

# Salaries of Office Workers in Large Cities, 1949

## Part I

HARTFORD

LOS ANGELES

NEW ORLEANS

PHILADELPHIA

ST. LOUIS

**Bulletin No. 960-1**

UNITED STATES DEPARTMENT OF LABOR

MAURICE J. TOBIN, *Secretary*

BUREAU OF LABOR STATISTICS

EWAN CLAGUE, *Commissioner*



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## Letter of Transmittal

UNITED STATES DEPARTMENT OF LABOR,  
BUREAU OF LABOR STATISTICS,  
*Washington, D. C., Sept. 19, 1949.*

The SECRETARY OF LABOR:

I have the honor to transmit herewith Part 1 of a bulletin on salaries and related wage practices for office workers in large cities in the United States. The information refers to the early months of 1949.

These studies were prepared in the Bureau's Division of Wage Analysis by the regional wage analysts: Harry H. Hall, New Orleans; Bernard Fahres, Hartford; George E. Votava, St. Louis; Paul Warwick, Philadelphia; and John L. Dana, Los Angeles. The planning and central direction of the project was the responsibility of Lily Mary David and John F. Laciskey under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.

EWAN CLAGUE, *Commissioner.*

Hon. MAURICE J. TOBIN,  
*Secretary of Labor.*



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# Salaries of Office Workers in Large Cities, 1949—Part I

## Introduction

About one out of every four workers in the United States is a "white collar" worker. Because of their numerical importance in the labor force and the existence of widespread interest in their economic status, the Bureau of Labor Statistics has recently made a number of surveys of the salaries and working conditions of these workers. A major segment of this program was begun last year, when surveys of office workers were made in 10 of the country's largest cities.<sup>1</sup> This year similar surveys have been made in 17 cities, including 6 in which studies were conducted last year as well. The cities surveyed this year were:

Atlanta <sup>2</sup>	New Orleans
Boston <sup>2</sup>	New York <sup>2</sup>
Chicago <sup>2</sup>	Philadelphia
Cincinnati	Portland, Oreg.
Cleveland	Richmond
Dallas <sup>2</sup>	St. Louis
Hartford	Seattle <sup>2</sup>
Los Angeles	Washington
Minneapolis—St. Paul	

Information on five of these cities is presented in this bulletin. Data for the other cities will be contained in Parts II, III, and IV, which will be printed within the next few months.

The information on weekly salaries excludes overtime pay and nonproduction bonuses but includes incentive earnings. The weekly hours data refer to the work schedules for which these salaries are paid. Hourly rates were obtained

<sup>1</sup> Previously information on a limited number of office jobs was obtained in studies of individual manufacturing and nonmanufacturing industries. The surveys begun last year represent the first attempt to present information cutting across industry lines. Among the other groups of white collar workers studied recently are professional nurses, library personnel, dietitians, and social workers.

<sup>2</sup> Also studied in 1948.

by dividing these weekly salaries by scheduled hours. The number of workers presented refers to the estimated total employment in all establishments within the scope of the study and not to the number actually surveyed. (The industries and the minimum size of establishment within the scope of the study are listed in Appendix A.)

Data are shown only for full-time workers, defined as those who are hired to work the establishment's full-time schedule for the occupational classification.

Salary and hours information is presented only for a limited number of jobs; no attempt was made to study all office occupations and, in general, the jobs surveyed were those that are found in a large proportion of offices and that involve duties that are more or less uniform from firm to firm. They are more representative of the salaries of women than of men office workers.

To round out the picture of the salaries of office workers, information is presented on supplementary benefits, such as vacations, holidays, and sick leave provided office workers. Information on these wage practices refers to all office workers. It is presented in terms of the proportion of workers employed in offices with the practice in question. Because of eligibility requirements, the proportion actually receiving the benefits in question may be smaller.

The summary of vacation and sick leave plans is limited to formal arrangements and excludes informal plans whereby time off with pay may be granted at the discretion of the employer or other supervisor. Sick leave plans are further limited to those providing full pay for at least some amount of time off and exclude health in-

insurance even though paid for by employers.

In evaluating information on variations in salaries with size of establishment it should be remembered that this factor may be related to

other factors. There is frequently an important relationship between size and industrial classification in the case of the broad industry groups used in these surveys.

## HARTFORD, JANUARY 1949

### Salaries

Approximately half of the women office workers studied in Hartford, Conn., in January 1949 earned between \$35 and \$45. Average salaries for women in 11 of 20 occupational groups studied fell within the range of \$40 to \$44.50 a week. In five of the remaining jobs average salaries were below \$40.

The highest paid women—technical stenographers—received an average of \$54.50 weekly. These employees, however, were numerically the least important group for which earnings figures were reported. Hand bookkeepers, with average weekly earnings of \$51, and general clerks averaging \$50, had the next highest levels of earnings among women workers. About four-fifths of the workers in the latter two categories had individual salaries of at least \$45.

The women office workers who received the lowest average weekly salaries were office girls and clerks performing routine filing. Their weekly salaries averaged \$33 and \$33.50, respectively. Nearly 75 percent of the office girls and almost two-thirds of the class B file clerks were paid less than \$35 a week.

Women clerk-typists and typists engaged in relatively routine typing (class B typists) with average weekly earnings of \$37 and \$35.50, respectively, were the numerically most important jobs studied. Earnings of individual clerk-typists ranged from \$25 to over \$60. However, the salaries of about three out of five were between \$35 and \$45 weekly. Similarly the individual salaries of class B typists ranged from \$25 to almost \$55 weekly, but the earnings of approximately three out of four were between \$30 and \$40 weekly.

Men were employed in the office occupations studied in much smaller numbers than were women. Among the six classifications studied

for which data could be shown for men, hand bookkeepers, with a weekly average of \$65.50, had the highest earnings. Office boys with average earnings of \$33 weekly were lowest.

### Work Schedules

Nearly all women employed in Hartford offices had a scheduled workweek of 5 days and almost 70 percent were on schedules of less than 40 hours a week. A 37½-hour schedule was in effect for about one-half of the women workers.

### Paid Vacations

All establishments studied granted office workers paid vacations. Almost 95 percent of the workers received two or more weeks of paid vacation after 1 year of service. One-fourth of the office workers were in establishments granting vacations of more than 2 weeks after 5 years of service.

### Paid Holidays

Paid holidays ranging up to 12 days a year were allowed by all of the establishments studied. Almost all office workers received at least six paid holidays, while about two-thirds were granted nine or more days annually.

### Nonproduction Bonuses

About one-fourth of the workers in Hartford offices were employed in establishments paying a Christmas or year-end bonus, while offices with about one-tenth of the workers provided some other type of nonproduction bonus. Such bonuses were in effect in offices with a majority of workers in the retail trade, wholesale trade, and manufacturing industries. They were paid

much less frequently in finance, insurance, and real estate; and in transportation, communication, and other public utility offices.

#### **Paid Sick Leave**

Formal provisions for paid sick leave were found to affect approximately one-third of Hartford office workers and typically this leave was provided after a year's employment. The number of days for which pay was allowed after this length of service varied considerably and ranged from 5 to over 20 days a year. A ma-

jority of workers in the manufacturing group were covered by formal sick leave plans.

