



Industrial relations and social dialogue
**Codebook for the Eurofound database
of collective agreements for low-paid
workers**

[Minimum wages for low-paid workers in
collective agreements](#)

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Brief overview

The first stage of this request (launched in December 2022) was mainly devoted to the sampling of relevant collective agreements, and to the provision of sector related meta data and background information ([see the concept and sampling instructions in this document](#)). One final part of the work to be carried out still under the Stage 1 request relates to the **coding of four collective agreements** [for countries which did not participate in the mini-pilot in summer 2022] or the **revision of coded data** [for countries which already provided data in the mini-pilot phase]. For this reason, this coding manual, will be already distributed to correspondents, so the request related to Stage 1 can be finalised.

In the second stage (starting in May 2023) correspondents will be asked to provide additional information for **selected** agreements proposed in Stage 1. This will include in particular the coding of time series of pay rates).

- The **main objective of this exercise** is to **create time-series of pay rates** contained in collective agreements between 2015 and 2022.
- Such a time series is based on identifying the information on relevant pay rates within collective agreements and its renewals over time.
- It is important that each time series relates to the same job category/activity over time.
- In addition, a small set of meta-data will be asked for each agreement. This includes, for example, the coding of each agreement with the NACE sector it is covering, or how pay scales are differentiated.
- Only agreements which have been approved for coding by Eurofound can be 'coded'. Once approved, they appear on the Start page of the database.

Which pay rates need to be identified?

The data collection aims to gather **TWO** types of times series [i.e. 'one set of time series'] from each collective agreement:

1. **[Lowest minimum]**: The lowest minimum wage rate (full adult) contained in the agreement
2. **[Highest minimum]**: The highest rate (for a full adult) contained in the collective agreement.

How to deal with agreements referring to other texts?

While the standard case is that a collective agreement stipulates pay rates (as part of the text or in an annexed wage table), in some cases this is not so straightforward. Collective agreements may refer to other texts, including, for example:

- Higher level collective agreements
- Other wage regulations (e.g. legal orders)
- The statutory minimum wage

In such a case, if an agreement expressly refers to pay rates set in another text, this other text should also be consulted, and used as a basis to retrieve the required time series.

The data base has been set up in such a way that this can vary over time. For example: The agreement valid until 31 December 2015 contains a specific rate, but the renewal valid from 1 Jan 2016 refers to a rate contained in a higher-level agreement. [Read more in section 'Pay rates' – Status].

How to capture time series in case of non-seamless renewals?

In the standard case, agreements are renewed once the previous agreement has expired. In reality, such a seamless transition is not always the case. As the objective of this exercise is to create complete time series of the pay rates, the data collection will also seek to capture which pay rates apply if an agreement has not been renewed. Depending on the country's regulations, pay rates in expired agreements may continue to apply (*'ultra-activity'*), either for a fixed amount of time or indefinitely, until the agreement is renewed again. In other contexts, minimum pay rates of the workers previously covered may fall back to the statutory minimum wage, or they might not be covered by any wage floor. The database has been set up in such a way that information on applicable pay rates must be provided for the entire time period. Statutory minimum wage rates are automatically imputed [Read more in section 'Pay rates' – Status].

Special case 1: Agreements with many regional wage tables

This case is only applicable to a few Member States (e.g. Austria, Germany, Spain). The mini-pilot has shown that also within countries and even within the same sectors agreements can be structured very differently. There can be a coexistence between regional agreements (e.g. construction in Madrid), national sectoral agreements with regional wage tables (e.g. construction agreement containing wage tables for Madrid, Andalucia, etc.) or a combination thereof (e.g. national agreement without pay rates, separate regional wage tables).

For the **case of agreements with many regional wage tables**¹, the following rules apply:

- The correspondent should select ONE LARGE LOW PAYING region (e.g. Andalucia) and use the wage table related to this region only.
- Throughout the entire exercise, they should continue to refer to this region in the case of agreements with many regional wage tables.

NOTE: This rule does not affect the coding of other regional agreements, e.g. also regional agreements related to other regions can be coded (e.g. a regional agreement for construction in Extremadura can be coded, even if Andalucia has been chosen as low-paylarge region).

The purpose of this rule is to ensure that **each lowest/highest minima pair time-series relates to the same regional entity**; and it will facilitate the identification of relevant rates within large agreements. Note that this is a deviation from the coding rule applied in the mini-pilot.

Special case 2: More than one relevant set of time series within one agreement

In nearly all cases, it will be sufficient to identify **one set of time-series** from a collective agreement and its renewals. In some special cases, correspondents might want to suggest that more than one set of time-series could be retrieved from the same series of collective agreements. One example: In Germany some national level agreements could distinguish between wages related to Germany 'East' and 'West'. While special case 1 already stipulates that in such case only one large low paying region (in this case 'East') should be coded, it could nevertheless be regarded as beneficial to also code the set of time series related to 'West'. If that is the case, a second set of time-series can be

¹ This could be mainly national sectoral agreements with regional wage tables; but also regional agreements with further regional breakdowns (e.g. by municipalities).

created in the tab 'Series' [Read more under series]. In such cases, prior consultation with Eurofound is recommended.

