

**NATIONAL ORGANIZATIONS STUDY
2002**

IW COMPLETE DATE: ___ / ___ / _____

TIME OF IW: ___ / ___ : PM / AM (Please circle)

IWER NAME: _____

IWER ID: _____

R NAME: _____

R PHONE NO: _____

IWER: PLEASE VERIFY ESTABLISHMENT NAME AND ADDRESS

<p>AFFIX CASE LABEL HERE:</p>	<p>IF NECESSARY UPDATE ESTABLISHMENT NAME AND ADDRESS HERE.</p> <p>R NAME: :</p> <p>EST NAME:</p> <p>ADDRESS:</p> <p>CITY:</p> <p>STATE: _____ ZIPCODE:</p>
<p>Final Disposition:</p>	

**SECTION A: BACKGROUND INFORMATION
ON ESTABLISHMENT AND LARGER ORGANIZATION (IF ANY)**

The following questions are about (ESTABLISHMENT NAME) at (ADDRESS).

1a. Is (ESTABLISHMENT NAME) at (ADDRESS) a for-profit or not-for-profit organization?

- For-profit 1
- Not-for-profit 2 (SKIP TO Q2)
- REFUSED REF
- DON'T KNOWDK

[IWER: RECORD RESPONSE ON CHEAT SHEET]

1b. What is the legal form of (ESTABLISHMENT NAME)? Is it a

- Sole proprietorship 1
- Partnership or limited partnership 2
- Corporation with publicly held stock 3
- Corporation with privately held stock, or 4
- Something else (SPECIFY: _____) 5 REFUSED REF
- DON'T KNOWDK

[IWER: RECORD RESPONSE ON CHEAT SHEET]

IF Q1B IS ANSWERED SKIP TO Q3



2. Is (ESTABLISHMENT NAME) public or private?

- Public 1
- Private 2
- REFUSED REF
- DON'T KNOWDK

3. In what year was (ESTABLISHMENT NAME) first established?

[IWER: THIS MEANS ESTABLISHED AT ANY LOCATION]

ENTER YEAR: _____

- REFUSED REF
- DON'T KNOWDK

[IWER: RECORD RESPONSE ON CHEAT SHEET]

4a. Is (ESTABLISHMENT NAME) in any way part of a larger organization or is it completely independent?

Part of a larger organization	1
Completely independent	2 (SKIP TO Q5a)
REFUSED	REF
DON'T KNOW	DK

[IWER: RECORD RESPONSE ON CHEAT SHEET]

4b. In what way is (ESTABLISHMENT NAME) part of a (LARGER ORGANIZATION)? Is it a headquarters operation within a larger organization, a wholly-owned branch facility, a wholly-owned subsidiary, a locally-owned franchise, a school in a school system, a campus in a higher education system, a governmental unit, or something else?

A headquarters operation	1
A wholly owned branch facility	2
A wholly owned subsidiary	3
A locally owned franchise	4
A school in a school system	5
A campus in a higher education system	6
A governmental unit	7
Something else (SPECIFY: _____)	8
REFUSED	REF
DON'T KNOW	DK

4c. What is the name of the larger organization?

RECORD VERBATIM: _____

[IWER: HEREAFTER THIS IS "LARGER ORGANIZATION"]

4d. In what year was (LARGER ORGANIZATION) first established?

ENTER YEAR: _____

REFUSED	REF
DON'T KNOW	DK

4e. What is the total number of operating sites of (LARGER ORGANIZATION)?

ENTER NUMBER OF SITES: _____

REFUSED REF
DON'T KNOWDK

4f. Are there any sites outside the United States?



Yes 1
No 2
REFUSED REF
DON'T KNOW DK

4g. Counting all locations, about how many full- and part-time employees did (LARGER ORGANIZATION) have as of March 1, 2002?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOW DK

[IWER: IF (ESTABLISHMENT NAME) IS PART OF A LARGER ORGANIZATION (1 to Q4a), REMIND R AS FOLLOWS:

All of the rest of the questions in this interview refer to (ESTABLISHMENT NAME) at (ADDRESS), not to (LARGER ORGANIZATION)]

5a. In total, how many full time employees worked at (ESTABLISHMENT NAME) as of March 1, 2002? By full time we mean 35 or more hours per week.

ENTER NUMBER OF FULL-TIME EMPLOYEES: _____

REFUSED REF
DON'T KNOW DK

IF Q5a is 0, SKIP to Q6a

5b. About what percentage of the full-time employees were women?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOW DK

ACCEPT NUMBER OR PERCENTAGE.

5c. And about what percentage of the full-time employees were . . . (READ LIST: ENTER PERCENTAGE FOR EACH)

1) White

_____ PERCENT OR _____ NUMBER

REFUSED REF

DON'T KNOW DK

2) Black

_____ PERCENT OR _____ NUMBER

REFUSED REF

DON'T KNOW DK



5d. Compared to one year ago, has the number of full-time employees working at (ESTABLISHMENT NAME) increased, decreased, or remained the same?

Increased	1	
Decreased	2	
Remained the same	3	(SKIP TO Q6a)
REFUSED	REF	(SKIP TO Q6a)
DON'T KNOW	DK	(SKIP TO Q6a)

5e. By about what percentage has the full-time workforce (increased/decreased)?

_____ PERCENT OR _____ NUMBER

REFUSED REF

DON'T KNOW DK

6a. In total, how many part time employees worked at (ESTABLISHMENT NAME) as of March 1, 2002?

NUMBER OF PART-TIME EMPLOYEES: _____

REFUSED REF

DON'T KNOW DK

IF Q6a is 0, SKIP TO Q6f

About what percent of your permanent workforce quit their jobs in the past year? Please don't include people who retired or who left for disability-related reasons.

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

6g. And about what percent of your permanent workforce left involuntarily—because they were fired or permanently laid off—in the past year?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

6h. About what percent of your permanent workforce was on temporary layoff at some point during the past year?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

6i. About what percent of (ESTABLISHMENT NAME)'s permanent employees are illiterate or have very low literacy?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

7a. Does (ESTABLISHMENT NAME) use any on-call workers, that is, workers who are on your payroll and who are called in to work only as needed? On-call workers can be scheduled for several days or weeks in a row, for example substitute teachers, or construction workers supplied by a hiring hall.

Yes 1
No 2 (SKIP TO Q8a)
REFUSED REF (SKIP TO Q8a)
DON'T KNOWDK (SKIP TO Q8a)

7b. About how many on-call employees are there at (ESTABLISHMENT NAME) on a normal business day?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

[IWER: IF R CANNOT ANSWER FOR A “NORMAL BUSINESS DAY” BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

7c. Has the number of on-call employees used by (ESTABLISHMENT NAME) increased, decreased or remained the same since 1998?

Increased 1
Decreased 2
Remained the same 3
REFUSED REF
DON'T KNOW DK

8a. Are there any temporary or contract workers who work at (ESTABLISHMENT NAME) but are on the payroll of another firm?

Yes 1
No 2 (SKIP TO Q10a)
REFUSED REF (SKIP TO Q10a)
DON'T KNOW DK (SKIP TO Q10a)

8b. Are any of these workers employed by a temporary help agency?

Yes 1
No 2 (SKIP TO Q9a)
REFUSED REF (SKIP TO Q9a)
DON'T KNOW DK (SKIP TO Q9a)

[IWER: IF R REQUESTS DEFINITION OF “TEMPORARY HELP AGENCY”, SAY: A TEMPORARY HELP AGENCY SUPPLIES WORKERS TO OTHER COMPANIES PRIMARILY FOR SHORT-TERM ASSIGNMENTS. MANAGERS IN YOUR ESTABLISHMENT SUPERVISE THE ACTIVITIES OF TEMPORARY HELP AGENCY EMPLOYEES.]

8c. All in all, about how many of these temporary help agency employees work at (ESTABLISHMENT NAME) on a normal business day?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOWDK

[IWER: IF R CANNOT ANSWER FOR A "NORMAL BUSINESS DAY" BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

8d. Has (ESTABLISHMENT NAME)'s use of temporary help agency employees increased, decreased, or remained about the same relative to the size of your regular workforce since 1998?

Increased 1
Decreased 2
Remained the same 3
REFUSED REF
DON'T KNOW DK

[IWER: IF R SAYS ESTABLISHMENT WAS NOT OPERATING IN 1998, ASK ABOUT INCREASE OR DECREASE "SINCE FIRST ESTABLISHED".]

9a. Are any of these workers employees of a contract company?

Yes 1
No 2 (SKIP TO Q10a)
REFUSED REF (SKIP TO Q10a)
DON'T KNOW DK (SKIP TO Q10a)

[IWER: IF R ASKS FOR DEFINITION OF "CONTRACT COMPANY", SAY: A CONTRACT COMPANY PROVIDES EMPLOYEES OR THEIR SERVICES UNDER CONTRACT, FOR EXAMPLE, TO SECURITY, LANDSCAPING, OR COMPUTER PROGRAMMING. THE CONTRACT COMPANY SUPERVISES THE ACTIVITIES OF THESE EMPLOYEES.]

9b. All in all, about how many of these contract company employees work at (ESTABLISHMENT NAME) on a normal business day?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOWDK

[IWER: IF R CANNOT ANSWER FOR A "NORMAL BUSINESS DAY" BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE

AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

9c. Has (ESTABLISHMENT NAME)'s use of contract company workers increased, decreased, or remained about the same relative to the size of your regular workforce since 1998?

Increased	1
Decreased	2
Remained the same	3
REFUSED	REF
DON'T KNOW	DK

10a. Are any of the workers at (ESTABLISHMENT NAME) independent contractors, independent consultants or freelancers?