#### **Insurance or Pension Plans**

Ninety-five percent of the office workers were in establishments with some type of insurance or pension plan, with premiums paid, wholly or in part, by the employer. Life insurance plans were most widespread in four of the six industry groups studied; retirement pension plans were most common in the transportation, communication, and other public utility groups.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Hartford, by industry division, January 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Men</i>						<i>Women—Con.</i>							
Bookkeepers, hand <sup>2</sup> .... Finance, insurance, and real estate.....	58	\$65.50	38.5	\$1.69	\$64.00	\$55.50-\$76.00	Clerks, file, class B <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	961 67	\$33.50 37.00	37.5 40.0	\$0.88 .93	\$32.00 36.00	\$30.00-\$36.00 32.00- 41.00
Clerks, accounting <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	188 47	52.00 54.00	38.0 39.5	1.37 1.36	52.00 54.50	45.50- 57.50 47.00- 59.00	Clerks, general <sup>2</sup> ..... Manufacturing..... Wholesale trade.....	223 77 27	50.00 49.50 49.50	39.0 39.5 42.0	1.28 1.24 1.17	48.00 46.50 51.00	45.00- 54.00 44.50- 50.50 45.00- 54.50
Clerks, general <sup>2</sup> ..... Manufacturing..... Transportation, communication, and other public utilities.....	98 47	59.00 60.50	39.0 39.5	1.51 1.53	60.00 60.00	51.00- 65.00 53.00- 65.00	Clerks, order <sup>2</sup> ..... Manufacturing.....	90 69	41.50 42.50	39.5 39.5	1.04 1.08	39.00 40.00	36.50- 43.50 37.50- 45.00
Clerks, pay roll <sup>2</sup> ..... Manufacturing.....	33 24	55.50 51.00	39.0 39.0	1.43 1.31	51.00 49.50	45.00- 65.00 45.00- 56.00	Clerks, pay roll <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	226 152	43.50 43.50	39.0 39.5	1.11 1.10	43.50 40.00	39.00- 47.50 40.00- 47.00
Office boys <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	154 46	33.00 31.00	38.5 40.0	.86 .77	33.00 32.00	29.00- 37.00 25.00- 35.00	Clerk-typists <sup>2</sup> ..... Manufacturing..... Wholesale trade..... Retail trade..... Finance, insurance, and real estate.....	1,188 287 46 18	37.00 37.00 39.50 35.00	38.0 39.5 39.0 40.0	.97 .94 1.01 .88	36.00 36.00 37.50 34.00	33.00- 40.50 34.00- 40.00 33.00- 43.00 31.50- 39.00
<i>Women</i>							Office girls <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	813 113 32	36.50 33.00 34.00	37.0 38.0 40.0	.99 .86 .86	36.00 32.00 34.00	32.00- 41.00 30.00- 35.00 33.00- 35.50
Billers, machine (billing machine) <sup>2</sup> ..... Manufacturing..... Retail trade..... Finance, insurance, and real estate.....	101 52 17	40.50 40.50 37.50	39.5 39.5 40.0	1.02 1.02 .94	40.50 40.00 38.00	35.00- 45.00 34.00- 46.00 34.00- 41.50	Stenographers, general <sup>2</sup> ..... Manufacturing..... Wholesale trade..... Finance, insurance, and real estate.....	846 345 25	42.00 43.00 42.00	39.0 39.5 39.5	1.08 1.09 1.06	42.00 43.00 42.00	38.00- 45.00 40.00- 45.00 39.00- 43.50
Bookkeepers, hand <sup>2</sup> ..... Manufacturing..... Wholesale trade.....	59 20 18	51.00 51.50 53.00	38.0 38.0 38.5	1.34 1.36 1.38	50.00 52.00 50.00	45.00- 60.00 45.00- 58.00 46.00- 60.00	Stenographers, technical.....	410 36	41.00 54.50	38.0 38.5	1.08 1.42	40.50 54.50	37.00- 44.50 52.50- 58.00
Bookkeeping-machine operators, class A <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	86 15	43.50 49.00	39.5 40.5	1.10 1.21	44.00 47.00	37.50- 48.50 44.00- 55.50	Switchboard operators <sup>2</sup> ..... Manufacturing..... Retail trade..... Finance, insurance, and real estate.....	119 32 24	40.50 39.50 35.50	37.5 34.5 40.0	1.08 1.15 .89	38.50 36.00 34.50	34.00- 46.00 32.00- 46.00 32.00- 39.00
Bookkeeping-machine operators, class B <sup>2</sup> ..... Manufacturing..... Wholesale trade..... Retail trade..... Finance, insurance, and real estate.....	284 25 18 19	36.00 40.50 45.00 37.50	38.5 40.0 38.5 39.5	.94 1.02 1.17 .95	35.50 40.00 45.00 36.00	32.00- 38.50 37.50- 43.00 45.00- 50.00 34.00- 38.00	Switchboard operator-receptionists <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	98 56	40.00 43.00	39.0 39.5	1.02 1.09	39.50 43.00	35.00- 44.00 38.00- 46.00
Calculating-machine operators (Comptometer type) <sup>2</sup> ..... Manufacturing..... Retail trade..... Finance, insurance, and real estate.....	274 90 72	41.50 42.50 38.00	38.5 40.0 38.5	1.07 1.06 .99	40.50 42.00 38.50	37.00- 45.00 40.00- 44.50 34.00- 40.00	Transcribing-machine operators, general <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	315 34	40.00 43.50	37.5 39.5	1.06 1.11	38.00 45.00	34.00- 45.00 40.50- 45.50
Clerks, accounting <sup>2</sup> ..... Manufacturing..... Wholesale trade..... Retail trade..... Finance, insurance, and real estate.....	414 81 37 26	42.50 48.00 40.50 38.50	38.5 39.5 39.0 39.5	1.11 1.21 1.04 .97	42.00 45.00 37.50 37.50	36.00- 47.50 43.00- 50.50 34.50- 44.50 34.00- 44.00	Typists, class A <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	116 57	46.00 44.50	39.0 39.5	1.19 1.12	44.00 44.00	42.00- 51.00 43.00- 45.50
Clerks, accounting <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	241	40.50	37.5	1.08	40.50	35.00- 45.00	Typists, class B <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	40 1,068 62	49.50 35.50 36.00	37.5 37.5 40.0	1.32 .95 .90	55.00 34.00 37.00	40.50- 56.50 32.00- 38.00 34.00- 38.00
Clerks, file, class A <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	100 18	44.50 40.50	38.0 40.0	1.17 1.01	44.00 41.50	40.50- 49.00 37.50- 43.50	Typists, class B <sup>2</sup> ..... Manufacturing..... Finance, insurance, and real estate.....	979	35.50	37.5	.95	34.00	32.00- 38.00
	78	45.00	37.5	1.20	45.00	40.50- 50.50							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in insurance companies in Hartford, January 1949

Sex and occupation	Estimated number of workers	Average—	
		Weekly salary	Weekly scheduled hours
<i>Men</i>			
Bookkeepers, hand.....	33	\$68.00	37.0
Clerks, accounting.....	115	50.00	37.0
Office boys.....	82	35.00	37.5
<i>Women</i>			
Bookkeeping-machine operators, class B.....	52	38.50	37.5
Calculating-machine operators (Comptometer-type).....	98	43.00	37.5
Clerks, accounting.....	220	41.00	37.5
Clerks, file, class A.....	63	47.00	37.5
Clerks, file, class B.....	838	33.00	37.5
Clerks, pay roll.....	49	45.00	38.0
Clerk-typists.....	775	37.00	37.0
Office girls.....	71	32.00	37.5
Stenographers, general.....	307	42.00	37.5
Transcribing-machine operators, general.....	266	40.00	37.5
Typists, class A.....	36	51.00	37.5
Typists, class B.....	973	35.50	37.5

<sup>1</sup> Excludes pay for overtime.TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Hartford, January 1949

Weekly salaries <sup>1</sup>	Percent of men—					Percent of women—						
	Book-keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Office boys	Billers, machine (billing machine)	Book-keepers, hand	Book-keeping-machine operators, class A	Book-keeping-machine operators, class B	Calculating machine operators (Comptometer type)	Clerks, accounting	Clerks, file, class A
Under \$20.00.....												
\$20.00-\$22.49.....												
\$22.50-\$24.99.....					7.2							
\$25.00-\$27.49.....					7.2						0.7	
\$27.50-\$29.99.....					19.5			10.9			1.4	1.0
\$30.00-\$32.49.....		0.5			12.3	2.0		15.5	4.7		6.5	2.0
\$32.50-\$34.99.....		.5		4.0	13.6	21.8		21.1	8.7		9.2	1.0
\$35.00-\$37.49.....		5.9	1.0		19.5	12.9	5.1	16.3	19.7	13.9	11.6	13.0
\$37.50-\$39.99.....		3.7		5.4	7.2	6.9		9.3	11.3	13.9	8.7	4.0
\$40.00-\$42.49.....		4.8	2.0	4.0	5.2	24.7	5.1	10.5	6.7	24.4	14.5	21.0
\$42.50-\$44.99.....		8.0	2.0		5.8	9.9		22.1	4.2	9.5	15.0	16.0
\$45.00-\$47.49.....		10.6	10.2	17.6	.6	10.9	33.9	4.6	6.7	8.4	6.3	14.0
\$47.50-\$49.99.....		11.7	4.1	12.2	1.9	5.9	3.4	4.6	1.4	3.3	8.9	5.0
\$50.00-\$52.49.....	8.6	12.9	8.2	23.0		4.0	18.6	2.3	2.5	10.2	7.5	10.0
\$52.50-\$54.99.....	3.4	8.5	9.2	2.7			1.7	7.0		2.2	1.5	5.0
\$55.00-\$57.49.....	19.0	6.9	6.1	2.7			3.4	5.8		4	1.0	3.0
\$57.50-\$59.99.....	3.4	8.5	2.0	5.4		1.0		3.5			1.7	3.0
\$60.00-\$62.49.....	12.1	3.7	17.4	17.6			23.7	3.5		4	2.2	
\$62.50-\$64.99.....	6.9	3.2	8.2	2.7			1.7				.7	1.0
\$65.00-\$67.49.....	6.9	3.7	8.2				1.7				1.7	1.0
\$67.50-\$69.99.....	1.7	1.6	9.2	2.7							.2	
\$70.00-\$72.49.....	6.9	1.1	3.1								.5	
\$72.50-\$74.99.....	3.5	.5	6.1									
\$75.00-\$79.99.....	22.5	2.1	1.0				1.7				.2	
\$80.00-\$84.99.....	3.4	1.6	2.0									
\$85.00-\$89.99.....	1.7											
\$90.00 and over.....												
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	58	188	98	74	154	101	59	86	284	274	414	100
Average weekly salaries <sup>1</sup> .....	\$65.50	\$52.00	\$59.00	\$51.00	\$33.00	\$40.50	\$51.00	\$43.50	\$36.00	\$41.50	\$42.50	\$44.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Hartford, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—											
	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls	Stenographers, general	Switch-board operators	Switch-board operator-receptionists	Transcribing machine operators, general	Typists, class A	Typists, class B
Under \$20.00												
\$20.00-\$22.49												
\$22.50-\$24.99	1.9											
\$25.00-\$27.49	2.6			2.2	0.1	2.6						0.2
\$27.50-\$29.99	19.4				5.3	25.7	0.1	2.5	3.1	1.6		10.1
\$30.00-\$32.49	27.2		5.6	3.1	17.5	23.9	1.3	14.3	5.1	16.9		22.3
\$32.50-\$34.99	13.1			2.7	13.2	22.1	6.4	15.1	5.1	11.1		21.3
\$35.00-\$37.49	16.5	0.9	27.8	8.9	20.9	14.1	10.3	11.8	27.6	12.7	2.6	17.9
\$37.50-\$39.99	10.1	4.5	18.9	9.3	12.2	8.0	13.7	11.8	9.2	12.1	5.2	10.1
\$40.00-\$42.49	6.0	4.0	20.0	19.0	15.7	1.8	26.0	15.1	19.4	10.8	24.1	7.2
\$42.50-\$44.99	1.7	12.6	8.9	15.9	8.9	.9	13.9	2.5	11.2	6.3	23.3	3.0
\$45.00-\$47.49	.7	26.5	2.2	14.2	4.7		12.8	5.9	6.1	11.1	14.7	2.2
\$47.50-\$49.99	.7	6.3		6.6	.2		5.1	5.9	2.0	4.1	3.4	.9
\$50.00-\$52.49		13.9	4.4	6.6	.7	.9	5.3	5.9	2.0	7.6	6.9	2.2
\$52.50-\$54.99		7.6		5.8	.2		2.1		4.1	4.1		2.1
\$55.00-\$57.49	.1	12.1	5.5	3.1	.2		1.4	4.2	5.1	1.6	16.4	
\$57.50-\$59.99		3.1	6.7	1.3			1.1	.8			1.7	
\$60.00-\$62.49		1.8		.9	.2		.4	1.7			1.7	
\$62.50-\$64.99		.5						1.7				
\$65.00-\$67.49		1.3		.4			.1					
\$67.50-\$69.99		1.3						.8				
\$70.00-\$72.49		3.1										
\$72.50-\$74.99												
\$75.00-\$79.99												
\$80.00-\$84.99		5										
\$85.00-\$89.99												
\$90.00 and over												
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	961	223	90	226	1,188	113	846	119	98	315	116	1,068
Average weekly salaries <sup>1</sup>	\$33.50	\$50.00	\$41.50	\$43.50	\$37.00	\$33.00	\$42.00	\$40.50	\$40.00	\$40.00	\$46.00	\$35.50

<sup>1</sup> Excludes pay for overtime.