Which meta data are captured and how to update?

In the sampling phase, collective agreements were selected for the **sampling year 2020**. All meta-data coded for a collective agreement should therefore **relate to the year 2020 in the first place**. Based on experience it is expected that the meta-data do not change a lot over time for the series of collective agreements and its renewals. If changes of meta-data have happened over the course of time, this can be recorded descriptively in the tab 'Meta data updates' [read more in the section 'Meta data updates'].

What happens in case of substantial breaks in series?

The collective bargaining landscape can be fluid. Agreements are merged or concluded separately, important signatory parties can stop to sign an agreement with substantial implications for coverage, pay setting may change over time considerably within a series of agreements. If such breaks occur, it should be decided, in liaison with Eurofound on a case-by-case basis, whether the change should simply be recorded as meta-data update, or whether it is significant enough to start a new time-series (linked to the original collective agreement), or whether an entirely new collective agreement series (with new meta-data) should be included.

In the next section you will find information on the fields in every tab related to the coding phase. This document also includes a description of the workflow. If you have any questions, please contact our team at MinimumWageDatabase@eurofound.europa.eu

Instructions by tab in the database

Many of the fields that appear in in the coding phase have already been pre-filled with information that was provided in the sampling stage when correspondents were asked to propose agreements. Mandatory fields are marked in green in the tables below.

General

Field(s)	Description
<p><u>Title in English</u></p> <p>Title in national language</p>	<p>Please provide a short and meaningful title in English, that does not need to correspond to the literal translation in the original language.</p> <p>Do not write 'CA' or 'Collective agreement' in the title if all agreements in the country would be called like this. However, you can include a reference to a specific type of agreement, if this allows the user to distinguish the agreement more easily from other agreements in the same sector.</p> <p>Examples: Sectoral agreement for metal and engineering; Construction - Blue Collar East; Company name agreement.</p> <p>In case of confidential company level agreements, use 'Confidential agreement' as title.</p>
<p><u>Is anonymisation required?</u></p>	<p>Yes/No</p> <p>Only select in case of collective agreements with confidential information, after a consultation with Eurofound and/or the national register.</p>
<p><u>Does non-standard coding apply?</u></p>	<p>Yes/No</p> <p>The answer is by default 'No'. The question is only applicable to cases in which the correspondents cannot disclose some of the information requested in compulsory fields, for instance due to non-disclosure or due to limitations posted by the register or social partners. Please consult with Eurofound before changing the default option.</p>
<p>Register ID</p>	<p>If applicable, provide the ID as assigned by the national register. If the register uses several ID's (e.g. for a specific set of agreements over time and for a specific version of an agreement in a given year), use the ID which allows you to identify the same agreement over time. This identifier will be of further help in future updates.</p>
<p>Number of monthly payments per year (as per agreement or law)</p>	<p>Select the number of monthly payments per year.</p>

Field(s)	Description
	<p>Please provide the number of payments for the basic collectively agreed pay rate as explicitly stated in the agreement or defined by law.</p> <p>In case this information is not available, Eurofound will assume there are 12 annual payments.</p>
<u>Are wage rates included in 2020?</u>	<p>Yes/No/Unknown</p> <p>Select yes if pay rates, pay scales, pay tables or pay ranges are included in the collective agreement which was proposed for the sample and therefore refers to year 2020 (valid or ultra-active in 2020). If there are no wage rates, select no. If you do not have access to the agreement select 'Unknown'. This will help us select the sample and relevant agreements. The answer is also relevant for potential future projects. Note that also agreements without pay rates are of interest and could lead to being selected.</p>
<u>Is the private or public sector covered by this agreement?</u>	<p>Select one of the following options:</p> <p>Private Public Semi-public Other (incl. Non-profit, co-op, etc.) Unknown</p>
<u>At which bargaining level has this agreement been concluded?</u>	<p>Select one of the following options:</p> <p>Cross-sectoral national level agreement National industry/sector level agreement Regional industry/sector level agreement Enterprise/company or establishment level agreement Other type of agreement Unknown</p> <p>Select cross-sectoral national level for agreements which span over a substantial number of (NACE1) sectors, including framework agreements or interprofessional agreements. Usually covering multiple NACE sectors; e.g. 'blue collar workers in the private sector';</p> <p>Select national industry/sector level for multi-employer agreements which are related to specific sectors (however they are demarcated) but apply nationwide. E.g. the manufacturing sector in Italy; the commerce sector in Spain; the public sector agreement in Ireland;</p> <p>Regional industry/sector level agreements are equally multi-employer agreements, but only valid</p>

