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**PUBLIC MANAGEMENT SERVICE  
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**STATISTICAL QUESTIONNAIRE ON PUBLIC SECTOR PAY  
AND EMPLOYMENT**

For further information, please contact Ms. Nicole LANFRANCHI,  
Tel (33-1) 45 24 16 38, Fax (33-1) 45 24 17 06,  
EM: nicole.lanfranchi@oecd.org

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**STATISTICAL QUESTIONNAIRE ON PUBLIC SECTOR PAY AND EMPLOYMENT**

The attached questionnaire is being sent to all Member countries in the context of the Public Management Committee's work on Human Resource Management. The purpose of the questionnaire is to update the data regularly collected since 1994.

This questionnaire covers so-called statistical aggregate data concerning employment, pay bills, compensation costs, pay levels and pay changes in the public sector in OECD countries.

The completed questionnaire should be returned to **Nicole Lanfranchi** at the Public Management Service by 31<sup>st</sup> July 1999.

Ms. Nicole Lanfranchi  
Administrator  
Public Management Service  
OECD  
2, rue André-Pascal  
75775 Paris Cedex 16

Tel: (33) 01 45 24 16 38  
Fax: (33) 01 45 24 17 06  
E-mail: nicole.lanfranchi@oecd.org

Any inquires regarding this questionnaire should be addressed to Nicole Lanfranchi.

Please insert the name and title of the person who completed the questionnaire:

Name.....  
Title.....  
Address.....  
.....  
Telephone.....  
Fax.....  
E-mail.....

## GENERAL INFORMATION

### THE OUTPUT

The replies to the questionnaire are the main source used in updating the PUMA database on Public Sector Pay and Employment (PSPE). This database is a unique tool in the context of the work on Human Resource Management. In particular, it provides empirical evidence to conduct comparative analysis. Member countries can consult this database by contacting H el ene Perrin: Tel. (33-1) 45 24 90 74; E-mail address: helene.perrin@oecd.org.

### COMPLETION AND IMPROVEMENT OF THE QUESTIONNAIRE

The questionnaire collects data on an annual basis. Since we started to collect statistical data on public sector pay and employment in 1994, our aim has been to gradually improve the quality, comparability and reliability of the collected data by more rigorously applying the suggested definitions and by paying more attention to the continuity of the statistical time series. To guarantee the reliability of cross-country comparisons, countries are required not to change the statistical sources used previously. However, if you believe that a source different from that used until now would be more appropriate to our needs, please send a complete time series as far as possible.

If you use estimated or approximated data in this questionnaire, please mark that clearly on the questionnaire or explain it in your comments.

- ⇒ We ask you, as far as possible, to use **the same sources** as those used for the previous questionnaires [PUMA/HRM(94)1 PUMA/HRM(95)6 and PUMA/HRM(97)4].
- ⇒ To assist you in updating the data, we have attached a copy of the set of data already provided.
- ⇒ Methodological information and definitions are provided at the end of the questionnaire.

**STATISTICAL AGGREGATE DATA**

	1995	1996	1997	1998
<b>1. Total public sector</b>				
1.1 Pay bill	.....	.....	.....	.....
1.2 Compensation costs	.....	.....	.....	.....
1.3 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>Sources :</b> .....				

	1995	1996	1997	1998
<b>2. Breakdown by level of government</b>				
<b>2.1 Central or Federal administration</b>				
2.11 Pay bill	.....	.....	.....	.....
2.12 Compensation costs	.....	.....	.....	.....
2.13 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>2.2 Regional administration (counties, provinces...)</b>				
2.21 Pay bill	.....	.....	.....	.....
2.22 Compensation costs	.....	.....	.....	.....
2.23 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>2.3 Municipalities</b>				
2.31 Pay bill	.....	.....	.....	.....
2.32 Compensation costs	.....	.....	.....	.....
2.33 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>Sources :</b> .....				

	1995	1996	1997	1998
<b>3. Breakdown by functional sub-sector</b> ( <i>The functional sub-sectors listed below are <b>indicative</b>; they may be replaced by the classification which applies to the public sector in your country.</i> )				
<b>3.1 Health</b>				
3.11 Pay bill	.....	.....	.....	.....
3.12 Compensation costs	.....	.....	.....	.....
3.13 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>3.2 Education</b>				
3.21 Pay bill	.....	.....	.....	.....
3.22 Compensation costs	.....	.....	.....	.....
3.23 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>3.3 Police</b>				
3.31 Pay bill	.....	.....	.....	.....
3.32 Compensation costs	.....	.....	.....	.....
3.33 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>3.4 Defence</b>				
3.41 Pay bill	.....	.....	.....	.....
3.42 Compensation costs	.....	.....	.....	.....
3.43 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>3.5 Other (specify)</b>				
3.51 Pay bill	.....	.....	.....	.....
3.52 Compensation costs	.....	.....	.....	.....
3.53 Corresponding employment ( <i>full-time equivalents</i> )	.....	.....	.....	.....
<b>Sources :</b> .....				

	1995	1996	1997	1998
<b>4. Gross average earnings</b>				
<i>(If pay levels are not available, please provide annual changes)</i>				
Specify: actual average gross earnings <input type="checkbox"/>				
average gross earnings per capita <input type="checkbox"/>				
 <b>4.1 Total public sector</b>	.....	.....	.....	.....
 Sources : .....				
 <b>4.2 Breakdown by level of government</b>				
4.21 Central or federal administration	.....	.....	.....	.....
4.22 Regional administration (counties, provinces...)	.....	.....	.....	.....
4.23 Municipalities	.....	.....	.....	.....
 Sources:.....				
 <b>4.3 Breakdown by functional sub-sector</b>				
Please specify functional sub-sectors included				
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
 Sources:.....				

