



EUROPEAN COMMISSION
EUROSTAT

Directorate F: Social statistics

**EXPLANATORY NOTES
AND
MODEL QUESTIONNAIRE**

**for the LFS ad hoc module 2019
on
Work organisation and working time arrangements**

Version: 1 August 2019

A) INTRODUCTION

1. PURPOSE

This document presents the model questionnaire including explanatory notes and transcoding into variables for the LFS module on 'work organisation and working time arrangements'.

In order to achieve a high level of comparability of the data collection across countries, countries are urged to apply this model questionnaire when implementing the module. The model questionnaire is highly recommended to be applied without changes going beyond the translation. The translation should be as close as possible to the original but in the end the target is to achieve conceptual equivalency and not just literal translation.

2. FOCUS

The module aims to measure aspects of work organisation and working time arrangements identifying their flexibility for workers and employers. It focuses on those elements that are assumed to be most important for the well-being of the worker and work-life-balance.

The module addresses all persons in employment (WSTATOR=1,2) no matter if they are employees, self-employed (with or without employees) or family workers. In the case of more than one job (EXIST2J=1,2), only the main job is considered. There is no maximum age restriction; all respondents aged 15 year or older are included.

No explicit reference period is applied for the variables of the module, with the exception of AVAIFREE. We are aiming to measure the normal situation. In case of doubt, a period of six months preceding the interview can be taken.

One part of the questions focusses on working time flexibility from the perspective of the respondent as an employee or as a self-employed. Another set of questions regards their availability as expected by employers or clients. This can additionally influence the work-life-balance – here focussing on changes towards the work side. The measurement of job autonomy sheds more light on qualitative working conditions as such. The place of work and the connected commuting time provides further information on how work is organised and again has relevance for the reconciliation of work with private life.

3. DEVELOPMENT PROCESS

The model questionnaire incorporates the developmental work done by the task force preparing the corresponding ad hoc module for 2015, experiences made by countries implementing the module in 2015, special empirical tests for selected variables and a thorough review by one of the task forces developing the IESS implementing regulation (TF2).

It incorporates the decisions of LAMAS and aims to answer all questions and comments that were raised during the round of exchange of views and in the follow-up written consultation done by e-mail between December 2017 and February 2018.

4. LATEST CHANGES

In April 2018, the following changes have been brought:

- the wording of the description of the variables VARIWT, FREEHOUR, FREELEAVE, AVAIFREE has been adapted to be fully in line with the Regulation;
- the wording of the code 3 for the variable VARIWT has been adapted to be fully in line with the Regulation;
- explanations have been added concerning the entry filter of the variable FREEHOUR and the automatic coding to be done by Eurostat for people with VARIWT = 1;

- the way the entry filter for the variable RECHOURS is written has been slightly changed to follow the same writing style that for the other variables;
- the transcoding for the variable JOBAUTON has been corrected as regards the NA code (no answer);
- the end flow for the model question related to the variable PLACEWK in case of NA (no answer) has been corrected (should go to the variable COMMUTM);
- the entry filter and the transcoding for the variable COMMUTM has been changed to be fully in line with the Regulation (the case of NA for the variable PLACEWK has been added);
- explanatory notes have been added for the variable COMMUTM for a specific case;
- the end flow for the model question related to the variable COMMUTM has been changed to be fully in line with the entry filter of the variable OTHERLOC;
- the codes 4 and 5 for the variable OTHERLOC have been merged to be in line with the Regulation.

In May 2018, introduced changes concern:

- error correction: Transcoding of the variable OTHERLOC for cases where PLACEWK=blank corrected from blank to 9;
- clarifications: Added further notes for AVAIFREE: how to handle cases of work standby, and how many times one has to act in order for it to count as yes in Q2.

In June 2018:

- clarification in the notes for the respondents having different kinds of recording in their main job.

In July 2018:

- the specification "mainly" has been added in the 3rd answer categories of questions Variwt_Q1a and Variwt_Q1b, in order to be aligned with the description of the corresponding code of the variable VARIWT;
- the specification "manually" has been also added in the 3rd answer category of question Rechours_Q2, in order to be aligned with the description of the corresponding code of the variable RECHOURS;
- the recommendation to present to the respondent all answer categories in questions concerning variables FREEHOUR, FREELEAV, FLEXWT, AVAIFREE, RECHOURS, JOBAUTON, PLACEWK and OTHERLOCK has been included.

In December 2018:

- information on the checks, that will be implemented at Eurostat for data consistency, have been added at the end of these explanatory notes

In January 2019:

- changes in the consistency checks have been brought: the 5th check has been corrected, two checks have been added, only checks 1 and 2 are considered as "hard checks";
- explanations for the variable OTHERLOC have been added;
- the case of WSTATOR= 5 have been added in the transcoding tables.

