filter**

EVERYBODY

### **Purpose**

Together with year of birth (Cols. 11/14) this enables the respondent's age to be calculated. The variable 'age' belongs to the 'core variables in social statistics' and is also used to monitor most of employment guidelines.

### **Implementation rule**

- For persons born in the same year, those coded **1** (birthday falling between 1 January and the end of the reference week) will be, for the purpose of analysing survey results, effectively one year older than those persons coded **2** (birthday falling after the end of the reference week). This definition of age should be applied in all filters that use age.



# MARSTAT – Col 16

## Periodicity

YEARLY

## Short description

Marital status

## Codes

1 Single  
2 Married  
3 Widowed  
4 Divorced or legally separated  
Blank No answer

## Filter

EVERYBODY

## Purpose

Background variable enabling direct comparisons with statistics from administrative records. Allows assessing the effect of marital status in labour market participation. The variable belongs to the ‘core variables in social statistics’.

## Definition

- Marital status is the **conjugal status** of each individual in relation to the marriage laws of the country (i.e. de jure status). It therefore does not necessarily correspond with the actual situation of the household in terms of co-habitation arrangements, as recorded in *Col. 3*.

## Implementation rule

- In case of **borderline situations**, e.g., trial separations, or registered cohabitation bestowing some but not full marital rights or duties, the prevailing national statistical convention should apply.

## Member States specific cases

- Some countries have a **legal framework** for registering partnerships (in most countries these are same-sex partnership and they have a legal status parallel to married couples). Such information has also to be treated in a harmonised way so they should be treated as married and classified under group 2 when the partnership still exists, else as 3-4 as appropriate (legal separation or death of one of the partners).
- In some countries, **children** under a certain age cannot have a legal marital status different from “single”. To ask them this question would not be necessary, nevertheless they should be coded **1**.

## Good practice

- A complete list of legal status should appear in the questionnaire.

# NATIONAL – Col 17/18

## Periodicity

QUARTERLY

## Short description

Nationality

## Codes

See country classification in Annex IV (derived from ISO)

## Filter

EVERYBODY

## Purpose

To analyse the participation in the labour market by nationality, in particular classifying people in three groups: national citizens, non-national EU-citizens, non-EU citizens.

The variable belongs to the ‘core variables in social statistics’, and is used to monitor the integration of nationals and migrants into the EU labour market.

## Definition

- Nationality should be interpreted as **citizenship**. Citizenship is defined as the particular **legal bond** between an individual and his/her State acquired by birth or naturalisation, whether by declaration, option, marriage or other means according to national legislation. It corresponds to the country issuing the passport.

## Implementation rules

- The concept of nationality should not be mixed up with any concept of ethnic origin.
- For persons with dual **or multiple citizenships**, and who hold the citizenship of the country of residence, that citizenship should be coded.
- In case of multiple citizenship, where it includes one citizenship of a member state of the European Union, that citizenship should be coded. In other situations the first answer of the respondent should be coded.
- This should be provided according to the coding given in Annex IV. **If possible the exact country should be indicated**; where this is not possible, one of the general groupings in bold print should be used. EU and EFTA Member States but also candidate and other European countries must be coded individually.

# YEARESID – Col 19/20

## Periodicity

QUARTERLY

## Short description

Years of residence in this country for persons not born in the country

## Codes

00 Born in this country

01-99 Number of years for person who has been in this country

Blank No answer

## Filter

EVERYBODY

## Purpose

To analyse the integration of migrants in the labour market according to the length of stay in the Member State.

## Implementation rules

- The years of residence should be calculated taking as starting point the year in which the person **last** established his or her usual residence in the country (or, in other words, when the person last moved to the country in order to live there).
- In case of an interruption in the period of residence, the starting point should be the end of this interruption only if the length of this interruption was at least one year.
- For persons with less than one year's residence in this Member State, **01** should be coded; between one year and less than two years, **02**; and so on ...

**Warning: Up to 2007, people with 10 years of residence and more were coded 11. This is no longer the case from 2008 onwards.**

## **COUNTRYB – Col 21/22**

### **Periodicity**

QUARTERLY

### **Short description**

Country of birth

### **Codes**

For coding, see ISO country classification

99 Not applicable (col 19/20 = 00)

Blank No answer

### **Filter**

YEARRESID ≠ 00

### **Purpose**

To analyse the labour market participation of migrants in the labour market by country of origin and to be able to identify naturalizations.

The variable will probably belong to the ‘core variables in social statistics’.

### **Implementation rules**

- In case of doubt, the country of birth should be defined as the country of residence of the mother at the time of birth. This definition could help to identify cases where the person was born abroad in exceptional circumstances.
- For the purpose of this question, current national boundaries should be considered, rather than any applying at the time of the respondent's birth.
- This should be provided according to the coding given in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. European States must be coded individually.

## **PROXY – Col 23**

### **Periodicity**

QUARTERLY

### **Short description**

Nature of participation in the survey

### **Codes**

- 1 Direct participation
- 2 Participation via another member of the household
- 9 Not applicable (child less than 15 years old)
- Blank No answer

### **Filter**

People aged 15 years or more

### **Purpose**

The proportion of proxy answers is an indicator of the quality of the survey. It allows to compare proxy to direct interviews and use "direct interviews only" in case of subjective variable (example : main status).

### **Implementation rules**

- **Code 1** includes all cases where the person is responding directly, even with the assistance of a third person (e.g. interpreter).

# WSTATOR – Col 24

## Periodicity

QUARTERLY

## Short description

Labour status during the reference week

## Codes

1 Did any work for pay or profit during the reference week – one hour or more (including family workers but excluding conscripts on compulsory military or community service).

2 Was not working but had a job or business from he/she was absent during the reference week (including family workers but excluding conscripts on compulsory military or community service).

3 Was not working because of lay-off

4 Was a conscript on compulsory military or community service

5 Others (15 years or more) who neither work nor had a job or business during the reference week

9 Not applicable (child less than 15 years old)

Blank No answer

## Filter

People aged 15 years or more

## Purpose

Information provided here determines whether a person is considered as being in employment or not, following the guidelines of International Labour Organisation (ILO).

In particular, this information is taken into account in the calculation of the EU-harmonised unemployment rate, following the rules of 1897/2000 Commission Regulation.

The employment status also belongs to the 'core variables in social statistics' and is used to monitor most of the employment guidelines and especially the achievement of full employment. It is also essential to study employment in relation with business surveys and National Accounts.

## Implementation rules

Persons in employment are those coded 1 or 2.

---

### Code 1: Did any work for pay or profit during the reference week

---

*"Work" means any work for pay or profit during the reference week, even for as little as one hour. Pay includes cash payments or "payment in kind" (payment in goods or services rather than money), whether payment was received in the week the work was done or not.*

- **Persons in vocational training (apprenticeship or traineeship)** are to be considered as employed (i.e. coded 1 or 2) **only if they receive payments in cash or fringe benefits.** Unpaid trainees are not considered as employed and should be coded 5.

Apprenticeships and traineeships are contracts or formal arrangements for a prescribed period of time between an employer and a participant (i.e. apprentice, trainee) or an institution representing the participant. The aim of the arrangement is that the participant

person gains practical experience or theoretical knowledge by working under the supervision of more experienced workers.

In apprenticeships, the participant (apprentice) always receives remuneration in cash (wage or allowance) or in kind, whereas in some cases trainees may not be remunerated (unpaid trainees). Apprentices or trainees are often paid at a lower rate than other jobs; the difference is compensated by the gain of knowledge or/and work experience.

All apprenticeships are part of formal education programmes as defined by the Classification of Learning Activities (e.g. in schools or universities). Their duration can vary from 6 months to 6 years. Learning time alternates between periods of practical training at the workplace (inside or outside the employer premises) and general/theoretical education in an educational institution or training centre on a weekly, monthly or yearly basis. Upon successful completion as evidenced by a qualification or certificate, apprenticeships qualify for employment in a specific occupation or group of occupation.

Traineeships can be proposed within formal education programmes (generally for shorter duration than apprenticeships, with or without specific requirements for the successful completion of the educational programme) or within non-formal education and training programmes e.g. traineeship organised by Public Employment Services for unemployed people. **Trainees are to be considered as employed only if the payments in cash or fringe benefits are directly connected to their participation in the traineeship.**

Some working arrangements between members of the same family could have similarities both with unpaid family workers and unpaid trainees. By convention, working arrangements between members **of the same household** should be treated after the implementation rules for unpaid family workers (see below).

- **Self-employed persons** with a business, farm or professional practice are also considered to be working if one of the following applies:
  - (i) A person works in his own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.
  - (ii) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attends a convention or seminar).
  - (iii) A person **considered as self-employed** in the process of setting up a business, farm or professional practice; any initiative has to be done to run the business, as the buying or installing of equipment, renting the office or ordering of supplies in preparation for opening a new business.
  
- **Unpaid family workers:** Persons working in a family business or on a family farm **without pay** should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, this applies *only* when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should *not* be included.

The category includes:

- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

➤ Persons **raising agricultural products**<sup>1</sup> are coded 1 or 2 if they are the **owners of the agricultural output** (e.g. crop, cattle, timber, fish catch, etc.) and fulfil one of the following conditions:

1. The agricultural output is **intended to be sold or bartered**, even if only a small part of it. If the respondent can not say if the output will be sold or bartered (as opposed to fully used for own-consumption), the fact that the previous harvest or the production of the previous year was sold or bartered can be taken as indication.

2. The agricultural output is **intended exclusively for own-consumption and** it is an **important contribution** to the total consumption of the household.

Persons fulfilling one of these conditions are coded 1 if they worked at least one hour during the reference week. Persons fulfilling one of these conditions but not having worked for at least one hour during the reference week (e.g. because they are out of season) are coded 2.

Persons doing minor agricultural activities for leisure or to supplement the household food supply, which do not constitute an important contribution to the total household consumption, should be coded 5, in the absence of any other work for pay or profit.

➤ *Persons who are obliged to perform some work to keep receiving unemployment benefits*  
In some countries, unemployed (under special circumstances) have to perform some work to keep receiving the unemployment allowances. If they have performed some work during the reference week, they should be coded **1**.

➤ *Persons who are building a house*

If a person is building a house in order to earn a future financial profit (renting or selling it), he should be considered as employed (code **1** if he worked during the reference week, otherwise code **2**). Building a house for only a family use is not enough to be considered as employed.

➤ **Conscripts** performing some work for pay or profit during the reference week should always be coded **4**.

➤ Persons in paid employment who were on training during the whole reference week should be coded **1** if **one of** the three following statements is true:

- the participation of the employee is required by the employer
- the training takes place inside normal working hours
- the training is directly connected to the current job

---

### **Code 2: Was not working but had a job or business from which he/she was absent during the reference week**

---

➤ In general, the notion of temporary absence from work refers to situations in which a period of work is interrupted by a period of absence. This implies that persons are

---

<sup>1</sup> Raising agricultural products corresponds here to activities in NACE Rev. 2 divisions 01, 02 and 03.



generally to be considered as having been temporarily absent from work and therefore employed, if they had already worked at their current activity and were expected to return to their work after the period of absence. Persons without work who had made arrangements to take up paid employment or to engage in some self-employment activity at a date subsequent to the reference period, but who had not yet started work, are not to be considered as temporarily absent from work.

➤ ***For employees***

A job exists if there is a definite and pre-scheduled arrangement between an employer and employee for regular work (that is, every week or every month), whether the work is full-time or part-time. The number of hours of work done each week or each month may vary considerably, but as long as some work is done on a regular and scheduled basis, a job is considered to exist.

In the case of employees, a person absent from work should be considered as employed if there is a formal attachment to the job, for example if at least one of the following criteria is fulfilled:

- the continued receipt of wage or salary, **AND** an assurance of a return to work (or an agreement as to the date of return) following the end of the contingency.
- the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligation to accept other jobs.

➤ ***Seasonal workers***

During the off-season, seasonal workers are considered as having a formal attachment to their high-season if:

- they have an assurance to come back to work with the same employer at the beginning of the next season, **AND**
- the employer continues to pay at least 50% of their wage or salary during the off-season.

In this case they have to be coded **2** during the off-season.

In other cases, they have to be considered as not employed (code **5**).

➤ ***Maternity and paternity leave***

Maternity leave is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances.

People on maternity leave should always be coded 2 in col. 24. Paternity leave is also included under this code.

➤ ***For unpaid family workers***

The unpaid family worker can be said to have a job but not be at work if there is a definite commitment by the employer (a related household member) to accept his/her return to work and the total absence do not exceed a period of 3 months. In this point Eurostat diverges from the ILO recommendation. If the period of absence exceeds 3 months they should be coded 5 in col. 24.

➤ ***For self-employed persons***

If self-employed persons are classified as being absent from work, then they are regarded as in employment only if they can be said to have a business, farm or professional practice to which they intend to return. This can be the case if one or more of the following conditions are met:

- (i) Machinery or equipment of significant value, in which the person has invested money, is used by him or his employees in conducting his business.
  - (ii) An office, store, farm or other place of business is maintained.
  - (iii) There has been some advertisement of the business or profession by listing the business in the telephone book, displaying a sign, distributing cards or leaflets, etc.
- If none of these conditions is met, then the person is regarded as not being in employment and therefore should be coded **5** in col 24.

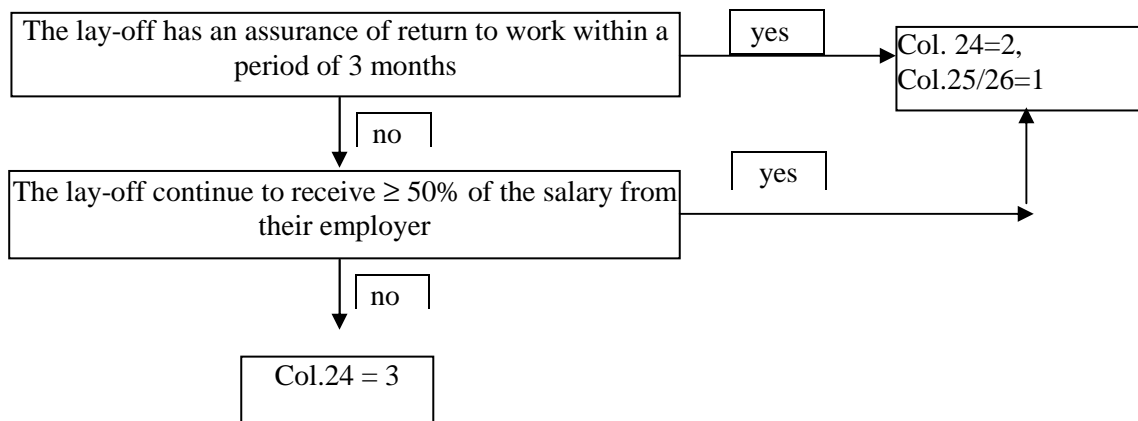
---

**Code 3: Was not working because on lay-off**

---

- A **person on lay-off** is one whose written or unwritten contract of employment, or activity, has been suspended by the employer for a specified or unspecified period at the end of which the person concerned has a recognised right or recognised expectation to recover employment with that employer.

The following flow-chart shows how laid-off should be coded in this variable:



Lay-offs are classified as employed if they have an assurance of return to work within a period of 3 months or receive  $\geq 50\%$  of their wage or salary from their employer.

Lay-offs are classified as unemployed if they receive less than 50% of their wage or salary from their employer, don't have assurance of return to work or have an agreed date but this date falls after a period of 3 months and if they are "available to start work in 2 weeks" and have "actively searched for a job in the last 4 weeks".

Otherwise they are considered as inactive.

Persons **without employment during the reference week but who have found a job to start in the future** should always be coded **5** in this column.

## NOWKREAS – Col 25/26

### Periodicity

QUARTERLY

### Short description

Reason for not having worked at all although having a job

### Codes

- 00 Bad weather
- 01 Slack work for technical or economic reasons
- 02 Labour dispute
- 03 School education or training
- 04 Own illness, injury or temporary disability
- 05 Maternity leave
- 06 Parental leave
- 07 Holidays
- 08 Compensation leave (within the framework of working time banking or an annualised hours contract)
- 09 Other reasons (e.g. personal or family responsibilities)
- 99 Not applicable (WSTATOR = 1, 3-5, 9)

### Filter

WSTATOR = 2 (person who had a job from which he was absent during the reference week)

### Purpose

To assess why people are away from the job during the reference week.

To enable statistics on absence from work, together with the variable HOURREAS column 69/70.

### Implementation rules

Code only one reason. If the respondent gives more than one reason, code the one that explains the greatest number of hours away from work.

- Code **01**: This includes difficulties such as plant breakdown or materials shortage; see also note below on Code **02**. A person in slack work for technical or economic reasons should have a formal attachment to his/her job.
- Code **02**: This code only applies to persons who were directly involved in a labour dispute. Other persons who did not work because production in the establishment was impeded by a labour dispute outside the establishment (thus causing a shortage in material supplies for example) are coded **01**.
- Code **03**: It refers to all kind of school education or training, inside or outside the workplace.
- Code **05**: Maternity leave corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. Paternity leave is also included under this code.
- Code **06**: Parental leave can be taken either by the mother or the father and is the interruption of work to bring up a child of young age. This code is used only for those

persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded **09**.

- **Code 08:** This code includes all absences that are related to working time flexibility. Examples are time off as a compensation of overtime, as a compensation of credit hours within a system of working time banking or within the framework of an annualised hours contract (This category is a parallel to code 07 in HOURS column 69/70). Cases of people who work full-time one week, and not at all the following week are included here.

### **Good practice**

- Ask first for all reasons, and then if more than one is offered, ask for the main reason.

