

Guidance Notes for completing the Quarterly Public Sector Employment Survey Questionnaire

Employees

Please report the number of employees with an employment contract who are being paid by the organisation, rather than the number of jobs/posts.

There is a difference between counting employees (which is a measure of people) compared to jobs or posts (where one person may have more than one job). For example, where an individual works for a local authority run leisure centre they may work as a lifeguard and a fitness instructor.

If an employee has more than one job within your organisation please categorise the employee based on the characteristics of the post in which the employee works the most hours i.e. permanent/casual, full-time/part-time.

Include:

- overseas workers, for example, those employees working in the Armed Forces, Diplomatic Service and the British Council serving abroad. However, exclude locally engaged staff as these are not considered UK residents
- employees on secondment or loan **only** if your organisation is paying for the majority (more than 50 per cent) or all of their wages. If the costs are split equally, the sending rather than the receiving organisation should count the employee. Employees seconded in from the private sector should be included if your organisation is paying for the majority or all of their wages. However, please exclude employees seconded out to the private sector
- workers who only work part of the year (e.g. those on casual or annualised hours contracts) if they are being paid at the reference point
- all those on paid maternity or paternity leave
- all those on paid sick leave (being paid either in full or part)
- all those on paid special leave
- those employees on short-term unpaid leave (for example for bereavement, or parental leave) if they are absent on the reference date and they are on leave for a period less than their pay period.

Exclude:

- workers who only work part of the year (e.g. those on casual or annualised hours contracts) if they are **not** being paid at the reference point
- self-employed, contract workers and agency workers not paid directly from the payroll
- those employees on unpaid leave if they are on leave for a period longer than their pay period
- all those on career breaks
- all those on unpaid leave.

Employee Status - Permanent, Temporary, Casual and Fixed Term

Include:

- permanent employees, temporary employees, casual employees and employees with a fixed-term contract.
- employees with fixed-term contracts of more than 12 months as permanent employees (regardless of the amount of time remaining on the contract)
- employees with fixed-term contracts of 12 months or less as temporary employees, and report together with casual employees.

Part Time Employees

Part-time employees should be defined as those who work less than standard contracted hours, that is, your organisation's normal weekly hours.

Full Time Equivalents (FTE)

Contracted hours are used for the basis to calculate FTE. The number of hours worked should be those that the employee is contracted to work for each week, so breaks should be excluded in the calculations.

Contracted hours of those people on leave (e.g. maternity leave) should be those that they were working before they left.

You may find it useful to take a copy of the questionnaire for future reference or to answer any queries that may arise.