B) OVERVIEW OF THE VARIABLES

VARIWT	- Variable working times	WSTATOR = 1,2
FREEHOUR	- Freedom to take hours off	VARIWT = 2,3,blank
FREELEAV	- Freedom in taking leave	WSTATOR = 1,2
FLEXWT	- Expected flexibility in working times	WSTATOR = 1,2
AVAIFREE	- Available for work in free time	WSTATOR = 1,2
RECHOURS	- Recording of working hours	STAPRO=3
PRESSURE	- Working under time pressure	WSTATOR = 1,2
JOBAUTON	- Job autonomy	WSTATOR = 1,2
PLACEWK	- Main place of work	WSTATOR = 1,2
COMMUTM	- Commuting time	PLACEWK ≠ 2
OTHERLOC	- Working on other location	PLACEWK ≠ Blank,9

C) IMPLEMENTATION INFORMATION

1. SUB-MODULE: FLEXIBILITY OF WORKING TIMES

1.1. VARIWT

VARIWT	Variable working time	WSTATOR =
	<i>How is determined the start and end of the working time in the main job</i>	1,2
1	Worker can fully decide working time	
2	Worker can decide working time with certain restrictions	
3	Employer or organisation mainly decides working time	
9	Not applicable	
Blank	No answer / Don't know	

1.1.1. Purpose

The variable measures if the main job of a person allows to change working times on own behalf. For employees this mainly means the degree of freedom or flexibility as it is defined by an agreed working time arrangement with the employer. Self-employed should in general have a high degree of flexibility but it could be that they have restrictions imposed by clients, legal regulations or opening hours.

1.1.2. Questionnaire

[At the beginning of the module it should be clarified that all questions refer to the main job.]

IF WSTATOR = 1,2 AND STAPRO=3

Variwt_Q1a

Can you decide on the start and end of your working time or does your employer decide them? [Please read out the answering categories.]

- | | |
|---|---------------|
| 1. <i>You can fully decide them yourself</i> | → Freeleav_Q1 |
| 2. <i>You can decide them with certain restrictions</i> | → Freehour_Q1 |
| 3. <i>The employer or organisation mainly decides</i> | → Freehour_Q1 |
| No Answer | → Freehour_Q1 |

IF WSTATOR = 1,2 AND STAPRO=1,2,4, blank

Variwt_Q1b

Can you decide on the start and end of your working time?
[Please read out the answering categories.]

- | | |
|---|---------------|
| 1. <i>You can fully decide them yourself</i> | → Freeleav_Q1 |
| 2. <i>You can decide them with certain restrictions</i> | → Freehour_Q1 |
| 3. <i>They are mainly determined by the clients, tasks or legal regulations</i> | → Freehour_Q1 |
| No Answer | → Freehour_Q1 |

1.1.3. Transcoding

Core	Module	
WSTATOR	Variwt_Q1a/b	VARIWT
1,2	1	1
	2	2
	3	3
	Cs	Blank
3,4,5,9		9

1.1.4. Explanatory notes

Working time is understood as the working schedule (working days in a week and working hours in a day), and in order to make the variable more concrete, it focuses on the start and end times of the working day.

The variable measures the respondent's situation. It does not aim to capture the general situation at the whole business or organisation in determining the start and end of the working time.

In case of *employees*, the variable intends to capture the way in which working time is officially set. It is set by the employer or by the employee or to varying degrees by both. When employees exceptionally vary their working times beyond the official agreement, this is not of relevance for this variable. Option 1 should also be chosen when the employee has no agreed working time at all, but only objectives or responsibilities (e.g. for directors, high-level experts).

Shift-workers, including police forces or nurses, can chose the most appropriate answer, depending on how their shifts are defined (fully determined or can be adapted). Teachers, where some working hours cannot be changed (lessons) but another part (preparation/follow-up) can be organised absolutely freely most likely, should choose the middle category (2). Persons with annual working time accounts should rather choose category (1).

One would expect a high degree of flexibility in case of *self-employed* and family workers. However, they should choose the most appropriate answer. If they think that clients, governmental legislation or authorities are the ones who mainly determine their working time, then the answering categories identifying restrictions could be more appropriate. Self-employed who have very few or no possibilities to determine their working times because of e. g. clients' demands or legal regulations or a combination of several factors should choose category 3. The working time determined by clients is more frequent for self-employed, but it is not limited to this case. Deadlines can influence working time even though within those limits working times can be freely set.

The arrangement of *flexitime* is a special case of the situation where the worker can decide working time together with the employer (so, with certain restrictions).

1.1. FREEHOUR

FREEHOUR	Freedom to take hours off	VARIWT =
	<i>Possibility to take one or two hours off in the main job for personal or family matters within one working day</i>	2,3,Blank
1	Very easy	
2	Quite easy	
3	Quite difficult	
4	Very difficult	
9	Not applicable	
Blank	No answer / Don't know	

1.1.1. Purpose

The variable measures the at short notice possibility to take hours off to accommodate to personal or family matters. It tries to assess if persons in employment with not fully flexible working time regimes (measured by VARIWT) potentially have additional flexibility to reconcile work and family life.

The variable measures the respondent's situation. It does not aim to capture the general situation or rules at the enterprise or organisation in taking hours off. The question measures the respondent's general expectation of the ease or difficulty to take one or two hours off. It does not have to base on personal experiences which will of course influence the expectations accordingly if they exist.

1.1.2. Questionnaire

Filter: VARIWT = 2, 3, blank

Freehour_Q1

How easy or difficult is it to take one or two hours off work for personal or family matters within one working day? [Please read out the answering categories.]

- | | |
|----------------------------|---------------|
| (1) <i>Very easy</i> | → Freeleav_Q1 |
| (2) <i>Quite easy</i> | → Freeleav_Q1 |
| (3) <i>Quite difficult</i> | → Freeleav_Q1 |
| (4) <i>Very difficult</i> | → Freeleav_Q1 |
| No Answer | → Freeleav_Q1 |

1.1.3. Transcoding*

Core LFS	AHM		
WSTATOR	VARIWT	Freehour_Q1	FREEHOUR
1,2	1		1
	2,3,NA	1	1
	2,3,NA	2	2
	2,3,NA	3	3
	2,3,NA	4	4
	2,3,NA	NA	Blank
3,4,5,9			9

*NA = No Answer

The question is only asked to people with VARIWT = 2, 3, Blank (as written in the Regulation).