# STAPRO – Col 27

## Periodicity

QUARTERLY

## Short description

Professional status

## Codes

- 1 Self-employed with employees
- 2 Self employed without employees
- 3 Employee
- 4 Family worker
- 9 Not applicable (WSTATOR = 3-5, 9)
- Blank No answer

## Filter

WSTATOR = 1,2 (person in employment)

## Purpose

The variable belongs to the ‘core variables in social statistics’. It is essential to study professional status in relation with business surveys and National Accounts.

## Definitions

The following classification is based on the ILO classification of status in employment, ICSE-93.

- **Self-employed persons with employees** (code 1) are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who employ at least one other person.
- **Self-employed persons without employees** (code 2) are defined as persons who work in their own business, professional practice or farm for the purpose of earning a profit, and who do not employ any other person.
- **Employees** (code 3) are defined as persons who work for a public or private employer and who receive compensation in the form of wages, salaries, fees, gratuities, payment by results or payment in kind; non-conscripted members of the armed forces are also included.
- **Family workers** (code 4) are persons who help another member of the family to run an agricultural holding or other business, provided they are not considered as employees.

## Implementation rules

The professional status requested here refers to the main job.

---

### Code 1: Self-employed with employees

- If people working in the business, professional practice or farm, are **not paid** then he/she should be considered as self employed without staff.

---

### Code 2: Self-employed without employees

---

- People who **engage members of his/her own family** or **apprentices without payment** should be classified in code 2. In this category one can find farmers working alone or using the assistance of members of family.
- A **person who looks after one or more children** that are not his/her own on a private basis and receiving a payment for this service should be considered as self-employed, excepted when he/she works for a single employer and receives employment rights from that employer; in that case he/she should be considered as employee (code 3).
- A **freelancer** should in general be classified as self-employed. However in situations where freelancer works for a single employer and receives employment rights from that employer (e.g. holiday pay) he should be classified as an employee (code 3).
- A **person who gives private lessons** should be considered as self-employed if he/she is directly paid by his/her students.
- **Members of producers' co-operatives** should be considered as self-employed. In the case co-operative hired workers and these workers have an employment contract that gives them a basic remuneration (which is not directly dependent upon the revenue of the co-operative), these workers are identified as employees of the co-operative. Even if the co-operative has employees (e.g. an accountant) the members of the co-operative should be considered as "self-employed without employees" because the co-operative as an institution (and not any of its members) is the employer.

---

### Code 3: Employee

---

- An employee is usually working for an outside employer, but a son or daughter, for example, who is **working in a parent's firm** and receives a regular monetary wage is classified here as an employee.
- A **person looking after children in his/her own home** is classified as an employee if he/she is paid to do this by the local authority (or any other public administration) and if he/she doesn't take any decision affecting the enterprise (e.g. schedules or number of children) but should be classified as self-employed if he/she does it privately (code 2).
- **Apprentices** or **trainees** receiving remuneration should be considered as employees.
- **Priests** (of any kind of religion) are considered employees

---

### Code 4: Family worker

---

- Persons working in a family business or on a family farm **without pay** should be living in the same household as the owner of the business or farm, or in a slightly broader interpretation, in a house located on the same plot of land and with common household interests. Such people frequently receive remuneration in the form of fringe benefits and payments in kind. However, this applies *only* when the business is owned or operated by the individual themselves or by a relative. Thus, unpaid voluntary work done for charity should *not* be included.

The category includes:

- A son or daughter living inside the household and working in the parents' business or on the parents' farm without pay.
- A wife who assists her husband in his business, e.g. a haulage contractor, without receiving any formal pay.

The category does not include:

- A relative living elsewhere but coming to help with the business, e.g. during the harvesting season, without pay in money or kind should not be included. If the relative receives any remuneration (including benefits in kind) the professional status should be coded as 3 (Employee).

# SIGNISAL – Col 28

## Periodicity

QUARTERLY

## Short description

Continuous receipt of the wage or salary

## Codes

- 1 Absent for up to and including 3 months
- 2 Absent for more than 3 months and receiving a wage, salary or social allowances corresponding to half or more of the salary
- 3 Absent for more than 3 months and receiving a wage, salary or social allowances corresponding to less than half of the salary
- 4 Don't know
- 9 Not applicable ((WSTATOR  $\neq$  2 or NOWKREAS = 04 or NOWKREAS = 05 or STAPRO  $\neq$  3) and WSTATOR  $\neq$  3)

## Filter

(WSTATOR=2 and NOWKREAS $\neq$ 04 and NOWKREAS $\neq$ 05 and STAPRO=3) or WSTATOR=3 (Employees in lay-off or absent from their job during the reference week, excepted for reasons of illness or maternity/paternity leave)

## Purpose

To measure the formal job attachment by the continuous receipt of a significant part of the wage or salary or social allowances.

## Implementation rules

- The **total duration of the absence** should be calculated. If the person does not know the total duration, it should be calculated as the elapsed time between the moment the person last worked and the end of the reference week.
- The **salary** to be considered in this variable is the last regular salary (excluding irregular payments) from the main job before the period of absence. Net salary should be preferred unless gross salary is easier to collect. Salary can be paid by the employer or by the social security (or both). It includes any compensation of wages (e.g. parental leave allowance linked to the job) but excludes any other benefit which the person would receive even without a job (e.g. family allowances).
- The **main target groups** for this variable are the persons in long term absences:
  - the parental leave
  - the paid or unpaid leave initiated by the employer or the administration
  - the educational or training leave
  - other kinds of career breaks
- If MS collect this information from **other sources (e.g. administrative records)** they can use this information without asking the question.

## NACE3D – Col 29/31

### Periodicity

QUARTERLY

### Short description

Economic activity of the local unit

### Codes

NACE Rev.2 coded at 2 or if possible 3 digit level (see Annex II)

000 Not applicable (WSTATOR=3-5, 9)

Blank No answer

### Filter

WSTATOR=1, 2 (Person in employment)

### Purpose

The variable is used to monitor several employment guidelines. It is essential to study economic activities in relation with business surveys and National Accounts, and categorisation of employment by sector of activity is fundamental for employment analysis.

### Definition

- The **local unit** is an enterprise or part thereof (e. g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which one or more persons work (even if only part-time) for one and the same enterprise (Council Regulation n°696/93).

### Implementation rules

- The **NACE codes** in Annex II are derived from the Statistical Classification of Economic Activities.
- If a person works in **more than one place** (transport, construction, maintenance, surveillance, peripatetic work...) or at home, or in the customer's place (e.g. for surveillance, security, cleaning, ...), the local unit is taken to be the place from where instructions emanate or from where the work is organised.
- The economic activity of the local unit for persons with a contract with a **temporary employment agency** should be coded as the activity of the local unit where they actually work and not in the industry of the agency which employs them.
- For those countries that are not able to provide information at a 3 digit level the third digit should be coded '0'.



## **ISCO4D – Col 32/35**

### **Periodicity**

QUARTERLY

### **Short description**

Occupation

### **Codes**

ISCO-08 coded at 3 or if possible 4 digit level (see Annex III)

9999 Not applicable (WSTATOR = 3-5,9)

Blank No answer

### **Filter**

WSTATOR=1, 2 (Person in employment)

### **Purpose**

The variable belongs to the ‘core variables in social statistics’ and is a standard descriptor used in employment analysis.

### **Implementation rules**

- This should be coded according to the classification provided in Annex III.
- For those countries that are not able to provide information at a 4 digit level the fourth digit should be coded ‘0’.

# SUPVISOR – Col 36

## Periodicity

YEARLY

## Short description

Supervisory responsibilities

## Codes

- 1 Yes
- 2 No
- 9 STAPRO ≠ 3
- Blank No answer

## Filter

STAPRO = 3 (Employees)

## Purpose

To be able to separate supervisors from other workers for analytical purposes. To monitor gender equality and “equal opportunities”, as well as being an indicator of career progression.

## Definition

- A person is considered to have **supervisory responsibilities** when they formally supervise the work of at least one (other) person. He/she takes charge of the work of other employees, directs their work and sees that is satisfactorily carried out.

## Implementation rules

- Supervisory responsibility includes formal responsibility for directing other employees (other than apprentices), whom they supervise directly, sometimes doing some of the work they supervise and excludes quality control (check output of services but not the work produced by other persons) and consultancy.
- It should be considered the **usual situation** and not the situation only during the reference week.
- Sometimes **job titles** can be misleading. For example, a ‘playground supervisor’ supervises children not employees and so should be coded **2**. Similarly, a ‘store manager’ may be a storekeeper and not a supervisor of employees.
- In some cases the person is cumulating supervising responsibilities with other functions; even if the supervising responsibilities only constitute a part of their job, they should be coded **1**.
- Persons having supervisory responsibilities only because **they are temporarily replacing** an absent superior should not be considered as having supervisory responsibilities. The definition of temporarily here is left to the respondent.

## Specific cases

- Members of groups with **collective responsibility** (groups where there is a rotating leadership in a continuous way taking charge of the work of other employees, directing their work and seeing that is satisfactorily carried out) should be considered as having supervisory responsibilities.

## **Good practice**

- To ask how many people are supervised to check the effectiveness of the supervisory responsibility.

## SIZEFIRM – Col 37/38

### Periodicity

YEARLY

### Short description

Number of persons working at the local unit

### Codes

01-10 exact number of persons, if between 1 and 10

11 11 to 19 persons

12 20 to 49 persons

13 50 persons or more

14 Do not know but less than 11 persons

15 Do not know but more than 10 persons

99 Not applicable (STAPRO = 2, 9)

Blank No answer

### Filter

STAPRO = 1, 3, 4, blank (employees, family workers, self-employed with employees)

### Purpose

To determine the profile of persons (age, sex, level of education) working in different size of firms, in particular small businesses. The variable is essential for integrated studies and comparisons with business surveys.

For Statistical Business Surveys, small enterprises are defined as enterprises with 1 to 9 employed persons.

### Definition

- The number of persons working at the local unit is defined as the total number of persons who work inside the unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams). It includes persons absent for a short period (e.g. sick leave, paid leave or special leave), and also those on strike, but not those absent for an indefinite period. It also includes part-time workers who are regarded as such under the laws of the country concerned and who are on the payroll, as well as seasonal workers, apprentices and home workers on the payroll (definition of the regulation on Structural Business Surveys).

### Implementation rules

- For the term "**local unit**", see notes to NACE3D (Cols. 29/31). The codes provided permit either an exact number to be indicated for units with 10 people or less (codes 01-10), broad classes for units with more than 10 (codes 11-13), or simply an indication of whether it is greater or less than ten (codes 14 and 15).
- This variable should reflect the **current** situation but including people temporarily absent.
- The **interviewed person** should be included as well.

- The number of persons employed should exclude manpower supplied to the unit by other enterprises, persons carrying out repair and maintenance work in the enquiry unit on behalf of other enterprises, as well as those on compulsory military service.
- For pragmatic reasons, persons working for a **temporary employment agency** should provide the numbers of persons working in the local unit where they perform their work.
- Codes **14** and **15** should only be used in case **1-13** cannot be coded.

# COUNTRYW – Col 39/40

## Periodicity

QUARTERLY

## Short description

Country of place of work

## Codes

For coding, see country codification (Annex IV)

99 Not applicable (WSTATOR = 3-5, 9)

Blank No answer

## Filter

WSTATOR = 1, 2 (people in employment)

## Purpose

In order to determine which part of the resident population does not belong to domestic employment. By combining results from all Member States the domestic employment coming from other countries can in theory be estimated. The variable is also used to monitor the mobility and the matching of labour market needs.

## Implementation rules

- This should be provided according to the coding shown in Annex IV. If possible the exact country should be indicated; where this is not possible, one of the general groupings in bold print should be used. Member States must be coded individually.
- If you have **varied places of work**, the country of work is the one where the local unit is settled.
- Person working in **embassies** should be coded as working in the host country.

## **REGIONW – Col 41/42**

### **Periodicity**

QUARTERLY

### **Short description**

Region of place of work

### **Codes**

NUTS 2

99 Not applicable (WSTATOR = 3-5, 9)

Blank No answer

### **Filter**

WSTATOR = 1, 2 (people in employment)

### **Purpose**

To identify people working in another region and study workers mobility and cross-boundary workers. The variable could be used to monitor the matching of labour market needs.

### **Implementation rule**

- This should be provided according to the coding system in Annex I, which is based upon the Classification of Territorial Units (NUTS).

# YSTARTWK – Col 43/46

## Periodicity

QUARTERLY

## Short description

Year in which person started working for this employer or as self-employed in their current occupation

## Codes

4 digits of the year concerned

9999 Not applicable (WSTATOR = 3-5, 9)

Blank No answer

## Filter

WSTATOR = 1, 2 (people in employment)

## Purpose

This information is valuable for estimating the degree of fluidity in the labour market and in identifying the areas of economic activity where the turnover of labour is rapid or otherwise. Along with the variable MSTARTWK, the variable could be used to monitor the promotion of flexibility combined with employment security.

## Implementation rules

### ➤ Renewed contracts

If a respondent has a contract that is renewed, for example yearly, without interruption, the year and the month should be those of the first contract. If there is a legal obligation that an interruption for a certain period of time is necessary before the renewal, this should nonetheless be considered as renewal (and not as a separate spell).

### ➤ Separate spells of employment

For employees, we are interested in continuous employment with their current employer. Any previous separate spells of work with their current employer with an interruption of the contract should be ignored. The year which the person started the most recent spell should be coded (e.g. seasonal workers).

### ➤ Company changed ownership

If the respondent's company or firm changed ownership, but his or her conditions of employment did not change, it should be treated as one continuous period of employment. However, if the respondent was made redundant and then re-employed by the new owners, enter the date on which they were re-employed.

### ➤ Employment agencies

People employed by employment agencies should answer when they started working continuously for this employment agency (despite the fact that in the case of temporary workers the branch of economic activity and the staff category should be based on the current local unit).

### ➤ Secondment

An employee who has been seconded to another organisation (public or private) should be treated as having no break in employment, IF they have signed a contract that is exactly the same as their existing contract.

### ➤ Self-employment



For the self-employed make it clear that we are interested in the length of time the respondent has been continuously self employed in the occupation of his current main job.

## **MSTARTWK – Col 47/48**

### **Periodicity**

QUARTERLY

### **Short description**

Month in which person started working for this employer or as self-employed

### **Codes**

01-12

9999 Not applicable (YSTARTWK=9999, blank or REFYEAR-YSTARTWK > 2)

Blank No answer

### **Filter**

YSTARTWK ≠ 9999, blank and REFYEAR – YSTARTWK ≤ 2 (people in employment, having started working for this employer or as self-employed less than two years ago)

### **Purpose**

This information is valuable for estimating the degree of fluidity in the labour market and in identifying the areas of economic activity where the turnover of labour is rapid or otherwise. Along with the variable MSTARTWK, the variable could be used to monitor the promotion of flexibility combined with employment security.

### **Implementation rules**

See note for YSTARTWK

## WAYJFOUN – Col 49

### Periodicity

YEARLY

### Short description

Involvement of the public employment office at any moment in finding the present job

### Codes

0 No

1 Yes

9 STAPRO  $\neq$  3 or has started this job more than 1 year ago

Blank No answer

### Filter

STAPRO = 3 and has started this job in the last twelve months

### Purpose

To assess the impact/effectiveness of public employment offices.

### Implementation rules

- The involvement of the public employment office should be effective, i.e. **having contributed to the finding of the current job**. It should be a role of putting in contact the employer and the employee by informing one of the existence of the other. “Putting in contact” should be interpreted broadly, and could simply involve the respondent seeing a job vacancy on the website of the employment office.
- Jobs found through the **home page** of the public employment office have also to be coded as **1**.
- When the action of public employment office is only to send the person to **training courses** or any other activities that improve the skills of job searchers and which had allowed the person to take this job, without putting the person in contact with his current employer, then the code 0 applies.

## FTPT – Col 50

### Periodicity

QUARTERLY

### Short description

Full-time/Part-time distinction

### Codes

1 Full-time job  
2 Part-time job  
9 WSTATOR  $\neq$  1, 2  
Blank No answer

### Filter

WSTATOR = 1, 2 (People in employment)

### Purpose

To study the flexibility of work arrangements, the evolution in the occurrence of this form of employment, and to calculate an underemployment indicator.

The variable could be used to monitor the promotion of flexibility combined with employment security.

### Definition

- A **part-time worker** is “an employed person whose normal hours of work are less than those of comparable full-time workers” (International Labour Conference, 81<sup>st</sup> session, 1994).

### Implementation rules

- The "comparable full-time workers" in the definition above should be the people who work in the same occupation in the same local unit. If the respondent is the single person working in his/her occupation, then the benchmark is the group of people working in the same occupation in his branch of industry.
- This variable refers to the main job.
- The distinction between full-time and part-time work should be made on the basis of a **spontaneous answer** given by the respondent.

# FTPTREAS – Col 51

## Periodicity

YEARLY

## Short description

Reasons for the part-time work

## Codes

- 1 Person is undergoing school education or training
  - 2 Of own illness or disability
  - 3 Looking after children or incapacitated adults
  - 4 Other personal or family reasons
  - 5 Person could not find a full-time job
  - 6 Of other reasons
  - 9 Not applicable (FTPT ≠ 2)
- Blank No answer

## Filter

FTPT = 2 (People working part-time)

## Purpose

To study the flexibility of work arrangements, the evolution in the occurrence of this form of employment. Used in examining the issue of reconciliation of work and family life, and measures to facilitate labour market participation.

## Implementation rules

- The **current main** reason for working part-time should be coded.
- **Code 3:**

Care includes **all care responsibilities**:

- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:

- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)

In both cases, they should be coded as **6**.