Yes	1	
No	2	(SKIP TO Q11)
REFUSED	REF	(SKIP TO Q11)
DON'T KNOWDK		(SKIP TO Q11)

10b. All in all, about how many of these independent contractors are at (ESTABLISHMENT NAME) on a normal business day?

ENTER NUMBER: _____

REFUSED	REF
DON'T KNOWDK	

[IWER: IF R CANNOT ANSWER FOR A "NORMAL BUSINESS DAY" BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

10c. Has (ESTABLISHMENT NAME)'s use of independent contractors increased, decreased, or remained about the same relative to the size of your regular workforce since 1998?

Increased	1
Decreased	2
Remained the same	3
REFUSED	REF
DON'T KNOW	DK

11. Does (ESTABLISHMENT NAME) use any short-term temporary workers who are hired directly by (ESTABLISHMENT NAME) instead of through a temporary help agency or a contract company?

Yes	1	
No	2	(SKIP TO Q12A)
REFUSED	REF	(SKIP TO Q12A)
DON'T KNOWDK		(SKIP TO Q12A)

[IWER: IF ASKED FOR DEFINITION, SAY: THESE ARE SHORT-TERM TEMPORARY WORKERS WHO ARE HIRED DIRECTLY FOR A LIMITED AND SPECIFIC PERIOD OF TIME (FOR EXAMPLE, DURING ESPECIALLY BUSY TIMES OR DURING THE SUMMER). THEY ARE ON YOUR PAYROLL BUT USUALLY DO NOT HAVE THE SAME EMPLOYMENT PROTECTION OR SECURITY AS YOUR REGULAR EMPLOYEES.]

11a. About how many directly-hired, short-term temporary employees work at (ESTABLISHMENT NAME) on a normal business day?

ENTER NUMBER: _____

REFUSED	REF
DON'T KNOW	DK

[IWER: IF R CANNOT ANSWER FOR A "NORMAL BUSINESS DAY" BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

11b. Has (ESTABLISHMENT NAME)'s use of such directly-hired, short-term temporary employees increased, decreased, or remained the same relative to the size of your regular workforce since 1998?

Increased	1	
Decreased	2	
Remained the same	3	
REFUSED	REF	
DON'T KNOW	DK	

[IWER: IF R SAYS ESTABLISHMENT WAS NOT OPERATING IN 1998, ASK ABOUT INCREASE OR DECREASE "SINCE FIRST ESTABLISHED".]

12a. Do any of the employees on (ESTABLISHMENT NAME)'s payroll work primarily at home in a typical week?

Yes	1	
No	2	(SKIP TO Q13a)
REFUSED	REF	(SKIP TO Q13a)
DON'T KNOWDK		(SKIP TO Q13a)

[IWER: “PRIMARYLY” AT HOME MEANS THAT HOME IS WHERE EMPLOYEE USUALLY WORKS, NOT THOSE WHO WORK AT HOME ONCE IN A WHILE.]

12b. About how many employees work primarily at home in a typical week?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

12c. And about how many employees who work primarily at home are women?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK



13a. In a typical week, do any of the employees on (ESTABLISHMENT NAME)'s payroll work primarily at an off-site location other than their home, or work on the road?

Yes 1
No 2 (SKIP TO Q14)
REFUSED REF (SKIP TO Q14)
DON'T KNOWDK (SKIP TO Q14)

[IWER: THIS MEANS EMPLOYEES WHO USUALLY WORK AT AN OFF-SITE LOCATION, NOT THOSE WHO DO SO ONCE IN A WHILE]

IF NO TO BOTH Q12a and Q13a, SKIP TO Q15

13b. About how many employees work primarily at an off-site location in a typical week?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOW DK

13c. And about how many employees who work at an off-site location are women?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

14. Of those employees who work at home or at another off-site location, about what percentage use computers?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

15. Has your organization made any explicit or implicit commitment to its employees to avoid layoffs, except in extreme circumstances?

Yes 1
No 2
REFUSED REF
DON'T KNOWDK

16. Are any of your employees represented by a union or unions?

Yes 1
No 2 (SKIP TO Q18a)
REFUSED REF (SKIP TO Q18a)
DON'T KNOWDK (SKIP TO Q18a)

17. About what percentage of your employees are union members?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

Next we would like to learn about the kind of work that takes place at (ESTABLISHMENT NAME).

18a. Does (ESTABLISHMENT NAME) produce a product, deliver a service or both?

Produces a product 1
Delivers a service 2
Both 3
Neither 4
REFUSED REF
DON'T KNOW DK

18b. What is the main product produced or service provided by (ESTABLISHMENT NAME)?

RECORD RESPONSE VERBATIM: _____

[IF “BOTH” TO 18a AND R WANTS TO GIVE MORE THAN ONE RESPONSE HERE, ASK FOR PRODUCT/SERVICE THAT ACCOUNTS FOR MOST REVENUE]

SECTION B: OCCUPATION-SPECIFIC QUESTIONS ABOUT THE “CORE” OCCUPATION

18c. What is the job title for the employees who are most directly involved with (product or service from Q18b)? IF MORE THAN ONE JOB TITLE GIVEN, ASK: Which of those has the most employees?

RECORD RESPONSE VERBATIM: _____

[IWER: RESPONSE TO 18c IS THE “CORE JOB” REFERENCED LATER IN QUEX. FILL IN THIS JOB TITLE WHEN YOU SEE “(CORE).”]

19a. In total, how many full- and part-time (COREs) worked for (ESTABLISHMENT NAME) as of March 1, 2002?

TOTAL NUMBER OF FULL- AND PART-TIME (COREs): _____

REFUSED REF
DON'T KNOWDK

19b. About what percentage of (COREs) are women?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

19c. And about what percentage of (COREs) are white?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

19d. About what percentage of (COREs) are black?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOWDK

20a. Do you have any temporary or contract (COREs) who work at (ESTABLISHMENT NAME) but are on the payroll of another firm?

Yes 1
No 2 (SKIP TO Q 20f)
REFUSED REF (SKIP TO Q20f)
DON'T KNOWDK (SKIP TO Q20f)

20b. Are any of these temporary (COREs) employees of a temporary help agency?

Yes 1
No 2
REFUSED REF
DON'T KNOWDK

20c. Are any of these temporary (COREs) independent contractors or employees of a contract company?

Yes 1
No 2
REFUSED REF
DON'T KNOWDK

20d. All in all, how many of these temporary (COREs) are here on a normal business day?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOWDK

[IWER: IF R CANNOT ANSWER FOR A “NORMAL BUSINESS DAY” BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

20e. Has your establishment's use of temporary or contract (COREs) increased, decreased, or remained about the same relative to the size of your regular workforce since 2000?

Increased 1
Decreased 2
Remained the same 3
REFUSED REF

DON'T KNOW DK

20f. Do you have any (CORE) temporary workers who are hired directly by (ESTABLISHMENT NAME) instead of through a temporary help agency or a contract company?

Yes 1
No 2 (SKIP TO Q21a)
REFUSED REF (SKIP TO Q21a)
DON'T KNOWDK (SKIP TO Q21a)

[IWER: IF ASKED FOR DEFINITION, SAY: THESE ARE SHORT-TERM TEMPORARY WORKERS WHO ARE HIRED DIRECTLY FOR A LIMITED AND SPECIFIC PERIOD OF TIME (FOR EXAMPLE, DURING ESPECIALLY BUSY TIMES OR DURING THE SUMMER). THEY ARE ON YOUR PAYROLL BUT USUALLY DO NOT HAVE THE SAME EMPLOYMENT PROTECTION OR SECURITY AS YOUR REGULAR EMPLOYEES.]

20g. About how many of these directly-hired temporary (CORE) workers work here on a normal business day?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOWDK

[IWER: IF R CANNOT ANSWER FOR A "NORMAL BUSINESS DAY" BECAUSE NUMBERS FLUCTUATE OR BECAUSE WORK IS SEASONAL, ASK FOR THE AVERAGE BETWEEN HIGHEST AND LOWEST DAYS]

20h. Has (ESTABLISHMENT NAME)'s use of directly-hired (CORE) temporary workers increased, decreased, or remained about the same relative to the size of your regular workforce since 2000?

Increased 1
Decreased 2
Remained the same 3
REFUSED REF
DON'T KNOW DK

21a. Do any (COREs) work primarily at home?

Yes 1
No 2 (SKIP TO Q22)
REFUSED REF (SKIP TO Q22)
DON'T KNOWDK (SKIP TO Q22)

[IWER: "PRIMARILY" AT HOME MEANS THAT HOME IS WHERE EMPLOYEE USUALLY WORKS, NOT THOSE WHO WORK AT HOME ONCE IN A WHILE.]

21b. About how many (COREs) work primarily at home?

ENTER NUMBER: _____

REFUSED REF
DON'T KNOWDK

22. How easy is it for (ESTABLISHMENT NAME) to hire (COREs) with the necessary skills . . . very easy, somewhat easy, not too easy, or not at all easy?

Very easy 1
Somewhat easy 2
Not too easy 3
Not at all easy 4
REFUSED REF
DON'T KNOWDK

23. In the past two years, did (ESTABLISHMENT NAME) provide any (COREs) with formal job training?

Yes 1
No 2 (SKIP TO Q27)
REFUSED REF (SKIP TO Q27)
DON'T KNOWDK (SKIP TO Q27)

24. In selecting (COREs) for formal training, do employees mostly volunteer, or does (ESTABLISHMENT NAME) decide who participates?

Employees volunteer 1
(ESTAB NAME) decides 2
Both 3
REFUSED REF
DON'T KNOW DK

25. To what extent does (ESTABLISHMENT NAME) train its (COREs) to keep their skills current . . . not at all, to some extent, or to a great extent?

Not at all 1
To some extent 2
To a great extent 3
REFUSED REF
DON'T KNOW DK

26. To what extent was the formal training of (COREs) used to teach or provide (READ LIST)... not at all, to some extent, or to a great extent?