The variable will also be transmitted to Eurostat with values only for people with VARIWT = 2, 3, Blank.

For people with WARIWT = 1, the variable FREEHOUR will be automatically coded (imputation) by Eurostat to FREEHOUR = 1.

1.1.4. Explanatory notes

Persons in employment who can freely set their working times can be assumed to take easily hours off. They are not asked questions but information from VARIWT is used to determine the appropriate code.

Personal or family matters exclude leisure purposes (e.g. playing tennis). Medical appointments, running important errands, participating at family events are included. In general, these are examples of important personal or family matters, without including the dramatic examples of accidents or emergencies for which the worker often has a clear right to leave work.

The time reference of "one working day" is included because also matters that need to be taken care of at short notice should be covered.

It does not matter if the hours taken off have to be compensated or not. Relevant for this variable is only the possibility of taking hours to increase flexibility and facilitate reconciliation with family or personal matters.

If an employment already offers certain flexibility and there is distinction between core and non-core hours, the question relates to the core hours.

Spontaneous answer: impossible is coded under code 4.

1.2. FREELEAV

FREELEAV		Freedom in taking leave <i>Possibility to take in the main job one or two days of leave within three working days</i>	WSTATOR = 1,2
	1	Very easy	
	2	Quite easy	
	3	Quite difficult	
	4	Very difficult	
	9	Not applicable	
	Blank	No answer / Don't know	

1.2.1. Purpose

This variable measures working time flexibility as the possibility to spontaneously take days off. It is independent from the motivation or reason for doing so. It is not supposed to measure if persons becoming sick may have problems of staying at home.

The intention is to get the employed persons' perception if the work activity in liaison with colleagues and supervisors allows in principle the respondent to take days at short notice (the time reference of "three working days" is used to cover the concept of "at short notice").

It is not to check if the leave, as workers' right, exists and is in principle in place even though it of course has an influence.

1.2.2. Questionnaire

<u>Filter:</u> WSTATOR = 1,2	
Freeleav_Q1	
<i>How easy or difficult is it for you to take one or two days off work within three working days?</i> [Please read out the answering categories.]	
(1) <i>Very easy</i>	→ Flexwt_Q1
(2) <i>Quite easy</i>	→ Flexwt_Q1
(3) <i>Quite difficult</i>	→ Flexwt_Q1
(4) <i>Very difficult</i>	→ Flexwt_Q1
<i>No Answer</i>	→ Flexwt_Q1

1.2.3. Transcoding

Core LFS	AHM	
WSTATOR	Freeleav_Q1	FREELEAV
1,2	1	1
	2	2
	3	3
	4	4
	NA	Blank
3,4,5,9	-	9

1.2.4. Explanatory notes

Days off are understood as holidays. Days off taken for illness are excluded.

The time reference of "three working day" is used to cover the concept of "at short notice".

Long (or planned) leaves are excluded. For the purpose of the variable, it is assumed that the 1-2 days of leave are outside the planned leave (in the cases when part of the annual leave is agreed together with colleagues/superiors), and not during the period in which the business is closed, or production stopped.

The respondent is invited to consider the usual situation. If periods when leave cannot be taken (because of specific rhythms and deadlines) occur regularly or make up a substantive part of the job the answer will reflect this. On the other hand, if such periods are exceptional, then they should not influence the answer to this question.

The question measures the general expectation of the ease or difficulty to take one or two days of leave. In the case when experiences exist, it will of course influence the expectation accordingly.

Spontaneous answer: impossible is coded under code 4.

1.3. FLEXWT

FLEXWT	Expected flexibility in working time <i>Frequency to which the worker has to face unforeseen demands for changed working time in the main job</i>	WSTATOR =
1	At least once a week	1,2
2	Less than every week but at least once a month	
3	Less than every month or never	
9	Not applicable	
Blank	No answer / Don't know	

1.3.1. Purpose

This variable concerns the flexibility the respondent has to show in order to fulfil the work tasks. The variable does not measure expectations or a perceived pressure at the workplace but concrete behaviour how often the respondent usually has to adapt his working times to fulfil the work.

This can be the consequence of a self-perceived necessity because of the volume of work or tight or changed deadlines. While this will be often the situation for self-employed in the case of employees it may also be a consequence of a request from the employer.

If the respondents regularly have to adapt their working schedules it will have a negative impact on the freedom to organise their leisure time or fulfil family responsibilities. It thus stays in contrast to the variables FREEHOUR and FREELEAV which measure flexibility in favour of the provider of work or goods.

1.3.2. Questionnaire

Filter: WSTATOR = 1,2	
Flexwt_Q1	
<i>How often do you have to make a change to your working time as required by your tasks, clients or your superiors?</i> [Please read out the answering categories.]	
(1) <i>At least once a week</i>	→ Avaifree_Q1
(2) <i>At least once a month</i>	→ Avaifree_Q1
(3) <i>Less often or never</i>	→ Avaifree_Q1
No Answer	→ Avaifree_Q1

1.3.3. Transcoding

Core LFS	AHM	
WSTATOR	Flexwt_Q1	FLEXWT
1,2	1	1
	2	2
	3	3
	NA	Blank
3,4,5,9		9

1.3.4. Explanatory notes

Changes made to the working time means mainly starting earlier or later or by working longer. Overtime can be the consequence. For shift worker that would mean that have to come to extra shifts or an agreed shift pattern has to be changed (e.g. changing from the morning to the late shift). For persons with fully flexible working times this would mean that they have to change their working times e. g. at short notice or that they have to adapt working times to requirements of supervisors, clients or tasks.