## TEMP – Col 52

### Periodicity

QUARTERLY

### Short description

Permanency of the job

### Codes

- 1 Person has a permanent job or work contract of unlimited duration
- 2 Person has temporary job/work contract of limited duration
- 9 Not applicable (STAPRO ≠ 3)
- Blank No answer

### Filter

STAPRO = 3 (Employees)

### Purpose

To measure the stability of employees' situations (quality at work) and the evolution in the occurrence of this form of employment.

The variable could be used to monitor the promotion of flexibility combined with employment security.

### Definition

- **Employees with a limited duration job/contract** (code 2) are employees whose the main job will terminate either after a period fixed in advance, or after a period not known in advance, but nevertheless defined by objective criteria, such as the completion of an assignment or the period of absence of an employee temporarily replaced.

### Implementation rules

- **Code 2 includes :**
  - Persons with a **seasonal job**
  - persons engaged by a **temporary employment agency** or business and hired out to a third party for the carrying out of a "work mission" (unless there is a work contract of unlimited duration with the employment agency or business)
  - Persons with **specific training contracts**.
- What is involved is the actual employment being time-limited under an agreement - not that he/she has, for example, considered stopping work in order to travel or attend college.
- Respondents who have a contract to do their job, which is expected to be **renewed**, for example, once a year, should be coded according to whether or not the respondents themselves consider their job to be of an unlimited duration.
- A person having a contract for a probationary period should be coded **2** (see definition of probationary period in the explanatory note of variable TEMPREAS).
- In case of **secondment from a permanent job**, the person should be considered as having a contract of unlimited duration, if the person has an assurance to go back to his previous job.

# TEMPREAS – Col 53

## Periodicity

YEARLY

## Short description

Reasons for having a temporary job/work contract of limited duration

## Codes

- 1 It is a contract covering a period of training (apprentices, trainees, research assistants, etc.)
- 2 Person could not find a permanent job
- 3 Person did not want a permanent job
- 4 It is a contract for a probationary period
- 9 Not applicable (TEMP ≠ 2)
- Blank No answer

## Filter

TEMP = 2 (Employees with a temporary job)

## Purpose

To be able to separate temporary jobs due to a training or selection process (code 1 and 4), and for other situations to determine whether these situations are wished or unwished.

The variable is used to monitor the promotion of flexibility combined with employment security.

## Definition

The **probationary period** is part of a selection process during which an employee new to a job is required to demonstrate fitness for the job by actual performance of the job's duties.

## Implementation rules

- In the case where **more than one category applies** temporary work in relationship with a period of training or trial period (Col. 53= 1 or 4) are priority reasons for a temporary job.
- The **current** reason of having a temporary job should be coded, even if it differs from the starting reason.

# TEMPDUR – Col 54

## Periodicity

QUARTERLY

## Short description

Total duration of temporary job or work contract of limited duration

## Codes

1	Less than one month
2	1 to 3 months
3	4 to 6 months
4	7 to 12 months
5	13 to 18 months
6	19 to 24 months
7	25 to 36 months
8	More than 3 years
9	Not applicable (TEMP ≠ 2)
Blank	No answer

## Filter

TEMP = 2 (Employees with a temporary job)

## Purpose

To assess the duration of temporary jobs.

The variable could be used to monitor the promotion of flexibility combined with employment security and the issue of precarious employment.

## Definition

- This refers to the total of the time already elapsed **plus** the time remaining until the end of the current contract.

## Implementation rules

- Code **2** should be interpreted as 1 month to less than 4 months, code 3 as 4 to less than 7 months and so on.
- Persons who have a contract to perform a task should be prompted for a best estimate for how long it would take.
- Respondents who have a contract to do their job, which is renewed, for example, once a year, should be coded referring to the current contract.



# TEMPAGCY – Col 55

## Periodicity

YEARLY

## Short description

Contract with a temporary employment agency

## Codes

0 No  
1 Yes  
9 Not applicable (STAPRO ≠ 3)  
Blank No answer

## Filter

STAPRO = 3 (Employees)

## Purpose

To assess the importance of temporary employment agencies in the labour market.

The variable could be used to monitor the promotion of flexibility combined with employment security.

## Definition

- A **temporary employment agency** is a firm which places workers with whom it has entered contracts of employment at the temporary disposal of user firms.

## Implementation rules

- **Work for a temporary employment agency** involves a triangular employment relationship between an employee who is paid by the employment agency but performs work for and under the supervision of a user enterprise.
- **Staff leasing is excluded here**; staff leasing applies in the case when the type of expert knowledge or experience needed by the user enterprise is matched by the economic activity of the service provider. The service provider has not a general intermediary function on the labour market.
- Staff **working directly** for the temporary employment agency (administrative tasks), i.e. not employed to perform any work for and under the supervision of a user enterprise, should be coded 0.
- Persons employed by an agency to perform work for and under the supervision of a user enterprise, but not performing any work during the reference week for and under the supervision of a user enterprise and who are asked to perform administrative or other tasks for the agency should anyway be coded as working for a temporary employment agency because this situation do not correspond to their usual situation.
- If a country has this information from other sources this variable can be imputed and the information does not have to be collected by interview.

- The “Economic activity of the local unit” (NACE3D) for persons with a contract with a temporary employment agency should be coded as the activity of the enterprise where they actually work and not in the industry of the agency which employs them.

### **Good practice**

- To ask who pays the salary in order to check the relationship between the employee and the temporary employment agency.

# SHIFTWK – Col 56

## Periodicity

YEARLY

## Short description

Shift work

## Codes

- 1 Person does shift work
- 2 Person never does shift work
- 9 Not applicable (STAPRO ≠ 3)
- Blank No answer

## Filter

STAPRO = 3 (Employees)

## Purpose

To provide statistics on various forms of working time arrangement.

The variable could be used to monitor the implementation on Directive 2003/88/EC of the European Parliament and of the Council of 4 November 2003 concerning certain aspects of the organisation of working time.

## Definition

- "**shift work**" means any method of organising work in shifts whereby workers succeed each other at the same work stations according to a certain pattern, including a rotating pattern, and which may be continuous or discontinuous, entailing the need for workers to work at different times over a given period of days or weeks (definition of the directive 2003/88/EC).

## Implementation rules

- Shift work usually involves work on unsocial hours in the early morning, at night or in the weekend and the weekly rest days do not always coincide with the normal rest days.
- Shift work should imply changes in the working schedule. Persons having **fixed assignment** to a given shift should not be considered as shift-workers, even if their working schedules are defined in their establishment in terms of shift work.

# EVENWK – Col 57

## Periodicity

YEARLY

## Short description

Evening work

## Codes

- 1 Person usually works in the evening
- 2 Person sometimes works in the evening
- 3 Person never works in the evening
- 9 Not applicable (WSTATOR =3-5, 9)
- Blank No answer

## Filter

WSTATOR = 1, 2 (Persons in employment)

## Purpose

Important variable to provide statistics on various forms of working time arrangement. To provide measurements relating to reconciliation between work and family life and for assessment of health related issue (see the night work convention of the ILO, and directive 2003/88/EC of 4.11.2003).

## Definition

- The definitions of evening and night vary considerably so that it is not easy to establish a strictly common basis for all Member States. Generally speaking, however, "evening work" must be considered to be work done after the usual hours of working time in this Member State, but before the usual sleeping hours. This implies the possibility of sleeping at normal times (whereas "night work" implies an abnormal sleeping pattern).

## Implementation rules

The criterion applied to code this variable is the actual frequency within a reference period of four weeks. Therefore:

- **Code 1:** "Usually" in this context should be interpreted to mean: working during the evenings at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- **Code 2:** "Sometimes" in this context should be interpreted to mean: working during the evenings less than half of the days worked, but a least one hour in a reference period of four weeks preceding the end of the reference week.
- **Code 3:** "Never" in this context should be interpreted to mean: working during the evenings on no occasion in a reference period of four weeks preceding the end of reference week.

# NIGHTWK – Col 58

## Periodicity

YEARLY

## Short description

Night work

## Codes

- 1 Person usually works at night
- 2 Person sometimes works at night
- 3 Person never works at night
- 9 Not applicable (WSTATOR =3-5,9)
- Blank No answer

## Filter

WSTATOR = 1, 2 (Persons in employment)

## Purpose

Important variable to provide statistics on various forms of working time arrangement. To provide measurements relating to intrusion of work into family life and for assessment of health related issue (see the night work convention of the ILO, and directive 2003/88/EC of 4.11.2003).

## Definition

- Bearing in mind the definitional problems discussed under EVENWK (Col. 57), "night work" must be generally considered to be work done during the usual sleeping hours. This implies an abnormal sleeping pattern (whereas "evening work" implies the possibility of sleeping at normal times). As foreseen by directive 2003/88/EC, the definition of usual sleeping hours can vary by country but, in any case, it should include hours between midnight and 5 a.m.

## Implementation rules

The criterion applied to code this variable is the actual frequency within a reference period of four weeks. Therefore:

- **Code 1:** "Usually" in this context should be interpreted to mean: working during the nights at least half of the days worked in a reference period of four weeks preceding the end of the reference week.
- **Code 2:** "Sometimes" in this context should be interpreted to mean: working during the nights less than half of the days worked, but a least one hour in a reference period of four weeks preceding the end of the reference week.
- **Code 3:** "Never" in this context should be interpreted to mean: working during the nights on no occasion in a reference period of four weeks preceding the end of reference week.

# SATWK – Col 59

## Periodicity

YEARLY

## Short description

Saturday work

## Codes

- 1 Person usually works on Saturdays
- 2 Person sometimes works on Saturdays
- 3 Person never works on Saturdays
- 9 Not applicable (WSTATOR =3-5,9)
- Blank No answer

## Filter

WSTATOR = 1, 2 (Persons in employment)

## Purpose

Important variable to provide statistics on various forms of working time arrangement. To provide measurements relating to reconciliation between work and family life and for assessment of health related issue (see the night work convention of the ILO, and directive 2003/88/EC of 4.11.2003).

## Implementation rules

The criterion applied to code this variable is the actual frequency within a reference period of four weeks. Therefore:

- **Code 1:** "Usually" in this context should be interpreted to mean: working at least two of the Saturdays in a reference period of four weeks preceding the end of the reference week.
- **Code 2:** "Sometimes" in this context should be interpreted to mean: working on one Saturday (at least one hour) in a reference period of four weeks preceding the end of the reference week.
- **Code 3:** "Never" in this context should be interpreted to mean: working on Saturdays on no occasion in a reference period of four weeks preceding the end of reference week.

# SUNWK – Col 60

## Periodicity

YEARLY

## Short description

Sunday work

## Codes

- 1 Person usually works on Sundays
- 2 Person sometimes works on Sundays
- 3 Person never works on Sundays
- 9 Not applicable (WSTATOR =3-5, 9)
- Blank No answer

## Filter

WSTATOR = 1, 2 (Persons in employment)

## Purpose

Important variable to provide statistics on various forms of working time arrangement. To provide measurements relating to reconciliation between work and family life and for assessment of health related issue (see the night work convention of the ILO, and directive 2003/88/EC of 4.11.2003).

## Implementation rules

The criterion applied to code this variable is the actual frequency within a reference period of four weeks. Therefore:

- **Code 1:** "Usually" in this context should be interpreted to mean: working at least two of the Sundays in a reference period of four weeks preceding the end of the reference week.
- **Code 2:** "Sometimes" in this context should be interpreted to mean: working on one Sunday (at least one hour) in one occasion in a reference period of four weeks preceding the end of the reference week.
- **Code 3:** "Never" in this context should be interpreted to mean: working on Sundays on no occasion in a reference period of four weeks preceding the end of reference week.

## HWUSUAL – Col 61/62

### Periodicity

QUARTERLY

### Short description

Number of hours per week usually worked in the main job

### Codes

00 Usual hours cannot be given because hours worked vary considerably from week to week or from month to month

01-98 Number of hours usually worked in the main job

99 Not applicable (WSTATOR =3-5, 9)

Blank No answer

### Filter

WSTATOR = 1, 2 (Persons in employment)

### Purpose

The variable is necessary in order to provide a benchmark against which the actual situation can be measured. The variable is used to monitor the implementation of the directive 2003/88/EC of 4.11.2003, as well as most of the employment guidelines.

### Definition

- **Usual hours worked** are the modal value of the actual hours worked per week (see definition of HWACTUAL, col 63/64) over a long reference period, excluding weeks when an absence from work occurs (e.g. holidays, leaves, strikes, ...).

### Implementation rules

- The "**long reference period**" mentioned in the definition is at least the last four weeks and at most the last three months without counting any absence from work.
- When such a long reference period cannot be identified (because the working hours vary from week to week, or the person has just started a new job), a **proxy** can be accepted:
  - the contractual hours of work in the reference week, for those who have an employment contract, plus regular overtime if the worker is expected to work overtime
  - an average of the actual hours worked in the last four weeks, plus the hours of absence of work in the last four weeks.

For example, when a person works every second week 40 hours and the next week 0 hours, the usual hours should be calculated as 20 hours. The reasons for the differences between this average and the actual hours worked should be "variable hours", i.e. either '01' or '07' in the variable HOURREAS.

- The implementation rules mentioned for HWACTUAL (col 63/64) about main meal breaks, on-call time, travelling time, training time, working at home, teachers and farmers also apply to HWUSUAL.
- **People absent for a long period:**



For people in employment who last worked before the long reference period of at least four weeks, the usual hours worked should refer to the situation immediately before the start of the extended absence from work. Thus the usual hours of work of persons on maternity leave refer to the usual hours as they would have been identified had the person been asked in the week before starting the maternity leave.

- For people who have different working time arrangement depending on **seasons**, the usual hours worked should refer to the current season.

### **Good practice**

- For employees covered by an employment contract, contractual hours of work plus overtime that the employee is expected to work **regularly** according to his or her contract should be included.

# HWACTUAL – Col 63/64

## Periodicity

QUARTERLY

## Short description

Number of hours actually worked during the reference week in the main job

## Codes

00 Persons having a job or business and not having worked at all in the main activity during the reference week

01-98 Number of hours actually worked in the main job during the reference week

99 Not applicable (WSTATOR=3-5, 9)

Blank No answer

## Filter

WSTATOR = 1, 2 (Persons in employment)

## Purpose

This variable provides a direct measurement of the labour input and, together with HWACTUA2, is a basis for all measurements of total hours worked. The variable is used to monitor several employment guidelines. It is essential to study hours worked in relation with National Accounts.

## Definition

- **Actual hours worked** in the reference week are the hours the person spends in work activities during the reference week. **Work activities should include:**
  - production activities: activities when directly engaged in the production of good or services as defined in the European System of Accounts.
  - ancillary activities: activities not directly intended for the production of goods or services but which are necessary to enable such production (such as travel between places of work, personnel management)
  - short pauses: interruptions in the production or ancillary activities that are the necessary consequence of the organisation of the work activities or the use of labour, such as short rest periods (incl. coffee breaks)
  - education and training which is necessary for successfully carrying out of either the production or ancillary activities.
- Actual hours worked should exclude:**
  - travel time between home and the place of work
  - the main meal breaks
  - absences from work within the working period for personal reasons (such as visits to the doctor).
  - education and training hours which are not necessary for carrying out the production or ancillary activities.

## Implementation rules

- **Main meal breaks** are breaks taken to have a lunch or dinner. In general they last at least 30 minutes.

➤ **Actual hours worked should include** time spent at the place of work such as preparing the site, repair and maintenance work, the preparation and cleaning of the tools, and the making-out of receipts, invoices, records of the length of time worked and other reports.

➤ **On-call time**

The directive 2003/88/EC defines on-call time as the “period during which the worker has the obligation to be available at the workplace in order to intervene, at the employer's request, to carry out his activity or duties”<sup>2</sup>.

The workplace is defined as “the place or places where the worker normally carries out his activities or duties and which is determined in accordance with the terms laid down in the relationship or employment contract applicable to the worker”.

The inactive part of on-call time is the “period during which the worker is on-call, but not required by his employer to carry out his activity or duties”.

The active part of on-call time should be obviously included in the working hours.

The idle part at the workplace (e.g. sleeping hours in a hospital for a doctor) should be included in the working hours, as the worker must be in a state of readiness.

The inactivity outside the normal workplace is not work activity unless the burden or the restrictions placed on the worker are too high, such requirement to wear uniforms, to stay in a special accommodations outside the workers home.

➤ **Training time**

For employees, training time should be included if **one of** the three following statements is true:

- the participation of the employee is required by the employer
- the training takes place inside normal working hours
- the training is directly connected to the current job

➤ **Treatment of travelling time for business trips**

For purely business trips, related to the current job, travelling time has to be considered as time spent in ancillary activities, and then to be included in actual hours worked.

➤ **Working hours not paid by the employer (including unpaid overtime)**

For employees, the hours have not to be explicitly required by the employer, but it has to be hours spent in activities related to the job that the employee is paid for. The hours spent in such activities but not recognised by the employer should be included in actual hours worked.

➤ **Working at home**

The time spent at home in working activities directly related to the current job has to be taken into account in the actual working hours (and also in the usual, if they occur regularly).

➤ **Teachers**

Usually the teachers employment contracts refer to weekly hours spent in the classroom. However, all actual hours worked directly related to teaching have to be considered. It particularly includes teaching in or out the class, preparation and planning the course, marking, attending meetings and conferences related to teaching. Supervision of school trips where attendance is required should be included (sleeping hours during school trips should be excluded).

---

<sup>2</sup> Remark: There are two definitions of “on-call” The working time directive essentially refers to what is called “stand-by” in the US. In the 2001 and 2004 ad hoc modules on working time arrangements “on-call” was defined differently as a contractual arrangement when the worker only works when called without the obligation either to perform the duty or for the employer to guarantee the work. In UK English this would be called zero-hours arrangement (example: babysitters).

➤ **Farmers**

Hours spent in running the farm, preparing the production for selling, supervising employees, as well as hours spent in commercial and administrative tasks linked to the farm should be counted here.

