

Labour Force Survey ad hoc module 2019

Work organisation and working time arrangements

Person code |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

THE QUESTIONNAIRE IS COMPLETED FOR ALL EMPLOYED PERSONS

QUESTIONS REFER TO MAIN JOB

Question 1: Can you decide on the start and end of your working time?

- | | | | | |
|--|--------------------------|---|-----|-----|
| – I determine myself my working time..... | ☐ | 1 | → 3 | |
| – My working time is set but there is some flexibility in starting and ending time..... | ☐ | 2 | | } 2 |
| – My working time is fully determined by the employer (<i>employees only</i>)..... | ☐ | 3 | | |
| – My working time is determined by clients, tasks, or legal framework (<i>for self-employed and family workers</i>)..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 2: How easy or difficult is it to take one or two hours off work for personal or family matters within one working day?

- | | | | | |
|------------------------------------|--------------------------|---|-----|--|
| – Very easy..... | ☐ | 1 | } 3 | |
| – Quite easy..... | ☐ | 2 | | |
| – Quite difficult..... | ☐ | 3 | | |
| – Very difficult..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 3: How easy or difficult is it for you to take one or two days off work within three working days?

- | | | | | |
|------------------------------------|--------------------------|---|-----|--|
| – Very easy..... | ☐ | 1 | } 4 | |
| – Quite easy..... | ☐ | 2 | | |
| – Quite difficult..... | ☐ | 3 | | |
| – Very difficult..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 4: How often do you have to make a change to your working time as required by your tasks, clients or your superiors?

- | | | | | |
|------------------------------------|--------------------------|---|---|---|
| – At least once a week..... | ☐ | 1 | } | 5 |
| – At least once a month..... | ☐ | 2 | | |
| – Less often or never..... | ☐ | 3 | | |
| – Do not know / Do not answer..... | ☐ | 4 | | |

Question 5: In the last two months, how often were you contacted on work matters during your leisure time?

- | | | | |
|------------------------------------|--------------------------|---|-----|
| – Never..... | ☐ | 1 | → 7 |
| – Once or twice..... | ☐ | 2 | → 7 |
| – More often..... | ☐ | 3 | → 6 |
| – Do not know / Do not answer..... | ☐ | 4 | → 7 |

Question 6: Were you expected to take action before your next working day?

- | | | | | |
|------------------------------------|--------------------------|---|---|---|
| – Yes..... | ☐ | 1 | } | 7 |
| – No..... | ☐ | 2 | | |
| – Do not know / Do not answer..... | ☐ | 3 | | |

Question 7: Is the number of hours you work or your presence at work recorded?

- | | | | | |
|--------------------------------------|--------------------------|---|---|---|
| – Yes, hours are recorded..... | ☐ | 1 | } | 8 |
| – No, only presence is recorded..... | ☐ | 2 | | |
| – No, nothing is recorded..... | ☐ | 3 | } | 9 |
| – Do not know / Do not answer..... | ☐ | 4 | | |

Question 8: How are the hours / is your presence recorded?

- | | | | | |
|--|--------------------------|---|---|---|
| – By automatized electronic system.....
<i>(e.g. when logging-in, telematic recording of drivers, GPS applications on mobile phones etc)</i> | ☐ | 1 | } | 9 |
| – By clocking system, mechanical or electronical.....
<i>(e.g. with paper or electronic card, proximity key fobs, fingerprints, retina detection etc)</i> | ☐ | 2 | | |
| –Manually recorded by myself.....
<i>(e.g. on paper forms, in standardized computer tables, spreadsheets or databases)</i> | ☐ | 3 | | |
| –Recorded manually by colleague or supervisor..... | ☐ | 4 | | |
| – Other method..... | ☐ | 5 | | |
| – Do not know / Do not answer..... | ☐ | 6 | | |

Question 9: How often do you have to work under time pressure?

- | | | | | |
|------------------------------------|--------------------------|---|---|----|
| – Always..... | ☐ | 1 | } | 10 |
| – Often..... | ☐ | 2 | | |
| – Sometimes..... | ☐ | 3 | | |
| – Never..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 10: To what extent can you influence the order of your tasks?

- | | | | | |
|------------------------------------|--------------------------|---|---|----|
| – To a large extent..... | ☐ | 1 | } | 11 |
| – To some extent..... | ☐ | 2 | | |
| – To little extent..... | ☐ | 3 | | |
| – Not at all..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 11: To what extent can you influence the content of your tasks?

- | | | | | |
|------------------------------------|--------------------------|---|---|----|
| – To a large extent..... | ☐ | 1 | } | 12 |
| – To some extent..... | ☐ | 2 | | |
| – To little extent..... | ☐ | 3 | | |
| – Not at all..... | ☐ | 4 | | |
| – Do not know / Do not answer..... | ☐ | 5 | | |

Question 12: What is the place where you mainly work?

- | | | | | |
|--|--------------------------|---|------|----|
| – At the employer's or own premises.....
(e.g. offices, shops, factories, hospitals, schools, , construction sites, mines, estates) | ☐ | 1 | → 13 | |
| – At home..... | ☐ | 2 | → 15 | |
| – At the premises or homes of clients..... | ☐ | 3 | } | 13 |
| – At no locally fixed places (e.g. vehicle, street salespersons)..... | ☐ | 4 | | |
| – Another kind of place..... | ☐ | 5 | | |
| – Do not know / Do not answer..... | ☐ | 6 | | |

Question 13: How long does it usually take you to travel from home to your main place of work? (one-way, no detours)

- One-way travel in minutes.....

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 } 14
- Do not know / Do not answer..... 999 }

Question 14: Which means of transport do you use more often to get to your workplace?

- By car..... ☐ 1 } 14a
- By motorbike (*including ATV*)..... ☐ 2 }
- By public transportation (*bus, trolley, surface train, metro*)..... ☐ 3 }
- By foot..... ☐ 4 }
- By bicycle..... ☐ 5 }
- Other means of transportation..... ☐ 6 } 15
- (e.g. *taxi, personal driver, van service, ferryboat, electric scooter*)
- I use various means of transportation..... ☐ 7 }
- Do not know / Do not answer..... ☐ 8 }

Question 14a. Do you drive it yourself alone or with others?

- Alone..... ☐ 1 } 15
- With others..... ☐ 2 }
- Do not know / Do not answer..... ☐ 3 }

Question 15: In your main job, do you sometimes work at a different place than your main place of work?

- Yes..... ☐ 1 → 16
- No..... ☐ 2 } END
- Do not know / Do not answer..... ☐ 3 }

Question 16: How often do you change your work place?

- At least once a day..... ☐ 1
- At least once a week..... ☐ 2
- At least once a month..... ☐ 3
- Less often..... ☐ 4
- Do not know / Do not answer..... ☐ 5