It plays no role if eventual overtime is paid or unpaid.

1.4. AVAIFREE

AVAIFREE	Available for work in free time <i>Worker was contacted during leisure time in the last two months to take action before the next working day for the main job</i>	WSTATOR = 1,2
1	Was not contacted in the last two months	
2	Was contacted on a few occasions	
3	Was contacted several times and was expected to act before the next working day	
4	Was contacted several times and was not expected to act before the next working day	
9	Not applicable	
Blank	No answer / Don't know	

1.4.1. Purpose

This variable measures the general availability and immediate reaction on requests by employers and clients. It is going further than FLEXWT because it focusses on concrete requests coming from the employer or clients and a quick reaction is required that directly interferes with leisure time. Again the variable does not relate to expectations but the concrete occurrence of situations when the respondent was contacted and had to react.

More explicitly than FLEXWT this variable assesses the impact a job can have on the free time of a person and in how far there could be a problem for the work-life balance.

1.4.2. Questionnaire

Filter: WSTATOR = 1,2

Avaiifree_Q1

In the last two months, how often were you contacted on work matters during your leisure time?
[Please read out the answering categories.]

(1) <i>Never</i>	(if STAPRO=3)	→ Rechours_Q1
	(if STAPRO=1,2,4,blank)	→ Pressure_Q1
(2) <i>Once or twice</i>	(if STAPRO=3)	→ Rechours_Q1
	(if STAPRO=1,2,4,blank)	→ Pressure_Q1
(3) <i>More often</i>		→ Avaiifree_Q2
No Answer	(if STAPRO=3)	→ Rechours_Q1
	(if STAPRO=1,2,4,blank)	→ Pressure_Q1

Filter: Avaiifree_Q1 = 3

Avaiifree_Q2

Were you expected to take action before your next working day?

(1) Yes	(if STAPRO=3)	→ Rechours_Q1
(2) No	(if STAPRO=1,2,4,blank)	→ Pressure_Q1
No Answer		

1.4.3. Transcoding

Core LFS	AHM		
WSTATOR	Avaiifree_Q1	Avaiifree_Q2	AVAIIFREE
1,2	1	-	1
	2	-	2
	3	1	3
		2,NA	4
	NA	-	Blank
3,4,5,9		-	9

1.4.4. Explanatory notes

The persons in employment can be contacted by their boss, colleagues, business partners, etc. as well as by clients. The contact can be by phone (or mobile devices), at the private or business e-mail address or in person. E-mails sent to the business e-mail address outside office hours if the worker is normally not expected to read these e-mails before the next working day, are not considered a contact. The checking of e-mails as such is not counted as a contact.

Self-employed and most family workers should choose the most appropriate answer for their leisure time. For most employees, 'leisure time' means being contacted in between working days after their regular work hours and before the start of the next working day.

A person is expected to take action before the next working day means that he/she is expected (by employer, business, colleagues, clients) take action quickly following the contact, the action cannot wait until the next working day. In contrast, reacting to the contacting or receiving the information alone (reading e-mail, answering a call) is not regarded as taking action. Giving a productive input like providing information or making decisions on the phone or by e-mail is.

Respondents who are on "standby" (i.e. who receive some money to be available to go to work in case of emergency) should consider this period as leisure time in question *Avaifree_Q1*.

In question *Avaifree_Q2* it is sufficient to have been expected to take action before the next working day once in order to answer 'yes'.

The reason to apply a reference period of two months is that we try to measure the occurrence of concrete events and this requires a reference period. The period of two months is chosen to avoid problems with holiday periods and to keep the period short to limit recall problems.

2. SUB-MODULE: METHODS AT WORK

2.1. RECHOURS

RECHOURS	Recording of presence or working hours <i>Method of recording the presence or working hours in the main job</i>	STAPRO=3
01	Presence and hours are not recorded	
02	Presence recorded manually by one-self	
03	Presence recorded manually by supervisor/colleague	
04	Presence recorded automatically (clocking system, at log-in)	
05	Presence recorded with another method	
06	Hours recorded manually by one-self	
07	Hours recorded manually by supervisor/colleague	
08	Hours recorded automatically (clocking system, at log-in)	
09	Hours recorded with another method	
99	Not applicable	
Blank	No answer / Don't know	

2.1.1. Purpose

This variable intends mainly to assess the degree of autonomy and trust that are given to the employee. While no recording or manual self-recording would stand for a high level, an automatic recording or even under control of a supervisor are clearly more restrictive. The recording of presence can be seen as less strict than an exact recording of the hours worked. On the other hand the recording can be a protection of the employee against working frequently more than contractually agreed or a constant availability outside working hours.

Even though this variable gives an idea of applied recording modes its purpose is not to find out exact frequencies of the used systems or technical solutions to record working hours.

2.1.2. Questionnaire

Filter: STAPRO = 3

Rechours_Q1

Is the number of hours you work or your presence at work recorded?

