

**THE CAYMAN ISLANDS’**

**OCCUPATIONAL WAGE SURVEY 2017**

**(Households and Self-Employed with Employees)**

**User Guide for Completing Form B**

**REFERENCE PERIOD: SEPTEMBER 2017**

**USER GUIDE FORM B – Definitions**

**a. Employees** Employees are defined as workers who hold explicit (written or oral) or implicit employment contracts that give them a basic remuneration (cash or in kind). Such persons typically work according to the agreement or guidelines agreed between the owner(s) and the persons in the owners’ employment.

**b. Employees** Please record the count of employees by ***immigration*** ***status***. The immigration status of an employee falls into

 **by Immigration** one of **four** categories: ***Caymanian***, ***Non-Caymanian Married to Caymanian/RERC, Permanent Resident***

 **Status** and ***Non-Caymanian***.

 **Caymanian**: These are individuals who acquired the right to be Caymanian (or Caymanian Status as it was formerly known), whether by birth, descent, or grant.

**Non-Caymanian Married to Caymanian or Holders of Residency and Employment Rights Certificate (RERC)**.

 **Permanent Resident:** These are individuals who obtained the right to reside permanently in the Cayman Islands other than through marriage.

 **Non-Caymanian**:These are individuals who hold a valid work-permit or government contract to reside and work in the Cayman Islands.

**c. Employees by** Employees are classified based on their remuneration (***salaried employees or wage earners****).*

 **Compensation**

**Salaried employees** are usually paid a fixed amount per pay period.

**Wage earners** are classified either as time-rated, i.e., paid by the hour, week, etc., or piece-rated where their remuneration is based on their output.

**FORM B – Employee Characteristics, Compensation and Work Hours**

**ROW NUMBER EXPLANATION**

 **1** Please record the ***sex*** of the household employee: M for male, F for female.

 **2** Please record the ***age*** of the household employee.Age should be at the last birthday of the employee as of 30th September 2017.

 **3** Please record the ***immigration status*** of the household employee. Please use the codes located at the bottom of the page.

 **4** Please record the ***education level*** of the employee. The education level recorded should be the highest level of education completed by the employee. Please use the codes located at the bottom of the page.

 **5** Please record the ***job title/occupation*** of the employee that describes the position held by him/her within the household.

 **6** This column should ***NOT*** be filled and is ***For ESO Use*** only.

 **7** Please record the ***main duties/tasks*** performed by an employee who holds the job title/occupation recorded in row 5 – job title/occupation. The main duties/tasks should summarize the key responsibilities, functions, and duties commensurate the job title/occupation held by the employee.

 **8** Please record the ***type of worker by compensation*** for the employee. Please use the codes at the bottom of the page and refer to the definition used in “Definition c” – Employees by Compensation.

 **9** Please record the ***type of employment contract*** for the employee. Please use the codes at the bottom of the page.

**10** Please record the ***pay period*** for which the employee receives compensation. This is the period at the end of which this employee receives their pay. If an employee is paid at the end of each week, then their pay period is weekly. Please use the codes located at the bottom of the page.

**11** Please record the ***usual/normal working hours per week*** for the employee. Usual/normal working hours are those hours agreed by the employer and employee as the basis for compensation and excess hours worked at any time are classified as overtime, unpaid hours or time in lieu.

 **If the usual working hours are not on a weekly basis, e.g. on a monthly basis, please write whatever is the usual hours for the month of September 2017, e.g. 20 hours per month.**

**12** Please record the ***usual/normal length of meal breaks*** per day in minutes.

 **13** Please record the ***actual number of paid hours worked*** by the employee during the month of September 2017. Ensure the number of hours recorded exclude paid overtime hours and do not include any time the employee spent away from the job for personal reasons, e.g. sick leave, vacation leave.

 **14** Please record the ***actual number of paid overtime hours*** worked by the employee during the month of September 2017. Paid overtime hours are hours after usual working hours as defined in row 11 – Usual/Normal Working Hours.

 **15** Please record ***unpaid* hours (*to be credited as future leave)*** earned by the employee during the month of September 2017. This is time worked by the employee beyond the usual hours for which he/she is credited with extra leave with pay to be taken in the future.

 **16** Please record ***actual salary*** *or* ***actual wages*** paid to each employee during the month of September 2017.

