

Workplace Employment Relations Study 2011

Carried out for the Department for Business, Innovation and Skills*

EMPLOYEE PROFILE QUESTIONNAIRE

It would be of great help if this questionnaire could be completed before the interviewer's visit and available at the beginning of the interview.



You can also complete the questionnaire online. Please see the accompanying letter for information on how to do this.

The information you provide will be used solely for statistical purposes and will be treated in strict confidence in accordance with the Data Protection Act.

Thank you for your help.

*In collaboration with Acas, UK Commission for Employment and Skills, the Economic and Social Research Council, and the National Institute of Economic and Social Research.

The purpose of this questionnaire is to gather information about the size and structure of the workforce at your workplace. The data should relate to the time at which you complete this form. There are no questions on seasonal variations.

- **'Workplace'** refers to the premises referred to in the letter. It does not include any other premises that may belong to your organisation or to workplaces different and separate from this one.
- **'Employees'** refers to people with a contract of employment. The term excludes any freelance workers, self-employed or out workers, agency workers and casual workers who do not have a contract of employment. Representatives, salespersons and similar employees should be included if this is the workplace to which they principally report.

Please give your best estimate if you do not have exact data. Write NIL if you have no employees in a category.

1

Currently how many employees do you have on the payroll at this workplace? Remember to include yourself if you are an

employee at the workplace, but do NOT include casual workers

without a contract of employment, freelance, self-employed or agency workers.

2

Using the table below please fill in how many male and female employees are in each of the following occupational groups. Definitions of the occupational groups can be found in the accompanying information sheet.

	Male	Female	Total
Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professional and technical	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative and secretarial	<input type="text"/>	<input type="text"/>	<input type="text"/>
Skilled trades	<input type="text"/>	<input type="text"/>	<input type="text"/>
Caring, leisure and other personal service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales and customer service	<input type="text"/>	<input type="text"/>	<input type="text"/>
Process, plant and machine operatives and drivers	<input type="text"/>	<input type="text"/>	<input type="text"/>
Routine	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total employees	<input type="text"/>	<input type="text"/>	<input type="text"/>

This total should be the same as Question 1.

3

Using the table below please fill in how many 'managers and senior officials' and 'all other employees' work full-time (30 hours or more per week) and part-time (fewer than 30 hours per week).

	Full-time (30 hours or more per week)	Part-time (Fewer than 30 hours per week)
Managers and senior officials	<input type="text"/>	<input type="text"/>
All other employees	<input type="text"/>	<input type="text"/>
Total employees	<input type="text"/>	<input type="text"/>

4

Of the employees currently at this workplace (as specified in Question 1), are there any who are non-UK nationals (i.e. do not have British/UK nationality)?

Tick one box only

Yes ☐ → Go to **5**

No ☐ → Go to **6**

Don't know ☐ → Go to **6**

5

Please indicate the number of employees who are non-UK nationals from...

Number of employees

... the European Economic Area (EEA)

The EEA comprises all European Union countries plus Iceland, Liechtenstein, Norway and Switzerland.

... outside the European Economic Area (EEA)

6

Of those currently employed here, how many...

...are aged 16 or 17?

...are aged 18-21?

...are aged 22-49?

...are aged 50 or over?

...are from a non-white ethnic group?

...have a long-term disability that affects the amount or type of work they can do?

A 'long-term disability' is an illness, health problem or disability that can be expected to last for more than one year.

7

How many of the employees at this workplace are working here on temporary or fixed-term contracts? Do not include employees who are working through a probationary period that might lead to a permanent contract of employment.

8

How many employees at this workplace are currently paid...

Number of employees

£5.93 or less per hour (£845 or less per month for a 37.5 hour week)

£5.94 - £7.50 per hour (£846 - £1,070 per month for a 37.5 hour week)

£7.51 - £10.00 per hour (£1,071 - £1,425 per month for a 37.5 hour week)

£10.01 - £13.00 per hour (£1,426 - £1,855 per month for a 37.5 hour week)

£13.01 - £18.00 per hour (£1,856 - £2,565 per month for a 37.5 hour week)

£18.01 or more per hour (£2,566 or more per month for a 37.5 hour week)

Total employees

9

How many employees at this workplace are members of a trade union or independent staff association - whether recognised by management or not?

10 How many separate unions or independent staff associations have members at this workplace – whether recognised by management or not?

11 Please indicate the unions / staff associations that have members at this workplace.
Tick all that apply and add names of any others not listed.

Unite the Union	<input type="checkbox"/>	Union of Shop Distributive and Allied Workers (USDAW)	<input type="checkbox"/>
UNISON: The Public Service Union	<input type="checkbox"/>	Public & Commercial Services Union (PCS)	<input type="checkbox"/>
GMB	<input type="checkbox"/>	Communication Workers Union (CWU)	<input type="checkbox"/>
Royal College of Nursing of the UK (RCN)	<input type="checkbox"/>	Association of Teachers & Lecturers (ATL)	<input type="checkbox"/>
National Union of Teachers (NUT)	<input type="checkbox"/>	National Association of Schoolmasters Union of Women Teachers (NASUWT)	<input type="checkbox"/>

Any others? Please specify:

12 Over the last 12 months what percentage of work days was lost through employee sickness or absence at this workplace? *Please exclude authorised leave of absence, employees away on secondment or courses, or days lost through industrial action.* %

13 How many temporary agency staff are presently working at this workplace? *Temporary agency staff are people that you hire on a temporary basis from an employment agency. These members of staff should not be included in the employee total given in Question 1.*

14 In total, how many employees (full- and part-time) were on the payroll at this workplace 12 months ago?

15 And how many of these stopped working here because they...

...left or resigned voluntarily?

...were dismissed?

...were made redundant?

...left for some other reason (e.g. retirement)?

16 In total, how many employees (full- and part-time) were on the payroll at this workplace in 2004?

Thank you for completing this questionnaire.
Please keep it to give to the NatCen interviewer.

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