- | | |
|-----------------------------------|---------------|
| (1) Yes, hours are recorded | → Rechours_Q2 |
| (2) No, only presence is recorded | → Rechours_Q2 |
| (3) No, nothing is recorded | → Pressure_Q1 |
| No Answer | → Pressure_Q1 |

Filter: Rechours_Q1 = 1,2

Rechours_Q2

How are the hours / is your presence recorded? [Please read out the answering categories.]

- | | |
|--|-----------------|
| (1) Automatically recorded (clocking system, log-in at computer) | } → Pressure_Q1 |
| (2) Manually recorded by one-self | |
| (3) Recorded manually by colleague or supervisor | |
| (4) Other method | |
| No Answer | |

2.1.3. Transcoding

Core		Module		
WSTATOR	STAPRO	Rechours_Q1	Rechours_Q2	RECHOURS
1,2	3	1	2	06
1,2	3	1	3	07
1,2	3	1	1	08
1,2	3	1	4, NA	09
1,2	3	2	2	02
1,2	3	2	3	03
1,2	3	2	1	04
1,2	3	2	4, NA	05
1,2	3	3		01
1,2	3	NA		Blank
3,4,5,9				99

2.1.4. Explanatory notes

Automatic recording means that the working hours or presence is recorded by an automatized system when the employee enters the building, logs into a computer or device, or starts a machine or vehicle. A computer registering log-in could also be at home when used for teleworking. Clocking systems are included here no matter if they work with punch cards or electronically. This consequently means that the record depends directly on the presence of the employee on the employer's premises or on the operation of a computer or machine. Also a driver whose working time is measured through the operation of a truck would be counted here.

Informal recording is not included. This means when presence is captured as side-effect e.g. by an electronic system granting access to a building. Also for teachers or sales personnel it is obvious when they are present or do not arrive in time. But if none of the above is actually used for time balances or presence records, it should not be counted as recording.

The frequency of the recording (daily, weekly or monthly) is not relevant for the purpose of the variable. The same applies to the period covered which could be hours worked in a day, week or month.

When respondents have different kinds of recording in their main job, they should mention the one that covers most of the working time. For example, an employed craftsman could have his working hours at the workshop supervised by the secretary but notes the working hours by himself, when he is at clients' places. If he mainly works at client's places he should choose own recording. This also applies when only specific working hours are recorded (e.g. overtime or hours taken off) but the majority of working hours are not recorded: then code 01 (presence and hours are not recorded) or codes 02 to 05 (only presence is recorded) should be chosen.

Manual own recording is independent from the used technique. It may be own notes on paper, in prepared paper forms, into own or standardised computer tables or into an electronic system. Decisive is that the employee enters the times to own discretion.

If own time recording has to be validated by a supervisor distinguishing between answer 2 and 3 in Rechours_Q2 depends on the degree to which the supervisor actually monitors and corrects the employees recordings. If time sheets are normally validated without corrections or only when the employee has made an obvious mistake, answer 2 in Rechours_Q2 should be chosen. If corrections frequently occur or would very likely occur when real and indicated times do not coincide, answer 3 in Rechours_Q2 should be chosen. If the working hours are directly noted by a colleague or supervisor also answer 3 in Rechours_Q2 should be chosen. This also applies when a presence sheet had to be signed or the working hours sheet had to be filled in the presence of a colleague.

This variable also fully applies to people doing home- or telework. In theory all forms of hours or presence recording are possible.

The answer categories for both questions should be presented to the respondent before answering, so that he/she knows that there is interest in recording of hours or presence and in the kind of recording methods.

2.2. PRESSURE

PRESSURE		Working under time pressure <i>Frequency to which the person works under time pressure in the main job</i>	WSTATOR = 1,2
	1	Always	
	2	Often	
	3	Sometimes	
	4	Never	
	9	Not applicable	
	Blank	No answer / Don't know	

2.2.1. Purpose

This question assesses how common it is for the respondent in the main job to work under time pressure. That means that the time the respondent has to accomplish the work tasks is not sufficient and he/she either has to speed up work and eventually to extend working times. This variable can be interpreted in relation to FLEXWT where the work necessitates a change of working times here it effects an increased work pace and/or feelings of discomfort and stress.

This variable is subjective. Even though objective conditions influence the time pressure someone is exposed to, it also depends on individual capacities and the subjective interpretation of the situation.

2.2.2. Questionnaire

<u>Filter:</u> WSTATOR = 1,2	
Pressure_Q1	
<i>How often do you have to work under time pressure?</i>	
[Please read out:] <i>Time pressure is the pressure to finish tasks within a time span that is considered insufficient. Is it</i> [read out the answering categories]	
(1) <i>Always</i>	→ Jobauton_Q1
(2) <i>Often</i>	→ Jobauton_Q1
(3) <i>Sometimes</i>	→ Jobauton_Q1
(4) <i>Never</i>	→ Jobauton_Q1
No Answer	→ Jobauton_Q1

2.2.3. Transcoding

Core LFS	AHM	
WSTATOR	Pressure_Q1	PRESSURE
1,2	1	1
	2	2
	3	3
	4	4
	NA	Blank
3,4,5,9		9

2.2.4. Explanatory notes

Respondents should know the four possible categories before answering. They should be read out or shown when the question is asked.

The perception of the respondent should be recorded. He/She should choose the modality that they find most appropriate. The question measures the share of the working time the respondents feels working under time pressure. Even though it gives an objective cue to the understanding of time pressure the answer will be a combination of general ideas of a manageable workload and the respondents capacities to deal with it.