	1995	1996	1997	1998
<b>5. Outcome of pay bargaining</b>				
5.1 Total public sector	.....	.....	.....	.....
5.2 Pay rates or percentage increases by level of government				
Please specify the levels of government included :				
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
 Sources : .....				

	1995	1996	1997	1998
<b>6. Pay distribution</b>				
6.1 First decile	.....	.....	.....	.....
6.2 Median	.....	.....	.....	.....
6.3 Ninth decile	.....	.....	.....	.....
<b>Sources :</b> .....				

	1995	1996	1997	1998
<b>7. Gross average earnings in the private sector</b>				
7.1 All economy	.....	.....	.....	.....
<i>(If pay levels are not available, please provide annual changes)</i>				
<b>Sources :</b> .....				

	1995	1996	1997	1998
<b>8. Rate of union membership in the public sector</b>				
8.1 Total public sector	.....	.....	.....	.....
8.2 By level of government				
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
8.3 By functional sub-sector				
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
<b>9. Social context</b>				
9.1 Number of labour disputes in the public sector	.....	.....	.....	.....
9.2 Number of days of strikes in the public sector	.....	.....	.....	.....
<b>Sources :</b> .....				

## METHODOLOGICAL INFORMATION

The information requested in the questionnaire is primarily intended for international comparisons. To make such comparisons, it is necessary to eliminate as far as possible the discrepancies which exist between national statistical data. Countries are urged to apply the definitions given below.

- *Scope of the public sector* : The concept of the public sector varies among countries. As far as possible, our aim is to apply the general government definition of the System of National Accounts (SNA). However, the SNA definition does not always match national definitions of general government. Simply stated, the scope of the public sector will be measured on the basis of **employees paid from public funds**, either directly by government or on the basis of budget allocations from central government to services, departments or agencies. Therefore all employees who work in institutions which are directly under the control of government or other public authorities are included to the public sector. The public sector covers all levels of government and these levels can vary among countries. Therefore, it can include federal, regional and municipal levels or some of these.

However, the following groups are excluded from our definition of the public sector:

- \* public corporations, whatever the financial involvement of the State may be (e.g. state enterprises, state companies and independent commercial, market-based institutions in the local government sector, especially in the energy, water supply and transport sectors);
  - \* independent social security funds (institutions) and all subsidised private sector institutions; employees providing sub-contracted services.
- *Treatment of federal governments*: Our aim is to collect aggregate data that encompass both the federal administration and state administrations (plus ideally local government) in order to compare a series of indicators across countries (for instance the ratio of the public pay bill to GDP or the share of public employment in the total labour force). However, each federal country will be examined on a case-by-case basis. If the required aggregate data are not available for state administrations, data will be collected only for the federal administration.
  - *Breakdown by level of government and by functional sub-sector*: Our goal is to collect data both by level of government and by functional sub-sector to the extent to which they are available. In the questionnaire, some examples of sub-sectors are provided (health, education, police, defence) but could be supplemented and/or substituted according to the breakdown used in your country.



## DEFINITIONS

### **The pay bill** (questions 1.1, 2.11, 2.21, 2.31)

It represents overall wages and other remuneration paid in cash in a given year, before the deduction of income tax, payments to various social or unemployment insurance schemes and other pension schemes paid for by employees. As distinct from total compensation costs, it excludes the mandatory employer's contributions to social insurance and the voluntary contributions paid on behalf of employees.

### **Compensation costs** (questions 1.2, 2.12, 2.22, 2.32)

They include all of the mandatory employers' contributions to social insurance and the voluntary contributions paid on behalf of employees. If you answered this question using total labour costs (i.e. including all voluntary costs), please indicate this in the questionnaire.

### **Public employment** (questions 1.3, 2.13, 2.23, 2.33)

The number of public employees requested is that corresponding to the personnel expenditures (pay bill or compensation costs) provided in the above question. If possible, these data would be expressed in full-time equivalents. If employment data are available on the basis of head counts, please provide any available data. Please specify whether they are: number of employees, including full-time and part-time; number of full-time employees (i.e. excluding part-time); number of employees expressed in full-time equivalents.

### **Gross average earnings** (questions 4.1 to 4.3)

Gross earnings include total remuneration of all kinds of wages, pay and salaries with all the pay increments, bonuses and allowances that public sector employees have earned annually. If you have calculated gross earnings excluding some pay increments, i.e. overtime wages, vacation bonuses or 13th-month pay, please note this in the questionnaire. Average gross earnings can be obtained using two different concepts:

- \* *average gross earnings per capita*: per capita figures are calculated by dividing the pay bill by corresponding employment figures expressed in full-time equivalent;
- \* *actual average gross earnings*: these data are available when specific earning surveys -- similar to that used in the private sector -- are carried out in the government sector.

Using this data allows accurate comparison with earning data in the private sector.

If pay levels are not available, please provide annual changes in average earnings.

### **Outcome of pay bargaining** (questions 5.1, 5.2)

If outcomes of pay bargaining in the public sector are available, please provide pay rates or annual changes (percentages) in wages according to the framework of collective bargaining (i.e. central and local agreements, by functional sub-sector or occupation).

### **Pay distribution** (questions 6.1 to 6.3)

If there is an adequate pay survey or individual database available in your country concerning the public sector or a part of it, produce pay distribution figures using the following distribution parameters: first decile; median; ninth decile; (or first and third quartiles, if deciles are not available).

### **Gross average earnings in the private sector** (questions 7.1)

You are requested to provide a set of pay data concerning the private sector in order to draw up some pay comparisons between the private and public sectors. As far as possible, please use the same parameters and classifications that you have used for providing data on the public sector.