TABLE 4.—Scheduled weekly hours for women in Hartford offices, January 1949

Weekly hours	Percent of workers employed in offices in—						
	All industries	Manu-facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours	.2		7.3				3.0
35 hours	.9	.3	1.7		1.2		
Over 35 and under 37½ hours	12.9	.9	4.6		18.6		5.9
37½ hours	48.4	2.3		15.6	68.8		55.0
Over 37½ and under 40 hours	6.9	23.1	23.6		2.0		7.9
40 hours	30.0	72.5	45.0	84.4	9.4	100.0	27.2
Over 40 and under 44 hours	.4	.9	8.1				
44 hours	.1		2.4				1.0
Over 44 and under 48 hours	.2		7.3				

TABLE 5.—Scheduled days in workweek for women in Hartford offices, January 1949

Days in week	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	97.6	99.1	50.4	100.0	98.7	99.3	90.1
5½ days.....	2.1	.9	39.9		1.3	.7	6.9
6 days.....	.1		2.4				
Other.....	.2		7.3				3.0

TABLE 6.—Vacations with pay in Hartford offices, January 1949

Vacation policy	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>							
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	5.5	3.9	17.4	35.4	1.6	26.5	27.7
2 weeks.....	93.8	96.1	82.6	64.6	98.4	73.5	55.8
Over 2 weeks.....	.7						16.5
Offices with no paid vacations.....							
<i>2 years of service</i>							
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	2.3	.6	12.5		1.6		20.0
2 weeks.....	97.0	99.4	87.5	100.0	98.4	100.0	63.5
Over 2 weeks.....	.7						16.5
Offices with no paid vacations.....							
<i>5 years of service</i>							
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	1.8		12.5		1.6		9.7
2 weeks.....	73.2	100.0	87.5	96.9	61.3	100.0	73.8
Over 2 weeks.....	25.0			3.1	37.1		16.5
Offices with no paid vacations.....							

TABLE 7.—Paid holidays in Hartford offices, January 1949

Number of paid holidays	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>Number of holidays:</i>							
1-5.....	.3						7.6
6.....	20.3	82.0	32.8	28.9			9.4
6½.....	.6			17.1			
7.....	7.5	18.0	12.1	48.9	1.1	6.7	12.5
7½.....	.3						7.7
8.....	7.2		42.2		3.5	93.3	38.4
8½.....	(1)		.8				
9.....	45.1		12.1		68.7		
10.....	9.4			5.1	14.2		
10½.....	2.0				3.0		
11.....	6.3				8.0		24.4
12.....	1.0				1.5		
Offices providing no paid holidays.....							

<sup>1</sup> Less than 0.05 of 1 percent.

## SALARIES OF OFFICE WORKERS

TABLE 8.—Nonproduction bonuses in Hartford offices, January 1949

Type of bonus	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	36.0	71.3	64.0	82.9	22.2	9.2	27.5
Christmas or year-end.....	26.7	70.7	61.6	81.1	8.3	9.2	27.5
Profit-sharing.....	1.0				1.5		
Other.....	8.3	.6	2.4	1.8	12.4		
Offices with no nonproduction bonuses.....	64.0	28.7	36.0	17.1	77.8	90.8	72.5

TABLE 9.—Formal provisions for paid sick leave after 1 year of service in Hartford offices, January 1949

Provision for paid sick leave	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with formal provisions for paid sick leave after 1 year of service.....	34.0	60.1	18.0	8.6	27.6	6.7	42.4
5 days.....	1.9	7.3	11.3				
6 days.....	1.3	1.5	1.8	8.6		6.7	10.3
7 days.....	.1	.6					
10 days.....	13.7	42.1	4.9		5.8		11.9
12 days.....	4.0				5.1		15.6
15 days.....	2.3				3.5		
16 days.....	.7	3.0					
20 days.....	1.2	5.6					
Over 20 days.....	8.8				13.2		4.6
Offices with no formal provisions for paid sick leave.....	66.0	39.9	82.0	91.4	72.4	93.3	57.6

TABLE 10.—Insurance and pension plans in Hartford offices, January 1949

Type of plan	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <sup>1</sup>	95.6	99.8	65.1	69.2	98.5	100.0	64.7
Life insurance.....	91.6	97.6	59.0	30.1	97.4	81.9	48.2
Health insurance.....	6.7	6.8	10.3	20.1	5.8	2.5	9.4
Retirement pension.....	64.8	38.1	14.5	62.3	76.7	90.8	33.4
Hospitalization.....	57.9	71.8	28.5	27.0	60.3	8.7	18.9
Other.....	40.2	37.8	15.2	25.1	46.8		
Offices with no insurance or pension plans.....	4.4	.2	34.9	30.8	1.5		35.3

<sup>1</sup> Unduplicated total.

## LOS ANGELES, JANUARY 1949

### Salaries

Among Los Angeles office workers studied the highest salaries were found for hand bookkeepers. Weekly salaries in this job averaged \$62.50 for women and \$70 for men in January 1949. At the other end of the salary scale were women engaged in routine typing and routine filing who averaged \$38.50 and \$35, respectively. Office boys, who averaged \$39.50 weekly, were the lowest paid men workers studied. Women general stenographers, numerically the largest group surveyed, had average earnings of \$50 a week.

The salaries of substantial proportions of individual women employees in some of the numerically important jobs fell within a comparatively narrow range about the average salaries in these occupations. Nearly half the women clerk-typists, for example, were paid between \$37.50 and \$45 and three-fourths earned between \$35 and \$50. At least half the routine file clerks and general stenographers received salaries varying by no more than \$10. There was greater variation within some of the higher paid occupations; thus salaries of women hand bookkeepers ranged from \$37.50 to more than \$100.

Weekly salaries converted to an hourly basis, to allow for differences in the length of the workweek, showed occupational averages for women ranging from 91 cents to \$1.55. For 16 out of the 22 jobs studied, average rates were \$1.10 or more. Hourly rates for men's jobs ranged from 99 cents to \$1.72.

Part of the variation in individual worker's earnings was traceable to differences in salary level among industries. In Los Angeles, the highest salary level among the six broad industry groups studied was found in the service industries. Largely influencing the averages for this group were rates in offices of motion picture producers.<sup>1</sup> Office workers employed by these studios enjoyed definite salary advantages

<sup>1</sup> Data for a limited number of occupational classifications in motion picture production are shown in table 2.

over other clerical employees in the Los Angeles area. Next in line were salaries in manufacturing and wholesale trade. Within Los Angeles manufacturing, there was some tendency for earnings to be higher in nondurable than in durable goods production.

Comparisons of average salaries in different-sized establishments showed varying patterns from one industry group to another and did not provide evidence that size was an important factor in interoffice differences in salaries. Large establishments appeared to have higher basic salary structures in transportation, communication, and other public utilities, but this difference appears to be related to interindustry differences in salaries; the large offices were primarily communication and public utilities firms. Highest salaries in both large and small establishments as compared with medium-sized firms were reported in manufacturing and wholesale trade. In contrast, there was no clear salary advantage in any size finance, insurance, and real estate firm.

Because of the predominance of the 5-day workweek in Los Angeles offices, comparison of salaries for different workweeks is limited to finance, insurance, and real estate firms. An analysis of the 5-day as compared with the 5½-day week for women revealed a slight salary advantage in favor of those on the longer workweek.

### Work Schedules

More than 85 percent of the women employees within the scope of the study worked in offices with weekly schedules of 40 hours for women workers. A 6-day, 48-hour workweek was in effect for only a small number of Los Angeles office workers in the transportation, communication, and public utility group. Workweeks of 44 hours were established for about 9 percent of women employees in three industry groups: (1) Retail trade, except department stores; (2) transportation, communication, and

other public utilities; and (3) services.

Weekly schedules of less than 40 hours were confined chiefly to finance, insurance, and real estate and were also found, to a lesser degree, in the service industries. These were also the only industry groups in which a 5½-day week was found to any appreciable extent. Two-fifths of the workers in finance, insurance, and real estate offices and one-fourth of the service industry offices were on this workweek. The 5-day, 40-hour workweek was most typical in manufacturing, where all but a negligible number of office employees were on this schedule.

### **Paid Vacations**

Paid vacation provisions for office workers were practically a universal practice in Los Angeles. For two out of every three workers, vacations amounted to 2 weeks or more after 1 year of service; for the remaining workers a 1-week vacation was provided after this amount of service. Among the industries studied, vacation plans were most liberal in finance, insurance, and real estate offices. Vacations of over 2-weeks' duration were not granted by most offices even after extended periods of employment.

### **Paid Holidays**

Almost all Los Angeles office workers received paid holidays. The typical provision was for six holidays a year. More liberal arrangements were reported in some industries, notably finance, insurance, and real estate; and transportation, communication, and other public utilities. In the former, offices with almost two-thirds of the employees observed 9 to 11 holidays each year; and in the latter, offices with about three-quarters of the employment allowed 8 holidays.

### **Nonproduction Bonuses**

About one in every five workers was employed in an office that supplemented base pay with a nonproduction bonus. Most commonly, the bonus was a Christmas or year-end payment.

Bonus payments were most prevalent in finance, insurance, and real estate. Offices accounting for almost one-half the employees in this group had some type of bonus plan.

### **Paid Sick Leave**

Almost half of the workers were in offices that had formal provisions for paid sick leave after a year's service. Time allowances ranged from less than 5 days to more than 20 days annually, with 5 to 10 days the most typical arrangement. The amount of sick leave allowed was about the same for 1 as for 2 years of service, but was somewhat greater after 5 years of employment with a firm than for shorter periods.