	Not at all	To some extent	To a great extent
a. Teamwork skills	1	2	3
b. Skills and techniques to ensure a safe workplace	1	2	3

27. Are any (COREs) covered by a union contract?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

28. Do you sometimes fill (CORE) vacancies with people already employed at (ESTABLISHMENT NAME)?

Yes	1	
No	2	(SKIP TO Q30)
REFUSED	REF	(SKIP TO Q30)
DON'T KNOWDK	(SKIP TO Q30)	

29. Do you inform current employees of (CORE) vacancies by posting or circulating a vacancy notice?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

30. Are there different levels of (COREs)?

Yes	1	
No	2	(SKIP TO Q32)
REFUSED	REF	(SKIP TO Q32)
DON'T KNOWDK	(SKIP TO Q32)	

31. Are the procedures for promoting (COREs) to a higher level formal or informal?

Formal	1
Informal	2
REFUSED	REF
DON'T KNOWDK	

32. Is it possible for a (CORE) to be promoted to a job above (CORE)?

Yes	1
No	2 (SKIP TO Q34)
REFUSED	REF (SKIP TO Q34)
DON'T KNOWDK	(SKIP TO Q34)

33. Are the procedures for this kind of promotion formal or informal?

Formal	1
Informal	2
REFUSED	REF
DON'T KNOWDK	

34. When (COREs) do their job, are they involved in work teams?

Yes	1
No	2 (SKIP TO Q38)
REFUSED	REF (SKIP TO Q38)
DON'T KNOWDK	(SKIP TO Q38)

35. Do these teams make decisions about task assignments or work methods?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

36. Do these teams meet at least once a month to solve work-related problems?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

37. Do these teams choose their own leaders?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

38. Are (COREs) cross-trained, that is, trained in skills for more than one job?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

39. Are (COREs) involved in job rotation?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

40. How often do (COREs) transfer to another job family, that is, a group of jobs with different skills and duties . . . never, rarely, often, or very often?

Never	1
Rarely	2
Often	3
Very Often	4
REFUSED	REF
DON'T KNOW	DK

41. How much choice do your (COREs) have concerning the best way to accomplish their assignments . . . no choice, a small amount, a moderate amount, a large amount, or complete choice?

No choice	1
Small amount	2
Moderate amount	3
Large amount	4
Complete choice	5
REFUSED	REF
DON'T KNOW	DK

42. Which best describes how closely (COREs) are supervised as they do their work . . . no supervision, a small amount, a moderate amount, a large amount, or complete supervision?

No supervision	1
Small amount	2
Moderate amount	3
Large amount	4
Complete supervision	5
REFUSED	REF
DON'T KNOW	DK

43. Are any (COREs) paid using group incentives, such as gain sharing?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

44. Do any (COREs) receive pay for learning new skills?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

45. Do any (COREs) participate in a profit-sharing or bonus program?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

46. Who actually makes the final decision at (ESTABLISHMENT NAME) about worker schedules and overtime? Is it the head of the organization, a middle manager, a supervisor, someone below supervisor, or the employee?

Head of organization	1
Middle manager	2
Supervisor	3
Someone below	4
The employee	5
REFUSED	REF
DON'T KNOW	DK

47. Are (CORE) employees allowed to change their starting and quitting times on a daily basis?

Yes 1
No 2
REFUSED REF
DON'T KNOWDK

48. What is the average length of workday for (CORE) employees?

_____ HOURS

REFUSED REF
DON'T KNOWDK

49. On average, how many days per week do (CORE) employees come to work?

_____ DAYS

REFUSED REF
DON'T KNOWDK

50. What number of hours per week do most (CORE) employees usually work?

_____ HOURS

REFUSED REF
DON'T KNOWDK

51. In some settings, working over 40 hours a week is officially or unofficially required “to get the job done.” What percent of your (CORE) employees are officially or unofficially required to work over 40 hours per week?

_____ PERCENT

REFUSED REF
DON'T KNOWDK

52. Do any of your (CORE) employees work a compressed week—such as four 10-hour days per week with three days off?

Yes 1
No 2
REFUSED REF
DON'T KNOWDK

53. Please tell me if it is common for your hourly (CORE) employees to work each of the following types of work schedules. Please answer YES or NO to each. . . (READ LIST)

	Yes	No	REFUSED	DON'T KNOW
a. Regular daytime schedule, anytime between 6 a.m. to 6 p.m.	1	2	REF	DK
b. Regular evening shift, anytime between 2 p.m. to midnight	1	2	REF	DK
c. Regular night shift, anytime around 9 p.m. to 8 a.m.	1	2	REF	DK
d. Rotating shifts	1	2	REF	DK
e. Split shift consisting of two distinct periods each day	1	2	REF	DK

IF R REPLIED "YES" TO Q53d (Rotating Shifts) ASK Q54a AND Q54b. ELSE SKIP TO Q55.

54a. When your (CORE) employees rotate between shifts, is the rotation pattern usually forward (day to evening to night) or backward (evening to day to night) . . .

Forward (day to evening to night shift)	1
Backward (evening to day to night shift)	2
DEPENDS	3
REFUSED	REF
DON'T KNOW	DK



54b. How often do your (CORE) employees usually rotate between shifts? Is it more often than once per week, about once per week, or less often?

More than once per week	1
About once per week	2
Less often	3
DEPENDS	4
REFUSED	REF
DON'T KNOW	DK

55. Does (ESTABLISHMENT NAME) offer training or counseling to help employees cope with shift work?

Yes	1
No	2
NO SHIFT WORK	3
REFUSED	REF
DON'T KNOW	DK

SECTION C: "GLOBAL" QUESTIONS ABOUT COMPENSATION AND HR PRACTICES

56. Next, I have some questions about employee training. Does (ESTABLISHMENT NAME) currently have any staff whose primary responsibility is to train other employees?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

57. Is there sexual harassment training for managers at (ESTABLISHMENT NAME)?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

58. Is there a diversity training program for managers at (ESTABLISHMENT NAME)?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

59. Has (ESTABLISHMENT NAME) ever offered any of the following kinds of training specifically on workplace violence?

	Yes	No	REFUSED	DON'T KNOW
a. Seminars or workshops on general workplace violence risk factors and specific prevention strategies		1	2 REF	DK
b. Hands on or classroom training in conflict resolution or de-escalation techniques	1	2	REF	DK
c. Hands on training in restraint of disruptive persons or management of disruptive behavior	1	2	REF	DK
d. Ways to identify and respond to terrorism	1	2	REF	DK

60. For each of the following human resource management strategies, please tell me how strongly you agree or disagree . . . (READ LIST)

a. Your organization offers employees training and skills that will help them wherever they may work. Do you strongly agree, agree, disagree, or strongly disagree?

Strongly agree	1
Agree	2

Disagree	3
Strongly disagree	4
REFUSED	REF
DON'T KNOW	DK

b. Your organization strives to improve the personal and family well-being of employees. Do you strongly agree, agree, disagree, or strongly disagree?

Strongly agree	1
Agree	2
Disagree	3
Strongly disagree	4
REFUSED	REF
DON'T KNOW	DK

61. Does (ESTABLISHMENT NAME) have an established committee that meets regularly about worker safety?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

62. Self-managed teams are ongoing work teams that have some degree of responsibility and discretion over such decisions as methods of work, task schedules, assignment of members to different tasks, and feedback about group performance. What percent of your nonmanagerial and nonsupervisory employees are currently involved in self-managed teams?

_____ PERCENT

REFUSED	REF
DON'T KNOW	DK

63. Quality circles and employee involvement committees are temporary or ongoing groups that occasionally meet to solve key production or service problems. What percent of your nonmanagerial and nonsupervisory employees are currently involved in quality circles or employee involvement groups or committees?

_____ PERCENT

REFUSED	REF
DON'T KNOW	DK

64a. Approximately what percent of your employees are eligible for any type of performance based pay, bonuses, or profit-sharing based on company profits or overall organizational performance?

_____ PERCENT

REFUSED REF
DON'T KNOWDK

64b. And approximately what percent of your employees are eligible for any type of performance-based pay, bonuses, or profit-sharing based on workgroup or department performance?



_____ PERCENT

REFUSED REF
DON'T KNOWDK

64c. Approximately what percent of your employees are eligible for performance-based pay, bonuses, or profit-sharing based on individual performance? Please include employees who may receive tips.

_____ PERCENT

REFUSED REF
DON'T KNOWDK

IF R ANSWERED 0 TO Q64a, Q64b, AND Q64c, SKIP TO Q66

65. Approximately what percentage of your employees received any of these performance-based payments during the year 2001?

_____ PERCENT

REFUSED REF
DON'T KNOWDK



65a. About what percent of annual pay does the typical employee get in variable performance-based pay? Please combine all individual and group bonuses, profit shares, company stock contributions, broad-based stock options, and other forms.

_____ PERCENT

REFUSED REF
DON'T KNOWDK

IF ESTABLISHMENT IS A PARTNERSHIP OR CORPORATION (2 THROUGH 4 TO Q1b ASK Q66. ELSE SKIP TO Q 67c.

66. Approximately what percent of your employees have any ownership in your company or own any shares of stock in it, through ESOPs, 401k plans, profit-sharing plans, other retirement plans, or an Employee Stock Purchase Plan?

_____ PERCENT

REFUSED REF
DON'T KNOWDK

67a. A stock option gives an employee the right to buy a share of stock at a fixed price in the future, which can then be resold at the market price. What percent of your employees actually received stock options in the last year?