Field(s)	Description
	<p>for a specific region in the country. E.g., the commerce sector in Andalusia;</p> <p>Enterprise/company or establishment level agreements are single employer agreements, signed between a company and a union. In some cases, an employer organisation might bargain on behalf of the company. In few cases there might be also agreements signed for more than one company, which could be still classified as enterprise/company or establishment level agreements.</p> <p>Use 'other type of agreement', for any other types e.g.: an occupational agreement, such as for managers or electricians;</p> <p>Use 'unknown' if the bargaining level cannot be identified.</p> <p>This is an aggregated list of bargaining levels based on the classification used in the Structure of Earnings survey. Not every level is applicable in every country!</p> <p>For the choice of classification, please also consult this working paper below, to decide if a level 'exists' in a country, and how certain country specific types of agreements should be classified. If in doubt, please make notes.</p> <p>Eurofound (2020), Collective agreements and bargaining coverage in the EU: A mapping of types, regulations and first findings from the European Company Survey 2019.</p>
<p><u>Can those covered by the collective agreement potentially derogate from its provisions under certain circumstances?</u></p>	<p>Select one of the following options</p> <p>Yes, from the wage related provisions Yes, from the working time related provisions Yes, from wage and working time provisions No, derogation is not possible Not applicable, as this is an enterprise level agreement</p> <p>Derogation is the possibility to deviate from norms set in sectoral or higher-level agreements – at the detriment of the worker. Note that this is different from the favourability principle, which foresees that collective agreements can only improve legal standards. Usually, the derogation mechanism is specified in law and depends on certain conditions (e.g. hardship clauses).</p>

Disclaimer: This working paper has not been subject to the full Eurofound evaluation, editorial and publication process.

Field(s)	Description
	<p>Further read: Eurofound (2011), Derogation clauses on wages in sectoral collective agreements in seven European countries.</p> <p>See also Eurofound's country profiles, section on 'Collective bargaining' / derogation mechanism. Eg.:</p>
<u>Contextual information for this agreement</u>	<p>Please provide contextual information regarding the agreement. The verbal description should include any additional information of relevance to understand the agreement and/or the time series.</p> <p>Use this field to describe if and which extra payments are applicable for workers on the coded rate. This could include for example, 13th and 14th monthly salary, holiday payments, percentage or lump sum bonuses, meal allowances, etc..</p>

Sectors

Field(s)	Description
Does this agreement cover NACE 2 sectors that were not coded at the sampling phase?	<p>Yes/No</p> <p>[The purple 'Sampling phase' box marks the sectors which were selected at the sampling phase, and it also denotes for which sector has the agreement been selected into the sample.]</p> <p>Select 'no' if all corresponding NACE 2-digit sectors were already coded at the sampling phase.</p> <p>Select 'yes' if you need to add NACE 2-digit sectors covered by this agreement. Select ALL sectors that are covered by this agreement in the left box 'Select sectors'. You only select sectors at NACE 2-digit level. The sectors assigned at the sampling phase is already pre-selected. If you select 'yes' you must add at least one additional sector.</p>

There are two options how to select further sectors:

- You can 'Drill down' to select specific NACE 2-digit sectors which are grouped by their NACE 1-digit parents, or
- in case the agreement relates to the entire NACE 1-digit sector you press 'Select all' next to the given sector to select all NACE 2-digit sub-sectors.
- It is still possible to remove non-applicable sectors once assigned, by clicking on the red 'cross' mark.
- Sectors added at the sampling stage cannot be removed from here. If changes are required, please contact Eurofound.

Actors

Field(s)	Description
Which of the following actors are signatories of the agreement?	<p>Select one of the following options:</p> <p>Company (employer) Employers' organisation Trade union Professional association Works council Other actors</p> <p>For each of the signatory parties, add full name in English, full name in national language and the most commonly used abbreviation (national or English).</p> <p>Examples: Professional associations: E.g. Chamber of medical doctors; Works councils: any type of company level employee representation</p>

which is not a trade union, but has the right to sign collective agreements; Other actors: e.g governmental departments

Meta data 2020

The meta data should refer to the year 2020, to correspond with the sampling year of the proposed collective agreements during sampling. This means that the information should come from an agreement which either started, was valid, or extended in 2020.

Field(s)	Description
Does the agreement include a clause concerning indexation of the pay rates?	<p>Yes</p> <p>No</p> <p>Not applicable, there are no wage clauses in the agreement</p> <p>Indexation is automatic update of pay rates according to a predefined rule. For example: Linked to (projected) inflation, growth of GDP, a further increase, if inflation exceeds a certain threshold, etc. Note: This is different from several already agreed increases within the same agreement (e.g. a certain rate from 1. Jan 2020, +1% from 1 July 2020).</p>
How are pay rates included in the collective agreement?	<p>Select one of the following options:</p> <ul style="list-style-type: none"> • A single minimum pay rate (e.g., €1,000) • Pay scales or pay tables (pay rates applicable to workers and/or jobs with certain characteristics such as tenure, age, education, professions...) • Pay ranges (e.g., €1,000 to €1,500) • No rates, but percentage increases are mentioned (e.g. 1.5% increase in January 2018) • No rates, but agreements refer to other agreements or laws (e.g., reference to Act on Civil Service, higher level agreement) • No rates, just information on where wages are determined (e.g., the collective agreement covers a school among organisations for which it is binding (wages of school employees are defined according to Act No. 553/2003) • No wage rates or clauses in the agreement • No access to rate – select if you have no access to the agreement valid during the reference period 2020
Select all pay scale differentiators that apply in 2020	<p>Note: When answering this question, please only select options which are directly stipulated verbatim in the text of the agreement. It is not correct to 'guess' or interpret what a certain category refers to. For example: If a pay</p>