In a sizable proportion of offices, workers were eligible for sick leave after only 6 months' service. Such plans were most widespread in manufacturing; retail trade, except department stores; and finance, insurance, and real estate. Few offices required service periods of as long as 2 years to be eligible for sick leave.

### **Insurance and Pension Plans**

Offices employing more than three-fourths of Los Angeles office workers carry the cost, either wholly or in part, of some type of insurance or pension plan for their employees. Such plans were most prevalent in transportation, communication, and other public utilities, where retirement pensions, in addition to Federal Old-age and Survivors insurance, covered a high proportion of employees.

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, by industry division, January 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Men</i>						<i>Women</i>							
Billers, machine (billing machine).....	95	\$55.00	40.0	\$1.37	\$52.00	\$52.00-\$56.50	Billers, machine (billing machine) <sup>4</sup> .....	563	\$46.00	40.0	\$1.15	\$44.00	\$40.00-\$50.50
Bookkeepers, hand <sup>2</sup> .....	610	70.00	40.5	1.72	66.00	60.00- 80.00	Manufacturing.....	160	46.50	39.5	1.18	46.00	44.00- 50.00
Manufacturing.....	182	67.50	42.0	1.60	65.50	61.00- 71.50	Durable goods.....	79	46.50	40.0	1.17	45.00	43.50- 50.50
Durable goods.....	118	63.00	41.0	1.54	63.50	56.50- 71.50	Nondurable goods.....	81	47.00	39.5	1.19	48.00	46.00- 50.00
Nondurable goods.....	64	76.00	44.5	1.70	75.00	65.50- 83.50	Wholesale trade.....	245	44.00	40.0	1.10	42.00	40.00- 46.00
Wholesale trade.....	104	78.50	40.0	1.96	86.50	60.00- 95.00	Transportation, communication, and other public utilities	121	47.00	40.0	1.18	43.00	40.50- 56.00
Retail trade, except department stores.....	38	83.00	43.0	1.94	76.50	62.50-115.00	Billers, machine (bookkeeping machine) <sup>2</sup> .....	170	46.50	40.0	1.16	45.00	39.00- 50.00
Finance, insurance, and real estate.....	118	58.50	39.5	1.47	57.50	52.00- 63.50	Manufacturing.....	56	45.50	40.0	1.13	47.00	45.00- 48.00
Bookkeeping-machine operators, class A <sup>3</sup> .....	78	56.00	40.0	1.40	53.00	52.00- 57.50	Bookkeepers, hand.....	834	62.50	40.5	1.55	60.00	52.00- 70.50
Manufacturing.....	76	56.50	40.0	1.41	53.00	52.00- 57.50	Manufacturing.....	284	62.00	40.0	1.55	57.50	53.00- 70.00
Clerks, accounting.....	1,621	61.50	40.5	1.51	57.00	52.00- 70.00	Durable goods.....	180	61.00	40.0	1.53	57.50	53.00- 70.50
Manufacturing.....	817	57.00	41.0	1.39	56.50	50.50- 61.00	Nondurable goods.....	104	63.00	40.0	1.59	60.00	54.00- 70.00
Durable goods.....	666	55.00	41.0	1.34	56.50	50.50- 57.50	Wholesale trade.....	193	66.50	40.5	1.64	63.00	50.00- 80.50
Nondurable goods.....	151	66.00	40.0	1.64	64.00	54.00- 78.50	Retail trade, except department stores.....	86	55.00	41.0	1.34	57.50	49.50- 65.00
Wholesale trade.....	159	59.00	40.0	1.48	56.00	52.00- 68.00	Finance, insurance, and real estate.....	99	61.50	40.0	1.54	52.00	52.00- 57.50
Retail trade, except department stores.....	96	68.00	43.0	1.58	69.00	55.00- 80.00	Transportation, communication, and other public utilities	80	55.50	41.5	1.33	55.50	52.00- 60.00
Finance, insurance, and real estate.....	106	46.00	40.0	1.15	46.00	40.50- 52.50	Services.....	92	70.50	39.5	1.78	70.00	64.50- 81.50
Transportation, communication, and other public utilities.....	59	55.50	40.0	1.39	53.50	49.00- 59.50	Bookkeeping-machine operators, class A <sup>3</sup> .....	520	54.00	40.0	1.35	52.00	48.00- 57.50
Services.....	384	74.50	40.0	1.87	77.00	69.00- 80.00	Manufacturing.....	169	58.50	40.0	1.47	54.00	52.00- 65.00
Clerks, general <sup>2</sup> .....	1,103	54.00	39.5	1.36	52.00	46.00- 61.00	Wholesale trade.....	236	52.00	40.0	1.30	52.00	48.50- 52.00
Manufacturing.....	236	55.00	40.0	1.38	56.00	52.00- 58.50	Finance, insurance, and real estate.....	66	50.00	39.5	1.26	48.50	45.00- 57.50
Wholesale trade.....	524	51.50	40.0	1.29	50.50	46.00- 52.00	Bookkeeping-machine operators, class B <sup>3</sup> .....	1,432	45.00	40.0	1.13	43.50	39.00- 50.00
Finance, insurance, and real estate.....	195	50.50	37.5	1.34	48.50	42.00- 63.00	Manufacturing.....	202	53.00	40.0	1.33	54.00	48.00- 56.00
Services.....	110	70.50	41.0	1.72	74.00	63.00- 80.00	Durable goods.....	60	49.50	40.0	1.23	50.00	47.50- 50.00
Clerks, order <sup>2</sup> .....	1,337	61.00	40.5	1.51	58.50	54.00- 68.00	Nondurable goods.....	142	55.00	40.0	1.37	55.00	48.00- 62.00
Manufacturing.....	247	60.00	41.0	1.45	57.50	53.00- 67.00	Wholesale trade.....	275	52.00	40.0	1.30	52.00	45.50- 59.00
Durable goods.....	110	60.50	41.0	1.48	60.00	56.50- 67.00	Retail trade, except department stores.....	97	47.50	40.5	1.17	46.00	46.00- 50.00
Nondurable goods.....	137	59.50	41.5	1.43	57.50	52.00- 61.00	Finance, insurance, and real estate.....	773	40.00	40.0	1.00	39.00	37.00- 43.50
Wholesale trade.....	940	61.50	40.0	1.53	59.00	54.00- 70.00	Transportation, communication, and other public utilities	73	46.50	41.5	1.11	49.50	41.50- 50.00
Retail trade, except department stores.....	66	71.00	42.5	1.68	69.00	69.00- 80.50	Calculating-machine operators (Comptometer type) <sup>4</sup> .....	1,886	50.50	40.0	1.25	49.50	45.00- 58.00
Clerks, pay roll <sup>2</sup> .....	499	62.50	40.0	1.57	62.50	48.00- 72.00	Manufacturing.....	477	47.50	40.5	1.17	46.00	42.50- 52.00
Manufacturing.....	271	54.00	40.0	1.35	48.50	46.00- 65.00	Durable goods.....	182	44.50	40.0	1.11	45.00	41.00- 47.00
Transportation, communication, and other public utilities.....	42	59.00	40.0	1.48	58.00	54.00- 60.00	Nondurable goods.....	295	49.00	41.0	1.20	49.50	42.50- 54.00
Services.....	149	77.50	39.5	1.96	75.50	65.00- 88.00	Wholesale trade.....	731	52.00	40.0	1.30	51.00	46.00- 59.00
Clerk-typists.....	73	48.00	41.0	1.16	47.00	42.50- 53.00	Retail trade, except department stores.....	399	51.00	40.5	1.26	50.50	43.50- 59.00
Office boys <sup>2</sup> .....	716	39.50	40.0	.99	38.00	34.50- 43.00	Transportation, communication, and other public utilities	167	48.00	40.0	1.20	48.00	41.50- 54.00
Manufacturing.....	131	44.00	40.0	1.10	44.00	40.50- 46.50	Services.....	95	55.00	39.5	1.40	58.50	47.00- 62.00
Durable goods.....	54	45.50	40.0	1.14	48.00	40.50- 51.00	Stenographers, general.....	72	51.00	40.0	1.27	49.50	46.00- 55.00
Nondurable goods.....	77	43.00	40.0	1.08	44.00	40.50- 44.00							
Wholesale trade.....	110	38.50	40.0	.96	36.00	34.50- 40.50							
Finance, insurance, and real estate.....	185	36.50	39.5	.92	34.50	34.50- 38.50							
Services.....	209	40.00	40.5	.99	38.00	33.00- 44.00							

<sup>1</sup> Excludes pay for overtime.

<sup>2</sup> Value above and below which half of workers' salaries fell.