_____ PERCENT

REFUSED REF
DON'T KNOWDK

[IWER: IF ASKED TO CLARIFY, SAY: A STOCK OPTION IS NOT AN ESOP (EMPLOYEE STOCK OWNERSHIP PLAN) THAT GIVES EMPLOYEES ACTUAL SHARES OF STOCK OR AN EMPLOYEE STOCK PURCHASE PLAN THAT ALLOWS EMPLOYEES TO PURCHASE STOCK WITH THEIR SAVINGS.]

IF ESTABLISHMENT IS A PARTNERSHIP (2 to Q1b) OR HAS PRIVATELY OR PUBLICLY HELD STOCK (3 OR 4 TO Q1b) ASK Q67c. ELSE SKIP TO Q 68.

67c. To what extent do you publicly identify yourself as a company that has employee ownership for most employees as a central part of your company culture? Please give me a number between 0 and 10, where 0 is "not at all" and 10 is "to a very great extent".

_____ NUMBER

REFUSED REF
DON'T KNOWDK

68. What percentage of your employees receives a regular performance appraisal?

_____ PERCENT

REFUSED REF
DON'T KNOW DK

69. Of the employees at (ESTABLISHMENT NAME) in 2002, about what percentage earn

a. Less than \$10 per hour? (less than \$20,000 per year?)



_____ PERCENT

REFUSED REF
DON'T KNOWDK

b. **Between \$10/hour and \$15/hour (between \$20,000 and \$30,000 per year?)**

_____ PERCENT

REFUSED REF
DON'T KNOWDK

c. **More than \$15 per hour? (more than \$30,000 per year?)**

_____ PERCENT

REFUSED REF
DON'T KNOWDK

SECTION D. EMPLOYEE HEALTH AND BENEFITS

70. In answering the next set of questions I want you to think about workers who have a serious mental illness like clinical depression, whether or not there are any at (ESTABLISHMENT NAME). For each statement I read, please tell me if employees with a serious mental illness like clinical depression have these problems at work frequently, occasionally, rarely, or hardly ever.

a. First, coming to work on time. Do employees with a serious mental illness like clinical depression frequently, occasionally, rarely, or hardly ever have problems coming to work on time?

Frequently	1
Occasionally	2
Rarely	3
Hardly ever	4
REFUSED	REF
DON'T KNOW	DK

b. How about “calling in sick”? Do employees with a serious mental illness like clinical depression frequently, occasionally, rarely, or hardly ever have problems with “calling in sick”?

Frequently	1
------------	---

Occasionally	2
Rarely	3
Hardly ever	4
REFUSED	REF
DON'T KNOW	DK

c. What about avoiding conflicts with supervisors? Do employees with a serious mental illness like clinical depression frequently, occasionally, rarely, or hardly ever have problems avoiding conflicts with supervisors?

Frequently	1
Occasionally	2
Rarely	3
Hardly ever	4
REFUSED	REF
DON'T KNOW	DK

d. Next, how about “getting along” with coworkers? Do employees with a serious mental illness like clinical depression frequently, occasionally, rarely, or never have problems getting along with coworkers?

Frequently	1
Occasionally	2
Rarely	3
Hardly ever	4
REFUSED	REF
DON'T KNOW	DK

e. Finally, working without close supervision . . . do employees with a serious mental illness like clinical depression frequently, occasionally, rarely, or never have problems working without close supervision?

Frequently	1
Occasionally	2
Rarely	3
Hardly ever	4
REFUSED	REF
DON'T KNOW	DK

71. Next, think about how much you can trust workers who have a serious mental illness like clinical depression in different situations. For each situation I read, please tell me if workers with a serious mental illness like clinical depression are extremely trustworthy, only somewhat trustworthy, not very trustworthy, or not at all trustworthy.

a. First, serving customers or clients? Are workers who have a serious mental illness extremely trustworthy, only somewhat trustworthy, not very trustworthy, or not at all

trustworthy in serving customers or clients?

Extremely trustworthy	1	
Somewhat trustworthy	2	
Not very trustworthy		3
Not at all trustworthy		4
REFUSED		REF
DON'T KNOW	DK	

b. How about handling money? (REMIND IF NEEDED: Are workers who have a serious mental illness extremely trustworthy, only somewhat trustworthy, not very trustworthy, or not at all trustworthy in handling money?)

Extremely trustworthy	1	
Somewhat trustworthy	2	
Not very trustworthy		3
Not at all trustworthy		4
REFUSED		REF
DON'T KNOW	DK	

c. Supervising others? (REMIND IF NEEDED: Are workers who have a serious mental illness extremely trustworthy, only somewhat trustworthy, not very trustworthy, or not at all trustworthy in supervising others?)

Extremely trustworthy	1	
Somewhat trustworthy	2	
Not very trustworthy		3
Not at all trustworthy		4
REFUSED		REF
DON'T KNOW	DK	

d. Last, making independent decisions? (REMIND IF NEEDED: Are workers who have a serious mental illness extremely trustworthy, only somewhat trustworthy, not very trustworthy, or not at all trustworthy in making independent decisions?)

Extremely trustworthy	1	
Somewhat trustworthy	2	
Not very trustworthy		3
Not at all trustworthy		4
REFUSED		REF
DON'T KNOW	DK	

72. Has (ESTABLISHMENT NAME) ever had an employee who suffered from a serious mental illness like clinical depression, bipolar disorder, or schizophrenia?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

The next questions are about health benefits at (ESTABLISHMENT NAME)

73. Does (ESTABLISHMENT NAME) offer medical or hospital insurance to any of its employees?

Yes	1
No	2 (SKIP TO Q97)
REFUSED	REF (SKIP TO Q97)
DON'T KNOW	DK (SKIP TO Q97)

[IWER: RECORD RESPONSE ON CHEAT SHEET]

74a. Must an employee work at (ESTABLISHMENT NAME) for a period of time before he or she is eligible to participate in your health benefits program, or are employees eligible when hired?

Must wait for a period of time	1
Employees eligible when hired	2 (SKIP TO Q75a)
REFUSED	REF (SKIP TO Q75a)
DON'T KNOW	DK (SKIP TO Q75a)

74b. How many months does the waiting period last?

1 month or less	1
2 months	2
3 months	3
4 months	4
5 months or more	5
REFUSED	REF
DON'T KNOW	DK

IWER: IF WAITING PERIOD DIFFERS FOR SALARIED AND HOURLY EMPLOYEES, ASK FOR THE PERIOD THAT APPLIES TO MOST EMPLOYEES.

75a. How many of your full-time employees are currently eligible for health insurance?

_____ PERCENT OR _____ NUMBER

REFUSED	REF
DON'T KNOW	DK

75b. And about how many of your full-time employees are currently participating in your health benefits program?

_____ PERCENT OR _____ NUMBER

REFUSED REF
DON'T KNOW DK

IF NO PART-TIME WORKERS (0 TO Q6a) SKIP TO Q77

76a. Are any part time workers at (ESTABLISHMENT NAME) eligible for health benefits?


Yes 1
No 2 (SKIP TO Q77)
REFUSED REF (SKIP TO Q77)
DON'T KNOW DK (SKIP TO Q77)

76b. How many hours per week must a part time worker be at (ESTABLISHMENT NAME) in order to be eligible for health benefits?

_____ HOURS
REFUSED REF
DON'T KNOW DK

IWER: IF NUMBER VARIES ACROSS WORKERS, ASK FOR THE NUMBER OF HOURS THAT MOST PART-TIME WORKERS MUST WORK IN ORDER TO BE ELIGIBLE FOR HEALTH BENEFITS

77. Is mental health treatment included in (ESTABLISHMENT NAME)'s benefit package?

 Yes 1
No 2 (SKIP TO Q80)
REFUSED REF (SKIP TO Q80)
DON'T KNOWDK (SKIP TO Q80)

78. Thinking about these mental health benefits, are these benefits (READ LIST)

	Yes	No
a. Part of the general medical plan	1	2
b. Directly purchased from a managed behavioral health organization (i.e., "carved out")?	1	2
c. Carved out through the general medical plan?, or	1	2

d. Provided through an employee assistance program 1 2

IWER: IF ASKED, “Employee assistance programs” are counseling programs to help employees with problems such as emotional problems, family and relationship problems, alcohol and drug abuse, or problems coping with the job.

79a. What is the annual limit on outpatient mental health visits per year?

_____ NUMBER	
NO LIMIT ON VISITS	999
REFUSED	REF
DON’T KNOW	DK

[IWER: IF MORE THAN ONE PLAN AND LIMITS DIFFER BETWEEN PLANS, ASK ABOUT PLAN THAT COVERS THE MOST EMPLOYEES]

79b. And what is the annual limit on inpatient mental health visits?

_____ NUMBER	
NO LIMIT ON VISITS	999
REFUSED	REF
DON’T KNOW	DK



80. How many different health insurance plans does (ESTABLISHMENT NAME) make available for its employees? Please include union-sponsored plans if you contribute to a union for health insurance. Do not include single-service plans for dental or vision care.

NUMBER OF PLANS: _____

REFUSED	REF
DON’T KNOW	DK

[IWER: IF ASKED, SAY THAT “HIGH OPTION” AND “LOW OPTION” VERSIONS COUNT AS DIFFERENT PLANS.]

The next questions ask about the premiums, deductibles, and co-payments in your health plan/plans.

IF ESTABLISHMENT NAME OFFERS MORE THAN ONE HEALTH PLAN, SKIP TO Q84a

81a. What is the total monthly premium for individual coverage in your health insurance plan?

AMOUNT IN DOLLARS: \$ _____

REFUSED REF
DON'T KNOWDK

[IWER: THIS MEANS THE TOTAL COST OF HEALTH INSURANCE, WHETHER PAID BY THE ESTABLISHMENT OR BY THE EMPLOYEE.]

81b. And what is the total monthly premium for family coverage in your health insurance plan?

