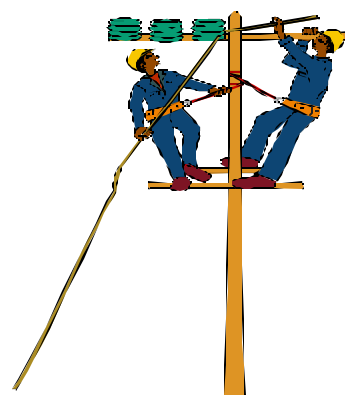


SAINT LUCIA YEARLY SURVEY OF EMPLOYMENT, EARNINGS AND HOURS OF WORK QUESTIONNAIRE



ISIC NO INDUSTRY NO

ENUMERATION DISTRICT NO

Government Statistics Department
 1ST & 2ND Floor
 Chreiki Building
 Micoud Street, Castries
 Telephone: 452-3716 / 452-2648

All information furnished by the respondents will be held in strict confidence and used only for statistical purposes

Code

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YEARLY SURVEY OF EMPLOYMENT, EARNINGS AND HOURS OF WORK
Please complete this questionnaire for the last/most recent pay period in the month of
October 2000

Please read carefully the instructions and definitions overleaf before completing this form

(Confidential under the Statistics Act 1973, No. 13 & Labour Regulations 1960, No. 15)

Name of establishment official furnishing the information for the completion of the questionnaire

 Official title ----- Signature ----- Date -
 Telephone No. -----
 Name of interviewer ----- Date -----

General establishment information

- (1) Name of Establishment -----
 (2) Address of Establishment -----
 (3) Description of main product/activity/business (i.e. the product/activity/business which accounts for the major portion of output or which occupies the major proportion of employment) e. g. Manufacturing: Clothing

 (4) No. of Employees in the establishment as at 31 October 2000
- | | <u>Men</u> | <u>Women</u> | <u>Nationals</u> | <u>NonNationals</u> |
|--------------------|------------|--------------|------------------|---------------------|
| Wage Earners | _____ | _____ | _____ | _____ |
| Salaried Employees | _____ | _____ | _____ | _____ |
| Total | _____ | _____ | _____ | _____ |
- (5) No. of Wage Earners who are:
- | | <u>Men</u> | <u>Women</u> |
|----------------------------------------------|------------|--------------|
| Time rated (e.g. hourly, daily, weekly etc.) | _____ | _____ |
| Task or piece rated | _____ | _____ |

DEFINITIONS

- (a) **Reference Period** - The reference period is the most recent pay period in the month of October 2000. The pay period may be the week for wages-earners and the month for salaried employees.
- (b) **Occupation** - The definition of an occupation covers a set of jobs whose main task and duties are characterized by a high degree of similarity. Jobs are defined as a set of task and duties executed or meant to be executed by one person.
- (c) **Employees** – Employees include all persons, employed on a full time or part time basis, who are drawing pay for work done or services rendered. Persons who were absent from work on paid leave (e.g. sick leave, vacation leave) during the specified reference period are included. The following are however, excluded: -
- (1) Working owners or partners in unincorporated companies whether or not they receive salaries.
 - (2) Former employees on pension, self employed persons hired on a fee-for-service basis.
- (d) **Wage earners** – Wage earners may be called manual workers, operatives, factory workers, production and related workers, piece workers etc. Wage earners are non-supervisory staffs up to the level of working-foreman who are engaged in the production process, in construction, installation and maintenance operations; warehouse and delivery staff, security staff and official maids. In general these categories of workers are paid on hourly, daily or piecework bases. Wage earners may be divided into time-rated and piece-rated wage earners. Time-rated wage earners are those employees whose pay is expressed in terms of a set number of hours, [paid on a time basis, whether it is] i.e. hourly, daily, weekly, fortnightly or any other time unit. Piece-rated wage earners are those workers whose remuneration is based on their output. [Hourly rated employees are wage earners whose pay is expressed in a set number of hours, (i.e. hourly, daily, weekly).]
- (e) **Salaried Employees** - Comprise all other employees, i.e. administrative, managing directors, working directors of incorporated business, executives, commission agents and traveling salesmen directly responsible to management, professional and technical staff, supervisory workers above the level of working-foremen, clerical workers and similar office staff.
- (f) **Wages of wage earners** – Payment to a worker by his employer made regularly (usually at daily, weekly, fortnightly etc.), including where relevant, payments in cash and in kind, amounts earned by piece-workers, supplementary earnings under incentive plans, cost-of-living allowances and regular bonuses. These payments are mostly directly related to work performed, but remuneration for time not worked (including paid annual vacations, public holidays, etc.) is also considered as part of wages.
- (g) **Gross [Pay] earnings of salaried employees** – Includes basic salaries, regular commission, incentive pay, bonus, cost-of-living allowance and overtime. Exclude compensation in kind, traveling expenses, retirement gratuities and bonuses paid at irregular intervals (e.g.