<sup>4</sup> Includes data for industry divisions not shown separately.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Women—Con.</i>						<i>Women—Con.</i>							
Calculating-machine operators (other than Comptometer type) <sup>1</sup>	154	\$48.00	40.0	\$1.19	\$46.00	\$42.00-\$50.50	Clerks, pay roll—Con. Finance, insurance, and real estate, and real estate	31	\$46.00	40.0	\$1.16	\$46.00	\$43.50-\$48.50
Manufacturing.....	72	50.00	41.0	1.22	50.00	42.00- 50.50	Transportation, communication, and other public utilities..	171	57.00	40.0	1.43	46.00	41.50- 74.00
Clerks, accounting.....	3,658	49.50	40.0	1.23	47.50	42.00- 55.00	Clerk-typists.....	3,856	44.00	40.0	1.10	42.00	39.00- 47.50
Manufacturing.....	911	51.50	40.0	1.28	52.00	50.00- 54.00	Manufacturing.....	1,334	46.00	40.0	1.15	44.00	41.00- 48.00
Durable goods.....	682	50.00	40.0	1.25	51.00	45.00- 54.00	Durable goods.....	1,020	45.00	40.0	1.12	44.00	41.00- 48.00
Nondurable goods.....	229	56.00	40.5	1.39	54.00	53.00- 59.00	Nondurable goods.....	314	49.00	40.0	1.23	45.50	40.00- 48.00
Wholesale trade.....	746	50.00	40.5	1.24	51.00	44.00- 55.00	Wholesale trade.....	631	46.00	40.5	1.13	44.00	39.00- 52.00
Retail trade, except department stores.....	240	46.00	40.5	1.14	43.50	39.00- 51.00	Retail trade, except department stores.....	104	40.00	41.0	.98	37.50	37.00- 43.00
Finance, insurance, and real estate.....	894	41.50	39.5	1.05	41.50	37.00- 45.50	Finance, insurance, and real estate.....	1,075	39.50	39.5	1.00	39.00	37.00- 41.50
Transportation, communication, and other public utilities..	375	45.00	40.0	1.12	44.00	40.50- 49.00	Transportation, communication, and other public utilities..	355	43.00	38.5	1.12	42.50	40.00- 47.00
Services.....	492	63.00	39.5	1.59	65.00	55.00- 71.00	Services.....	357	48.00	40.5	1.19	43.00	40.00- 57.50
Clerks, file, class A <sup>2</sup>	478	43.00	39.5	1.09	41.50	37.00- 47.00	Office girls <sup>2</sup> .....	545	39.00	40.0	.98	38.00	33.50- 44.00
Manufacturing.....	170	44.00	40.0	1.10	44.00	40.50- 49.00	Manufacturing.....	129	41.00	40.0	1.03	41.00	36.00- 44.00
Durable goods.....	121	44.50	40.0	1.11	44.00	41.50- 52.00	Durable goods.....	90	39.00	40.0	.98	41.00	34.50- 44.00
Nondurable goods.....	49	42.50	40.0	1.07	42.00	38.00- 47.00	Nondurable goods.....	39	45.50	40.0	1.14	40.00	38.00- 46.00
Wholesale trade.....	96	44.00	40.0	1.10	46.00	37.00- 50.00	Wholesale trade.....	61	42.00	40.0	1.05	40.00	37.00- 45.50
Finance, insurance, and real estate.....	136	38.00	39.0	.97	37.50	32.00- 41.50	Finance, insurance, and real estate.....	116	33.00	39.0	.85	33.50	31.00- 34.50
Services.....	34	58.50	40.0	1.47	60.00	51.00- 67.50	Transportation, communication, and other public utilities..	103	40.50	40.0	1.02	38.00	35.00- 44.00
Clerks, file, class B <sup>2</sup>	1,618	35.50	39.5	.91	35.00	31.00- 39.00	Services.....	108	40.50	40.0	1.02	38.50	33.00- 47.00
Manufacturing.....	193	40.50	40.0	1.01	41.00	38.00- 42.00	Stenographers, general.....	6,235	50.00	40.0	1.24	48.00	44.00- 53.50
Wholesale trade.....	187	39.50	40.0	.99	38.50	36.50- 42.00	Manufacturing.....	1,421	49.50	40.0	1.24	50.00	46.00- 52.00
Retail trade, except department stores.....	64	41.00	40.5	1.01	38.00	33.50- 49.50	Durable goods.....	1,032	49.00	40.0	1.22	49.00	46.00- 52.00
Finance, insurance, and real estate.....	844	31.50	38.5	.82	31.00	29.00- 33.50	Nondurable goods.....	389	51.50	40.5	1.28	50.50	47.00- 54.00
Clerks, general.....	4,575	46.00	39.5	1.16	46.00	41.50- 51.00	Wholesale trade.....	1,378	48.50	40.5	1.21	46.00	44.00- 53.00
Manufacturing.....	1,259	48.50	40.0	1.21	48.00	45.00- 52.00	Retail trade, except department stores.....	297	47.50	40.5	1.17	46.00	43.00- 50.50
Durable goods.....	1,151	48.50	40.0	1.22	49.00	46.00- 52.00	Finance, insurance, and real estate.....	1,685	45.00	39.5	1.14	46.00	41.50- 48.50
Nondurable goods.....	108	46.00	40.0	1.14	45.00	42.00- 45.00	Transportation, communication, and other public utilities..	517	48.00	40.5	1.19	48.50	44.00- 53.50
Wholesale trade.....	836	46.50	40.0	1.16	46.00	42.50- 47.00	Services.....	937	61.50	40.0	1.54	63.50	53.50- 69.00
Retail trade, except department stores.....	138	42.00	40.0	1.05	40.50	37.00- 51.00	Stenographers, technical <sup>2</sup> .....	491	56.00	40.0	1.41	54.00	52.00- 63.00
Finance, insurance, and real estate.....	1,712	42.50	39.0	1.09	42.50	37.00- 46.50	Manufacturing.....	290	53.00	40.0	1.33	54.00	51.50- 54.00
Transportation, communication, and other public utilities..	283	50.50	40.5	1.25	51.00	46.00- 56.00	Finance, insurance, and real estate.....	55	49.50	39.0	1.27	50.50	46.00- 54.00
Services.....	347	51.50	40.0	1.29	50.00	45.00- 60.00	Services.....	72	66.50	40.0	1.67	65.00	65.00- 72.00
Clerks, order <sup>2</sup>	600	49.50	40.5	1.22	49.50	43.50- 53.00	Switchboard operators	1,184	48.50	40.0	1.22	47.00	41.00- 54.00
Manufacturing.....	147	45.50	40.0	1.14	44.00	42.00- 47.00	Manufacturing.....	293	49.50	39.5	1.24	51.50	42.50- 54.00
Wholesale trade.....	313	52.50	40.5	1.30	53.00	46.00- 59.00	Durable goods.....	103	51.00	40.0	1.27	52.00	48.00- 54.00
Clerks, pay roll.....	1,210	51.50	40.5	1.28	50.00	45.00- 55.00	Nondurable goods.....	190	48.50	39.5	1.23	48.00	40.00- 51.50
Manufacturing.....	557	51.00	40.0	1.27	50.50	45.00- 54.00	Wholesale trade.....	276	49.00	40.0	1.23	48.50	44.00- 56.00
Durable goods.....	379	48.50	40.0	1.22	48.00	44.00- 52.00	Retail trade, except department stores.....	46	43.50	41.5	1.05	40.00	38.00- 49.50
Nondurable goods.....	178	56.00	40.5	1.39	54.00	51.00- 61.50							
Wholesale trade.....	207	53.00	40.0	1.33	52.00	50.00- 60.00							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Women—Con.</i>						<i>Women—Con.</i>							
Switchboard operators—Continued						Transcribing-machine operators, general <sup>1</sup> ..	451	\$42.50	39.5	\$1.07	\$42.50	\$38.00-\$46.00	
Finance, insurance, and real estate.....	166	\$44.50	39.0	\$1.13	\$46.00	Manufacturing.....	60	50.00	40.0	1.25	50.50	50.00- 53.00	
Transportation, communication, and other public utilities..	189	43.00	40.5	1.07	41.50	Wholesale trade.....	70	43.50	40.0	1.09	42.50	42.00- 45.00	
Services.....	214	56.00	40.0	1.40	56.00	Finance, insurance, and real estate.....	228	39.50	39.0	1.01	38.00	37.00- 42.50	
Switchboard operator-receptionists <sup>2</sup> .....	1,189	46.50	40.5	1.15	46.00	Typists, class A <sup>2</sup> .....	1,239	41.50	39.0	1.07	39.00	34.50- 45.00	
Manufacturing.....	460	48.50	40.0	1.20	47.50	Manufacturing.....	296	43.50	40.0	1.09	43.50	40.50- 46.00	
Durable goods.....	224	46.50	40.0	1.17	46.00	Wholesale trade.....	77	44.00	40.0	1.10	43.00	38.00- 44.50	
Nondurable goods.....	236	50.00	40.5	1.23	51.00	Finance, insurance, and real estate.....	526	35.00	38.0	.91	34.50	33.50- 37.00	
Wholesale trade.....	348	48.00	40.5	1.18	47.00	Transportation, communication, and other public utilities..	130	41.50	38.0	1.09	40.00	37.00- 45.00	
Retail trade, except department stores.....	93	43.50	41.5	1.04	41.50	Services.....	203	55.50	40.0	1.39	55.00	48.50- 61.00	
Finance, insurance, and real estate.....	191	40.00	40.0	1.01	40.50	Typists, class B <sup>2</sup> .....	1,285	38.50	39.5	.97	38.00	34.50- 41.00	
Services.....	80	48.00	40.0	1.20	47.50	Manufacturing.....	125	40.00	40.0	1.09	40.00	38.00- 42.00	
						Wholesale trade.....	278	42.00	40.0	1.05	40.50	40.50- 42.50	
						Finance, insurance, and real estate.....	451	33.50	39.0	.86	33.50	30.00- 37.00	

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.TABLE 2.—Salaries<sup>1</sup> for selected office occupations in motion picture production in Los Angeles, January 1949

Sex and occupation	Estimated number of workers	Average weekly salary <sup>1</sup>
<i>Men</i>		
Clerks, accounting.....	57	\$79.50
Clerks, general.....	51	76.00
Clerks, pay roll.....	65	85.00
Office boys.....	72	42.00
<i>Women</i>		
Clerks, accounting.....	68	73.50
Clerks, general.....	29	64.50
Clerk-typists.....	61	60.00
Office girls.....	53	38.50
Stenographers, general.....	380	65.50
Stenographers, technical.....	43	67.50
Switchboard operators.....	89	63.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Los Angeles, January 1949