2.3. JOBAUTON

JOBAUTON	Job autonomy <i>Possibility to influence order and content of tasks in the main job</i>	WSTATOR = 1,2
11	Large influence on order and content	
12	Large influence on order and some on content	
13	Large influence on order and little or none on content	
21	Some influence on order and large influence on content	
22	Some influence on order and content	
23	Some influence on order and a little or none on content	
31	Large influence on content and little or none on order	
32	Some influence on content and a little or none on order	
33	Little or no influence on order and content	
99	Not applicable	
Blank	No answer / Don't know	

2.3.1. Purpose

This variable measures the autonomy of the respondent in the main job, meaning in how far he/she can influence the way work is carried out or that it is less predefined by the organisation and more left to the employee. A high job autonomy is also often seen as an indicator for a higher job quality and related to a higher job satisfaction.

It covers the two dimensions of influence on (1) the order and (2) the content of the tasks. The variable measures the extent to which the respondent thinks he/she can influence them. It thus does not measure the actual influence but the subjective perception of it.

2.3.2. Questionnaire

Filter: WSTATOR = 1,2

Jobauton_Q1

To what extent can you influence the order of your tasks? Do you have [read out the answering categories]

- | | |
|-----------------------------|---------------|
| (1) <i>Large influence</i> | → Jobauton_Q2 |
| (2) <i>Some influence</i> | → Jobauton_Q2 |
| (3) <i>Little influence</i> | → Jobauton_Q2 |
| (4) <i>Not at all</i> | → Jobauton_Q2 |
| No Answer | → Jobauton_Q2 |

Filter: WSTATOR = 1,2

Jobauton_Q2

To what extent can you influence the content of your tasks? Do you have [read out the answering categories]

- (1) *Large influence* → Placewk_Q1
- (2) *Some influence* → Placewk_Q1
- (3) *Little influence* → Placewk_Q1
- (4) *Not at all* → Placewk_Q1
- No Answer → Placewk_Q1

Source: FI_QWLS 2008 B27 (partly)

2.3.3. Transcoding

Core LFS	AHM		
WSTATOR	Jobauton_Q1	Jobauton_Q2	JOBAUTON
1,2	1	1	11
	1	2	12
	1	3,4,NA	13
	2	1	21
	2	2	22
	2	3,4,NA	23
	3,4,NA	1	31
	3,4,NA	2	32
	3,4	3,4,NA	33
	NA	3,4	33
	NA	NA	Blank
3,4,5,9			99

2.3.4. Explanatory notes

All categories of the scale should be read out before the respondent answers the question.

The subjective perception of the respondent should be recorded and she/he should choose modality found most appropriate. The judgement should be based on the personal experience.

Influencing the content of tasks means that respondents have a certain freedom to decide on how to fulfil their tasks: This means the approaches, methods, tools or used information sources. Respondents may also have freedom to decide about the scope or exact characteristics of the output.

3. SUB-MODULE: PLACE OF WORK

3.1. PLACEWK

PLACEWK	Main place of work	WSTATOR=1,2
	<i>Place where activities for main job are mainly carried out</i>	
1	Employer's or own premises	
2	Home	
3	Clients' places	
4	Non-fixed place (vehicle, delivery service, etc.)	
5	Other	
9	Not applicable	
Blank	No answer / Don't know	

3.1.1. Purpose

The variable determines the place where the respondent in his/her main job mainly works. Relevant is the professional context in which work is done and not the physical location as such (e. g. if it is in an office building, outside, etc.). Work can be done in a professional environment set up by the employer or by the respondent in case of a self-employment. Work can be done at home in a private context. In other cases work is performed at the clients' places. Here, a big variety is possible, from working in clients' private places to staying in the company of the client or from a job accomplished in one hour to an assignment lasting several weeks. People who work in a vehicle, for delivery services and alike have even a less stable work environment.

3.1.2. Questionnaire

<u>Filter:</u> WSTATOR = 1,2	
Placewk_Q1	
<i>In your main job: what is the place where you mainly work? [Please read out the answering categories]</i>	
(1) <i>At the employer's or own premises</i>	→ Commutm_Q1
(2) <i>At home</i>	→ Otherloc_Q1
(3) <i>At the premises or homes of clients</i>	→ Commutm_Q1
(4) <i>At no locally fixed places (e.g. vehicle)</i>	→ Commutm_Q1
(5) <i>Another kind of place</i>	→ Commutm_Q1
No Answer	→ Commutm_Q1

3.1.3. Transcoding

Core	Module	
WSTATOR	Placewk_Q1	PLACEWK
1,2	1	1
	2	2
	3	3
	4	4
	5	5
	NA	Blank
3,4,5,9		9

3.1.4. Explanatory notes

The main place of work is the one where the person spends most of the working time, or works most frequently. If the work is equally split between two places it is up to the respondent to choose the main one among the two. It only refers to the main job.

Premises refer to any building or site that is owned or rented by the employer or self-employed and especially set up for performing the work or service. These can be office buildings, hospitals, shops, schools, farms, company sites, a flat rented for the purpose of having an office their etc. Also premises that are rented occasionally, like class rooms by private teachers or sports grounds by sport teachers would be counted as 'own premises'.

For self-employed, e. g. 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 should be counted as working from home. 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 should be considered as performed at the own premise.