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Field(s)	Description
	<p>rate is only explicitly referred to as applying to a cleaner, select 'Professions'. DO NOT select 'Skill level' or 'complexity of tasks' if this is not specifically written in the text.</p> <p>Please select all applicable options (multiple choice):</p> <ul style="list-style-type: none"> • No pay scale differentiator exists • Age groups (e.g., below 18 years; above 60...) • Complexity of tasks (e.g., a description saying 'workers carrying out simple routine tasks'; tasks of a highly technical nature'...) • Degree of autonomy (e.g., the description says that the rate applies to workers who work under the supervision of another worker; rate applies to workers who have a high degree of autonomy in their work) • Differentiated otherwise (none of the listed differentiators applies) • Firm size e.g., small and medium sized enterprises vis à vis others • Geographical locations (the agreement contains pay rates or tables which relate to different regional areas which are below the geographical scope of the entire agreement. The level or form of regional demarcation is irrelevant: e.g., it could be a NUTS based classification, a specific town, or simply a distinction between 'urban and non-urban' or 'capital city' versus other areas); NOTE: If this is a regional agreement applying to one region and no further differentiation of pay scales, DO NOT select this option. • Level of responsibility (e.g., described by job's duties and responsibilities, including managing a team) • Professions (e.g. cooks, bartenders, cleaners) • Skills required for an activity (e.g., digital skills, organisation skills, or explicitly referred to as 'low/medium or 'high' skilled tasks) • Specific groups of workers obtaining other than regular rates (e.g., apprentices, disabled workers, trainees, ...) • Sub-sectors or units in companies (e.g., the wholesale sector versus the book retail trade; the sales department versus the ICT department) • Validity at different dates (e.g., an agreement contains a pay rate starting on 1 January 2018 and another one starting on 1 March 2019) • Workers' years of tenure (seniority) (e.g., pay rate for workers with 2 years of experience within the same company; or 5 years within the

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Field(s)	Description
	<p>sector, 10 years of related work experience since graduation...)</p> <ul style="list-style-type: none"> • Workers educational level (the payment of a certain rate is contingent on the worker having formally achieved a specific level of education or if the fact that the worker has achieved a certain level of qualification means that the specific rate must be paid. E.g., 'Bachelor/Masters degree'; 'have completed an apprenticeship';)

Field(s)	Description
<p><u>How many workers are covered in total [by this agreement directly before extension?]</u></p> <p><u>From...</u></p> <p><u>To...</u></p>	<p>Provide the (range of the) estimated number of employees covered directly by the agreement in total (before extension). Use this field also if there are no extension mechanisms in place in the country.</p> <p>The reference period for sampling of agreements and bargaining coverage is 2020.</p> <p>Correspondents are asked to review the pre-filled data entries.</p> <p>Important: If you have only one figure (precise number or a point estimate), please include this figure into BOTH fields. e.g. From 1000 to 1000 workers. Please do not use decimals or separators for thousands.</p>
<p><u>How many workers are covered in NACE 2-digit sectors of interest [by this agreement directly?]</u></p> <p><u>From...</u></p> <p><u>To...</u></p>	<p>Provide the (range of the) estimated number of employees covered directly by the agreement in the NACE 2-digit sectors of interest as defined in the sampling phase.</p> <p>The reference period for sampling of agreements and bargaining coverage is 2020.</p> <p>Important: If you have only one figure (precise number or a point estimate), please include this figure into BOTH fields. E.g. From 1000 to 1000 workers. Please do not use decimals or separators for thousands.</p>
<p>Quality of coverage data</p>	<p>Select one of the following options:</p> <p>Numbers are (relatively) precise and reliable</p>

	Numbers are best estimates Numbers are rough estimates, may be unreliable No estimates can be made at all (N/A)
Has this agreement been extended to companies/workers not directly affiliated to any of the signatory parties?	Yes/No For non-extended agreements or countries with no extension mechanisms (or similar) please select 'No'.
How many workers are covered by this agreement following the extension? From (or unique value)... To...	[This field will only be shown if the answer to the previous question is 'Yes'] Provide the (range of) the estimated number of workers covered after extension. The field appears only if 'Yes' was selected in previous question 'Has this agreement been extended...?' Important: If you have only one figure (precise number or a point estimate), please include this figure into BOTH fields. E.g. From 1000 to 1000 workers. Please do not use decimals or separators for thousands.