Weekly salaries <sup>1</sup>	Percent of men—									
	Billers, machine (billing machine)	Book-keepers, hand	Bookkeeping-machine operators, class A	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office boys	Stenographers, general
Under \$25.00.....										
\$25.00—\$27.49.....									5.6	
\$27.50—\$29.99.....										
\$30.00—\$32.49.....									8.1	
\$32.50—\$34.99.....					0.1	0.1	0.6		21.8	
\$35.00—\$37.49.....		0.2		1.4	1.4			8.2	10.9	
\$37.50—\$39.99.....		.2		1.3	3.4	.1		2.7	8.9	
\$40.00—\$42.49.....			1.3	2.3	2.3		.2	4.1	17.7	
\$42.50—\$44.99.....				3.0	12.4	.3	5.4	20.6	12.6	4.2
\$45.00—\$47.49.....		1.6	1.3	3.5	14.4	.8	18.7	16.5	2.3	43.0
\$47.50—\$49.99.....	3.2	1.6	12.8	4.6	5.1	4.0	4.2	12.3	2.0	8.3
\$50.00—\$52.49.....	50.5	8.2	33.3	9.3	18.1	16.4	6.0	2.7	6.7	8.3
\$52.50—\$54.99.....	4.2	.7	12.8	8.8	4.4	6.0	1.8	21.9	.8	1.4
\$55.00—\$57.49.....	18.9	2.3		17.5	5.8	7.7	5.2	1.4	.7	27.8
\$57.50—\$59.99.....		10.8	23.1	5.1	5.5	24.5	1.2	5.5	.8	
\$60.00—\$62.49.....	13.7	5.2		2.7	5.3	4.0	3.2	1.4	.3	1.4
\$62.50—\$64.99.....		14.9		3.9	4.4	1.6	13.5		.3	2.8
\$65.00—\$67.49.....	9.5	5.1		5.0	3.4	3.5	4.6	2.7		
\$67.50—\$69.99.....		9.0		8.9	3.6	9.7	.6		.1	1.4
\$70.00—\$72.49.....		4.6	7.7	2.6	4.3	7.8	10.6			
\$72.50—\$74.99.....		.3	7.7	1.0	1.5	.6	.8			
\$75.00—\$79.99.....		6.2		6.8	2.1	8.8	6.4		.1	1.4
\$80.00—\$84.99.....		11.6		5.4	.6	2.3	7.0		.3	
\$85.00—\$89.99.....		9.5		5.2	1.3	1.1	6.0			
\$90.00—\$94.99.....		.3		1.4	.1	.7	1.2			
\$95.00—\$99.99.....		5.6		.2	.5		1.6			
\$100.00 and over.....		2.1		.1			1.2			
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	95	610	78	1,621	1,103	1,337	499	73	716	72
Average weekly salaries <sup>1</sup> .....	\$55.00	\$70.00	\$56.00	\$61.50	\$54.00	\$61.00	\$62.50	\$48.00	\$39.50	\$51.00

<sup>1</sup> Excludes pay for overtime.

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Los Angeles, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—										
	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand	Book-keeping-machine operators, class A	Book-keeping-machine operators, class B	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general
Under \$25.00.....											
\$25.00-\$27.49.....									0.8	24.5	
\$27.50-\$29.99.....											
\$30.00-\$32.49.....	0.5				2.4		2.6	3.0	6.5	11.3	4.0
\$32.50-\$34.99.....	.7	5.9			7.8		14.3	2.9	1.9	13.8	4.5
\$35.00-\$37.49.....	3.7	8.8			10.0	1.6		3.4	20.4	18.9	5.9
\$37.50-\$39.99.....	11.9	12.9	0.5		9.0	3.4		5.9	8.2	7.5	4.5
\$40.00-\$42.49.....	27.4	12.4	2.6	0.6	13.0	5.2	13.0	11.6	20.2	13.4	9.6
\$42.50-\$44.99.....	10.1	12.9	3.8	4.4	13.3	18.7	3.2	13.8	11.1	4.1	13.7
\$45.00-\$47.49.....	11.7	12.4	8.9	7.7	11.9	15.3	19.5	10.4	6.5	1.5	17.9
\$47.50-\$49.99.....	4.4	10.0	1.9	17.3	7.0	8.0	10.4	2.3	3.1	2.0	8.3
\$50.00-\$52.49.....	8.5	4.7	15.0	29.6	7.8	9.9	15.6	12.4	13.8	1.1	16.5
\$52.50-\$54.99.....	5.9		6.2	8.5	2.4	7.1	2.6	7.7	.4	1.1	6.2
\$55.00-\$57.49.....	5.7	2.4	3.4	1.7	4.7	4.5	2.6	12.2	.2	.4	1.5
\$57.50-\$59.99.....	5.3	2.9	9.3	16.0	5.0	18.2	3.9	2.5	2.7	.3	2.7
\$60.00-\$62.49.....	.4	3.5	8.3		2.0	4.3	5.8	2.9	1.0		3.1
\$62.50-\$64.99.....		8.8	5.9	1.5	2.0	2.6		.5	1.0	.1	1.0
\$65.00-\$67.49.....	3.0		3.1	3.8	1.2	.2	2.6	2.2	.6		.2
\$67.50-\$69.99.....	.2	1.8	.6	5.6	.1	.6	2.6	1.9	.6		.1
\$70.00-\$72.49.....	.4		7.3	.4	.2	.4	1.3	.7	1.0		.2
\$72.50-\$74.99.....	.2		.1					.2			( <sup>2</sup> )
\$75.00-\$79.99.....		.6	5.0	2.7	.1			.8			.1
\$80.00-\$84.99.....			9.3	.2	.1			1.3			
\$85.00-\$89.99.....			3.2					1.3			( <sup>2</sup> )
\$90.00-\$94.99.....			1.3								( <sup>2</sup> )
\$95.00-\$99.99.....			.1					.1			
\$100.00 and over.....			4.2								
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	563	170	834	520	1,432	1,886	154	3,658	478	1,618	4,575
Average weekly salaries <sup>1</sup> .....	\$46.00	\$46.50	\$62.50	\$54.00	\$45.00	\$50.50	\$48.00	\$49.50	\$43.00	\$35.50	\$46.00

<sup>1</sup> Excludes pay for overtime.

<sup>2</sup> Less than 0.05 of 1 percent.

## SALARIES OF OFFICE WORKERS

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Los Angeles, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—										
	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls	Stenographers, general	Stenographers, technical	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
Under \$25.00											
\$25.00—\$27.49			( <sup>2</sup> )						0.4		
\$27.50—\$29.99			0.5	3.9	( <sup>2</sup> )		0.1				14.2
\$30.00—\$32.49			1.3	14.1	0.2		.2	1.9	4.5	7.7	1.0
\$32.50—\$34.99	0.3	0.5	7.0	15.4	.5	0.6	1.0	1.7	7.8	22.7	13.2
\$35.00—\$37.49	5.2	.9	7.7	14.3	2.9		3.2	3.9	7.3	13.5	19.0
\$37.50—\$39.99	3.0	2.2	10.8	11.7	2.3	.4	7.2	5.6	10.9	6.5	10.2
\$40.00—\$42.49	9.2	12.6	24.1	13.5	9.1	.4	19.8	19.2	16.9	14.5	23.5
\$42.50—\$44.99	13.8	10.0	13.0	9.4	14.5	3.5	9.6	11.7	23.1	10.0	9.3
\$45.00—\$47.49	15.0	9.0	10.7	3.9	18.2	1.6	9.9	14.6	13.7	4.0	1.6
\$47.50—\$49.99	6.0	10.3	6.5	.9	10.9	7.5	8.5	5.0	2.2	5.6	3.0
\$50.00—\$52.49	9.2	18.1	6.7	4.4	12.7	23.7	11.5	14.1	7.5	1.9	2.1
\$52.50—\$54.99	19.7	9.8	2.6	6.4	6.6	26.8	5.2	9.1	5.3	1.9	.2
\$55.00—\$57.49	2.7	6.7	2.3	.2	5.5	5.5	7.6	7.1	.4	4.1	.5
\$57.50—\$59.99	9.7	1.2	3.2	1.7	5.0	3.7	5.3	3.5		2.8	1.9
\$60.00—\$62.49	.7	7.7	1.1		2.4	.6	4.7	1.7		1.8	.3
\$62.50—\$64.99	.2	.2	.1		1.5	2.2	1.0	.9		.4	
\$65.00—\$67.49		4.4	1.1		2.6	11.0	2.6			.2	
\$67.50—\$69.99	5.3	1.2	.3		1.7	7.3	1.3			.2	
\$70.00—\$72.49		.3			.9	1.8	.3			.1	
\$72.50—\$74.99		2.0	.3		.2	1.6				1.8	
\$75.00—\$79.99		.2	.1		2.3	1.8	1.0			.3	
\$80.00—\$84.99		1.7	.4	.2							
\$85.00—\$89.99		.7	.2								
\$90.00—\$94.99		.2									
\$95.00—\$99.99		.1									
\$100.00 and over											
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	600	1,210	3,856	545	6,235	491	1,184	1,189	451	1,239	1,285
Average weekly salaries <sup>1</sup>	\$49.50	\$51.50	\$44.00	\$39.00	\$50.00	\$56.00	\$48.50	\$46.50	\$42.50	\$41.50	\$38.50

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Less than 0.05 of 1 percent.

TABLE 4.—Average weekly salaries<sup>1</sup> for selected office occupations in Los Angeles, by size of establishment, January 1949