AMOUNT IN DOLLARS: \$ _____

REFUSED REF
DON'T KNOWDK

[IWER: IF ESTABLISHMENT OFFERS MORE THAN ONE TYPE OF FAMILY COVERAGE, SAY THAT WE WANT TO KNOW ABOUT THE PLAN THAT COVERS MARRIED ADULTS AND CHILDREN]

[IWER: THIS MEANS THE TOTAL COST OF HEALTH INSURANCE, WHETHER PAID BY THE ESTABLISHMENT OR BY THE EMPLOYEE.]

82a. How much does (ESTABLISHMENT NAME) contribute toward the monthly premium for medical or hospital benefits, for a full-time employee with individual coverage?

_____ PERCENT OR _____ NUMBER

NOTHING 999
REFUSED REF
DON'T KNOWDK

82b. And how much does (ESTABLISHMENT NAME) contribute toward the monthly premium for a full-time employee with family coverage?

_____ PERCENT OR _____ NUMBER

NOTHING 999
REFUSED REF
DON'T KNOWDK

83a. What is the annual per-person deductible?

AMOUNT IN DOLLARS: \$ _____

NOTHING 999
REFUSED REF
DON'T KNOWDK

[IWER: IF ASKED, THIS MEANS “IN-NETWORK” DEDUCTIBLE]

83b. How much do employees pay as an out-of-pocket copayment for each physician office visit?

_____ PERCENT OR _____ NUMBER

NOTHING 999
REFUSED REF
DON'T KNOW DK

[IWER: IF ASKED, THIS MEANS IN-NETWORK, AFTER ANNUAL DEDUCTIBLES ARE MET]

84a. You said that (ESTABLISHMENT NAME) offers more than one health plan to its employees. For the following questions, please think about the plan that enrolls the largest number of your employees.

What is the total monthly premium for individual coverage in the health insurance plan that enrolls the largest number of your employees?

AMOUNT IN DOLLARS: \$ _____

REFUSED REF
DON'T KNOW DK

[IWER: THIS MEANS THE TOTAL COST OF HEALTH INSURANCE, WHETHER PAID BY THE ESTABLISHMENT OR BY THE EMPLOYEE.]

84b. And what is the total monthly premium for family coverage in this health insurance plan?

AMOUNT IN DOLLARS: \$ _____

REFUSED	REF
DON'T KNOW	DK

[IWER: IF ESTABLISHMENT OFFERS MORE THAN ONE TYPE OF FAMILY COVERAGE, SAY THAT WE WANT TO KNOW ABOUT PLAN THAT COVERS MARRIED ADULTS AND CHILDREN]

[IWER: THIS MEANS THE TOTAL COST OF HEALTH INSURANCE, WHETHER PAID BY THE ESTABLISHMENT OR BY THE EMPLOYEE.]

85a. How much does (ESTABLISHMENT NAME) contribute toward the monthly premium of the plan that enrolls the largest number of your employees, for a full-time employee with individual coverage?

_____ PERCENT OR _____ NUMBER

NOTHING	999
REFUSED	REF
DON'T KNOW	DK

85b. And how much does (ESTABLISHMENT NAME) contribute toward the monthly premium of your largest plan, for a full-time employee with family coverage?

_____ PERCENT OR _____ NUMBER

NOTHING	999
REFUSED	REF
DON'T KNOW	DK

IWER: IF DIFFERENCES ACROSS EMPLOYEES, ASK FOR THE CONTRIBUTION MADE ON BEHALF OF THE MOST EMPLOYEES

86. What is the annual per-person deductible in that plan?

AMOUNT IN DOLLARS: \$ _____

NOTHING	999
REFUSED	REF
DON'T KNOW	DK

[IWER: IF ASKED, THIS MEANS "IN-NETWORK" DEDUCTIBLE]

87. In your largest health plan, how much do employees pay as an out-of-pocket copayment for each physician visit?

_____ PERCENT OR _____ NUMBER

NOTHING	999
REFUSED	REF
DON'T KNOW	DK

[IWER: IF ASKED, THIS MEANS IN-NETWORK, AFTER ANNUAL DEDUCTIBLES ARE MET]

88. By what percentage would you say your health insurance premium costs have increased in the past year – that is, since one year ago?

PERCENT: _____

STAYED THE SAME	998
DECREASED	999
REFUSED	REF
DON'T KNOW	DK

[IWER: IF R IS SELF-INSURED AND DOESN'T HAVE PREMIUMS, ASK ABOUT "HEALTH CARE COSTS"]

89. For 2003, what is the expected increase in premiums for the health plans you currently offer?

PERCENT: _____

NOT YET NOTIFIED	999
REFUSED	REF
DON'T KNOW	DK

[IWER: IF R IS SELF-INSURED AND DOESN'T HAVE PREMIUMS, ASK ABOUT "EXPECTED INCREASE IN HEALTH CARE COSTS"]

90. Different employers have different strategies to cope with the rising costs of health insurance. In the past year, has (ESTABLISHMENT NAME) . . . (READ LIST)

	Yes	No	REF	DK
a. Increased employee copayments or coinsurance rates?	1	2	REF	DK
b. Increased deductibles?	1	2	REF	DK
c. Eliminated benefits offered or put new limits on benefits, such as hospital days, physician visits, or prescriptions?	1	2	REF	DK
d. Increased employee shares of health insurance premiums?	1	2	REF	DK

91. Also in the past year, did you attempt to offset some of the cost of premium increases with lower wage increases than you might otherwise have given?

Yes	1	
No	2	
REFUSED	REF	
DON'T KNOW		DK

92. Does (ESTABLISHMENT NAME) offer medical or hospital benefits to its retirees, beyond an 18-month transition period? Please don't include benefits provided under COBRA.

Yes	1	
No	2	
REFUSED	REF	
DON'T KNOW		DK

[IWER: IF ONLY RETIREE COVERAGE IS WHAT "COBRA" REQUIRES, R SHOULD ANSWER "NO"]



93a. At what age are dependent children of your employees who are not full-time students no longer eligible for health insurance as dependents under their parents' coverage at (ESTABLISHMENT NAME)?

AGE: _____

COVERAGE NOT OFFERED TO CHILDREN/FAMILIES	998	
REFUSED		REF
DON'T KNOW		DK

IF Q93a is 22 OR LESS, DON'T KNOW, REFUSED TO Q93a, ASK Q93b. ELSE SKIP TO Q94

93b. How much of an impact on premium costs do you think there would be if you had to increase this age to 23 for dependent children of your employees, irrespective of school status?

Very large impact	1	
Somewhat large impact	2	
Small impact	3	
Negligible impact	4	
REFUSED		REF
DON'T KNOW		DK

94. Some employers have implemented new health benefit designs. Do any of your health benefit plans currently include medical or personal savings accounts that have a fixed dollar contribution by the employer that employees can use to pay for specific medical or dental services?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

95. In the next year, how likely would you say it is that (ESTABLISHMENT NAME) will increase the share of premiums that employees pay for health insurance? Is it very likely, somewhat likely, somewhat unlikely, or very unlikely?

Very likely	1
Somewhat likely	2
Somewhat unlikely	3
Very unlikely	4
REFUSED	REF
DON'T KNOW	DK

96. In the next year, how likely would you say it is that (ESTABLISHMENT NAME) will increase employee co-payments or coinsurance rates . . . Is it very likely, somewhat likely, somewhat unlikely, or very unlikely?



Very likely	1
Somewhat likely	2
Somewhat unlikely	3
Very unlikely	4
REFUSED	REF
DON'T KNOW	DK

IF Q96 IS ANSWERED SKIP TO Q99

97. You said you do not currently offer health insurance benefits to employees. Have you offered such benefits to any employees at any time within the past two years?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

98. Do the owner or top managers of (ESTABLISHMENT NAME) have personal health insurance benefits paid for by (ESTABLISHMENT NAME)?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

IF Q73 IS 2 SKIP TO Q103

99. Compared to other employers in your community, would you say your health benefits are much more extensive, somewhat more extensive, about average, somewhat less extensive, or much less extensive compared to other employers in your community?

Much more extensive than average	1
Somewhat more extensive than average	2
About average for the community	3
Somewhat less extensive than average	4
Much less extensive than average	5
REFUSED	REF
DON'T KNOW	DK

100. How important are your health insurance benefits when you are trying to recruit people for top management positions? Are they one of the most important factors, very important, somewhat important, not too important, or not at all important when recruiting people for top management positions?

One of the most important	1
Very important	2
Somewhat important	3
Not too important	4
Not at all important	5
REFUSED	REF
DON'T KNOW	DK

101. What about recruiting for people not in top management positions? Are health benefits one of the most important factors, very important, somewhat important, not too important, or not at all important when recruiting people not in top management positions?

One of the most important 1
 Very important 2
 Somewhat important 3
 Not too important 4
 Not at all important 5
 REFUSED REF
 DON'T KNOW DK



102. Do your health benefits contribute a great deal, quite a bit, a little, or very little to

	A great deal	Quite a bit	A little	Very little
a. Improving employee morale and satisfaction	1	2	3	4
b. Improving employee health	1	2	3	4
c. Increasing employee performance or productivity	1	2	3	4

103. We are interested in your organization's views regarding possible public policies designed to increase insurance coverage of working Americans.

a. To the best of your knowledge, are government-administered health insurance programs like Medicaid and the State Children's Health Insurance Program available to working parents and their children if their incomes are low enough?

Yes 1
 No 2
 REFUSED REF
 DON'T KNOW DK

b. If some of your workers or their children were eligible for such programs would you be willing to provide them with information about how to apply for this health insurance?

Yes 1
 No 2
 REFUSED REF
 DON'T KNOWDK

c. If some of your workers and/or their children were eligible to participate in such programs and the programs required them to make a monthly premium contribution, how willing would you be to assist their enrollment by making a payroll deduction to be paid to the state for the amount of the premium? Would you be very willing, somewhat willing, somewhat unwilling, or very unwilling?