Meta data updates

The reference period for meta data and bargaining coverage information is year 2020, corresponding to the reference period of the sample selection (and agreement added) in Stage 1. Use this tab to provide qualitative information about earlier or future renewals of the same agreement.

Example: the meta data 2020 states that pay rates are included in pay ranges, but in the 2015 version of the agreement only a single minimum pay rate for the entire agreement was included; or in the 2020 agreement pay rates are differentiated by validity at different dates and age groups, but in 2021 renewal complexity of tasks is added as one of the differentiators; or the meta data 2020 contains bargaining figures for 2020, however you have the information that coverage of the agreement was different in 2016.

To do a meta data update you need to:

- Set the reference date: this is the date to which the recorded change relates, most likely this will refer to the Start date of the agreement renewal (previous or future version other than the one relating to 2020)
- Select type:
 - How rates are included: for example, an agreement might previously have included only a minimum pay rate and now started to introduce pay scales regulating pay for

- different types of workers. Or a renewal of an agreement with previously defined pay scales stops these scales and starts referring to a higher-level agreement, etc.
- At which level wages are determined: for example, if the company level stops setting its own pay rate and instead refers to sector-level agreement
 - If clauses concerning indexation exist: for example, a clause is added in the renewal of an agreement, stating wages have to be annually adjusted according to cost of living (inflation)
 - Pay scale differentiators: A renewed agreement text exchanges the previously used pay scales related to professions by pay scales which describe payment groups by the degree of autonomy and complexity of tasks.
 - Other
- Describe the meta data update in the text box as accurately as possible, explaining the difference between the situation in 2020 and when the change occurred (other version of the same agreement). Please refer to page numbers in the uploaded pdf version of the agreement, which documents the change and provide contextual information, if possible.

Substantial break in series

The section on meta data and meta data updates will help the user of the database to understand what changes over time have occurred. A certain number of changes can be expected, as agreements and the way how pay rates are contained or defined are dynamic.

DO NOT use the meta-data update to simply state that a pay rate was changed or that the agreement was renegotiated. This is included in the database anyway.

If there is a significant change of the collective agreement itself with implications for the time series, starting a new series might be considered. Please consult Eurofound in such instances. Example: if signatory parties would change over time, affecting the coverage rates dramatically or the scope of the agreement other than renewal of the same version, or several agreements are merged into one or disentangled, a new version might be considered. In consultation with Eurofound it should be determined whether a certain change is significant enough to merit the creation of a new time series.

Sources

In this tab you will see the specific collective agreement texts which were already uploaded in the sampling phase (Stage 1) into the database. Use this tab to add further agreement texts, renewals or related wage tables. Please add ALL texts (agreements, renewals, wages tables, other sources, etc.) which are related to the **period 2015 to 2022, and which are necessary to cross-check the whole information coded.**

For each of the uploaded sources you must add the following information:

- Start date: This is the date of validity of an agreement or a wage table.
- End date: First a filter yes/no question is asked. Add end date if such a date is explicitly mentioned in the agreement (or known because there is a renewal starting on a certain date).
- Title/name of the pdf document (upload file): Please ensure to add a meaningful title, which allows to identify a relevant source quickly. I.e put 'agreement text', 'wage table' and years into the title'.

and press 'Save'.

- 'Delete': has been set to 'no' by default. Use this if you wish to indicate to Eurofound that this source shall be deleted. [Coders cannot delete items by themselves].

Series

A set of two types of time series is automatically created when you start coding an agreement. **In the majority of cases, you only need to code one set of series (i.e. up to two series for each agreement).**

General rules for the identification of relevant pay rates:

In each case the identified pay rate must be a **FULL ADULT** rate, defined as relating to an . Furthermore, please also disregard other sub-minima, such as lower rates for trainees, apprentices, workers with a temporary contract, disabled workers etc.

For countries with a statutory minimum wage, this implies the same age group as Eurostat uses for SMW can be selected.

- Metadata is available for all countries:
https://ec.europa.eu/eurostat/cache/metadata/Annexes/earn_minw_esms_an1.pdf

For countries without a statutory minimum wage, **the rate from the age group which applies to large majority of employees** should be selected.

- Please consult us on a case-by-case basis if needed.
- The assumption is that youth-subminimum rates cover only a few age groups, for instance rate from 17 years, 18 years, 19 years and then a rate 20 years and over. In such example, the highest rate for 20 years and older should be selected as it would cover the largest share of workers.

The pay rates should include only **basic collectively agreed pay rates**, as stipulated in the agreement, **WITHOUT** any further addition of extra payments (e.g. holiday payments, bonuses, meal allowances, etc.). Reference that workers on this rate are entitled to (collective) extra payments, can be provided in a descriptive contextual information box in the 'General' tab. In exceptional cases, when the identification of the basic pay rate would fall short of the true 'basic' minimum amount every worker on that pay rate is entitled to, please liaise with Eurofound to determine, which components shall be added into the basic pay rate.