Hours spent in production only designated to own consumption, and hours spent in the farm without doing anything connected to the agricultural business should be excluded.

# HWOVERP – Col 65/66

## Periodicity

QUARTERLY

## Short description

Paid overtime in the reference week in the main job

## Codes

00-98 Number of paid overtime hours

99 Not applicable (STAPRO  $\neq$  3)

Blank No answer

## Filter

STAPRO = 3 (Employees)

## Purpose

To measure the adjustment of the workforce to production and services needs and the analysis of workloads.

The variable is essential to study hours worked in relation with National Accounts. It could also be used to monitor the matching of labour market needs.

## Definitions

- **Overtime hours** are the number of hours actually worked by an employee in excess of his or her contractual hours of work.
- **Contractual hours of work** are the hours the employee is expected to work in the reference week as predetermined (by order of preference) by an individual contract between the employer and the employee, by convention at the enterprise level, by collective agreement or by legislation.
- **Paid overtime hours** are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is entitled to compensation, in pay, kind or compensatory leave.

## Implementation rules

- When the person does not know his contractual hours the benchmark should be the general number of hours foreseen by the legislation for full-time workers.
- Contractual hours used as benchmark to calculate the overtime hours (contractual or normal hours) **should exclude** the hours of absence from work during the reference week (free days, leaves, holidays, ...).
- **Flexitime arrangement** is an agreement between the employer and the employee that requires an employee to be at work during a specified core period, but lets them otherwise arrange their hours to suit themselves. During a specific period (a fortnight, a month, a year), the employer and the employee agree on a given number of hours, but the pattern of work can vary from week to week. In this case, only **hours outside the flexitime arrangement should be overtime hours**. If these working hours are paid as overtime hours, then they should be included here.
- **Working time banking: extra working hours** (hours in addition to contractual hours of work) performed in the reference week, and **recuperated later** (additional leave or period of rest after the reference week) should be included in overtime hours in the reference week. As there are entitled to compensatory leave, then they should be

considered as paid overtime. Daily overtime compensated by time off during the reference week should be excluded here.

- For **teachers**, paid overtime is time spent in paid courses in excess of their regular contract.

## HWOVERPU – Col 67/68

### Periodicity

QUARTERLY

### Short description

Unpaid overtime in the reference week in the main job

### Codes

00-98 Number of unpaid overtime hours

99 Not applicable (STAPRO  $\neq$  3)

Blank No answer

### Filter

STAPRO = 3 (Employees)

### Purpose

This variable is essential to study hours worked in relation with National Accounts. It could also be used to monitor the matching of labour market needs.

### Definition

- **Unpaid overtime hours** are the number of hours actually worked by an employee in excess of his or her contractual or normal daily or weekly hours of work for which the employee is **not** entitled to compensation, in pay, kind or compensatory leave.

### Implementation rules

- For employees, the hours have not to be explicitly required by the employer, but it has to be hours spent in activities related to the job that the employee is paid for. The hours spent in such activities but not recognised by the employer should be included in **unpaid overtime**.
- **Flexitime arrangement** is an agreement between the employer and the employee that requires an employee to be at work during a specified core period, but lets them otherwise arrange their hours to suit themselves. During a specific period (a fortnight, a month, a year), the employer and the employee agree on a given number of hours, but the pattern of work can vary from week to week. In this case, only **hours outside the flexitime arrangement should be overtime hours**. If these working hours are not paid as overtime hours, then they should be included here.
- **Working time banking: extra working hours** (hours in addition to contractual hours of work) performed in the reference week, and **recuperated later** (additional leave or period of rest after the reference week) should be considered as paid overtime and excluded for this variable. Daily overtime compensated by time off during the reference week should also be excluded here.
- For **teachers**, unpaid overtime are hours spent in the preparation of the courses done in addition to their regular contract.

### Good practice

- To ask HWOVERP and HWOVERPU separately, otherwise if the interviewer asks first the “total overtime”, the answer he often directly gets is the amount of “paid overtime”.

# HOURREAS – Col 69/70

## Periodicity

QUARTERLY

## Short description

Main reasons for hours actually worked during the reference week being different from the person's usual hours

## Codes

Person has worked more than usual ( $HWACTUAL > HWUSUAL$ ) due to:

- 01 variable hours
- 16 overtime
- 02 other reasons

Person has worked less than usual ( $HWACTUAL < HWUSUAL$ ) due to:

- 03 bad weather
- 04 slack work for technical or economical reasons
- 05 labour dispute
- 06 education or training
- 07 variable hours (e.g. flexible working hours)
- 08 own illness, injury or temporary disability
- 09 maternity or parental leave
- 10 special leave for personal or family reason
- 11 annual holidays
- 12 bank holidays
- 13 start of/change in job during reference week
- 14 end of job without taking up a new one during reference week
- 15 other reasons

97 Person having worked usual hours during the reference week

( $HWUSUAL = HWACTUAL = 01-98$ )

98 Person whose hours vary considerably from week to week or from month to month and who did not state a reason for a divergence between the actual and usual hours

( $HWUSUAL = 00$  &  $HOURREAS \neq 01-16$ )

99 Not applicable ( $WSTATOR = 2-5,9$  or  $HWUSUAL = \text{blank}$  or  $HWACTUAL = \text{blank}$ )

Blank No answer

## Filter

$HWUSUAL = 00-98$  &  $HWACTUAL = 00-98$  &  $WSTATOR = 1$  (Persons in employment who worked at least one hour during the reference week)

## Purpose

To assess the importance of determinants of the difference between actual and usual hours. It is necessary to study hours worked in relation with National Accounts.

## Implementation rules

- This question should also be asked of those persons who did not state their usual hours (Cols. 61/62 = 00). They may know if they have worked considerably more or less than usual even if they cannot give a number for their usual hours.
- In a case where **more than one reason applies**, the reason to be coded is that which explains the greatest number of hours. In the case where the same number of hours is



justified by **different reasons**, the following rule should be applied: if one of these reasons is “overtime” then code 16 should be coded, otherwise the lowest code should be coded.

- **Code 01** applies in case of flexitime arrangement (see pp. 61-62).
- **Code 04:** This includes difficulties such as **plant breakdown** or materials shortage; see also note below on Code 05.
- **Code 05:** This code only applies to persons who were directly involved in a **labour dispute**. Other persons who did not work because production in the establishment was impeded by a labour dispute (thus causing a shortage in material supplies, for example) are coded 04.
- **Code 09: Maternity leave** is first given to the mother (but may include the leave of the father in the case of a transfer of the entitlements) and corresponds to the compulsory or statutory period of the leave stipulated by national legislation to ensure that mothers before and after childbirth have sufficient rest, or for a period to be specified according to national circumstances. **Paternity leave** should be included here.
- **Code 09: Parental leave** can be taken either by the mother or the father and is the interruption of work in the case of childbirth or to bring up a child of young age. It should correspond to the statutory period provided by the national legislation. This code is used only for those persons on statutory parental leave (legal or contractual). Any other leave taken for reasons of child-bearing or rearing is coded 10: "special leave for personal or family reasons".
- **Code 16: Overtime** includes paid and unpaid overtime as defined for variables HWOVERP and HWOVERPU.

### **Member States specific cases**

- In some countries, a non-working day (e.g. Saturday) can be transformed into a working day. If it is the main reason for hours actually worked during the reference week being higher than the person’s usual hours, the correct codification for this variable is **02**.

# WISHMORE – Col 71

## Periodicity

QUARTERLY

## Short description

Wish to work usually more than the current numbers of hours

## Codes

0 No  
1 Yes  
9 Not applicable (WSTATOR= 3-5, 9)  
Blank No answer

## Filter

WSTATOR=1, 2 (Persons in employment)

## Purpose

This variable is necessary to identify persons in underemployment, particularly to check the first criteria of the ILO definition of underemployment: “willing to work additional hours” (see the definition below) to approach the ILO definition.

## Definition

ILO definition [16<sup>th</sup> ICLS, October 1998]:

Persons **in time-related underemployment** comprise all persons in employment, as defined in current international guidelines regarding employment statistics, who satisfy the following three criteria during the reference period used to define employment:

- (a) "willing to work additional hours", i.e. wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in any of their current jobs; or a combination of the above. In order to show how "willingness to work additional hours" is expressed in terms of action which is meaningful under national circumstances, those who have actively sought to work additional hours should be distinguished from those who have not. Actively seeking to work additional hours is to be defined according to the criteria used in the definition of job search used for the measurement of the economically active population, also taking into account activities needed to increase the hours of work in the current job;
- (b) "available to work additional hours",
- (c) "worked less than a threshold relating to working time".

## Implementation rules

- The question should refer to the **usual working hours in all the jobs**, regardless of the hours actually worked during the reference week.

## Good practice

- Ask this question after the questions about the second job.
- In the question, specify that working more implies a corresponding increase of salary

## WAYMORE – Col 72

### Periodicity

YEARLY

### Short description

Way that a person can work more

### Codes

- 1 Through an additional job
- 2 Through a job working more hours than the present jobs
- 3 Only with the present jobs
- 4 In any of the above ways
- 9 Not applicable (WISHMORE  $\neq$  1)
- Blank No answer

### Filter

WISHMORE = 1 (Persons in employment who wants to work more)

### Purpose

This variable is necessary for the analysis of underemployment

### Implementation rules

- **Code 4:** This code applies to those persons who would like to work a greater number of hours with none of the restrictions set out in codes 1 to 3.

## **HWWISH – Col 73/74**

### **Periodicity**

QUARTERLY

### **Short description**

Number of hours that the person would like to work in total

### **Codes**

01-98 Number of hours wished to work in total

99 Not applicable (WSTATOR=3-5,9)

### **Filter**

WSTATOR=1, 2 (Persons in employment)

### **Purpose**

To provide an estimate of the volume of underemployment

### **Implementation rules**

- This variable should include the total number of working hours the person would like to work.

### **Good practice (currently in discussion in the TF)**

- In case of the person who wants to **work more**, the interviewer may specify that the question should be understood as “wish to work more taking into account potential income increases”.
- In case of the person who wants to **work less**, the interviewer may specify that the question should be understood as “wish to work less taking into account potential income losses”.

# HOMEWK – Col 75

## Periodicity

YEARLY

## Short description

Working at home

## Codes

- |   |                                |
|---|--------------------------------|
| 1 | Person usually works at home   |
| 2 | Person sometimes works at home |
| 3 | Person never works at home     |
| 9 | Not applicable                 |

## Filter

WSTATOR=1, 2 (Persons in employment)

## Purpose

The variable is necessary in order to assess the reconciliation of family and work life as well as flexible working arrangements.

## Definition

Working at home means doing any productive work related to the person's current job(s) at home.

## Implementation rules

- This concept applies also to self-employed people, for example in artistic or professional activities, who work wholly or partly at home, often in a part of their living accommodation set aside for the purpose.
- However, if the place of work comprises a **separate unit** (for example, a doctor's surgery or tax consultant's practice) which is adjacent to the person's home but contains a separate entrance, then work performed there should not be considered to be done "at home".
- Similarly, a **farmer** is not to be regarded as working "at home" when he is occupied in fields or buildings adjacent to his house.
- Other typical examples of "working at home" include **travelling salesmen** who prepare at home for appointments with clients which are then held at the clients' offices or homes, or persons who do typing or knitting work which on completion is sent to a central location.

The criterion applied to code this variable is the actual frequency within a reference period of four weeks. Therefore:

- **Code 1:** "Usually" in this context should be interpreted to mean: working at home half of the days worked in a reference period of four weeks preceding the end of the reference week.
- **Code 2:** "Sometimes" in this context should be interpreted to mean: working at home less than half of the days worked, but a least one hour in a reference period of four weeks preceding the end of the reference week.
- **Code 3:** "Never" in this context should be interpreted to mean: working at home on no occasion in a reference period of four weeks preceding the end of reference week.

## LOOKOJ – Col 76

### Periodicity

QUARTERLY

### Short description

Looking for another job

### Codes

0 Person is not looking for another job  
1 Person is looking for another job  
9 Not applicable (WSTATOR=3-5, 9)  
Blank No answer

### Filter

WSTATOR=1,2 (Persons in employment)

### Purpose

This variable is necessary to analyse the underemployment and, together with variable LOOKREAS, to indicate a person's attachment to their current employment.

### Implementation rules

- The reference period of the question should be the four weeks preceding the end of the reference week.
- Should be considered as searching employment (code 1) people who are looking for a different job at the current employer, as well as people who has applied for a permanent position on the same job that they are now performing.
- Self-employed people may interpret 'looking for additional job' as trying to increase their present business. Looking for additional clients is not enough to be coded 1 here. Self-employed people should be coded 1 for this question if they were looking for a job as employee or if they were looking for a *different business* in the reference week.

# LOOKREAS – Col 77

## Periodicity

YEARLY

## Short description

Main reason for looking for another job

## Codes

- 1 of risk or certainty of loss or termination of present jobs
- 2 actual jobs are considered as transitional job
- 3 seeking an additional job to add more hours to those worked in present jobs
- 4 seeking a job with more hours worked than in present jobs
- 5 seeking a job with fewer hours worked than in present jobs
- 6 of wish to have better working conditions (e.g. pay, working or travel time, quality of work)
- 7 of other reasons
- 9 Not applicable (LOOKOJ  $\neq$  1)
- Blank No answer

## Filter

LOOKOJ=1 (Persons in employment who are looking of another job)

## Purpose

This variable is necessary for the analysis of underemployment. Codes 3, 4 and 5 give a better picture of the working hours related aspects of jobs:

- if it is a job with more hours worked or fewer hours (code 4 or 5),
- if it is a second job (code 3)

It also identifies people looking for better working conditions or at risk or certain of losing their present job.

## Implementation rules

- When more than one reason had been mentioned the order of priority should be 1, 3, 4, 5, 6, 2, and 7, with 1 being the highest priority.

## **EXIST2J – Col 78**

### **Periodicity**

QUARTERLY

### **Short description**

Existence of more than one job or business

### **Codes**

- 1 Person had only one job or business during the reference week
- 2 Person had more than one job or business during the reference week (not due to change of job or business)
- 9 Not applicable (WSTATOR=3-5, 9)
- Blank No answer

### **Filter**

WSTATOR=1, 2 (Persons in employment)

### **Purpose**

To assess the number of people with multiple jobs.

The variable is necessary to study hours worked in relation with National Accounts.

### **Implementation rules**

See page 5 "Reference to main job and second job"

- Under the same circumstances, the same rules as for main job applies to determine whether the person is employed in his second job or not.



## **STAPRO2J – Col 79**

### **Short description**

Professional status (in the second job)

### **Periodicity**

QUARTERLY

### **Codes**

- 1 Self-employed with employees
  - 2 Self-employed without employees
  - 3 Employee
  - 4 Family worker
  - 9 Not applicable (EXIST2J= 1, 9, blank)
- Blank No answer

### **Filter**

EXIST2J=2 (Persons had more than one job or business)

### **Purpose**

To determine the employment status in all jobs (first and second).

### **Implementation rules**

- See notes to Col. 27.

## **NACE2J2D – Col 80/81**

### **Periodicity**

QUARTERLY

### **Short description**

Economic activity of the local unit (in the second job)

### **Codes**

NACE Rev.2 (see Annex II)

00 Not applicable (EXIST2J= 1, 9, blank)

Blank No answer

### **Filter**

EXIST2J=2 (Persons had more than one job or business)

### **Purpose**

To calculate breakdowns by economic sector of all jobs (first and second).

### **Implementation rules**

- The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities. For the term "local unit" see notes to Cols. 29/31.

## HWACTUA2 – Col 82/83

### Periodicity

QUARTERLY

### Short description

Number of hours actually worked during the reference week in the second job

### Codes

00 Persons not having worked in the second job during the reference week  
01-98 Number of hours actually worked in the second job during the reference week  
99 Not applicable (EXIST2J= 1, 9, blank)  
Blank No answer

### Filter

EXIST2J=2 (Persons had more than one job or business)

### Purpose

This variable provides a direct measurement of the labour input and is thus a basis for all measurements of total hours worked. This variable is also necessary to study hours worked in relation with National Accounts.

### Definition

See notes to col 63/64

The number of hours given here corresponds to the number of hours the person actually worked during the reference week in the second job. This includes all hours including **extra hours** regardless of whether they were paid or not. **Travel time** between home and the place of work as well as the main meal breaks (normally taken at midday) are excluded.

### Implementation rules

- Persons who have also worked **at home** (within the definitions given in the notes to Col. 75) are asked to include the number of hours they have worked at home. Apprentices, trainees and other persons in vocational training are asked to exclude the time spent in school or other special training centres.
- If the number of hours given by the respondent is not a complete number of hours the number should be **rounded** (ex: 37.5 hours should be coded 38).

## **EXISTPR – Col 84**

### **Periodicity**

QUARTERLY

### **Short description**

Existence of previous employment experience

### **Codes**

0 Person has never been in employment (purely occasional work, such as vacation work, compulsory military or community service is not to be considered as employment)

1 Person has already been in employment (purely occasional work, such as vacation work, compulsory military or community service is not to be considered as employment)

9 Not applicable (WSTATOR=1, 2 or 9)

Blank No answer

### **Filter**

WSTATOR = 3-5 (People not in employment)

### **Purpose**

This column is used to define whether a person without employment has previously been in employment and, if so, Cols. 85/88 and 89/90 provide information on the month and year in which he/she last worked.

### **Implementation rules**

- The previous employment experience should be an employment for pay or profit.
- A person who only has in his work experience non-paid traineeships should be coded 0 here.
- For people on lay-off (WSTATOR= 3), this question refers to the job that they have been laid-off.
- In the case of a student who had been continuously performing PAID work alongside with studies, then that experience should be looked upon as a previous work experience, even if the amount of hours was limited.