Sex, occupation, and grade	Average weekly salaries <sup>1</sup> in—										
	Manufacturing establishments with total employment of—			Wholesale establishments with total employment of—			Finance, insurance, and real estate establishments with total employment of—			Transportation, communication, and other public utilities establishments with total employment of—	
	501 or more	251 to 500	101 to 250	251 or more	101 to 250	26 to 100	251 or more	101 to 250	26 to 100	501 or more	101 to 500
<b>Men</b>											
Bookkeepers, hand.....	\$66.50	\$60.00	\$73.50	\$72.00		\$80.50	( <sup>2</sup> )	\$50.00	\$60.50		
Clerks, accounting.....	59.50	54.50	55.00	64.00	\$53.00	58.50	( <sup>2</sup> )	( <sup>2</sup> )	44.00	( <sup>2</sup> )	\$54.00
Clerks, general.....	55.50	53.50		58.50	48.00	53.00	\$52.50		46.00		
Clerks, order.....	60.00	( <sup>2</sup> )	59.00	57.50	60.00	64.50					
Office boys.....	44.00	46.00	42.00	38.50	36.00	40.50				( <sup>2</sup> )	32.50
<b>Women</b>											
Billers, machine (billing machine).....	47.50	46.00	( <sup>2</sup> )	51.00	43.00	40.50				\$47.00	( <sup>2</sup> )
Bookkeepers, hand.....	52.50	84.00	60.50	( <sup>2</sup> )	67.00	66.50	( <sup>2</sup> )	( <sup>2</sup> )	63.50	60.00	51.50
Bookkeeping-machine operators, class A.....	57.00	53.50	66.50	48.50	52.50	52.50	( <sup>2</sup> )	( <sup>2</sup> )	53.00		
Bookkeeping-machine operators, class B.....	54.00	56.00	50.50	51.50	50.50	53.00	41.50	35.50	36.50	45.00	47.50
Calculating-machine operators (Comptometer type).....	48.00	49.50	44.50	52.50	46.00	55.00				48.00	( <sup>2</sup> )
Clerks, accounting.....	51.00	51.00	52.00	47.00	50.00	51.50	42.00	43.00	40.00	44.50	46.00
Clerks, file, class A.....	45.50	41.00		( <sup>2</sup> )	41.50	43.50	37.00	( <sup>2</sup> )	39.50		
Clerks, file, class B.....	41.50	( <sup>2</sup> )	37.50	39.50	40.00		33.50	( <sup>2</sup> )	30.50		
Clerks, general.....	49.50	45.50	46.00	48.50	43.50	48.00	37.00	47.00	44.50	53.00	44.50
Clerks, order.....	47.00	43.00	( <sup>2</sup> )	50.50	61.00	52.00					
Clerks, pay roll.....	49.50	51.50	52.50	55.00	51.00	53.00	( <sup>2</sup> )	( <sup>2</sup> )		49.00	45.50
Clerk-typists.....	47.00	44.00	44.00	39.50	43.50	50.00	39.50	38.50	40.00	45.50	40.00
Office girls.....	41.50	40.00		42.50	( <sup>2</sup> )		32.50	( <sup>2</sup> )	( <sup>2</sup> )	42.50	35.50
Stenographers, general.....	49.50	47.50	52.00	53.00	44.50	49.00	46.00	47.50	44.00	50.50	45.00
Switchboard operators.....	52.00	( <sup>2</sup> )	43.50	50.50	44.00	49.50	42.50	45.00	47.00	47.50	41.00
Switchboard operator-receptionists.....	53.00	46.50	47.50	48.00	49.00	47.50	41.00	( <sup>2</sup> )	39.50		

<sup>1</sup> Excludes pay for overtime.

<sup>2</sup> Insufficient number of workers to justify presentation of an average.

TABLE 5.—Average weekly salaries<sup>1</sup> for women in selected office occupations in finance, insurance, and real estate offices in Los Angeles, by length of workweek, January 1949

Occupation and grade	Average weekly salary <sup>1</sup> for workweek of—	
	5 days	5½ days
Bookkeeping-machine operators, class B.....	\$36.00	\$40.00
Clerks, accounting.....	41.00	43.00
Clerks, file, class B.....	31.00	37.00
Clerks, general.....	42.50	37.00
Clerk-typists.....	38.50	43.00
Office girls.....	33.50	33.00
Stenographers, general.....	44.00	46.50
Switchboard operators.....	45.00	43.00
Switchboard operator-receptionists.....	40.00	40.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 6.—Scheduled weekly hours for women in Los Angeles offices, January 1949

Weekly hours	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours.....	1.9					1.6	4.9	3.9	0.1
Over 35 and under 37½ hours.....									
37½ hours.....	2.5	0.4		1.9	0.5		7.2		2.2
Over 37½ and under 40 hours.....	2.4	.5	0.7				5.2		6.8
40 hours.....	86.9	97.6	99.3	90.5	90.4	83.0	30.9	86.2	69.6
Over 40 and under 44 hours.....	1.8						1.8		12.0
44 hours.....	3.2	1.5		7.6	2.6	9.3		8.9	9.3
Over 44 and under 48 hours.....	1.2				6.5	6.1			
48 hours.....	.1							1.0	

TABLE 7.—Scheduled days in workweek for women in Los Angeles offices, January 1949

Days in week	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	81.5	98.1	100.0	90.6	90.9	84.6	59.8	86.2	71.9
5½ days.....	17.9	1.5		7.6	9.1	15.4	40.2	8.9	28.1
6 days.....	.1							1.0	
Other.....	.5	.4		1.8				3.9	

TABLE 8.—Vacations with pay in Los Angeles offices, January 1949

Vacation policy	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>									
Offices with paid vacations.....	99.7	98.9	98.7	100.0	100.0	100.0	99.9	100.0	100.0
1 week.....	30.8	29.8	27.5	39.3	36.2	43.8	7.8	81.7	26.9
Over 1 and under 2 weeks.....									
2 weeks.....	65.8	60.2	60.1	60.7	61.4	56.0	92.1	18.3	73.1
Over 2 weeks.....	3.1	8.9	11.1		2.4	.2			
Offices with no paid vacations.....	( <sup>1</sup> )	.1	.1				.1		
Information not available.....	.3	1.0	1.2						
<i>2 years of service</i>									
Offices with paid vacations.....	99.7	98.9	98.7	100.0	100.0	100.0	99.9	100.0	100.0
1 week.....	10.7	21.9	20.6	27.3	17.6	20.4		5.5	
Over 1 and under 2 weeks.....	.3	.6		3.2		1.5		.1	
2 weeks.....	85.2	67.5	67.0	69.5	80.0	77.9	99.9	94.4	95.7
Over 2 weeks.....	3.5	8.9	11.1		2.4	.2			4.3
Offices with no paid vacations.....	( <sup>1</sup> )	.1	.1				.1		
Information not available.....	.3	1.0	1.2						
<i>5 years of service</i>									
Offices with paid vacations.....	99.7	98.9	98.7	100.0	100.0	100.0	99.9	100.0	100.0
1 week.....	.7	1.2		5.9	2.0				
Over 1 and under 2 weeks.....	.4	1.2		6.1					
2 weeks.....	92.2	82.2	87.6	60.9	95.6	99.8	95.5	100.0	95.6
Over 2 weeks.....	6.4	14.3	11.1	27.1	2.4	.2	4.4		4.4
Offices with no paid vacations.....	( <sup>1</sup> )	.1	.1				.1		
Information not available.....	.3	1.0	1.2						

<sup>1</sup> Less than 0.05 of 1 percent.

TABLE 9.—Paid holidays in Los Angeles offices, January 1949

Number of paid holidays	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
Offices providing paid holidays.....	98.1	95.4	94.2	100.0	98.7	98.7	100.0	98.2	
Number of holidays:									
1 to 5.....	6.4	10.9	13.5		10.6		3.5	4.3	
6.....	50.4	79.9	80.1		48.0		12.4	21.8	
7.....	9.6	2.1	.6		39.6		3.9	3.2	
8.....	13.6	2.3			.5		15.8	73.2	
9.....	4.2	.2					14.7	( <sup>1</sup> )	
10.....	2.0						7.3		
11.....	11.9						42.4		
12.....	( <sup>1</sup> )					1.3			
13 or more.....									
Offices providing no paid holidays.....	1.6	3.7	4.6		1.3	1.3		1.8	
Information not available.....	.3	.9	1.2						

<sup>1</sup> Less than 0.05 of 1 percent.

TABLE 10.—Nonproduction bonuses in Los Angeles offices, January 1949

Type of bonus	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
Offices with nonproduction bonuses.....	21.6	13.4	6.9	39.9	13.8	5.0	47.4	5.2	
Christmas or year-end.....	16.2	12.2	6.9	33.8	13.8	5.0	29.5	5.2	
Profit-sharing.....	1.1						3.9		
Other <sup>1</sup> .....	4.3	1.2		6.1			14.0		
Offices with no nonproduction bonuses.....	78.1	85.7	91.9	60.1	86.2	95.0	52.6	94.8	
Information not available.....	.3	.9	1.2						

<sup>1</sup> Includes combinations of 2 or more types of bonuses.

## SALARIES OF OFFICE WORKERS

TABLE 11.—Formal provisions for paid sick leave in Los Angeles offices, January 1949

Provisions for paid sick leave	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>6 months of service</i>									
Offices with formal provisions for paid sick leave.....	26.8	28.9	30.2	23.5	13.5	62.3	38.4	10.1	16.0
Under 5 days.....	1.2				1.8			2.8	5.0
5 days.....	6.7	9.8	6.5	23.5	6.1	58.6	1.7		1.7
6 days.....	6.7	13.9	17.3			3.7	7.3	3.2	
7 days.....	4.1	.7	.8				14.0		
10 days.....	5.1	4.5	5.6				8.3	3.4	9.3
12 days.....	1.9				5.6		3.3	.7	
15 days.....									
20 days.....									
Over 20 days.....	1.1						3.8		
Offices with no formal provisions for paid sick leave.....	72.9	70.2	68.6	76.5	86.5	37.7	61.6	89.9	84.0
Information not available.....	.3	.9	1.2						
<i>1 year of service</i>									
Offices with formal provisions for paid sick leave.....	46.9	51.7	55.3	36.8	44.4	69.2	40.3	43.0	50.6
Under 5 days.....	2.3	3.4	3.2	3.9	1.8	3.4		2.8	5.0
5 days.....	13.2	23.6	28.4	4.2	19.9	27.4	1.9	2.9	9.9
6 days.....	4.9	13.9	17.3			3.7	1.4	1.7	
7 days.....	.2	.7	.8						
10 days.....	14.1	10.1	5.6	28.7	7.1	34.7	10.0	17.0	35.7
12 days.....	2.8				5.6		5.8	2.2	
15 days.....	5.8						14.0	16.4	
20 days.....	1.5				9.4				
Over 20 days.....	2.1				.6		7.2		
Offices with no formal provisions for paid sick leave.....	52.8	47.4	43.5	63.2	55.6	30.8	59.7	57.0	49.4
Information not available.....	.3	.9	1.2						
<i>2 years of service</i>									
Offices with formal provisions for paid sick leave.....	51.1	51.7	55.3	36.8	44.4	69.2	40.3	80.4	50.6
Under 5 days.....	2.3	3.4	3.2	3.9	1.8	3.4		2.8	5.0
5 days.....	10.3	20.4	24.3	4.2	19.9	16.8		2.9	1.6
6 days.....	4.8	13.9	17.3			3.7	1.4	.8	
7 days.....	.2	.7	.8						
10 days.....	13.0	10.1	5.6	28.7		45.3	5.4	17.0	44.0
12 days.....	4.0				12.7		5.8	3.1	
15 days.....	7.2						18.8	16.4	
20 days.....	2.4	3.2	4.1		9.4				
Over 20 days.....	6.9				.6		8.9	37.4	
Offices with no formal provisions for paid sick leave.....	48.6	47.4	43.5	63.2	55.6	30.8	59.7	19.6	49.4
Information not available.....	.3	.9	1.2						

TABLE 12.—Insurance and pension plans in Los Angeles offices, January 1949

Type of plan	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <sup>1</sup>	76.8	80.4	79.9	82.7	55.5	77.2	76.4	95.9	77.9
Life insurance.....	65.1	72.9	77.8	53.1	48.3	72.8	65.1	52.5	77.9
Health insurance.....	53.8	72.5	72.9	70.7	43.4	36.7	35.9	59.6	62.5
Retirement pension.....	37.4	27.6	29.0	22.3	21.5	12.5	48.0	81.2	22.4
Offices with no insurance or pension plans.....	21.2	16.5	16.3	17.3	37.4	22.8	23.6	4.1	22.1
Information not available.....	2.0	3.1	3.8		7.1				

<sup>1</sup> Unduplicated total.