Client is a generic term for customers, clientele, users, respondents, patients. A work place can be at a client's home, for example in the case of social workers providing home care. It could also be a consultant working for several days or even weeks at the enterprise of the client. Agents or mobile nursing staff that visit several clients per day are counted here, too. The same applies to craftsmen like electricians or carpenters. If an agent or craftsman works mainly at the own or employer's premises because large parts of the work are done there or administrative work dominates the respective categories 1 or 2 should be chosen.

Persons could also work at the location of a third party. These are e. g. constructions workers who work for an enterprise that the site of the enterprise's client or carers who work at the homes of their companies clients. They should choose category (3). Miners normally work at the employer's premises even though working below ground is a specific place. Employees working in a café at an airport or in a shop gallery also normally work at the shop rented or owned by their employer.

For mobile sales agents the choice of the appropriate category depends on the relative times they share in a vehicle and with the clients. If they spend more time in a car they should choose (4). The same applies for truck drivers, drivers in public transport. For a salespersons working on mobile stands in public spaces or postmen, mainly delivering mail, the same category applies. If that does not seem appropriate for them they can also choose 'other'. Also agents working on fun or trade fairs should choose 'other'.

3.2. COMMUTM

COMMUTM	Commuting time <i>Time to get from home to work for the main job</i>	PLACEWK #2
000 – 240	Minutes	
999	Not applicable (not included in the filter)	
Blank	No answer / Don't know	

3.2.1. Purpose

The variable measures the time an employed respondent has to invest in addition to his/her regular working times. Together with the possibilities to adapt working times to private needs or the obligation to react to request from work it gives a comprehensive picture of the work balance. It also gives an informative picture of how long employed persons normally commute to get to work, if there are significant differences between people living in more urban or rural areas, etc.

3.2.2. Questionnaire

Filter: PLACEWK ≠ 2	
Commutm_Q1	
<i>How long does it usually take you to travel from home to your main place of work? Please give us your average commuting time in minutes, one-way and without any detours.</i>	
Minutes ___ (000-240)	→ (if PLACEWK= 1,4,5) Otherloc_Q1 (if PLACEWK = 3) Otherloc_Q2 (if PLACEWK = blank) END
No Answer	→ (if PLACEWK= 1,4,5) Otherloc_Q1 (if PLACEWK = 3) Otherloc_Q2 (if PLACEWK = blank) END

3.2.3. Transcoding

Core LFS	AHM		
WSTATOR	Placewk_Q1	Commutm_Q1	COMMUTM
1,2	1,3,4,5, NA	MMM NA	MMM Blank
	2		999
3,4,5,9			999

3.2.4. Explanatory notes

Work place is the main place of work as identified by PLACEWK. If PLACEWK is "home" it can be assumed that there is no commuting time.

Usual commuting time refers to the most frequently used mode of transport and normal weather conditions. Exceptional situations like extreme weather conditions or unusual traffic jams are excluded.

In the case of alternating and roughly equal shares between two means of transport (e.g. a car on half of the days and bus on the other days) are used, the respondent is invited to estimate an average of the two times.

The complete time from "door to door" should be indicated. If means of transport are combined all should be considered. E.g. when a person combines walking and using a bus or has to walk to or from a parking site the total time spent on commuting is to be measured.

Detours or time needed for other purposes like bringing children to school, even if they are done daily have to be excluded. If the respondent never travelled directly to the workplace or does not know the usual time, he/she should make an estimation.

Respondents who recently changed their job or temporary agency worker should relate the time to the current place of work.

There may be cases (like for agents) when a person does not work at home but he/she indicates that work starts in the moment when he/she leaves home. In that case the commuting time should be zero minutes. In general, traveling time that is part of the job, like for bus drivers, or driving to clients during working time, is not counted as commuting time.

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 should be considered as performed at the own premise and PLACEWK coded 1. In that case the commuting time can also be zero minutes.

When the main place of work as identified by PLACEWK corresponds to several locations (as is likely if PLACEWK is "at clients' place"), and if travelling time is not part of the job, the location to which the respondents commutes the most often should be considered. If not possible because e. g. the locations are

constantly varying, an indication of the average commuting time should be given. This applies e. g. to self-employed who exclusively work at clients' places without going to an office before or home carers.

In the case when the person in employment has a temporary residence (often provided by the employer), commuting time is the time to get from that residence to the place of work.

3.3. OTHERLOC

OTHERLOC	Working on other locations	PLACEWK =
	<i>Works in more than one location for the main job</i>	1-5
1	Daily	
2	Not daily but at least every week	
3	Less than every week but at least every month	
4	Less than every month or never	
9	Not applicable	
Blank	No answer / Don't know	

3.3.1. Purpose

This variable measures if the respondent changes his/her main working place and the frequency of such geographical changes. This variable can serve several purposes. At first, it measures the stability of the work place. In general a more stable work place is more convenient and less stressful as the work environment stays the same, commuting and the remaining reconciliation with private life does not have to be re-organised regularly.

For respondents who indicated to work at the companies premises we would like to measure if they really only have this one place of work or sometimes work at alternative places, for instance at home or a different local units of the enterprise. Specific identification of telework is covered by HOMEWK in the core. The main interest in respondents working at client's places is the frequency with which they have to change between clients. So, if they have few major clients with longer lasting assignments or many clients and changes per day. For people with a non-fixed working place it is meaningful because it tries to identify if they have another fixed working place besides their non-fixed one.

3.3.2. Questionnaire

Filter: PLACEWK= 1,2,4,5

Otherloc_Q1

In your main job, do you sometimes work at a different place than your main place of work?