## YEARPR – Col 85/88

### Periodicity

QUARTERLY

### Short description

Year in which person last worked

### Codes

4 digits of the year in which person last worked

9999 Not applicable (EXISTPR=0, 9, blank)

Blank No answer

### Filter

EXISTPR = 1 (People not in employment and having a previous employment experience)

### Purpose

In the case of unemployed persons, variable YEARPR and MONTHPR are used, along with the duration of search for work (Col. 102), to estimate the duration of unemployment. The duration of unemployment is defined as the shorter of these two periods (i.e. time out of work spent in active search for employment). For people who have never worked, only the answer to col. 102 is used.

### Implementation rules

- Although **compulsory military or community service** is not regarded as employment in the framework of the survey, respondents who, after having left their last job, were conscripts on compulsory military or community service should indicate the month and year in which they completed this service in order that this period is not counted in the unemployment duration.
- For people on lay-off, this question refers to the job that they have been laid-off.
- Purely occasional job or vacation work does not include small jobs that are extended over a longer period of time, such as students working few hours every weekend during the school-year.

## MONTHPR – Col 89/90

### Periodicity

QUARTERLY

### Short description

Month in which person last worked

### Codes

01-12 Enter the number of the month in which person last worked

99 Not applicable (YEARPR=9999, blank or REFYEAR-YEARPR>2)

Blank No answer

### Filter

YEARPR  $\neq$  9999, blank & REFYEAR-YEARPR  $\leq$  2 (People not in employment, having a previous employment experience who had stopped work within two years)

### Purpose

In the case of unemployed persons, variable YEARPR and MONTHPR are used, along with the duration of search for work (Col. 102), to estimate the duration of unemployment. The duration of unemployment is defined as the shorter of these two periods (i.e. time out of work spent in active search for employment). For people who have never worked, only the answer to code 102 is used.

### Implementation rules

- Although **compulsory military or community service** is not regarded as employment in the framework of the survey, respondents who, after having left their last job were conscripts on compulsory military or community service should indicate the month and year in which they completed this service in order that this period is not counted in the unemployment duration.
- For people on lay-off, this question refers to the job that they have been laid-off.

# LEAVREAS – Col 91/92

## Periodicity

YEARLY

## Short description

Main reason for leaving last job or business

## Codes

- 00 Dismissed or made redundant
  - 01 A job of limited duration has ended
  - 02 Looking after children or incapacitated adults
  - 03 Other personal or family responsibilities
  - 04 Own illness or disability
  - 05 Education or training
  - 06 Early retirement
  - 07 Normal retirement
  - 08 Compulsory military or community service
  - 09 Other reasons
  - 99 Not applicable (EXISTPR=0, 9, blank, or EXISTPR=1 and did not work in last 8 years)
- Blank No answer

## Filter

EXISTPR=1 and REFYEAR -YEARPR<8 (People not in employment, having a previous employment experience and who had stopped work within eight years)

## Purpose

This variable is used for the analysis of the economically inactive persons.

## Implementation rules

➤ Due to recall problems this variable is restricted to **those who had stopped work within the last 8 years**, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

➤ **Code 00: Dismissed or made redundant**

This code is used for employees whose employment ended involuntarily. It includes those employees who were dismissed, made redundant, or lost their job because their employer either went out of business, or sold or closed down the business.

➤ **Code 01: A job of limited duration has ended**

This code is used for employees who declare that their last job was temporary and came to an end, or that they had a formal work contract which was completed. This also applies to seasonal and casual jobs.

➤ **Code 02: Looking after children or incapacitated adults**

Care includes **all care responsibilities**:

- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:

- Care as a job (it means that care done in a professional capacity is excluded).

- Care as a volunteer work (e.g. for a charity organisation)

In both cases, they should be coded as **09**.

➤ **Code 03: Other personal or family responsibilities**

Other personal or family responsibilities may include marriage, pregnancy, long vacation etc. However, if the respondent left his/her job because of personal health-related reasons then code 04 should be used.

➤ **Code 06: Early retirement**

This code applies to those employees who have taken the early retirement option due to economic factors (labour market problems, difficulties in specific sectors of the economy, etc.), before the normal retirement age in his activity. If the respondent retired from his/her job at the normal retirement age then code 07 should be used.

➤ **Code 09: Other reasons**

This code is used where none of the codes 00-08 applies, including cases where the person has resigned from his job for reasons (such as personal dissatisfaction) not covered by any of the other codes. Self-employed persons who went out of business, or sold or closed down the business should also be coded 09. People on lay-off should also belong to this category.



## STAPROPR – Col 93

### Periodicity

QUARTERLY only if having worked in the last 12 months

YEARLY otherwise

### Short description

Professional status in last job

### Codes

- 1 Self-employed with employees
- 2 Self-employed without employees
- 3 Employee
- 4 Family worker
- 9 Not applicable (EXISTPR=0, 9, blank, or EXISTPR=1 and did not work in last 8 years)
- Blank No answer

### Filter

EXISTPR=1 and REFYEAR -YEARPR<8 (People not in employment, having a previous employment experience and who had stopped work within eight years)

### Purpose

To know the previous professional status of the persons not in employment, in order to analyse the unemployed population or the economically active persons.

### Implementation rules

- See notes for col 27
- Due to recall problems this variable is restricted to **those who had stopped work within the last 8 years**, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.
- For people on lay-off, this question refers to the job that they have been laid-off.

## NACEPR2D – Col 94/95

### Periodicity

QUARTERLY if having worked in the last 12 months

YEARLY otherwise

### Short description

Economic activity of the local unit in which person last worked

### Codes

NACE Rev.2 (see Annex II)

00 Not applicable (EXISTPR=0, 9, blank, or EXISTPR=1 and did not work in last 8 years)

Blank No answer

### Filter

EXISTPR=1 and REFYEAR -YEARPR<8 (People not in employment, having a previous employment experience and who had stopped work within eight years)

### Purpose

To know the previous economic activity of the persons not in employment, in order to analyse the unemployed population or the economically inactive persons.

### Implementation rules

See notes for col 29/31

➤ The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities. For the term "local unit", see notes to Cols. 29/31.

➤ Due to recall problems this variable is restricted to **those who had stopped work within the last 8 years**, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.

➤ For people on lay-off (WSTATOR=3), this question refers to the job that they have been laid-off.

## ISCOPR3D – Col 96/98

### Periodicity

QUARTERLY if having worked in the last 12 months

YEARLY otherwise

### Short description

Occupation of last job

### Codes

ISCO-08 (see Annex III)

999 Not applicable (EXISTPR=0, 9, blank, or EXISTPR=1 and did not work in last 8 years)

### Filter

EXISTPR=1 and REFYEAR -YEARPR<8 (People not in employment, having a previous employment experience and who had stopped work within eight years)

### Purpose

To know the previous occupation of the persons not in employment, in order to analyse the unemployed population or the economically active persons.

### Implementation rules

See notes for col 32/35

- This should be coded according to the ISCO-08 classification provided in Annex III.
- Due to recall problems this variable is restricted to **those who had stopped work within the last 8 years**, nevertheless if the person has not answered in which year they have last worked, he/she should answer the present question.
- For people on lay-off, this question refers to the job that they have been laid-off.

# SEEKWORK – Col 99

## Periodicity

QUARTERLY

## Short description

Seeking employment during previous four weeks

## Codes

- 1 Person has already found a job which will start within a period of at most 3 months
- 2 Person has already found a job which will start in more than 3 months and is not seeking employment
- 3 Person is not seeking employment and has not found any job to start later
- 4 Person is seeking employment
- 9 Not applicable (WSTATOR=1, 2 or 9 and SIGNISAL  $\neq$  3) or Age equal or greater than 75

## Filter

(WSTATOR=3-5 or SIGNISAL=3) and Age<75 (People between 15 and 74 years old and not in employment or having an attachment to a job from which is absent for more than three months and receive a compensation of less than half of his previous salary)

## Purpose

Key variable to determine whether the person is unemployed or inactive.

## Implementation rules

- The period of reference for this variable is the **last four weeks ending with the reference week**, in order to remain consistent with the variables concerning the methods used during the previous four weeks.
- Due to the importance of this question in defining the unemployed, every effort should be made to ensure that an answer is given to this question. 'Blanks' are not allowed. Those people not seeking employment are questioned on their willingness to work at Col. 116.
- Persons coded 2 are considered as 'not searching anymore' since they have already found a job. In case they are still searching for a work, they should be coded as 4.
- To have the period of reference specifically referred to in the question wording.

- **Code 1 and 2: Person has already found a job to start later**

This applies to all persons without a job during the reference week, and who have already found a job which will start later. Persons who were coded 1 in this variable are considered as unemployed when they are available for work in the two weeks after the reference week. Those coded 2 are considered inactive because they were not looking for a job (otherwise they would have been coded 4). The period of 3 months considered follows the week of reference.

- **Code 4: Person is seeking employment**

Also considered as seeking employment is a person who seeks an opportunity of professional training within an enterprise, e.g. as an apprentice or trainee.

# SEEKREAS – Col 100

## Periodicity

YEARLY

## Short description

Reasons for not seeking employment

## Codes

- 1 - awaiting recall to work (persons on lay-off)
- 2 - of own illness or disability
- 3 - looking after children or incapacitated adults
- 4 - of other personal or family responsibilities
- 5 - of education or training
- 6 - of retirement
- 7 - of belief that no work is available
- 8 - of other reasons
- 9 Not applicable (SEEKWORK≠3)
- blank No answer

## Filter

SEEKWORK = 3 (Person is not seeking employment and has not found any job to start later)

## Purpose

The variable is used to set the position of inactive people with respect to the labour market.

## Implementation rules

### ➤ Code 1: Awaiting recall to work (persons laid-off)

This code is to re-identify those persons who in Col. 24 state they are laid-off and not seeking employment.

### ➤ Code 03: Looking after children or incapacitated adults

Care includes **all care responsibilities**:

- For own children or spouse children living inside or outside the household
- For other children (up to 14) living inside or outside the household
- For adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)

But excludes:

- Care as a job (it means that care done in a professional capacity is excluded).
- Care as a volunteer work (e.g. for a charity organisation)

In both cases, they should be coded as **8**.

### ➤ Code 7: Belief that no work is available

This code permits the estimation of the number of “discouraged workers”.

# SEEKTYPE – Col 101

## Periodicity

QUARTERLY

## Short description

Type of employment sought (or found)

## Codes

The employment sought (for SEEKWORK=1, 2 the employment found) is:

1 as self-employed

as employee:

2 - and only full-time job is looked for (or has already been found)

3 - and full-time job is sought, but if not available, part-time job will be accepted

4 - and part-time job is sought, but if not available, full-time job will be accepted

5 - and only part-time job is looked for (or has already been found)

6 - and person did not state whether full-time or part-time job is looked for (or has already been found)

9 Not applicable (SEEKWORK=3, 9 and LOOKOJ=0, blank, 9)

Blank No answer

## Filter

SEEKWORK=1, 2, 4 or LOOKOJ=1 (Person has already found a job or is looking for a job)

## Purpose

This variable is necessary to classify the unemployed people according to the type of the job sought.

## Implementation rules

### ➤ Code 1: As self-employed

Persons seeking self-employment, who are without employment during the reference week, are also asked under Cols. 110-111 whether they have taken any active steps during the past 4 weeks to set up a business, farm or professional practice.

### ➤ Codes 2/5: Only full-time/part-time job is looked for (or has already been found)

Persons having already found a job as employee which will start later should be coded either 2 or 5 depending on whether the job found is full-time or part-time. Codes 3 and 4 do not apply for this group.

### ➤ When the person does not know which type of employment he is looking for or is looking for both, it has to be coded 6 unless he took active steps to be self-employed (code 1 in this case).

## Good practice

### ➤ Code 6: Good practice not to have this option “no preference” read out.

## SEEKDUR – Col 102

### Periodicity

QUARTERLY

### Short description

Duration of search for employment

### Codes

0	Search not yet started
1	Less than 1 month
2	1-2 months
3	3-5 months
4	6-11 months
5	12-17 months
6	18-23 months
7	24-47 months
8	4 years or longer
9	Not applicable (SEEKWORK=2, 3, 9 and LOOKOJ=0, blank, 9)
Blank	No answer

### Filter

SEEKWORK=1, 4 or LOOKOJ=1 (Person has already found a job or is looking for a job)

### Purpose

In the case of unemployed persons, this variable is used in the estimation of the duration of unemployment, which is defined as the shorter of the following two periods: the length of time since last employment (see notes on Cols. 85-90) and the duration of search for work.

### Implementation rules

- The period of search should be the last continuous period of active search without significant interruption (in this case significant means at least four weeks).
- For people who have found a job which will start later the period of search starts at the beginning of the search and ends when the person finds the job.

## **Methods used to find work (col 103 to 115)**

### **Implementation rule**

- The 11<sup>th</sup> principle for the formulation of the question of the labour status (Commission Regulation 1897/2000) states that: "Questions are enumerated until at least three active methods have been mentioned".

### **Good practice**

- Interviewers should ask first a question requesting the methods used by the person to find a job without prompting, code to the agreed code frame, and then ask about the methods which were not spontaneously given by the respondent.



# METHODA – Col 103

## Periodicity

QUARTERLY

## Short description

Contacted public employment office to find work

## Codes

- 0 No
- 1 Yes
- 9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

## Filter

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

## Purpose

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

## Implementation rules

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
- Only the methods used during the four weeks ending with the reference week are to be recorded.
- The 10<sup>th</sup> principle for the formulation of the question of the labour status (Commission Regulation 1897/2000) states that:  
"The 'contact with the public employment office to find work' only involves:
  - putting the respondent's names in the employment office files for the first time (after a spell of employment or inactivity
  - finding out about possible job vacancies, or
  - 'at the initiative of the employment office a suggestion of a job opportunity', which may be accepted or refused by the job searcher.
- Contacts through the website of the public employment office with the objective of finding a job should be coded 1 (yes).

## **METHODB – Col 104**

### **Periodicity**

QUARTERLY

### **Short description**

Contacted private employment agency to find work

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODC – CoI 105**

### **Periodicity**

QUARTERLY

### **Short description**

Applied to employers directly

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODD – CoI 106**

### **Periodicity**

QUARTERLY

### **Short description**

Asked friends, relatives, trade unions, etc ...

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODE – Col 107**

### **Periodicity**

QUARTERLY

### **Short description**

Inserted or answered advertisements in newspapers or journals

### **Codes**

- 0 No
- 1 Yes
- 9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
- Only the methods used during the four weeks ending with the reference week are to be recorded.
- The insertion or the answer of advertisements from a website (excepted website of public employment service) should be coded 1 here.

## **METHODF – Col 108**

### **Periodicity**

QUARTERLY

### **Short description**

Studied advertisements in newspapers or journals

### **Codes**

- 0 No
- 1 Yes
- 9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
- Only the methods used during the four weeks ending with the reference week are to be recorded.
- The consultation of job advertisements in internet and the consultation of list of job vacancies in the entrance of the factories should be coded as 1 (yes).

## **METHODG – Col 109**

### **Periodicity**

QUARTERLY

### **Short description**

Took a test, interview or examination

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODH – Col 110**

### **Periodicity**

QUARTERLY

### **Short description**

Looked for land, premises or equipment

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.



## **METHODI – Col 111**

### **Periodicity**

QUARTERLY

### **Short description**

Looked for permits, licenses, financial resources

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODJ – Col 112**

### **Periodicity**

QUARTERLY

### **Short description**

Awaiting the results of an application for a job

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 112 to 114 refer to passive methods of search.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODK – Col 113**

### **Periodicity**

QUARTERLY

### **Short description**

Waiting for a call from a public employment office

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 112 to 114 refer to passive methods of search.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## **METHODL – Col 114**

### **Periodicity**

QUARTERLY

### **Short description**

Awaiting the results of a competition for recruitment to public sector

### **Codes**

0 No  
1 Yes  
9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### **Filter**

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### **Purpose**

The variables 112 to 114 refer to passive methods of search.

### **Implementation rules**

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
  
- Only the methods used during the four weeks ending with the reference week are to be recorded.

## METHODM – Col 115

### Periodicity

QUARTERLY

### Short description

Other method used

### Codes

- 0 No
- 1 Yes
- 9 Not applicable (SEEKWORK≠4 and LOOKOJ≠1)

### Filter

SEEKWORK=4 or LOOKOJ=1 (Person is seeking a job)

### Purpose

The variables 103 to 111 and 115 (active methods) are necessary to classify people in unemployment or inactivity.

### Implementation rules

- Blanks are not allowed. If a person does not know or refuses to answer this should be coded as 0.
- Only the methods used during the four weeks ending with the reference week are to be recorded.
- In this column, the answer “yes” should be recorded only if the person has used an **active method not covered by col. 103 to 111**. Passive methods not coded before should be coded no.
- Use of Internet should not be considered as a separate method, but as a mode of the relevant methods in col. 103 to 111. Browsing the Internet to look for available job openings is thus a mode of reading advertisements in journals and newspapers. Sending an inquiry through a web-side form or e-mail to a public employment office in order to find a job is thus contact with a public employment office for the purpose of finding a job, etc.

### Good practice

- Interviewers should be trained to try to code these other methods in the most appropriate active method.

# WANTWORK – Col 116

## Periodicity

QUARTERLY

## Short description

Willingness to work for person not seeking employment

## Codes

Person is not seeking employment:

1 - but would nevertheless like to have work

2 - and does not want to have work

9 Not applicable (SEEKWORK ≠ 3)

Blank No answer

## Filter

SEEKWORK=3 (Person is not seeking employment and has not find any job to start later)

## Purpose

This question is intended to permit a more exact measure for "discouraged workers". It is put to persons coded 3 Col. 99, i.e. without employment and not seeking employment. Discouraged workers are persons who are not seeking work because they believe that none is available (col. 100=7) but would nevertheless like to have a job (col. 116=1).