Christmas bonus). Also include the salaries of working directors of companies, but exclude the earnings of working proprietors.

- (h) **Normal Hours** – Normal hours paid for include normal working hours spent on vacation, sick leave, holiday and other forms of leave with pay.
- (e) **Overtime Hours** – They represent the hours worked in excess of normal hours of work and for which premium payments are usually made.

INSTRUCTIONS

- Section 2 (1) - Enter the title of each occupation or trade, e. g. bartender, carpenter, security guard etc. Where applicable enter the occupation or trade of full time and part time employees separately.
- Section 2 (2) - Enter a brief description of the tasks and activities of each occupation or trade.
- Section 2 (3 & 4)-Enter the number of male and female wage-earners respectively in each occupation or trade during the most recent pay week in the month of October 2000 or preferably on the last day of the most recent pay week in the month of October 2000.
- Section 2 (5)- Enter the number of national (St. Lucian) wage earner.
- Section 2 (6)- Enter the number of non-national wage earners.
- Section 2(7 & 8)-Enter the number of hours normally worked per day and week in each occupation or trade. Enter the normal hours of work for full time and part time employees separately. Enter the hours of work for employees of the same occupation or trade who work shorter hours, separately.
- Section 2(9 &10)-Enter the Minimum and Maximum wages men obtain in each occupation or trade per week. If the pay period is daily, fortnightly, etc. convert to weekly.
- Section 2(11 &12)-Enter the Minimum and Maximum wages women obtain in each occupation or trade per week. If the pay period is daily, fortnightly, etc. convert to weekly.
- Section 3 (1)- Enter the title of each occupation, e.g. administrative and professional persons etc. Where applicable enter the occupation or trade of full time and part time employees separately.
- Section 3 (2)- Enter a brief description of the tasks and activities of each occupation or trade.
- Section 3 (3 & 4)-Enter the number of male and female salaried employees respectively, in each occupation during the month of October 2000 or on the last day of the month of October 2000.
- Section 3 (5)- Enter the number of national (St. Lucian) salaried employees.
- Section 3 (6)- Enter the number of non-national salaried employees.
- Section 3 (7)- Enter the total gross pay (earnings) received by male salaried employees, during the month of October 2000, before deductions for income tax, national insurance contributions, transport levy, etc. Include the salaries of working directors of companies, but exclude the earnings of working proprietors. If male employees are receiving different salaries within an occupation due to a salary scale an average salary for that occupation should be arrived at. Where there may exist more than one male salaried employee in the same occupation, but each receiving different gross earnings, an average of the various earnings received by each male employee in the same occupation should be calculated.

- Section 3 (8)- Enter the total gross pay (earnings) received by female salaried employees, during the month of October 2000, before deductions for income tax, national insurance contributions, transport levy, etc. Include the salaries of working directors of companies, but exclude the earnings of working proprietors. If female employees are receiving different salaries within an occupation due to a salary scale an average salary for that occupation should be arrived at. Where there may exist more than one female salaried employee in the same occupation, but each receiving different gross earnings, an average of the various earnings received by each female employee in the same occupation should be calculated.
- Section 3 (9)- Enter the total number of normal hours for which the salaried employees were paid in respect of the month of October 2000. Enter the normal hours of work for part time and full time salaried employees separately.
- Section 3 (10)- Enter the total number of hours worked overtime.