 **16.1 *Salaries*** are the pay received by an employee for usual/normal hours worked (as defined in row 13), before deductions for contributions to employee pension plans, health insurance, and other payroll deductions are made. ***Wages*** are the pay received by an employee for actual hours worked or the actual piece of work/service. Salary and wages do not include allowances (e.g., traveling and housing), bonuses or overtime pay, etc.

**16.2 *Overtime payment*** is the actual pay received by an employee for hours worked in excess of usual/normal working hours (as defined in row 14).

**16.3** Please record ***payments in kind*** made to the employee during September 2017.Payments in kind represent the estimated value of goods and services given to the worker by the household employer as remuneration. Included are payments in kind for housing for live-in domestic, vehicle use, etc.

 **17** Please recordany ***bonus/gratuity*** paid to the employeefor the past twelve (12) months.A bonus is an additional compensation given to an employee, which is above their normal salary/wage. A bonus sometimes represents a reward for achieving specific goals set or for dedication.

 **18** Please record ***deductions*** from ***actual salary*** *or* ***actual wages*** for items paid on behalf of each employee during September 2017.

 **18.1** Please record the total ***premiums*** paid from the employee’s salary/wages for personal insurance coverage corresponding to ***health insurance***.

 **18.2** Please record payments as deductions from the employee’s salary/wages for ***public or private pension schemes*** or retirement saving plans in September 2017.

 **18.3** Please record any ***other deduction*** from the employee’s salary/wage, please specify.

 **19** Please record ***other compensation*** paid by the employer on behalf of each employee during September 2017, in addition to his/her salary/wage.

 **19.1** Please record the total ***premiums*** paid for the benefit of the employee for personal insurance coverage corresponding to ***health insurance***.

 **19.2** Please record the employer’s ***contributions*** paid for the benefit of the employee to ***public or private pension*** schemes or retirement saving plans in September 2017.

 **19.3** Please record any ***other compensation*** by the employer for the benefit of the employee, please specify.

 **20** Please record the ***allowances*** paid to the employee during September 2017.

 **20.1** Please record the total cost of ***housing*** (outside the employer’s home) borne by the employer during the reference period. If the dwelling is owned by the employer, include costs of repairs, maintenance, and housing utilities. If the dwelling is not owned by the employer, record total rent/mortgage payments, housing utilities (e.g. water, electricity, and gas), etc.

 **20.2**  Please record ***local transportation*** allowance paid to employee in cash (e.g. gas allowances/reimbursement, bus fares, vehicle insurance, vehicle loan payments, etc.) within the Cayman Islands.

 **20.3** Please record **a**ny ***transportation allowance for vacation or repatriation*.** Please include the cost of air transportation (airline tickets, baggage fees), hotel accommodation as applicable since Sept 2016.

 **20.4** Please record the total cost of ***training/education*** paid to or on behalf of the employee since September 2016. Training/education allowances cover fees such as tuition, books, airfare, accommodation, per diem and granted to employees who pursue studies or qualification relating to their employment. This may also include fees for online courses, and fees for professional certification/qualification examinations.

 **20.5** Please record the total cost of ***clothing*** allowance paid to the employee during September 2017 as part of remuneration. Please exclude the cost of uniforms that are essentially required for household operations.

 **20.6** Please record the total cost of any ***other allowances*** paid to or on behalf of all employees during the reference month.

 **21** Please record the ***total number of days*** of actual leave for which the employee received paid time away from work during September 2017.

**21.1** Please record paid time away from work which corresponds to ***vacation* *leave.***

**21.2** Please record paid time away from work which corresponds to ***sick leave***.

**21.3** Please record paid time away from work which corresponds to any ***other type*** of paid leave.

 **22** Please record the ***total number of days*** of annual leave entitlement for which the employee received paid time away from work for a year.

**22.1** Please recordpaid time away from work which corresponds to annual ***vacation* *leave*** entitlement.

**22.2** Please recordpaid time away from work which corresponds to annual ***sick leave*** entitlement.

**22.3** Please recordpaid time away from work which corresponds to any ***other type*** of annual leave entitlement.

 **23** Please record the total work permit fees paid on behalf of the employee for the past twelve (12) months. Fees paid to the government for a work permit, allows a person to work and remain in the Cayman Islands for a specified period of time.

* **END** –