## Implementation rules

- The reference period of this question is the reference week, but it is not necessary to mention it in the questionnaire.
- The person is asked whether he would like to have a **paid** employment, whatever the number of hours worked.

## AVAILABLE – Col 117

### Periodicity

QUARTERLY

### Short description

Availability to start working within two weeks

### Codes

If work were found now:

- 1 Person could start to work immediately (within 2 weeks)
- 2 Person could not start to work immediately (within 2 weeks)
- 9 Not applicable (SEEKWORK≠1, 4 and WANTWORK≠1, blank and WISHMORE≠1)
- Blank No answer

### Filter

SEEKWORK=1, 4 or WANTWORK=1, blank or WISHMORE=1 (Person is seeking for a job, or person would like to have work, or person who wants to work more)

### Purpose

Key variable to determine whether the person is unemployed or inactive: persons seeking paid employment must be immediately available for work in order to be considered as unemployed.

It is also a key variable to classify the persons in underemployment.

### Implementation rules

➤ 'Immediately available' means that if a job were found in the reference week, the person would be able to start work **within two weeks**.

➤ Testing for availability in the two weeks following the reference week is considered more appropriate than testing during the reference week, because some persons may be unavailable for work during the reference week due to obstacles that might have been overcome had they known that a job was available to them.

### Good practice

- Question wording should be adapted to people not employed and those employed.

## **AVAIRES – Col 118**

### **Periodicity**

YEARLY

### **Short description**

Main reason for not being available to start working within two weeks

### **Codes**

Person could not start to work immediately (within 2 weeks) because:

- 1 - he/she must complete education or training
- 2 - he/she must complete compulsory military or community service
- 3 - he/she cannot leave present employment within two weeks due to period of notice
- 4 - of personal or family responsibilities (including maternity)
- 5 - of own illness or incapacity
- 6 - of other reasons
- 9 Not applicable (AVAILBLE≠2)

Blank No answer

### **Filter**

AVAILBLE=2 (Person could not start to work immediately)

### **Purpose**

The variable is used to set the position of inactive people with respect to the labour market.

### **Implementation rules**

- Ask spontaneous reasons. Main reason should be collected.



# PRESEEK – Col 119

## Periodicity

YEARLY

## Short description

Situation immediately before person started to seek employment

## Codes

- 1 Person was working (including apprentices, trainees)
- 2 Person was in full-time education (excluding apprentices, trainees)
- 3 Person was conscript on compulsory or community service
- 4 Person had domestic/family responsibilities
- 5 Other (e.g. retired)
- 9 Not applicable (SEEKWORK = 3, 9)
- blank No answer

## Filter

SEEKWORK = 1, 2, 4 (Person is seeking employment or has a job)

## Purpose

To analyse the unemployment

## Implementation rules

- If more than one category applies, the main situation should be coded.
- If the person did not search employment because the job was offered, the situation to be coded is the one when the job was offered.

## Good practice

- Enumerate the four possible answers in the question.

# NEEDCARE – Col 120

## Periodicity

YEARLY

## Short description

Need for care facilities

## Codes

Person is not searching for a job or is working part time because:

- 1 Suitable care services for children are not available or affordable
  - 2 Suitable care services for ill, disabled, elderly are not available or affordable
  - 3 Suitable care services for both children and ill, disabled and elderly are not available or affordable
  - 4 Care facilities do not influence decision for working part time or not searching for a job
  - 9 Not applicable (FTPTREAS  $\neq$  3 and SEEKREAS  $\neq$  3)
- Blank No answer

## Filter

FTPTREAS = 3 or SEEKREAS = 3 (Person is not searching for a job or is working part time because is looking after children or incapacitated adults)

## Purpose

The purpose of this variable is to measure to what extent the non-existence of care services is an obstacle to participation in the labour market or to work full-time.

## Implementation rules

- **Care** includes all care responsibilities:
    - for own children or spouse children living inside or outside the household
    - for other children (up to 14) living inside or outside the household
    - for adult ill/elderly/incapacitated/disabled relatives/friends (aged 15 or more)
- But excludes:
- Care as a job (it means that care done in a professional capacity is excluded).
  - Care as a volunteer work (e.g. for a charity organisation)
    - The need for care services can be a need for normal working hours or for special periods of day (very early in the morning or late evening) or for special periods of the year (e.g. school holidays).
    - Care services exclude the unpaid help by relatives, friends or neighbours. The care services can be private or subsidised by the State or the employers and consequently paid or not paid.
    - Some examples of care services could be crèche, day care centre, organised family care (e.g. family crèches, home-based care by childminders affiliated to a child minding service), after school centre, paid carers, specialised centres for persons with disabilities, institutions, assistance at home.
    - The word “**suitable**” means the minimum standards of quality that the person requests from a care service. This notion of quality involves schedules, quality of the personnel, specific expertise to care for the particular care needs (e.g. disability) in question, etc.
    - The word “**available**” means at a reasonable distance, taking into account also the means of transport and currently open/available for use to the respondent.

- The word “**affordable**” should take into account the relation/balance between:
  - an eventual future salary for the person who would work or work more if care services were available
  - and the cost of the care service.

# REGISTER – Col 121

## Periodicity

YEARLY

## Short description

Registration at public employment office

## Codes

- 1 Person is registered at a public employment office and receives benefit or assistance
  - 2 Person is registered at a public employment office but does not receive benefit or assistance
  - 3 Person is not registered at a public employment office but receives benefit or assistance
  - 4 Person is not registered at a public employment office and does not receive benefit or assistance
  - 9 Not applicable (person aged less than 15 years or older than 75)
- Blank No answer

## Filter

Everybody aged 15 to 74 years

## Purpose

To compare the ILO-based unemployment to registered unemployment

Persons not seeking employment are also asked this question. By putting this question to everybody it should be possible to better compare the unemployment figures derived from the survey with those from the unemployment registers.

## Implementation rules

- Information has to be provided for everybody of working age participating in the survey. It could be obtained directly from the claimant count register.
- Only people who are registered at a public employment office as **job-seekers** should be coded 1 or 2.
- For persons having declared themselves to be seeking employment this question should be the last in the section on seeking employment, as it is important not to give the subject of registration too much emphasis in defining the unemployed.
- Since unemployment will basically be defined by the criteria of job search and availability for work the respondents' answer to these questions should not be conditioned by whether or not they are registered at an official employment exchange. It is expected that by following this rule the comparability of unemployment figures will be improved.
- Persons who are in employment and who register in a public employment office to find another job should be coded 2 or 1 (for those who receive complementary unemployment benefits).
- Benefits, in this context should be limited to allowances linked with unemployment status (not other social benefits).
- The reference period of this question should be end of the reference week.

# MAINSTAT – Col 122

## Periodicity

YEARLY

## Short description

Main status

## Codes

- 1 Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,
  - 2 Unemployed
  - 3 Pupil, student, further training, unpaid work experience
  - 4 In retirement or early retirement or has given up business
  - 5 Permanently disabled
  - 6 In compulsory military service
  - 7 Fulfilling domestic tasks
  - 8 Other inactive person
  - 9 Not applicable (child less than 15 years)
- Blank No answer

## Filter

Everybody aged 15 years or more

## Purpose

To compare with the activity status one year before (variable WSTAT1Y).

## Implementation rules

The “main activity status” gives each person’s self-perception regarding his/her activity status; for instance, students with small jobs will in general present themselves as students. The reference period for this variable is the reference week.

- If possible the information should be coded using a single question and not derived from different questions in the questionnaire.
- This question shouldn’t in any case precede the questions on the labour status according to the ILO definition or the questions on the registration at the public employment office.
- Code 8 should also be used to classify persons who cannot say they are “carrying out a job or profession” nor fit into other groups but on an extended leave from such a job.

## Good practices

- Read all the categories.
- Put this question at the very end of the core questionnaire (together with main status one year before), before the ad-hoc module questions.

# EDUCSTAT – Col 123

## Periodicity

QUARTERLY

## Short description

Student or apprentice in regular education during the last four weeks

## Codes

- 1 Has been a student or an apprentice
- 3 Person in regular education but on holidays
- 2 Has not been a student or apprentice
- 9 Not applicable (child less than 15 years)
- blank No answer

## Filter

Everybody aged 15 years or more

## Purpose

To measure the number of students in regular (formal) education.

## Definition

- **Regular (formal education)** is defined as education and training with the following characteristics:
  - purpose and format are predetermined
  - provided in the system of schools, colleges, universities and other educational institutions
  - it normally constitutes a continuous ladder of education
  - it is structured in terms of learning objectives, learning time and learning support
  - it is normally intended to lead to a certification recognised by national authorities qualifying for a specific education/programme)
  - corresponds to the programmes covered by the UOE-questionnaires

The list of national programmes covered by the UOE-questionnaire is found at the address:  
[http://forum.europa.eu.int/Public/irc/dsis/edtcslibrary?l=/public/unesco\\_collection/programmes\\_isced97&vm=detailed&sb=Title](http://forum.europa.eu.int/Public/irc/dsis/edtcslibrary?l=/public/unesco_collection/programmes_isced97&vm=detailed&sb=Title)

This list should be updated by countries every year.

- **Apprentice:** student in regular education but completing his/her studies by apprenticeship foreseen in the educational programme (even if paid).

## Implementation rules

- This variable only covers the regular education system (**formal education, including schools, colleges and universities**) and which the respondent has attended sometime during the last 4 weeks period ending with the reference week.
- If the interviewee is enrolled as a student or an apprentice in a programme within the regular education system the answer is code 1. This includes modules (short programmes/courses) which may be part of a longer regular education programme and are taken and completed, giving to their graduates the corresponding academic credit,

independent of whether the person continues to complete the full programme or not. The field and level of the short programmes/courses will be the same as the programme of which they form part.

- For apprentices who in the past 4 weeks are in a period of only 'on-the-job training' or alternate 'on-the-job' and 'in-school learning' within the framework of an alternate (e.g. dual) programme, the answer is code 1, since the person is enrolled in a qualifying programme.
- Code 3 (person in regular education but on holidays) applies for students enrolled but on school holidays and for those who will continue their studies after holidays. The purpose of this code is to eliminate to minimum in the summer interviews doubts about being in regular education (codes 1 and 3 to be considered together). It is very difficult to give the precise rules for each case but it could be recommended to take into account the situation of the person in the previous educational period (in spring), what corresponds probably to a natural answer from respondents. The subjective perception of this situation has to be respected in the case if the respondent does not know yet about his/her situation after holidays (exams to be passed in the second session, not yet reply received from the educational institution concerning the new studies, etc.)

### **Good practices**

- Instead of using a general statement, the corresponding national names should be used to make the question more recognisable.
- A national list of widely known educational programmes or schools, colleges, universities and institutions providing formal education could be used for asking this question.

## **EDUCLEVL – Col 124**

### **Periodicity**

QUARTERLY

### **Short description**

Level of the current education or training

### **Codes**

1	ISCED 1
2	ISCED 2
3	ISCED 3
4	ISCED 4
5	ISCED 5
6	ISCED 6
9	Not applicable (EDUCSTAT = 2, 9, blank)
blank	No answer

### **Filter**

EDUCSTAT=1 or 3 (Student or apprentice in regular education)

### **Purpose**

The knowledge of the level of education students are attaining is used in the analysis of the matching between education schemes and labour market needs.

### **Implementation rules**

- Level refers to the programme mentioned in Col. 123
- Level is coded according to the International Standard Classification of Education 1997 and consists of only levels without destination (educational or labour market: A-C) or orientation (general, pre-vocational, vocational).
  - ISCED 1 Primary education
  - ISCED 2 Lower secondary education
  - ISCED 3 Upper secondary education
  - ISCED 4 Post secondary education, non-tertiary
  - ISCED 5 Tertiary education
  - ISCED 6 Postgraduate education
- Level 4 may not exist in some countries. Please check your ISCED-mapping.
- For the persons coded 3 in EDUCSTAT, the educational level of the education or training attended before their holidays.
- If the respondent has been enrolled in several educational programmes during the reference period he/she should only give information on the highest level of educational programme.



# EDUCFILD – Col 125/127

## Periodicity

YEARLY

## Short description

Field of the current education or training

## Codes

000	General programmes
100	Teacher training and education science
200	Humanities, languages and arts
222	Foreign languages
300	Social sciences, business and law
400	Science, mathematics and computing
420	Life science (including biology and environmental science)
440	Physical science (including physics, chemistry and earth science)
460	Mathematics and statistics
481	Computer science
482	Computer use
500	Engineering, manufacturing and construction
600	Agriculture and veterinary
700	Health and welfare
800	Services
900	Unknown
999	Not applicable (EDUCSTAT = 2, 9, blank or EDUCLEVL ≠ (3 to 6))
blank	No answer

## Filter

EDUCSTAT=1 or 3 and EDUCLEVL= 3 to 6

## Purpose

The knowledge of the field of education students are attaining is used in the analysis of the matching between education schemes and labour market needs.

## Implementation rules

- The field should refer to the same programme as in Col. 123 and 124.
- For the persons coded 3 in EDUCSTAT, the previous (completed) educational level applies.
- If the respondent has been enrolled in several educational programmes during the reference period he/she should only give information on the field in the highest level of educational programme.
- Field is coded according to the "Manual on fields of education and training", EUROSTAT 1999 (see also HATFIELD).

## Good practices

- The questionnaire could consist of detailed list of national names of the programmes which would imply a post-coding the answers to make them corresponding to the EDUCFILD.

# COURATT – Col 128

## Periodicity

QUARTERLY

## Short description

Did you attend any courses, seminars, conferences or receive private lessons or instructions outside the regular education system (hereafter mentioned as taught learning activities, job-related or for personal purposes) within the last four weeks

## Codes

- 1 Yes
- 2 No
- 9 Not applicable (child less than 15 years)
- blank No answer

## Filter

Everybody aged 15 years or more

## Purpose

Variable needed for the assessment of the prevalence of life-long learning. This variable is used for the calculation of the structural indicator on participation in life-long learning.

## Definition

- This variable covers all taught organised learning activities **outside the regular education system** and which the respondent has attended during the last four weeks ending with the reference week.
- This is what may be called **non-formal** education and training.

A non-formal learning activity is defined as being organised like a course, a conference or seminar for which the interviewee has applied and has participated in.

It could be for a short or a longer period also with minor breaks.

A non-formal learning activity may exceed the reference period (starting before or finishing later).

It includes the following activities:

- Attending a course or a seminar to acquire or to improve skills, knowledge and competence. This includes both courses leading to certificates and courses not leading to certificates. The courses can be attended to improve job related knowledge or improve skills for social and personal purposes.
- Attending a seminar, a course or a lecture to gain vocational guidance and to give a first step to working life (but outside formal education). This includes measures which show and analyse the labour market, his or hers needs and possibilities and which help to choose a job and also measures which improve basic skills/key skills in public or private institutions. The training is taught and within a group on full-time basis (or maybe part-time) for a shorter period.
- Doing a correspondence course, a tele-teaching or a comparable measure of teacher-supported distance learning to improve skills, knowledge or competence.
- Taking private lessons to improve skills, knowledge and competence, especially as a supplement to formal education. This includes supplementary course by a private

tutor. Leisure classes for example studying a language for 'leisure' purposes, the attendance should be considered as a non-formal 'course'.

## Examples

- It is recommended that the operational definition contain examples from the national learning environment. Below follows some examples:
  - Taught courses in job-related skills provided by the employer at the workplace or in other units belonging to the employer. Attending a course, seminar, conference provided by the employer at the workplace or in any of the employer's premises.
  - Courses, seminars etc provided by an external enterprise (not the employer) with education as its main activity
  - Courses, seminars etc provided by an external enterprise (not the employer) which main activity is production of goods and services.
  - Participation in study circles. The study circle is defined as a small group of people who meet regularly over a long period of time, plan and organise their studies under the guidance of an approved leader. It can also be provided by adult education associations.
  - Participating in preparatory labour market training as part of a labour market policy programme.
  - Attending a course, seminar conference provided by trade unions or employers' associations
  - Attending labour market training provided by the Employment Service Agency
  - Attending a foreign language course
  - Attending correspondence courses provided by correspondence institutes
  - Attending art courses, piano lessons, riding lessons etc. (courses for personal/social reasons).
  - Music school, driving school or provider of courses about parenthood, hobby activities (for example weaving and sports).
  - Received instructions or private lessons from a teacher, tutor or adviser

## Good practice

- A national list of widely known courses or institutions providing non-formal education could be used for asking this question (e.g. adult education institutions). This could be completed with a reference to well known national examples of seminars, conferences etc.

# **COURLEN – Col 129/131**

## **Periodicity**

QUARTERLY

## **Short description**

Number of hours spent on all taught learning activities within the last four weeks

## **Codes**

3 digits	Number of hours
999	Not applicable (COURATT = 2, 9, blank)
blank	No answer

## **Filter**

COURATT = 1

## **Purpose**

Variable needed for the assessment of the intensity of life-long learning

## **Definition**

➤ Duration in number should reflect the number of **taught** hours only.

The definition of total time spent in taught learning by the individual is the total number of hours that the individual has spent on participating in classes, seminars, conferences, lectures, tutorials etc. or receiving instruction or advice. Only the hours of instruction should be included in the total time spent in taught learning, which means that travelling time and homework should be excluded.

# COURPURP – Col 132

## Periodicity

YEARLY

## Short description

Purpose of the most recent taught learning activity

## Codes

- 1 Mostly job related (professional)
- 2 Mostly personal/social
- 9 Not applicable (COURATT = 2, 9, blank)
- blank No answer

## Filter

COURATT = 1

## Purpose

The knowledge of the purpose of the learning activity is used in the analysis of the matching between life-long learning schemes and labour market needs.