(1) Yes → Otherloc_Q2

(2) No → END

No Answer → END

Filter: (PLACEWK= 1,2,4,5 and Otherloc_Q1 = 1) or PLACEWK = 3

Otherloc_Q2

How often do you change your work place? Is it [read out answering categories]

(1) <i>At least once a day</i>	→ END
(2) <i>At least once a week</i>	→ END
(3) <i>At least once a month</i>	→ END
(4) <i>Less often</i>	→ END
No Answer	→ END

3.3.3. *Transcoding*

Core	Module			
WSTATOR	PLACEWK	Otherloc_Q1	Otherloc_Q2	OTHERLOC
1,2	1,2,4,5	1	1	1
1,2	1,2,4,5	1	2	2
1,2	1,2,4,5	1	3	3
1,2	1,2,4,5	1	4	4
1,2	1,2,4,5	NA		Blank
1,2	3		1	1
1,2	3		2	2
1,2	3		3	3
1,2	3		4	4
1,2	3		NA	Blank
1,2	1,2,4,5	2		4
1,2	Blank			9
3,4,5,9				9

3.3.4. *Explanatory notes*

The variable measures how often the respondent changes the workplace. It can be a change within the same kind of work place as measured by PLACEWK, e. g. between different clients or different sites of the employer. But it can also be a change between the categories of PLACEWK like between the own workshop and clients' places or the office and home.

With the variable the frequency of all changes should be covered. Respondents working at clients' places count all changes: those between clients and those to their e. g. workshop or headquarters. For respondents with no fixed work place the change of the (physical) location can be expected to be very frequent or even a continuous part of the job. Thus, for them the variable rather covers a change of the kind of work place.

If respondents only check occasionally emails from home or answer phone calls they should answer Otherloc_Q1 with "no". Only work that is also normally done at the workplace or counted as working time should be taken into consideration. If the respondent doubts, the minimum time period spent on work in another place should be one hour. In the case of a teacher, if he/she prepares the school lessons and/or corrects the tests at home, he/she can answer Otherloc_Q1 with "yes".

Respondents who mainly work at clients' places are directly asked with Otherloc_Q2 'how often they change their work location'. Here, change can be expected as being normal. For the others there is an introductory question (Q1) if they also work at a different place than the one they already had indicated. This question is also necessary for persons with a non-fixed work place because asking Q2 directly would seem awkward. They should answer 'yes' if they change the kind of workplace. For instance truck drivers who have to work at their headquarters for some time, do logistical planning at an office or return to a depot for maintenance. Going to a distribution hub just to load goods would in contrast not count.

Occasional business trips are excluded. If they make up a substantial part of the regular work (more than 50%) this should already be indicated in PLACEWK because the respondent then probably often travels to clients or could be understood as having no fixed place. If the respondent frequently changes between local units of the employer, this should be indicated as change. In contrast, changes of the location at the premises

are excluded like errands or going to meetings. Similarly, training activities at other locations are excluded. The variable does also not cover a recent move of the office. If the situation of business trips is variable over time the respondent should relate to the last two months. More generally, if the situation of the respondent is changing over time, the reference period for the question Otherloc_Q2 "How often do you change your work place?" can be taken as the last two months.

D) CONSISTENCY CHECKS

In addition to the usual checks for entry filter and range of values / intervals, Eurostat is going to implement on the 2019 ad-hoc module micro-data the following checks for consistency between variables:

1. IF REGIONW \neq REGION & REGIONW \neq BLANK & PLACEWK = 2 -> Respondent reported that main place of work is home, but home is in different region than place of work
2. IF COUNTRYW \neq COUNTRY & COUNTRYW \neq BLANK & PLACEWK = 2 -> Respondent reported that main place of work is home, but home is in different country than place of work
3. IF REGIONW \neq REGION & REGIONW \neq BLANK & COMMUTM = 0 -> Respondent reported no commuting time but home is in different region than place of work
4. IF COUNTRYW \neq COUNTRY & COUNTRYW \neq BLANK & COMMUTM = 0 -> Respondent reported no commuting time but home is in different country than place of work
5. IF HOMEWK = 1, 2 & PLACEWK = 1,3,4,5 & OTHERLOC = 4 -> Respondent reported in the core LFS variable HOMEWK that he/she works at least once a month at home, and answers in the module variables PLACEWK and OTHERLOC that his/main place of work is not at home and that he/she is not working at other places
6. IF HOURREAS=01,07 & VARIWT=3 -> Respondent reported in the core LFS variable HOURREAS that he/she has variable hours (e.g. flexible working hours) and answers in VARIWT that the employer or organisation mainly decides working time
7. IF HOURREAS=01,07 & FREEHOUR=3,4 -> Respondent reported in the core LFS variable HOURREAS that he/she has variable hours (e.g. flexible working hours) and answers in FREEHOUR that it is quite or very difficult to take one or two hours off in the main job for personal or family matters within one working day.

Please take note that these checks probably refer to a very small number of cases.

Checks 1 and 2 are considered as “hard” checks (the particular combinations of answers seems implausible).

Checks 3 and 4 are considered as “soft” checks as these 2 combinations of answers are plausible for persons who during the weekdays live away from home and stay for example in the employer’s premises.

Checks 5, 6 and 7 are considered as “soft” checks as these combinations are plausible in some rare cases.

Countries are invited to implement these checks in the micro-data files, before sending them for validation. They are also invited to send any comment/correction on these checks and additional checks that they consider useful for the 2019 ad-hoc micro-data file.