Very willing	1
Somewhat willing	2
Somewhat unwilling	3
Very unwilling	4
REFUSED	REF
DON'T KNOW	DK

104. Many employers do not offer health insurance to their employees. How important do you think it is that all employers share in the cost of health insurance for employees, either by covering their own workers or contributing to a fund to cover the uninsured? Is it very important, somewhat important, not very important, or not at all important?

Very important	1
Somewhat important	2
Not very important	3
Not at all important	4
REFUSED	REF
DON'T KNOW	DK

105. How interested would you be in your employees and their dependents getting coverage through the same insurance program that covers your state employees or members of the United States Congress, with your organization paying at least part of their monthly premium costs? Would you be very interested, somewhat interested, somewhat disinterested, or very disinterested?

Very interested	1	Somewhat interested	2	Somewhat disinterested
3				
Very disinterested	4			
REFUSED	REF			
DON'T KNOW	DK			

106. Some leaders in Congress are considering a new tax credit to help low-income workers pay for their health insurance. Employees might use the credit to either buy insurance in the individual insurance market or to cover their current health insurance premiums. I'm going to read two ways in which you could help employees to use their tax credit. For each one, please tell me if you would be very willing, somewhat willing, somewhat unwilling, or very unwilling to help your employees use such a tax credit if it became available to workers.

	Very willing	Somewhat willing	Somewhat unwilling	Very unwilling	DON'T KNOW
a. Reducing an eligible employee's	1	2	3	4	DK

withholding tax by the amount of the credit, if the program allowed employers to do so?					
b. Collecting the credit and applying it to the employee's share of his/her health insurance premium, if the program allowed employers to do so?	1	2	3	4	DK

IF Q73 IS 2 SKIP TO Q 108.

107. If public, government-administered, health insurance or a new tax credit became available for low-income employees, how likely is it that your organization would reduce or stop offering health benefits? Is it very likely, somewhat likely, somewhat unlikely, or very unlikely that you would reduce or stop offering health benefits?

- Very likely 1
- Somewhat likely 2
- Somewhat unlikely 3
- Very unlikely 4
- REFUSED REF
- DON'T KNOW DK

108. Some employers do not offer health insurance to any of their employees. If you had to choose, which of the following public policies would you favor to cover uninsured workers?



- Expand public insurance through additional taxes to cover uninsured workers 1
- Require employers to either offer health insurance to their employees or contribute to a pool to subsidize health insurance coverage for uninsured workers. 2
- REFUSED REF
- DON'T KNOW DK

IF Q73 IS 2 SKIP TO Q 111.

109. The next two questions concern your organization's experience with COBRA and your opinions about new policies designed to increase participation in COBRA.

[IWER: IF ASKED, SAY THAT COBRA IS CONTINUATION COVERAGE FOR EX-EMPLOYEES MANDATED BY FEDERAL LEGISLATION IN 1985.]



About what percentage of your former employees would you estimate elect to participate in COBRA?

_____ PERCENT

REFUSED

REF

DON'T KNOW

DK

110. Would your organization favor legislation that would provide federal premium assistance to pay 60-75% of the health insurance premium for former workers who elect to participate in COBRA if your organization had to help administer the plan?

Yes 1

No 2

REFUSED REF

DON'T KNOW DK

SECTION E: HEALTH SERVICES PROVIDED TO EMPLOYEES

111. The following questions are about health services (ESTABLISHMENT NAME) provides for employees other than services included in their normal health insurance plan.

What kind of workers' compensation insurance does (ESTABLISHMENT NAME) have? Are you self-insured, insured by a commercial insurance company, insured by the state through a state fund, or do you not have workers' compensation insurance?

Self-insured 1

Insured by a commercial insurance company 2

Insured by the state through a state fund 3

No workers' compensation insurance 4

REFUSED REF

DON'T KNOW DK

112. Is there a health clinic or health professional on site at (ESTABLISHMENT NAME) that employees go to if they are injured or become ill at work?

Yes 1

No 2 (SKIP TO 114)

REFUSED REF

DON'T KNOW DK

[IWER: IF ANSWER IS SOMETIMES, THEN ENTER YES]

113. Please tell me which of the following health care providers are available on-site at (ESTABLISHMENT NAME).

a. Is there a physician?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

b. Is there a nurse practitioner or physician's assistant?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

c. Is there a nurse?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

114. Is there a health clinic or health professional off site that employees go to if they are injured or become ill at work?

Yes	1
No	2
REFUSED	REF
DON'T KNOWDK	

115. When an injured or ill employee has to go to an off-site clinic or provider, who decides where they go? Is it someone from your organization, a claims manager from an insurance company, or the employee him- or herself?

Someone from your organization	1
An insurance claims manager	2
The employee him- or herself	3
REFUSED	REF
DON'T KNOWDK	

116. When injured or ill employees have to go off-site to get care, do they usually go to an emergency room at a local hospital, or somewhere else?

Local ER	1
Somewhere else	2
REFUSED	REF
DON'T KNOW	DK

117. The next questions are about managing diseases, illnesses, or conditions that affect some employees at work.

Does (ESTABLISHMENT NAME) provide programs to prevent or reduce employee stress?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

118. Does (ESTABLISHMENT NAME) conduct or contract for periodic physical exams for employees?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

119. Does (ESTABLISHMENT NAME) provide or contract for vocational rehabilitation services?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

120. Does (ESTABLISHMENT NAME) provide or contract for mental health services, such as employee counseling, other than through normal health insurance – for example, in an employee assistance program (EAP)?

Yes	1	
No	2	(SKIP TO Q122)
REFUSED	REF	(SKIP TO Q122)
DON'T KNOW	DK	(SKIP TO Q122)

[IWER: IF ASKED, “Employee assistance programs” are counseling programs to help employees with problems such as emotional problems, family and relationship problems, alcohol and drug abuse, or problems coping with the job.]

121. Where are these mental health services provided? Are they provided at a clinic at (ESTABLISHMENT NAME), at an on-site employee assistant program (EAP) office, at another company location, in a private clinic or facility off-site, or off-site at a private EAP?

On-site at a clinic	1	
At an on-site Employee Assistance Program (EAP)	2	
At another company location	3	Off-site in a private clinic or facility
4		
Off-site in a private EAP	5	REFUSED
REF		
DON'T KNOW		DK

122. Does (ESTABLISHMENT NAME) provide or contract for substance abuse services other than the services available through the employee's normal health insurance?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

SECTION F: OTHER BENEFITS AND ORGANIZATIONAL STRUCTURE

123. Now I would like to ask you about other employee benefits. Does (ESTABLISHMENT NAME) offer . . .

	Yes	No	REF	DK
a. Life insurance	1	2	REF	DK
b. Assistance in caring for elderly family members	1	2	REF	DK
c. Flexible hours or flextime scheduling	1	2	REF	DK
d. Long-term disability insurance	1	2	REF	DK

124a. Does (ESTABLISHMENT NAME) offer a pension or retirement program for its employees?

Yes	1	
No	2	(SKIP TO Q125)
REFUSED	REF	(SKIP TO Q125)
DON'T KNOW	DK	(SKIP TO Q125)

124b. Is the pension or retirement program a defined benefit or defined contribution program?

Defined benefit	1
Defined contribution	2
BOTH	3
REFUSED	REF
DON'T KNOW	DK

[IWER: IF ASKED, "DEFINED BENEFIT" MEANS THAT EMPLOYER GUARANTEES RETIRED EMPLOYEES A DEFINITE PENSION OR RETIREMENT INCOME. "DEFINED CONTRIBUTION" MEANS THAT EMPLOYERS CONTRIBUTE A CERTAIN AMOUNT NOW TO ACCOUNTS THAT ARE INVESTED BY EMPLOYEES OR ON THEIR BEHALF.]

124c. How many years must an employee wait before they are vested in the pension or retirement plan?

NUMBER OF YEARS:	_____
NO VESTING PERIOD	999
REFUSED	REF
DON'T KNOW	DK

124d. Have contributions to the retirement plan by (ESTABLISHMENT NAME) increased, decreased, or stayed the same during the past two years?

Increased	1
Decreased	2
Stayed the same	3
REFUSED	REF
DON'T KNOW	DK

125. Employees take time off from work in various ways. Does (ESTABLISHMENT NAME) offer . . . (READ LIST)

	Yes	No	REF	DK
a. Sick leave with full pay?	1	2	REF	DK
b. Paid vacation time?	1	2	REF	DK
c. Paid personal days that employees can take for any reason?	1	2	REF	DK

[IWER: IF THIS VARIES ACROSS EMPLOYEES, SAY THAT WE WANT TO KNOW ABOUT THE POLICIES THAT AFFECT THE MOST EMPLOYEES]

126. Does (ESTABLISHMENT NAME) currently

a. Provide a day care program for employees' children, either on-site or elsewhere?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

b. Help employees cover any costs of day care for their children?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

[IWER: THIS INCLUDES "FLEXIBLE SPENDING" ACCOUNTS]

c. Provide paid parental leaves to employees who have just had children?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

d. Allow employees to take unpaid parental leaves?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

Now I'd like to ask you some questions about how work is organized at (ESTABLISHMENT NAME).

127. Overall, about how many separate departments report directly to the person in charge at (ESTABLISHMENT NAME)?

NUMBER: _____

REFUSED	REF
DON'T KNOW	DK

128. Is there a separate department or section for personnel or labor relations?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

129. Is there a separate department or section responsible for Equal Employment Opportunity or Affirmative Action matters?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

130. About how many vertical levels are there between the highest and lowest positions at (ESTABLISHMENT NAME), including both the highest and lowest levels?