Some agreements also provide different rates for employees who receive **accommodation or meals**, and those who don't, or they contain different rates for employees who are using their own cars for work. In such cases, please select the **'regular' case** (i.e. no accommodation, no use of own car, etc.).

Two types of series

- **Lowest minimum:** taking into account the general rules above, this is the lowest rate identified in the agreement and relates to unskilled/unqualified workers, elementary activities or professions. By minimum we are referring to the lowest pay rate for an unqualified worker. (e.g., unskilled shop sales assistants; unskilled childcare assistants)

- Highest minimum – The highest pay rate found in the entire collective agreement, including all seniority related pay components.

For each of the two series – lowest and highest minimum – select one of the three options regarding their existence:

- ‘Yes’ - if the series exists in at least one year -
- ‘No’ - only if the series doesn’t exist at all, for instance select “no” for the highest minimum series if the agreement only stipulates one rate that is the minimum. Also select no for both series if the agreement contains no wage rates throughout the entire time period (2015-2022)

provide a short description of who the series relate to.

Examples:

	What the agreement contains	Description: What to put in the field
Lowest minimum	The rate covers several occupations such as cleaners, messengers, and security guards	Cleaners, messengers, and security guards
	There is just one basic minimum pay rate	Not further specified
Highest minimum	An employee with 20 years of experience in Job category 16.	Employee with 20 years of experience in Job category 16.
	A managing director	Managing director

IMPORTANT: These descriptions will be published alongside the data and displayed as data-labels. Please ensure that they are short, concise and in grammatically correct English.

Adding more than one set of series to an agreement

Special case 1: If there are wage rates for many regions in an agreement: select one large region which is low-paid and follow the series for this region only. This means that all types of series (lowest/highest minima) will relate to the same region. [Note: This is different to the approach applied in the mini-pilot, in which coders were asked to include the ‘global’ lowest minimum and the ‘global’ highest minimum of the entire agreement, therefore not following a series for the selected region.

Special case 2: Adding a second series might be considered when an agreement contains pay scales differentiated by region (e.g., one agreement contains pay scale for Catalonia and Madrid, or East and West Germany). This is most likely **applicable** only in few countries where regional pay differentiation is prevalent and is case dependent by each agreement. Please consult Eurofound if you consider adding a second set of series for the agreement.

You will be able to add an additional series by **selecting** yes in the drop-down menu at the bottom of the screen and filling out the title and description before clicking the “Add series” button.

If you add a series, meaning the agreements are not distinct, just have more than one pay scales differentiated by region, you have to define:

- The series
- Confirm whether lowest and highest minima exist in this series and add a description for each of these rate types.

Example: If an agreement in Germany has two pay scales, one for East Germany and one for West Germany, you can add a new set of series. The information provided for the agreement is the same for both sets of series.

Attention: If there are two regional agreements in manufacturing in Spain, one for Asturias, the other for Madrid, but they constitute two different agreements, with different signatory parties and general information, do not 'Add series', but code them as two separate agreements.

Pay rates

In this tab we ask you to populate the time series of pay rates found in a collective agreement (including its renewals, or documents it refers to).

The time frame of the pilot project on minimum wages is **2015 - 2022**, with a **reference period related to the first day of each month** (e.g. 1 January 2015).

There is a separate tab for each of the **two types of pay rates** for each collective agreement. Please ensure that you are in the relevant **active** tab when entering data. The active tab together with the active year is highlighted in green.

Note: If you added an additional set of series in the previous tab, you need to fill in the two types of series (lowest and highest minimum) for the other set of series as well.