## Definitions

- Job-related (professional): the respondent takes part in this activity in order to obtain knowledge and/or learn new skills for a current or a future job, increase earnings, improve job- and/or carrier opportunities in a current or another field and generally improve his/her opportunities for advancement and promotion.
- Non job-related (personal/social): the respondent takes part in this activity in order to develop competencies required for personal, community, domestic, social or recreational purposes.

# COURFILD – Col 133/135

## Periodicity

YEARLY

## Short description

Field of the most recent taught learning activity

## Codes

000	General programmes
100	Teacher training and education science
200	Humanities, languages and arts
222	Foreign languages
300	Social sciences, business and law
400	Science, mathematics and computing
420	Life science (including biology and environmental science)
440	Physical science (including physics, chemistry and earth science)
460	Mathematics and statistics
481	Computer science
482	Computer use
500	Engineering, manufacturing and construction
600	Agriculture and veterinary
700	Health and welfare
800	Services
900	Unknown
999	Not applicable (COURATT = 2, 9, blank)
blank	No answer

## Filter

COURATT = 1

## Purpose

The knowledge of the field of learning activities is used in the analysis of the matching between life-long learning programmes and labour market needs.

## Implementation rules

- Although the classification used does not cover the very broad offer of subjects in courses, conferences, seminars etc, it is coded in the same way as programmes under HATFIELD and EDUCFILD to facilitate implementation and allow aggregation.
- According to the manual on fields of education and training the main subject content of the programme decides which field it should be classified into. "Thus, the distinction between fields does not take into account the personal purposes of the participation in the programmes (pleasure, leisure, to get a job etc.), nor is the intended occupation explicitly taken into account.
- As not many detailed codes (3 digits) and narrow codes (2 digits) are used in this coding the most precise code available should be used (put in brackets below).

It is recommended to collect the information at a more detailed level and then aggregate and avoid classification of courses attended for personal reasons under "General programmes".

## Examples

There are some examples of coding of courses (from "Manual of fields of education and training"), according to the principle of the theoretical content as the most important criteria are shown (with the code to be used in this connection in brackets). The answer for each activity should be coded with the most detailed code possible and only with one code.

Basic programmes in reading, writing etc. for immigrants (for example Swedish for immigrants):222

Foreign languages: 222

Bookkeeping: 344 (300)

Ecology: 422 (400)

Computer science (e.g. programming): 481

Computer use (probably most of the activities, e.g. learning Word, Excel etc.): 482

Weaving (craft): 215 (200)

Weaving (industrial): 542 (500)

Needlework (home): 814 (800)

Needlecraft: 215 (200)

Embroidery and needlework (industrial): 542 (500)

Feng Shui (spiritual belief):221 (200)

Mediation (in public conflicts etc.):313 (300)

Inter-religious or inter-cultural dialogue:313 (300)

Genealogy: 322 (300)

Gardening: 622 (600)

Dances: 212 (200)

Home furnishing: 214 (200)

Anti-stress, relaxation, relaxing, how to manage stress:726 (700)

Courses in psycho-body-mental therapy not leading to an official certificate: 726 (700)

Courses for parents in educational questions :Child care and youth services: 761 (700)

Social games, round games, like monopoly, bridge, chess (recreation and leisure):812 (800)

For collectors of special objects (e.g., stamps, coins etc.): (Leisure): 812 (800)

Sports and other physical activities with the purpose to stay healthy: 813 (800)

Yoga, ayurveda: 813 (800)

Riding lessons: 813 (800)

Sewing (home): 814 (800)

Cooking (home): 814 (800)

Cooking (hotels, restaurants): 811 (800)

# COURWORH – Col 136

## Periodicity

YEARLY

## Short description

Did the most recent taught learning activity take place during paid working hours?

## Codes

- 1 Only during paid working hours
- 2 Mostly during paid working hours
- 3 Mostly outside paid working hours
- 4 Only outside paid working hours
- 5 No job at that time
- 9 Not applicable (COURATT = 2, 9, blank)
- blank No answer

## Filter

COURATT = 1

## Purpose

Whether the learning activities take place during paid working hours is an indicator of the role of life-long learning in the labour market

## Implementation rules

- This variable informs on the support to the course by the employer. It refers to the degree that the activity takes place during paid working hours meaning that the working hours are used to attend the activity instead of working. It also includes the case of where a number of working hours are being replaced by learning activity even if the activity itself takes place outside normal working time of the respondent.
- If the learning activity takes place outside normal working time and the respondent has received payment for the hours or additional leisure hours, the activity should be coded as during paid working hours.
- The answer should only reflect the participation in the course itself and not homework.
- For self employed normal working time instead of paid hours should be taken into account.
- Contributing family workers (those workers who hold a 'self-employment' job in a market-oriented establishment operated by a related person living in the same household), who cannot be regarded as partners, voluntary social workers and others working without being paid but attending a course within that area should be coded as "4: Only outside paid hours", as there are no paid working hours.
- If a person attends a long course (within the reference period) and does not have a job all the time of the course, there will be two periods of the course: the period where the person is in job and the period where the person is not in job. The answer and coding should reflect the situation in the longest period of the course (again within the reference period).



# HATLEVEL – Col 137/138

## Periodicity

QUARTERLY

## Short description

Highest level of education or training successfully completed

## Codes

00	No formal education or below ISCED 1
11	ISCED 1
21	ISCED 2
22	ISCED 3c (shorter than two years)
31	ISCED 3c (two years and more)
32	ISCED 3 a, b
30	ISCED 3 (without distinction a, b or c possible, 2 y+)
41	ISCED 4a, b
42	ISCED 4c
43	ISCED 4 (without distinction a, b or c possible)
51	ISCED 5b
52	ISCED 5a
60	ISCED 6
99	Not applicable (child less than 15 years)
Blank	No answer

## Filter

Everybody aged 15 years or more

## Purpose

To have information about a very important component of the human capital: educational level of the population. This variable is indispensable in the social analysis related to education, labour market, social inclusion... It is used for calculation of the structural indicators on educational attainment of the young people and on early school leavers.

## Implementation rules

- Level is coded according to the International Standard Classification of Education (ISCED 97). The NEACs (National Educational Attainment Classification) provide the first information from individual about his/her educational attainment according to the specific national situation. They are a basis for recoding of national levels to the ISCED.
- Persons with no education should be coded 00.
- The expression "level successfully completed" must be associated with obtaining a certificate or a diploma, when there is a certification. In cases where there is no certification, successful completion must be associated with full attendance.
- When determining the highest level, both general and vocational education/training should be taken into consideration.
- Persons who have not completed their studies should be coded according to the highest level they have completed and should not be coded with a blank.
- Code 30 should only be used in those cases in which a distinction a, b, c of ISCED 3 is not possible.

# HATFIELD – Col 139/141

## Periodicity

YEARLY

## Short description

Field of highest level of education or training successfully completed

## Codes

000	General programmes
100	Teacher training and education science
200	Humanities, languages and arts
222	Foreign languages
300	Social sciences, business and law
400	Science, mathematics and computing
420	Life science (including biology and environmental science)
440	Physical science (including physics, chemistry and earth science)
460	Mathematics and statistics
481	Computer science
482	Computer use
500	Engineering, manufacturing and construction
600	Agriculture and veterinary
700	Health and welfare
800	Services
900	Unknown
999	Not applicable (HATLEVEL = 00, 11, 21, 99, Blank)
blank	No answer

## Filter

HATLEVEL = 22 to 60

## Purpose

The knowledge of the field of the highest educational level attained is used in the analysis of the matching between education schemes and labour market needs.

## Implementation rules

- Field is coded according to the "Manual on fields of education and training", EUROSTAT 1999.
- ISCED 97 contains 25 two-digit fields of education. The classification used here goes up to a three-digit code in a hierarchical system for classifying fields of education, where the two-digit level is the ISCED 97 fields of education. It is mainly the first two digits that are used in international data collection. However, the third digit gives a more flexible system, and other aggregations based on the third digit may be used in ad hoc data collections to suit specific purposes.
- There are 9 broad fields, (1-digit), 25 narrow fields, (2-digit) and about 80 detailed fields (3-digit).
- The rule for coding is that the respondents should be coded with the most detailed code possible and only with one code.
- The coding used here is in broad fields (1 digit) except for foreign languages within 'Humanities, languages and arts' (200) and a few fields of particular policy relevance

under 'Science, mathematics and computing' (400) where 2 and 3 digits are used. The rule is that the field should be coded at the most detailed level, e.g. the broad field 200: '**Humanities, languages and arts**' includes the detailed fields 'Foreign languages' with code 222. So respondents having 'Foreign languages' as their field should be coded with 222, and not with code 200. Similarly the broad field 400: '**Science, mathematics and computing**' includes the narrow fields: 'Life science' (including 'Biology and Environmental science') with codes 420, 'Physical science' (including 'Physics, Chemistry and Earth science') with code 440, 'Mathematics and statistics' with code 460 and the detailed fields: 'Computer science' with code 481 and: 'Computer use' with code 482. So all respondents having any of those narrow or detailed fields as their attainment field should be coded with the corresponding code. All other respondents with the field of attainment within 'Science, mathematics and computing' should be coded with 400.

- Respondents with a field of attainment in any other broad field should be coded with 1 digit + '00'.

- **Inter-disciplinary programmes**

'Inter-disciplinary programmes' has here the meaning of programmes combining (generally two) fields of education and training. For these programmes (see *example 1 to 4*), the 'majority rule' should be used, that is the subject that dominates decides into which field the programme should be classified. The criterion for dominating is normally the time used on the subject.

*Example 1:* A programme consisting of both 'Computer science' (481) and 'Computer use' (482) should be classified according to which of the subjects dominates, that is on which subject most of the time is spent.

*Example 2:* A programme combining study of life science with study of physical science should be classified according to which of the fields dominates: 420 'Life science' or 440 'Physical science'.

In this example subjects fall into the same broad field but in two different narrow fields. Also in this example, use the majority rule. The programme is not broad enough to be considered as a 'broad programme'.

*Example 3:* A programme that mainly includes subjects within the area of social sciences should be allocated to field 300 ('Social sciences, business and law') even if a certain amount of services within environmental protection technology (field 851 'environmental protection technology') is included.

In this example subjects fall into two different broad fields (3 and 8). Use the majority rule; you are more or less obliged to do that as there is no other solution (except 999).

Programmes aiming at one specific vocational field consisting also of supporting subjects from other fields are *not* considered as broad programmes in this context:

*Example 4:* In a programme in physics, more time may be devoted to other supporting subjects (language, mathematics, statistics etc.) than the intended subject. However, this programme should be classified as 440 'Physical science' and not as a broad programme.

## **Good practices**

- In order to be sure that the most detailed field is found in case both broad and narrow/detailed fields are possible codes, the most detailed codes could precede the less detailed ones in the questionnaire.
- If the interviewer cannot code the answer with one of the 15 codes an open answer and post-coding is recommended.

# HATYEAR – Col 142/145

## Periodicity

YEARLY

## Short description

Year when highest level of education or training was successfully completed

## Codes

The 4 digits of year when highest level of education or training was successfully completed are entered

9999 Not applicable (HATLEVEL = '00', blank)

blank No answer

## Filter

Everybody aged 15 years or more, HATLEVEL: 11-60

## Purpose

This variable may be used for analysis of the transition from school to work of the young people.

## Implementation rules

- The expression "level successfully completed" must be associated with obtaining a certificate or a diploma, when there is a certification. In cases where there is no certification, successful completion must be associated with full attendance.
- In case the respondent does not know the exact date (e.g. in case of a proxy), an estimation should be provided.

# WSTAT1Y – col 146

## Periodicity

YEARLY

## Short description

Situation with regard to activity one year before survey

## Codes

- 1 Carries out a job or profession, including unpaid work for a family business or holding, including an apprenticeship or paid traineeship, etc,
  - 2 Unemployed
  - 3 Pupil, student, further training, unpaid work experience
  - 4 In retirement or early retirement or has given up business
  - 5 Permanently disabled
  - 6 In compulsory military service
  - 7 Fulfilling domestic tasks
  - 8 Other inactive person
  - 9 Not applicable (child less than 15 years)
- Blank No answer

## Filter

Everybody aged 15 years or more

## Purpose

The information collected through this question and those following in this section, is used to assess mobility of various types: between employment, unemployment and inactivity; of professional status; of economic activity; geographical mobility. Clearly such mobility measures, based upon the respondent's situation at two points in time, can only indicate at most one change in each case (for example, from unemployed to employed), whereas in fact several changes may have taken place over this period (for example, unemployed - employed - inactive - employed). Also, the International Labour Organisation definitions used elsewhere in the survey cannot be applied here, since not all the questions necessary can be asked (for example, availability for work, job search, etc.). The variables “current main status” and “main status one year before the survey” have exactly the same structure in order to permit these comparisons.

## Implementation rules

- The reference period of this question is the week one year before the reference week.
- **Code 6: Person was conscripted on compulsory military or community service**  
Although conscripts on compulsory military or community service are excluded from the survey results, this code identifies persons who were conscripts a year before the survey. This is important in identifying labour force entrants.

## Good practices

- Read/show all the categories.
- Put this question at the end of the core questionnaire, immediately after question on main status
- Include the date being referred to (ie reference month, reference year minus 1) in the question text.

## **STAPRO1Y – col 147**

### **Periodicity**

YEARLY

### **Short description**

Professional status one year before survey

### **Codes**

- 1 Self-employed with employees
- 2 Self-employed without employees
- 3 Employee
- 4 Family worker
- 9 Not applicable ( $WSTAT1Y \neq 1$ )
- Blank No answer

### **Filter**

$WSTAT1Y=1$  (People who had a job one year before)

### **Purpose**

To measure the flow of people who changed their professional status in the past year.

### **Implementation rules**

- For the codification, see variable STAPRO (col 27)
- Include the date being referred to (ie reference month, reference year minus 1) in the question text.

## **NACE1Y2D – col 148/149**

### **Periodicity**

YEARLY

### **Short description**

Economic activity of local unit in which person was working one year before survey

### **Codes**

NACE Rev.2 (see Annex II)

00 Not applicable (WSTAT1Y ≠ 1)

Blank No answer

### **Filter**

WSTAT1Y=1 (People who had a job one year before)

### **Purpose**

To measure the flow of people who changed their professional status in the past year.

### **Implementation rules**

- See variable 29/31
- The NACE codes in Annex II are derived from the Statistical Classification of Economic Activities.

## **COUNTR1Y – col 150/151**

### **Periodicity**

YEARLY

### **Short description**

Country of residence one year before survey

### **Codes**

For coding, see country classification (Annex IV)

99 Not applicable (child less than one year old)

Blank No answer

### **Filter**

Everybody aged 1 year or more

### **Purpose**

To measure the flow of people who changed their country of residence in the past year.

### **Implementation rules**

- This refers to the usual residence one year before.
- Include the date being referred to (ie reference month, reference year minus 1) in the question text.
- This should be provided according to the classification shown in Annex IV.



## **REGION1Y – col 152/153**

### **Periodicity**

YEARLY

### **Short description**

Region of residence one year before survey

### **Codes**

NUTS 2 (see Annex I)

99 Not applicable (people who has changed country of residence or child less than one year old)

Blank No answer

### **Filter**

Everybody aged 1 year or more

### **Purpose**

To measure the flow of people who changed their region of residence in the past year.

### **Implementation rules**

- This refers to the usual residence one year before.
- Include the date being referred to (ie reference month, reference year minus 1) in the question text.
- This should be provided according to the classification shown in Annex IV, which is based upon the Classification of Territorial Units (NUTS).

# INCDECIL – col 154/155

## Periodicity

YEARLY

## Short description

Monthly (take-home) pay from main job

## Codes

01-10 Deciles order

99 Not applicable (STAPRO  $\neq$  3)

blank No answer

## Filter

STAPRO = 3

## Purpose

To measure the effects of individual (sex, age) and labour market characteristics (professional status, occupation, activity) on monthly income.

## Definition

The monthly (take-home) pay is the pay after (provisional, subject to revision later) deduction of income tax and National Insurance Contributions. It includes regular overtime, extra compensation for shift work, seniority bonuses, regular travel allowances and per diem allowances, tips and commission, compensation for meals.

## Implementation rules

- Data should refer to the last monthly pay received before the reference week. In case the person has started a new job it should be the present month.
- Income from investments – assets, savings, stocks and shares... should not be included in monthly wages and salaries.
- Holiday bonuses (13<sup>th</sup> and/or 14<sup>th</sup> month) and fringe benefits should be considered dividing their amount by 12.
- If the job is an occasional job for a short period, the amount should be an estimate of the total earnings from all similar jobs in that month.
- The first decile (code 01) should refer to people with lowest wages, the 10<sup>th</sup> (code 10) should refer to people with highest wages.
- In case of collection of exact salary, the deciles should be calculated and provided once data for the whole year are collected, checked, and corrected from the non-response.
- In case of collection of data by earning bands, member states should define these earning bands based on deciles using other statistical sources on wages (e.g. Structural Earnings Surveys).

## Good practices

- An introductory letter or explanation from the interviewer tends to give good results in the willingness to answer the questions on this subject. It is important to know what are the main reasons for the refusal in answering this kind of questions. These reasons

can be assessed in laboratory tests. In certain countries it can be the fear that this information is used for other purposes than statistical, problems of confidentiality or just concern at not being able to give a precise and correct answer. The letter or introduction should give answers to the main fears and reassure the interviewee that not only is the purpose purely statistical but also he/she will be providing useful information for policy decisions. The confidentiality is ensured and if he is not able to give an exact answer, some earning bands will be proposed.