ENTER NUMBER: _____

REFUSED	REF
DON'T KNOW	DK

131. Do each of the following documents exist at (ESTABLISHMENT NAME)? (READ LIST)

	Yes	No	REF	DK
a. Written job descriptions for most jobs?	1	2	REF	DK
b. A written record of nearly everyone's job performance?	1	2	REF	DK
c. Employment contracts	1	2	REF	DK
d. Documents describing safety and hygiene practices	1	2	REF	DK
d. Documents describing policy about workplace violence?		1	2	REF DK
f. Documents addressing rules and policy about weapons on the premises	1	2	REF	DK

132. Are there formal procedures for resolving disputes between employees and their supervisors or coworkers?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

133. Many organizations experience complaints, either founded or unfounded, about various kinds of harassment or discrimination. I'll begin with a couple of questions concerning sexual harassment complaints.

Is there a formal procedure by which employees may make complaints about sexual harassment by co-workers or supervisors?

Yes	1	
NO	2	(SKIP TO Q135)

REFUSED	REF
DON'T KNOW	DK

134. In the past 12 months, have there been any formal complaints about sexual harassment?

Yes	1
NO	2
REFUSED	REF
DON'T KNOW	DK

135. In the past 12 months, have there been any formal complaints about racial, ethnic, or religious discrimination?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

136. Again in the past 12 months, have there been any formal complaints about age discrimination?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

137. In the past 12 months, have there been any formal complaints about disability-based discrimination?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

138. Before hiring them, do you require job candidates to take psychological tests to determine whether they are at risk for committing acts of violence in the workplace?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

139. Is a separate department, section or officer responsible for worker safety at (ESTABLISHMENT NAME)?

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

140. Which of the following types of security are at (ESTABLISHMENT NAME)?

	Yes	No	REF	DK
a. Guards or security officers to check people who come in?	1	2	REF	DK
b. A burglar alarm system and/or surveillance cameras?	1	2	REF	DK
c. Inspection of bags or briefcases using a metal detector or X-ray machine	1	2	REF	DK
d. Requiring those entering to show a pass or ID?	1	2	REF	DK

141. When you need information on occupational safety and health, have you ever gone to the following sources?

a. the National Safety Council

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

b. OSHA

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

(IWER: Say 'OH-SHA' as acronym. If R requests elaboration, say that OSHA is the Occupational Safety and Health Administration)

c. NIOSH

Yes	1
No	2
REFUSED	REF
DON'T KNOW	DK

(IWER: Say 'NY-OSH' as acronym. If R requests elaboration, say that NIOSH is the National Institute for Occupational Safety and Health)

SECTION G: WORKPLACE VIOLENCE

142. How many times in the past year has a shooting or stabbing occurred at (ESTABLISHMENT NAME)?

NUMBER: _____

REFUSED REF

DON'T KNOWDK

143. How many times in the past year has a rape or sexual assault occurred at (ESTABLISHMENT NAME)?

NUMBER: _____

REFUSED REF
DON'T KNOWDK

144. How many times in the past year has a physical assault occurred at (ESTABLISHMENT NAME), including incidents such as fistfights, pushing, shoving, kicking, etc.?

NUMBER: _____

REFUSED REF
DON'T KNOW DK

IF Q144 IS 0, SKIP to Q146

145a. In the most recent incident who was the aggressor?

Employee	1	Other	6
Supervisor	2	Unknown	7
Customer	3	REFUSED	REF
Former employee/supervisor	4	DON'T KNOW	DK
Current or Former Spouse or Intimate Partner	5		

145b. In the most recent incident who was the victim? Was it an employee, a supervisor, a customer, or someone else?

Employee	1	
Supervisor	2	
Customer	3	
Someone else	4	
REFUSED		REF
DON'T KNOW		DK

145c. In the most recent incident what was the primary motivating factor? Was it a personal matter, something work-related, or something else?



Personal matter	1	
work-related matter		2
Something else	3	
REFUSED		REF
DON'T KNOW		DK

145f. Is this type of incident becoming more frequent, less frequent, or remaining about the same?

More frequent	1
Less Frequent	2
About the same	3
REFUSED	REF
DON'T KNOW	DK

146. How many times in the past year has a burglary or robbery occurred at (ESTABLISHMENT NAME)?

NUMBER: _____

REFUSED	REF
DON'T KNOW	DK

147. How many times in the past year has sabotage occurred at (ESTABLISHMENT NAME), including damage of equipment and products?

NUMBER: _____

REFUSED	REF
DON'T KNOW	DK

148. How often in the past year has sexual harassment occurred at (ESTABLISHMENT NAME), including such incidents as story telling about sexual attributes or behavior, repeated unwanted requests for someone to go out “socially” or on a date; trying to touch someone in a sexual way when not encouraged. Has this occurred never, rarely, sometimes, or often?

Never	1	(SKIP to Q150)
Rarely	2	
Sometimes	3	
Often	4	
REFUSED	REF	
DON'T KNOW	DK	

149a. In the most recent incident who was the aggressor?

Employee	1	Other	6
Supervisor	2	Unknown	7
Customer	3	REFUSED	REF
Former employee/supervisor	4	DON'T KNOW	DK
Current or Former Spouse or Intimate Partner	5		

149b. In the most recent incident who was the victim? Was it an employee, a supervisor, a customer, or someone else?

Employee	1
Supervisor	2
Customer	3
Someone else	4
REFUSED	REF
DON'T KNOW	DK

149c. Is this type of incident becoming more frequent, less frequent, or remaining about the same?

More frequent	1
Less Frequent	2
About the same	3
REFUSED	REF
DON'T KNOW	DK

150. How often in the past year have verbal or written threats occurred at (ESTABLISHMENT NAME), including incidents of shouting, swearing, threatening e-mails, or attempts to provoke arguments? Has this occurred never, rarely, sometimes, or often?

Never	1	(SKIP to Q151)
Rarely	2	
Sometimes	3	
Often	4	
REFUSED	REF	
DON'T KNOW	DK	

150a. In the most recent incident who was the aggressor?

Employee	1	Other	6
Supervisor	2	Unknown	7
Customer	3	REFUSED	REF
Former employee/supervisor	4	DON'T KNOW	DK
Current or Former Spouse or Intimate Partner	5		

150b. In the most recent incident who was the victim? Was it an employee, a supervisor, a customer, or someone else?

Employee	1
Supervisor	2
Customer	3
Someone else	4
REFUSED	REF
DON'T KNOW	DK

150c. In the most recent incident what was the primary motivating factor? Was it a personal matter, something work-related, or something else?

Personal matter	1
Work-related matter	2
Something else	3
REFUSED	REF
DON'T KNOW	DK

150d. Is this type of incident becoming more frequent, less frequent, or remaining about the same?

More frequent	1
Less Frequent	2
About the same	3
REFUSED	REF
DON'T KNOW	DK

151. How often in the past year has bullying occurred at (ESTABLISHMENT NAME), including repeated intimidation, slandering, social isolation, or humiliation by one or more persons against another? Has bullying occurred never, rarely, sometimes, or often?

Never	1	(SKIP to Q152)
Rarely	2	
Sometimes	3	
Often	4	
REFUSED	REF	
DON'T KNOW	DK	

151a. In the most recent incident who was the aggressor? Was it an employee, a supervisor, or someone else?

Employee	1
Supervisor	2
Someone else	3
REFUSED	REF
DON'T KNOW	DK

151b. In the most recent incident who was the victim? Was it an employee, a supervisor, or someone else?

Employee	1
Supervisor	2
Customer	3
Other	4
REFUSED	REF
DON'T KNOW	DK

151c. Is this type of incident becoming more frequent, less frequent, or remaining about the same?

More frequent	1
Less Frequent	2
About the same	3
REFUSED	REF
DON'T KNOW	DK

152. How often in the past year has incivility occurred at (ESTABLISHMENT NAME), such as acting rude or discourteously? Has it occurred never, rarely, sometimes, or often?

Never	1	(SKIP to Q153)
Rarely	2	
Sometimes	3	
Often	4	
REFUSED	REF	
DON'T KNOW	DK	

152a. Is this type of incident becoming more frequent, less frequent, or remaining about the same?

More frequent	1
Less Frequent	2
About the same	3
REFUSED	REF
DON'T KNOW	DK

153. Does (ESTABLISHMENT NAME) offer or provide any of the following services after a violent incident occurs? (READ LIST)

	Yes	No	REF	DK
a. Counseling for employees not directly involved in incidents	1	2	REF	DK
b. Counseling for victims	1	2	REF	DK
c. Counseling for the aggressor/assailant	1	2	REF	DK
d. Counseling to victim's family	1	2	REF	DK
e. Aid in job relocation for victims, either within or outside this organization	1	2	REF	DK
f. Allow employees who are victims of domestic violence to take liberal time away from work for court appearance, meeting with legal counsel, and so forth	1	2	REF	DK

SECTION H: ORGANIZATIONAL CLIMATE, SETTING, PERFORMANCE

154. Now I'm going to read four statements about workplaces. For each one, please tell me whether you strongly agree, agree, neither agree nor disagree, disagree, or strongly disagree that it applies to (ESTABLISHMENT NAME).

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
a. (ESTABLISHMENT NAME) holds regular staff meetings in which employees can voice their opinions	1	2	3	4	5
b. Safety is an element in employee performance appraisals	1	2	3	4	5
c. Safety is an element in supervisor performance appraisals	1	2	3	4	5

155. What would you consider to be (ESTABLISHMENT NAME's) main market or service area? Is it a neighborhood or part of a city; a city, county, or metropolitan area; a state; a region; the entire U.S.; or beyond the U.S.?

- Neighborhood/part of city 1
- City/county/metro area 2
- State 3
- Region 4
- Entire U.S. 5
- Beyond the U.S. 6
- REFUSED REF
- DON'T KNOW DK

156. How much competition would you say there is in your main market or service area . . . none, very little, a moderate amount, or a great deal?