Pay rate status

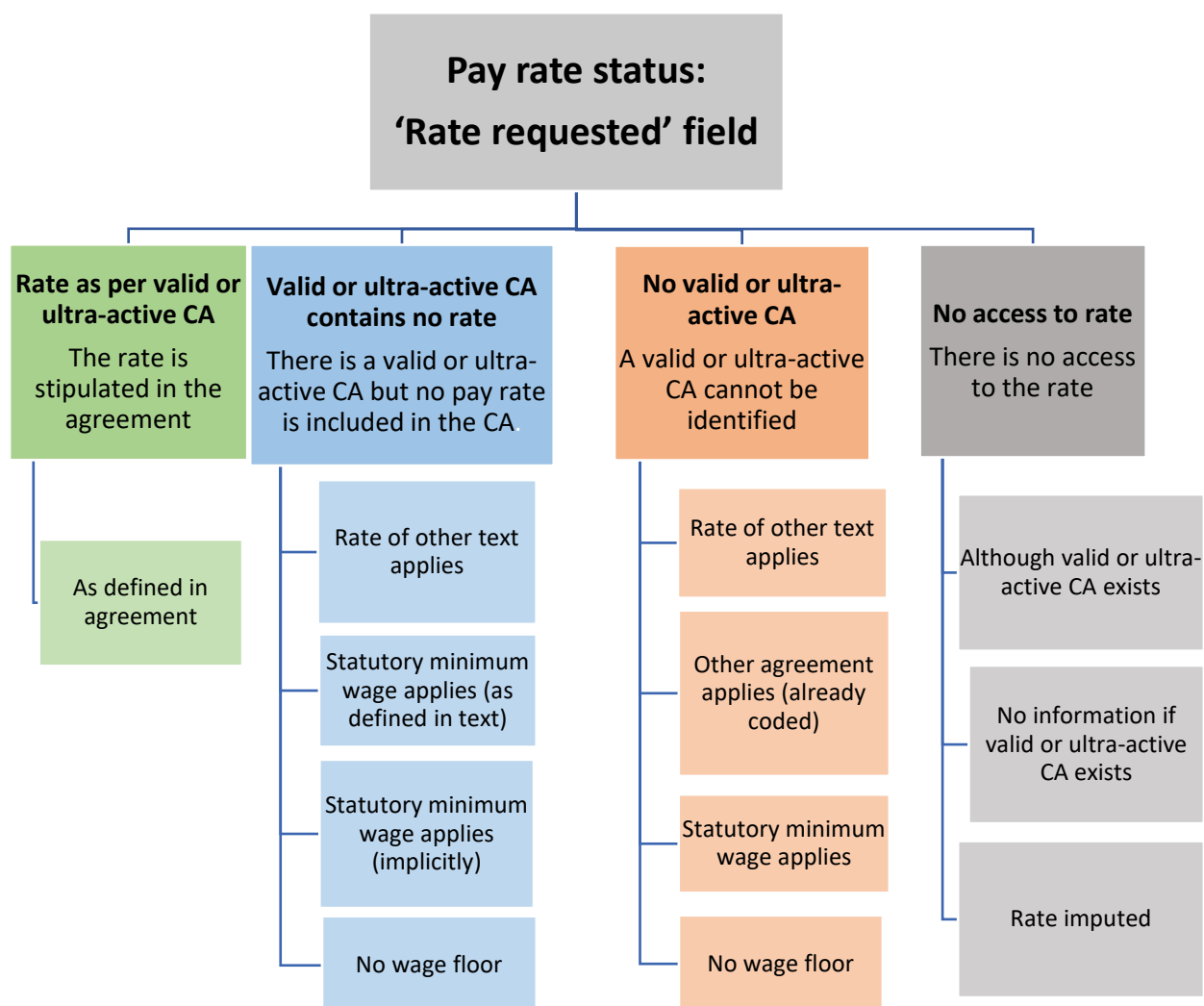
The first decision to take before it is possible to enter a rate, is to provide information on how this rate has been identified. This can be done by using the first and second field in the list.

- The **most prevalent and standard case** will be that an agreement contains the respective rate. In this case it is not relevant if the agreement is still in force or already ultra-active in the respective period, as long as the identified rate applies to the worker in this specific period. In this case select 'Rate as per valid or ultra-active CA' from the field which by default says '[rate requested]'. The second field will then automatically say 'As defined in agreement'.
- In other cases, the agreement itself might not contain a rate, but it could explicitly refer to another text which contains pay rates. In this case select "Valid or ultra-active CA contains no rate, but..." which will open a follow up question with the following options:
 - 'Refers to rate in other text': Select this if the agreement **explicitly** refers to another text, for example a legal wage regulation or a higher-level agreement; or a percentage top up of the statutory minimum wage.
 - SMW applies: If the agreement **does not** refer to any wage rates contained in another text and if there is a statutory minimum wage. [If this is the case, you will not be asked to enter a pay rate for this period, but only asked to link the rate to the source].
 - 'No wage floor': Select this, if the agreement **does not** refer to any wage rates contained in another text and no other wage floor is in place (e.g. there is a

numberless collective agreement in Sweden or Denmark, and there is no statutory minimum wage). If this is the case, you will not be asked to enter a pay rate for this period, but only asked to link the rate to the source.

- Finally, it may happen that for some periods of time there is no collective agreement in place, and due to the absence or expiry of rules regarding ultra-activity the previously agreed pay rate in the terminated agreement will not be applicable any longer. If that is the case, please select 'No valid or ultra-active CA' and in the follow-up question, indicate in a similar way as for the case above whether the 'Rate of other text applies', the statutory minimum wage 'SMW applies' or 'no wage floor applies'.
- If a (valid or ultra-active agreement) is in place, but you don't have information to the text, please select 'No access to rate'.