- Questions have to be adapted to the method of data collection (face-to-face interviews or telephone interviews). The essential difference is that a show-card can be used to assist answering in a face-to-face interview, whereas this possibility does not exist in a telephone interview.
- Questions should be easy to answer and limited in number. Interviewers should be ready to provide all necessary clarification on specific issues (e.g. should this or that extra payment be included).
- Exact salary is of course preferable because it is more accurate. Nevertheless, in all countries having tested the 2 methods, the response rate was higher for those answering a question on earning bands.
- The most reliable and accurate information concerning pay is obtained in an interview where the interviewee verifies the matter against his or her pay slip. In a face-to-face interview the respondent is in a position where he or she can fetch the pay slip and check the answer against it, and also otherwise has more time to think than in a telephone interview.
- Response rates differ considerably depending on the strategy and type of interview. Studies of response behaviour relative to questions on income have shown a higher absence of responses for telephone than face-to-face interviews.
- In a face-to-face interview in which a show card is used and the interviewing situation is less subject to time pressure, respondents may find reporting their income easier than would be the case if they had to give a precise sum over the telephone.
- Countries should test which salary is considered the easiest to be collected in terms of the one which the persons remember better and feel more comfortable in supplying. This depends on the national taxation systems mainly.
- Interviewers should be well prepared to answer all possible questions on extra payments and able to give hints to the interviewee having problems in recalling
- If confusion between the main job and secondary jobs becomes a significant problem, a visible instruction "Concerns principal job" could be added to the interviewer's PC screen display in the case of Computer assisted data collection.

## **REFYEAR – col 156/159**

### **Periodicity**

QUARTERLY

### **Short description**

Year of survey

### **Codes**

Four digits of the year

### **Filter**

Everybody

### **Purpose**

Variable needed for the management of databases. It enters in the calculation of durations.

### **Implementation rules**

- This variable refers to the year in which the Thursday of the reference week belongs.

# REFWEEK – col 160/161

## Periodicity

QUARTERLY

## Short description

Reference week

## Codes

Number of the week running from Monday to Sunday

## Filter

Everybody

## Purpose

Variable needed for the management of databases. It enters in the calculation of durations.

## Implementation rules

- The reference weeks should follow the Norm ISO 8601 which indicates that, according to the Gregorian calendar, the first week of the year is the one that includes the first Thursday of that year.

Concretely:

- Week 1 of 2008 starts the 31<sup>st</sup> December 2007
- Week 1 of 2009 starts the 29<sup>th</sup> December 2008
- Week 1 of 2010 starts the 4<sup>th</sup> January 2010
- Week 1 of 2011 starts the 3<sup>rd</sup> January 2011

- As the year has 365 days (except leap years which have 366 days) and the quarterly survey covers 364 days ( $52 \times 7 = 364$ ), every year the Thursday of the first week of the first quarter moves (backward) to the previous day of the month. After some years that Thursday will be the 31<sup>st</sup> of December of year Y-1. In this case the sample should be spread over 14 weeks.

## **INTWEEK – col 162/163**

### **Periodicity**

QUARTERLY

### **Short description**

Interview week

### **Codes**

Number of the week running from Monday to Sunday

### **Filter**

Everybody

### **Purpose**

This information used with reference week gives an indication of the recall period and information on the quality of the answer.

### **Implementation rules**

- See rules for REFWEEK (col 166/167)

## **COUNTRY – col 164/165**

### **Periodicity**

QUARTERLY

### **Short description**

Country

### **Codes**

This should be provided according to the coding in Annex IV.

### **Filter**

Everybody

### **Purpose**

Variable needed for the management of databases.

### **Implementation rules**

## **REGION – col 166/167**

### **Periodicity**

QUARTERLY

### **Short description**

Region of household

### **Codes**

This should be provided to the coding system in Annex I, which is based on the Classification of Territorial Units (NUTS). The third and fourth digits of the NUTS code (that is, the level II regional code) should be provided.

### **Filter**

Everybody

### **Purpose**

Variable needed for the breakdowns by local units (NUTS1 or NUTSII).



# DEGURBA – col 168

## Periodicity

QUARTERLY

## Short description

Degree of urbanisation

## Codes

- |   |                        |
|---|------------------------|
| 1 | Densely-populated area |
| 2 | Intermediate area      |
| 3 | Thinly-populated area  |

## Filter

Everybody

## Purpose

Variable needed to calculate employment and unemployment rate and main population characteristics separately for urban and rural areas

## Definitions

The concept of "urbanisation" has been introduced to indicate the character of the area where the respondent lives. Three types of area have been identified and defined using a criterion of geographical contiguity in combination with a minimum population threshold based on population grid square cells of 1 km<sup>2</sup>. These grid cells all have the same shape and surface, which avoids distortions caused by using units varying in size. The three types to be distinguished are<sup>3</sup>:

- densely-populated (Code 1)
- intermediate (Code 2)
- thinly-populated (Code 3)

The degree of urbanisation creates a classification of all LAU2s (Local Administrative Units – Level 2) as follows:

- (1) Thinly populated area (alternative name: rural area)
  - More than 50% of the population lives in rural grid cells.
- (2) Intermediate density area (alternative name: towns and suburbs/small urban area)
  - Less than 50% of the population lives in rural grid cells and
  - Less than 50% lives in high-density clusters
- (3) Densely populated area: (alternative names: cities/large urban area)

---

<sup>3</sup> The new methodology for urbanisation, intended for use across statistical domains, foresees code 1 for thinly-populated and code 3 for densely-populated areas, thus inverting the order compared to the one used in the EU LFS. The EU LFS continues to use the coding given above, as foreseen in the EU LFS coding regulation currently in force.

- At least 50% lives in high-density clusters<sup>4</sup>

In the above, the following definitions are used:

- Rural grid cells: Grid cells outside urban clusters
- Urban clusters: clusters of contiguous<sup>5</sup> grid cells of 1 km<sup>2</sup> with a density of at least 300 inhabitants per km<sup>2</sup> and a minimum population of 5 000.
- High-density cluster: Contiguous<sup>6</sup> grid cells of 1 km<sup>2</sup> with a density of at least 1 500 inhabitants per km<sup>2</sup> and a minimum population of 50 000. (Alternative names: urban centre or city centre)

In order to classify properly LAU2s based on the grid cell approach described, a few additional correction rules must be provided:

- If the LAU2s do not have a raster equivalent, they are classified according to the share of territory in rural grid cells and high-density clusters.
- Thinly populated LAU2s may be classified as intermediate or densely populated due to border effects if rural grid cells cover most of the territory. For that reason, LAU2s with a population below 5000 inhabitants<sup>7</sup> and 90% of its area in rural grid cells are reclassified as rural area.
- Very small densely populated LAU2s may be classified as thinly populated due to the coarse<sup>8</sup> resolution of the population grid. For that reason, LAU2s with an area less than 5 km<sup>2</sup> but with a share of surface outside rural grid cells higher than 30 % are reclassified as intermediate density or densely populated according to the share of the correspondent cluster.

As LAU2s vary considerably in area, this methodology will lead to a closer match between a high-density cluster and densely populated LAU2s in countries with small LAU2s than in those with large LAU2s. To take this difference into account, the classification can be adjusted as following:

- A densely populated LAU2 can be classified intermediate as long as 75% of its high-density cluster population remains in densely populated LAU2s.
- An thinly populated or intermediate density LAU2 can be classified as densely populated if it belongs to a group of LAU2s with a political function and if the majority of population of this group of LAU2s lives in a high-density cluster.

A LAU2 consists of municipalities or equivalent units in the 27 EU Member States and correspond to the following entities:

---

<sup>4</sup> Furthermore, each high-density cluster should have at least 75% of its population in densely populated LAU2s. This also ensures that all high-density clusters are part of at least one densely populated LAU2, even when this cluster represents less than 50% of the population of the LAU2.

<sup>5</sup> Contiguity for urban clusters does include the diagonal (i.e. cells with only the corners touching). Gaps in the urban cluster are not filled (i.e. cells surrounded by urban cells).

<sup>6</sup> Contiguity for high-density clusters does not include the diagonal (i.e. cells with only the corners touching) and gaps in the cluster are filled (i.e. cells surrounded by high-density cells).

<sup>7</sup> Please note that this threshold refers to the population in the LAU2, whereas the threshold used in the definition of an urban cluster refers to the set of contiguous grid cells – the cluster – which may cover cells belonging to several LAU2s.

<sup>8</sup> "Coarse" in relation to the small area of these particular LAU2s.

Belgium	Gemeenten/Communes
Czech Republic	Obce
Denmark	Kommuner
Germany	Gemeinden
Estonia	Vald, Linn
Greece	Demotiko diamerisma/Koinotiko diamerisma
Spain	Municipios
France	Communes
Ireland	DEDs/Wards
Italy	Comuni
Cyprus	Dimoi, koinotites
Latvia	Pilsētas, novadi, pagasti
Lithuania	Seniūnijos
Luxembourg	Communes
Hungary	Települések
Malta	Kunsilli
The Netherlands	Gemeenten
Austria	Gemeinden
Poland	Gminy
Portugal	Freguesias
Slovenia	Občine
Slovakia	Obce
Finland	Kunnat /Kommuner
Sweden	Kommuner
United Kingdom	Wards (or parts thereof)
Bulgaria	Naseleni Mesta
Croatia	
Romania	Communes+Municipiu+Orajse
Turkey	Köy
Iceland	Sveitarfélag
Norway	Kommuner
Switzerland	Gemeinden / Communes / Comuni

Note: This new methodology of classifying urban and rural areas has been agreed by DG for Regional Policy, DG for Agriculture and Rural Development and Eurostat. It replaces the methodology used in the LFS so far. The older methodology can be consulted in previous versions of the explanatory notes.

The definition of urban clusters is drawn from the new methodology to classify urban and rural regions developed and agreed by DG for Regional Policy, DG for Agriculture and Rural Development, Eurostat and JRC in 2010. The definition of high-density clusters is drawn from work by the OECD and the DG for Regional Policy on a new metropolitan area definition done in 2011.

## **HHNUM – col 169/174**

### **Periodicity**

QUARTERLY

### **Short description**

Serial number of the household

### **Codes**

Serial numbers are allocated by the national statistical institutes and remain the same for all waves. Records relating to different members of the same household carry the same serial number.

### **Filter**

Everybody

### **Purpose**

Variable needed to identify the households in the databases

# HHTYPE – col 175

## Periodicity

QUARTERLY

## Short description

Type of household

## Codes

- 1 Person living in private household (or permanently in a hotel) and surveyed in this household
- 2 Person living in an institution and surveyed in this institution
- 3 Person living in an institution but surveyed in this private household
- 4 Person living in another private household on the territory of the country but surveyed in this household of origin

## Filter

Everybody

## Purpose

Variable needed to select the private households, which are the scope of all the indicators derived from LFS

## Definition

- **A private household** (housekeeping unit concept) is either:
- a) a one-person household, i.e. a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household as defined below, or
  - b) a multi-person household, i.e. a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent.
- The household-dwelling concept (the aggregate number of persons occupying a housing unit) can equally be accepted.
- These definitions comprise all persons living in the households surveyed during the reference week, and those persons absent from the household for short periods due to studies, holidays, illness, business trips, etc. In this context short period means less than one year in total (time already elapsed plus the time remaining until the foreseen return).
- An **institutional household** comprises persons whose need for shelter and subsistence are being provided by an institution.

## HHINST – col 176

### Periodicity

QUARTERLY

### Short description

Type of institution

### Codes

- 1 Educational institution
- 2 Hospital
- 3 Other welfare institution
- 4 Religious institution (not already included in 1-3)
- 5 Workers' hostel, working quarters at building sites, student hostel, university accommodation, etc.
- 6 Military establishment
- 7 Other (e.g. prison)
- 9 Not applicable (HHTYPE =1, 4)
- blank No answer

### Filter

HHTYPE=2, 3

### Purpose

To have information on the distribution of the population by type of collective household.

### Implementation rules

## **COEFFY – col 177/182**

### **Periodicity**

YEARLY

### **Short description**

Yearly weighting factor

### **Codes**

0000-9999 Cols 183-186 contain whole numbers

00-99 Cols 187-188 contain decimal places

### **Filter**

Everybody

### **Purpose**

To calculate annual aggregate data

### **Implementation rules**

- Each person in the survey sample may be considered to be "representative" of a certain number of other persons not in the sample. The record for each responding individual is therefore assigned a weighting indicating how many persons are in this sense "represented" by this individual.
- In order to have consistency between individual and household statistics the same weighting factor should be allocated to all the members of the household.
- The '4 first digits' should correspond to whole numbers and the '2 last digits' should correspond to decimal places (without any coma before).

## **COEFFQ – col 183/188**

### **Periodicity**

QUARTERLY

### **Short description**

Quarterly weighting factor

### **Codes**

0000-9999 Cols 189-192 contain whole numbers

00-99 Cols 193-194 contain decimal places

### **Filter**

Everybody

### **Purpose**

To calculate quarterly aggregate data

### **Implementation rules**

- In order to have a measure of each variable at quarterly level a quarterly weighting factor should also be calculated. See also notes for Cols. 183/188.
- Countries still having a yearly survey are requested to fill these columns with the Yearly weighting factor.



## COEFFH – col 189/194

### Periodicity

YEARLY

### Short description

Yearly weighting factor of the sample for household characteristics (in the case of a sample of individuals)

### Codes

0000-9999      Cols 195-198 contain whole numbers  
00-99            Cols 199-200 contain decimal places

### Filter

Everybody

### Purpose

To calculate aggregate data for household characteristics in case of a sample of individuals

### Implementation rules

- According to Article 2, § 4. of the regulation for a continuous labour force survey, if the sampling unit is the individual, information **can be** collected for a sub-sample defined in such way that:
  - The reference weeks are uniformly distributed throughout the whole year;
  - The number of observations (individuals sampled plus the members of their household) satisfies, for the annual estimates of levels, the reliability criteria.
- For countries providing household data using this kind of sub-sample (and only for these countries) this weighting factor should be calculated for each person composing the sub-sample.

## **INTWAVE – col 195**

### **Periodicity**

QUARTERLY

### **Short description**

Sequence number of the survey wave

### **Codes**

1-8    Sequence number of the wave

### **Filter**

Everybody

### **Purpose**

(HHNUM \* SEQNUM \* INTWAVE) is an identifier of an interview in the database.  
Used for longitudinal studies.

### **Implementation rules**

- The sequence number of the wave should correspond to the number of times that the individual/household is in the sample. The quarters where the individual/household is not in the sample should be excluded from the counting.
- For countries where the sample unit is the household, the sequence number of the survey wave is attached to the household. Therefore it should follow the same pattern for all individuals of the same household. For instance a new person joining the household (and the sample) in wave 2 would be assigned number 2. A person present in wave 1, absent in wave 2 but present in wave 3 would be assigned number 3 when interviewed in wave 3.

## **INTQUEST – col 196**

### **Periodicity**

QUARTERLY

### **Short description**

Questionnaire used

### **Codes**

- 1 Only core variables
- 2 Whole questionnaire

### **Filter**

Everybody

### **Purpose**

Variable used for the management of the databases

### **Implementation rules**

- Code 1 applies to interviews that do not use the whole questionnaire (yearly + quarterly variables).

## Regional variables at NUTS 3 level (col 260 – 268)

Doc. Eurostat/F2/LAMAS/08/09 on the “Regional TASK database and transmission of LFS data at NUTS-3” specified the details for a voluntary transmission of NUTS 3 level equivalents to the three regional variables REGIONW (col 41/42), REGION1Y (col 152/153) and REGION (col 166/167) at NUTS 2 level.

In order to clearly separate voluntary from compulsory data, the regional information at NUTS-3 level shall be transmitted in three additional variables in separate positions at the end of each record, i.e. after possible ad-hoc module variables as follows:

Name	Column	Periodicity	Description
REG3DW	260-262	quarterly	Region of place of work (NUTS-3)
REG3D1Y	263-265	yearly	Region of residence one year before the survey (NUTS-3)
REG3D	266-268	quarterly	Region of household (NUTS-3)

Please refer to the explanatory notes for the corresponding variables at NUTS 2 level for further detail.

## **ANNEX 1**

**Regional codes used in the EU Labour Force Survey  
(according to the classification of Territorial Units – NUTS)**

**[http://forum.europa.eu.int/Members/irc/dsis/employ/library?  
l=/methodology&vm=detailed&sb=Title](http://forum.europa.eu.int/Members/irc/dsis/employ/library?l=/methodology&vm=detailed&sb=Title)**

## **ANNEX 2**

**European Classification of Economic Activities (NACE Rev. 2)**

**<http://circa.europa.eu/irc/dsis/nacecpacon/info/data/en/NACE%20Rev%202%20structure.pdf>**

**Specific NACE coding for EU LFS:**

**<http://forum.europa.eu.int/Members/irc/dsis/employ/library?l=/methodology&vm=detailed&sb=Title>**

## **ANNEX 3**

**International standard classification of occupations 2, 3, and 4 digits – ISCO-08**

**<http://www.ilo.org/public/english/bureau/stat/isco/index.htm>**

**Specific ISCO coding for EU LFS:**

**[http://forum.europa.eu.int/Members/irc/dsis/employ/library?  
l=/methodology&vm=detailed&sb=Title](http://forum.europa.eu.int/Members/irc/dsis/employ/library?l=/methodology&vm=detailed&sb=Title)**

## ANNEX 4

### Codification of countries

[http://forum.europa.eu.int/Members/irc/dsis/employ/library?  
l=/methodology&vm=detailed&sb=Title](http://forum.europa.eu.int/Members/irc/dsis/employ/library?l=/methodology&vm=detailed&sb=Title)