- None 1
- Very little 2
- A moderate amount 3
- A great deal 4
- REFUSED REF
- DON'T KNOW DK

157. How much competition would you say there is in (ESTABLISHMENT NAME's) main market or service area from foreign organizations? Would you say none, very little, a moderate amount, or a great deal?

- None 1
- Very little 2
- A moderate amount 3
- A great deal 4
- REFUSED REF

DON'T KNOW

DK

158a. I now want to ask you how your establishment is currently performing compared with other establishments doing the same kind of work that you do. First, how would you assess your establishment's labor productivity? Is it a lot better than average, better than average, about average for establishments doing this kind of work, below average, or a lot below average?

A lot better than average	1
Better than average	2
About average for this kind of work	3
Below average	4
A lot below average	5
NO COMPARISON POSSIBLE	6
RELEVANT DATA NOT AVAILABLE	7
REFUSED	REF
DON'T KNOW	DK

[IWER, FOR 157a-e: “ESTABLISHMENTS DOING THE SAME KIND OF WORK THAT YOU DO” means those close to yours in size and in what they do and about which you have the most knowledge. In the for-profit sector, these may be competitors or other outlets in your chain]

158b. Next, what about your establishment's performance on job security? Is that a lot better than average, better than average, about average for establishments doing this kind of work, below average, or a lot below average?

A lot better than average	1
Better than average	2
About average for this kind of work	3
Below average	4
A lot below average	5
NO COMPARISON POSSIBLE	6
RELEVANT DATA NOT AVAILABLE	7
REFUSED	REF
DON'T KNOW	DK

158c. What about your establishment's accident/injury experience? (IF NEEDED: Is that a lot better than average, better than average, about average for establishments doing this kind of work, below average, or a lot below average?)

A lot better than average	1
Better than average	2
About average for this kind of work	3
Below average	4
A lot below average	5
NO COMPARISON POSSIBLE	6
RELEVANT DATA NOT AVAILABLE	7
REFUSED	REF
DON'T KNOW	DK

158d. How about your establishment's record on worker's compensation claims? (IF NEEDED: Is that a lot better than average, better than average, about average for establishments doing this kind of work, below average, or a lot below average?)

A lot better than average	1
Better than average	2
About average for this kind of work	3
Below average	4
A lot below average	5
NO COMPARISON POSSIBLE	6
RELEVANT DATA NOT AVAILABLE	7
REFUSED	REF
DON'T KNOW	DK

158e. Finally, how would you assess your establishment's financial performance? (IF NEEDED: Is it a lot better than average, better than average, about average for establishments doing this kind of work, below average, or a lot below average?)

A lot better than average	1
Better than average	2
About average for this kind of work	3
Below average	4
A lot below average	5
NO COMPARISON POSSIBLE	6
RELEVANT DATA NOT AVAILABLE	7
REFUSED	REF
DON'T KNOW	DK

[IWER: IF R IS FROM A NON-PROFIT OR GOVERNMENT ORGANIZATION AND SAYS "FINANCIAL PERFORMANCE" DOES NOT APPLY TO THEM, ASK THEM TO ANSWER ABOUT "the customary way you track the success of your finances".]

159. How would you rate the relationship between management and employees generally at this workplace? Is it very good, good, neither good nor bad, poor, or very poor?

Very good	1
Good	2
Neither good nor bad	3
Poor	4
Very poor	5
REFUSED	REF
DON'T KNOW	DK

160. At your workplace, what is your personal evaluation of how hard people work, compared with those at other similar establishments? Do they work a lot harder than average, harder than average, about average, below average, or a lot below average?

- A lot harder than average 1
- Harder than average 2
- About average 3
- Below average 4
- A lot below average 5
- NO COMPARISON POSSIBLE 6
- RELEVANT DATA NOT AVAILABLE 7
- REFUSED REF
- DON'T KNOW DK

161. If we did a survey of your employees, how do you think they would answer the following questions about (ESTABLISHMENT NAME)? Would your employees strongly disagree, disagree, neither disagree nor agree, agree, or strongly agree that . . . (READ LIST)

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
a. Promotions are handled fairly	1	2	3	4	5
b. Job security is good	1	2	3	4	5
c. Employees are proud to work here	1	2	3	4	5
d. Employees trust the management at this place	1	2	3	4	5

162. During the past year, would you say that the accident or injury rate at (ESTABLISHMENT NAME) has increased a lot, increased a little, stayed about the same, decreased a little, or decreased a lot?

- Increased a lot 1
- Increased a little 2
- Stayed about the same 3
- Decreased a little 4
- Decreased a lot 5
- WE HAVE NO ACCIDENTS 7
- REFUSED REF
- DON'T KNOW DK

163. Over the past two years, would you say that the number of worker compensation claims filed by employees of (ESTABLISHMENT NAME) has increased a lot, increased a little, stayed about the same, decreased a little, or decreased a lot?

- | | | |
|-----------------------|-----|---|
| Increased a lot | | 1 |
| Increased a little | 2 | |
| Stayed about the same | | 3 |
| Decreased a little | 4 | |
| Decreased a lot | 5 | |
| REFUSED | REF | |
| DON'T KNOW | DK | |

SECTION I: INFORMATION ABOUT INFORMANT(S)

INFORMANT #1

164. Finally, I'd like to ask you a few questions about you and your position. What is your job title?

RECORD VERBATIM: _____

165. What are your major duties?

RECORD VERBATIM: _____

166. About how many years have you been working at (ESTABLISHMENT NAME)?

_____ Years

167. Would you please tell me your name?

RECORD VERBATIM: _____

INFORMANT #2 (IF A SECOND INFORMANT USED)

168. Finally, I'd like to ask you a few questions about you and your position. What is your job title?

RECORD VERBATIM: _____

169. What are your major duties?

RECORD VERBATIM: _____

170. About how many years have you been working at (ESTABLISHMENT NAME)?

_____ Years

171. Would you please tell me your name?

RECORD VERBATIM: _____

INFORMANT #3 (IF A THIRD INFORMANT USED)

172. Finally, I'd like to ask you a few questions about you and your position. What is your job title?

RECORD VERBATIM: _____

173. What are your major duties?

RECORD VERBATIM: _____

174. About how many years have you been working at (ESTABLISHMENT NAME)?

_____ Years

175. Would you please tell me your name?

RECORD VERBATIM: _____

SECTION J: PAYMENT INFORMATION

Thanks for participating. Now I'd like to know the address you would like the check sent to.

176. ENTER ADDRESS

Address1: _____

Address2: _____

City: _____

State: _____

Zip: _____

177. ENTER ADDRESS

Address1: _____

Address2: _____

City: _____

State: _____

Zip: _____

178. ENTER ADDRESS

Address1: _____

Address2: _____

City: _____

State: _____

Zip: _____

179. If you have any questions about the study, you can contact the study director at the University of Chicago. Her name is Alma Kuby and her telephone number is 312-759-4007. We will be sending you a check in the next four to six weeks.

Have a nice [day/evening]. Goodbye.

SECTION K: OTHER RESPONDENTS

And who else can I speak with in your organization for further information on employment policies and benefits?

180. ENTER OTHER RESPONDENT #1

R NAME: _____

TITLE: _____

DEPT: _____

PHONE: _____

CoNAME: _____

Address1: _____

Address2: _____

City: _____

State: _____

Zip: _____

181. ENTER OTHER RESPONDENT #2

R NAME: _____
TITLE: _____
DEPT: _____
PHONE: _____
CoNAME: _____
Address1: _____
Address2: _____
City: _____
State: _____
Zip: _____

182. If you have any questions about the study, you can contact the study director at the University of Chicago. Her name is Alma Kuby and her telephone number is 312-759-4007. We will be sending you a check in the next four to six weeks.

Have a nice [day/evening]. Goodbye.

SECTION L: IWER RATINGS

INFORMANT #1

IA1. IWER: ENTER (DO NOT ASK) SEX OF FIRST INFORMANT

Male	1
Female	2

IB1. Was first informant from (ESTABLISHMENT NAME) or (LARGER ORGANIZATION)?

(ESTABLISHMENT NAME)	1
(LARGER ORGANIZATION)	2

IC1. How would you rate the first informant's level of knowledge?

Very knowledgeable	1
Somewhat knowledgeable	2
Not very knowledgeable	3

ID1. How would you rate the first informant's cooperativeness?

Very cooperative	1
Somewhat cooperative	2
Not very cooperative	3

INFORMANT #2 (IF A SECOND INFORMANT USED)

IA2. IWER: ENTER (DO NOT ASK) SEX OF SECOND INFORMANT

Male	1
Female	2

IB2. Was second informant from (ESTABLISHMENT NAME) or (LARGER ORGANIZATION)?

(ESTABLISHMENT NAME)	1
(LARGER ORGANIZATION)	2

IC2. How would you rate the second informant's level of knowledge?

Very knowledgeable	1
Somewhat knowledgeable	2
Not very knowledgeable	3

ID2. How would you rate the second informant's cooperativeness?

Very cooperative	1
Somewhat cooperative	2
Not very cooperative	3

INFORMANT #3 (IF A THIRD INFORMANT USED)

IA3. IWER: ENTER (DO NOT ASK) SEX OF THIRD INFORMANT

Male	1
Female	2

IB3. Was third informant from (ESTABLISHMENT NAME) or (LARGER ORGANIZATION)?

(ESTABLISHMENT NAME)	1
(LARGER ORGANIZATION)	2

IC3. How would you rate the third informant's level of knowledge?

Very knowledgeable	1
Somewhat knowledgeable	2
Not very knowledgeable	3

ID3. How would you rate the third informant's cooperativeness?

Very cooperative	1
Somewhat cooperative	2
Not very cooperative	3