

## Understanding Our Definitions

### Establishment

An establishment is a single, active, physical location of one company/organization. An establishment may be for-profit, non-profit, government, education, or an agricultural facility. Examples of establishment counts:

- More than one establishment at a single address - for example, suites in an office building may be rented to multiple organizations.
- If a company or organization operates from multiple physical locations, each one will be counted as a separate establishment - for example - a grocery chain has separate stores on the east side and on the west side of a town - each will appear as a separate establishment .
- A business or organization that is operating from a residence
- A business or organization run by a single person, even if that person is only part time.

#### What is not counted as an Establishment?

- Businesses that have registered with government agencies but have not yet begun activities.
- Businesses that exist only to hold title to real estate, shell companies and other passive entities.
- Home offices of employees who work remotely for another establishment.

### Job

A job represents a single person who participates in the operations of an establishment. Including:

- Traditional employees who receive regular wages, whether working full-time or part-time, or even just a few hours occasionally
- Contractors, leased employees and temporary workers
- Owners, partners and others (proprietors) who participate in the operation of an establishment but may or may not receive wages



## **New Establishment - Start or Birth**

An establishment is considered new if the combination of its name & address did not previously appear in our database and does not appear to have moved from another location or changed its name. A merger/acquisition may generate a new establishment.

### **Examples:**

- A corporation opens a facility in another town
- A school opens a satellite location in a strip mall
- A coffee shop opens in an empty storefront
- A business leases an additional office at a separate address

## **Closed Establishment**

An establishment is considered closed if its tenant/owner no longer operates from that address and does not appear to have moved.

### **Examples:**

- A restaurant has gone out of business.
- A business shuts a remote office and this location's employees now work from another facility.
- A school district consolidates two schools into one building with one name - the now empty building is considered closed.
- A farmer retired and the farm has been sold to a new owner.

## **Establishment Move**

An establishment is considered to have moved if it is not a new establishment, it is still active, and its location code (county, CBSA, state, ZipCode) has changed from one period to the next.

## **Expansion**

An establishment increases the total number of jobs in its operations.

### **Examples:**

- A factory receives increased orders and creates a third shift of workers to increase production.



- A police department creates a new unit and hires more officers.
- Seasonal workers hired at a winery for harvest.

What is not a job expansion?

- Hiring to replace workers who left.
- Laying off 10 workers from department A and replacing them with 10 workers from department B.

### Contraction

An establishment decreases the total number of jobs in its operations.

### Examples:

- A farmer purchases new equipment and no longer needs as many people to help with milking.
- A daycare can't find enough workers, so it closes a classroom.
- The budget is cut for a government office and workers are let go.
- Seasonal workers at a winery are done and leave.