Figure 1 Status of the pay rates



Field(s)	Description
Pay rate	
Currency	This has been prepopulated for each country. In the case of Croatia, it is possible to overwrite, depending on the stipulated currency.
Frequency	per hour / per day / per week / per month / per year How often is this payrate paid? Please enter the frequency of the pay rate, as stipulated in the collective agreement. If the agreement refers to more than one frequency for the selected rate, please use the monthly rate, unless reasons on consistency over the course of the time series, require selecting a different frequency.
hrs/week	This field relates to the working hours per week, which are associated with this pay rate. To identify the relevant figure, 1. Check whether the working hours are stipulated within this collective agreement; If they are not, please take 2. The working hours derived from a higher-level collective agreement, or 3. Statutory regulations (E.g. the Working Time Act). If the agreement mentions more working hours, please use the one applicable to the main group of workers covered by this agreement. Also, if the working hours are defined in a frequency other than per week, please convert it.
Source	Please assign the source from which you derived this pay rate. The field will display the list of sources you have entered earlier. Select the individual collective agreement to which the pay rate relates. By doing so, the previously uploaded pdf will be displayed in the same row.
Page/source comment	Please describe here on which page number of the source the relevant rate can be found and provide further information on how the rate can be located in the text, by also indicating the name of the group in national language as per agreement text. Examples: p. 43, Lohnarbeiter; p.55 limpiadora; or p. 60 / Annexed table, Funktionsgruppe IIA.

How to populate the time series efficiently

There is no need to manually include this information for each month. There are two options on how to populate the series efficiently:

Option 1: Use the arrow buttons for copying the information within the same year

Fill in the two status fields, the pay rate (if applicable), the working hours, assign a source for the first period of observation (for example, 1 January 2015). Use the 'Arrow down' button to drag the information for the series down for the entire year.

Note: This function overwrites all information already entered in the following months of the same year. You can also use the 'Arrow down' button within the year (for example, to drag down changed information starting from 1 May 2015).

Figure 2 Copy the pay rate – use the blue arrow down

The screenshot shows a data entry form with the following fields and values:

	15.00	per hour	▼	40	hours/week	↓	
EUR	15.00	per hour	▼	40	hrs/week	↓	Another test (21/02/2023 -)
EUR	15.00	per week	▼	40	hrs/week	↓	Another test (21/02/2023 -)
EUR	15.00	per week	▼	40	hrs/week	↓	Another test (21/02/2023 -)
EUR	15.00	per week	▼	40	hrs/week	↓	Another test (21/02/2023 -)
EUR	15.00	per week	▼	40	hrs/week	↓	Another test (21/02/2023 -)

Option 2: Populate series to enter rates by periods across various years

This option allows you to enter information on pay rates by start and end dates, going beyond a single year. Depending on the rate status selection (see previous section on 'pay rate status'), you will be presented with a different set of follow up questions for that period. Complete this info and 'submit' will automatically populate the reference months during the indicated period with this information.

Figure 3 Populate series button above pay rates

Completeness of the information

Coders are requested to ensure that information is available for the complete time series. Only complete time series can be submitted to quality control. The reference periods are marked in red/blue to see whether complete information has been provided. All pay rate statuses should be blue, otherwise you will not pass the quality check and will not be able to submit to quality control. (if any of the pay rate statuses is red)

Figure 4 Pay rate status

1 Jan 2015	[Rate requested]	
1 Feb 2015	[Rate requested]	
1 Mar 2015	Rate as per valid or ultraactive CA	As defined in agreement
1 Apr 2015	Rate as per valid or ultraactive CA	As defined in agreement

Comments

The internal comments box to communicate with Eurofound is available among the tabs. Please ensure that information which should be published or be part of the data collection is included in the relevant fields. Information provided in the internal comments box will not be published.

Quality control

Submit to quality control – once you have filled in all the required information and pay rates, you can ‘Submit to quality control’ on the top right-hand side of the screen to notify Eurofound that the agreement can be reviewed. This will trigger a series of quality checks and controls.

- If you filled in all the compulsory fields and each pay rate in the entire time period (1/1/2015 -1/12/2022) is provided, the status of the agreement displayed above the ‘Submit to quality control’ button will change from ‘Draft’ to ‘In Quality Control’. Eurofound can after revision change it either to ‘Revision Requested’ if changes and amendments are necessary or quality ‘Accepted’ if it meets all the criteria.
- If one of the compulsory fields or pay rates is missing, you will be informed that one or more quality checks have failed, and you will need to add information.
 - It points you to tabs in the database and informs you whether:
 - The quality check has ‘Passed’ and no action is required
 - Or the quality check has ‘Failed’ and you need to add or revise the information
 - For pay rates, each reference period (month) must be filled in. Otherwise, the quality check will inform you there is missing information in one or more months (or ‘All months are missing’). This information will be displayed for each of the three types of rates and reference periods with missing information. You will be asked to review this information before being able to ‘Submit to quality control’.

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The European Foundation for the Improvement of Living and Working Conditions (Eurofound) is a tripartite European Union Agency established in 1975. Its role is to provide knowledge in the area of social, employment and work-related policies according to Regulation (EU) 2019/127.