## NEW ORLEANS, JANUARY 1949

### Salaries

The earnings of individual women office workers in the jobs studied in New Orleans ranged from less than \$15 to nearly \$90 a week in January 1949, but nearly half of the workers in these jobs earned between \$30 and \$40. For individual jobs, average salaries varied from \$25 for office girls to \$52 for technical stenographers. Salaries of women employed as general stenographers, numerically the largest group studied, averaged \$39 a week.

Among the 10 jobs studied for which data could be shown for men, average weekly salaries ranged from \$22.50 for office boys to \$54 for pay-roll clerks. General clerks, the occupation studied in which the largest number of men were employed, averaged about \$47.50, while accounting clerks, another large group, averaged \$51 a week.

Although salaries for clerical workers are generally expressed in weekly or monthly terms, the salary rates were converted to an hourly basis to allow for differences in the length of workweek. The resulting averages for women ranged from 63 cents for office girls to \$1.09 for hand bookkeepers and \$1.30 for technical stenographers. Averages for two-thirds of the jobs studied fell between 80 cents and \$1. For men, straight-time average hourly earnings ranged from an average of 56 cents for office boys to \$1.36 for pay-roll clerks.

No one industry division paid the highest salaries in all occupations. However, salaries in three divisions—transportation, communication, and other public utilities; wholesale trade; and manufacturing were generally higher than in the other broad industry divisions included in the survey.

### Work Schedules

The 40-hour week was the most common work schedule in New Orleans offices. Nearly 70 percent of the women workers studied were working a 40-hour week; the remainder were about equally divided between shorter and longer schedules. In no instance did the workweek for

women exceed 48 hours; less than 1 percent of the employees were found in offices with workweeks of less than 35 hours.

Nearly three out of every four women worked 5 days a week. Five and one-half days comprised the scheduled workweek for about one out of five women office employees; the remainder has a 6-day schedule.

### Paid Vacations

All but 1 of the 137 establishments studied had formal vacation policies affecting their office employees. Two-thirds of the workers received paid vacations of 2 weeks or more after 1 year of service. The proportion of workers entitled to 2 weeks or more of vacation leave increased with length of service; five out of six workers were in firms granting paid vacations of 2 weeks or more after 2 years' service; seven out of eight were eligible for 2 weeks or more of vacation after 5 years' service.

In most industry groups, vacations of more than 2 weeks were not widespread even after 15 years of service. The transportation, communication, and other public utilities and service groups had the most liberal vacation policies. Approximately three-fourths of the office employees in each of these groups received 2-week or longer paid vacations after 1 year of service. One-tenth of the office workers in wholesale trade were covered by provisions for vacations of more than 2 weeks after 5 years of employment. The proportion covered by such vacation provisions after this amount of service was the same in transportation, communication, and other utilities offices, and almost one-third of the office workers in this group of industries received this amount of vacation after 15 years of employment.

### Paid Holidays

Almost all New Orleans office workers received some paid holidays; the number varied from 3 to 16 a year. Over one-third received 6 days, whereas nearly one-fifth of the workers

were paid for seven holidays a year. About 1 worker out of every 4 in the finance, insurance, and real estate group received 16 paid holidays annually.

### **Nonproduction Bonuses**

Nonproduction bonuses were paid in offices with nearly three-fifths of the workers. Christmas or year-end payments represented the most usual type of plan. Bonuses were most typical in retail trade, where over nine-tenths of the office employees were in establishments making such payments.

### **Paid Sick Leave**

Formal provisions for paid sick leave were in effect in firms with about one-fifth of the office employment in New Orleans. The number of

days allowed after a year's service varied from 5 to more than 20 a year, the most common amount being 10 days. The wholesale trade and service groups very rarely had formal provisions for pay in case of illness.

### **Insurance and Pension Plans**

Over 75 percent of the workers in New Orleans offices were covered by some type of insurance or pension plan paid for at least in part by their employers. Life insurance plans were most common.

Ninety-five percent of the office personnel in transportation, communication, and other public utilities worked in firms with some sort of insurance plan. Such benefits were also particularly widespread in the offices of manufacturing, wholesale, and retail establishments.

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in New Orleans, by industry division, January 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Men</b>						<b>Women—Con.</b>							
Billers, machine (billing machine).....	28	\$37.50	39.0	\$0.97	\$34.00	\$30.00-\$46.50	Billers, machine (billing machine) <sup>3</sup> —Con.						
Bookkeepers, hand <sup>2</sup> .....	174	53.50	40.5	1.32	53.50	46.00- 60.50	Transportation, communication, and other public utilities..	42	\$38.50	38.0	\$1.01	\$37.00	\$34.00-\$42.00
Manufacturing.....	44	56.00	41.5	1.35	56.00	50.00- 66.00	Bookkeepers, hand <sup>2</sup> .....	127	45.50	41.5	1.09	44.50	37.00- 54.00
Wholesale trade.....	59	52.50	40.0	1.32	52.00	46.00- 57.50	Wholesale trade.....	37	41.00	43.0	.95	37.00	31.50- 39.50
Transportation, communication, and other public utilities..	38	51.50	40.0	1.29	46.00	43.50- 56.50	Finance, insurance, and real estate.....	29	46.50	41.0	1.13	45.00	39.00- 47.00
Bookkeeping-machine operators, class B <sup>2</sup> .....	35	38.50	40.5	.95	37.00	34.50- 40.00	Bookkeeping-machine operators, class A <sup>2</sup> .....	138	38.50	40.0	.96	37.00	37.00- 40.00
Wholesale trade.....	30	38.50	40.5	.95	37.00	34.50- 39.00	Wholesale trade.....	27	38.50	39.5	.97	37.50	37.00- 40.00
Clerks, accounting <sup>2</sup> .....	364	51.00	40.0	1.28	50.00	42.50- 60.50	Finance, insurance, and real estate.....	70	36.00	40.0	.90	37.00	32.00- 37.00
Manufacturing.....	71	49.50	40.0	1.23	48.00	46.00- 54.00	Bookkeeping-machine operators, class B <sup>2</sup> .....	222	35.00	40.0	.87	35.50	31.50- 40.00
Wholesale trade.....	74	44.00	40.5	1.09	44.00	34.50- 53.00	Manufacturing.....	54	36.50	40.0	.91	37.00	35.00- 38.00
Retail trade.....	30	51.00	42.5	1.21	50.00	35.00- 66.50	Wholesale trade.....	70	37.50	40.5	.93	37.50	34.50- 40.50
Finance, insurance, and real estate.....	49	43.50	40.0	1.09	40.50	34.50- 50.00	Retail trade.....	34	30.50	41.0	.74	30.00	27.50- 32.50
Transportation, communication, and other public utilities..	139	58.50	39.0	1.50	57.50	50.50- 64.50	Calculating-machine operators (Comptometer type) <sup>2</sup> .....	349	35.50	40.0	.88	35.50	32.00- 39.50
Clerks, general <sup>2</sup> .....	379	47.50	40.0	1.19	47.50	40.00- 55.00	Wholesale trade.....	99	34.00	40.5	.84	33.00	30.00- 39.50
Manufacturing.....	52	46.00	41.5	1.10	46.00	38.00- 49.50	Retail trade.....	109	32.00	42.0	.77	31.00	30.00- 36.50
Wholesale trade.....	138	51.50	40.0	1.29	51.50	43.50- 58.00	Transportation, communication, and other public utilities..	95	39.50	39.0	1.02	38.00	35.00- 44.50
Finance, insurance, and real estate.....	28	41.50	39.5	1.04	41.50	29.50- 52.00	Calculating-machine operators (other than Comptometer type).....	34	35.00	39.0	.90	33.50	29.00- 37.00
Transportation, communication, and other public utilities..	143	46.50	39.0	1.19	46.00	37.50- 52.00	Clerks, accounting.....	557	38.00	39.5	.96	36.00	32.00- 44.00
Clerks, order <sup>2</sup> .....	152	50.50	41.5	1.22	51.00	41.50- 57.50	Manufacturing.....	74	42.00	40.0	1.05	42.50	39.00- 46.00
Wholesale trade.....	73	47.00	42.0	1.12	46.00	40.50- 54.50	Wholesale trade.....	74	45.50	42.0	1.09	42.50	34.50- 52.00
Transportation, communication, and other public utilities..	49	52.50	40.0	1.32	52.00	46.00- 57.50	Retail trade.....	105	28.50	41.0	.70	27.50	26.00- 33.00
Clerks, pay roll <sup>2</sup> .....	64	54.00	39.5	1.36	52.50	47.00- 59.00	Finance, insurance, and real estate.....	61	35.00	40.0	.87	32.00	30.00- 37.50
Transportation, communication, and other public utilities..	37	55.50	39.0	1.41	52.00	46.00- 62.00	Transportation, communication, and other public utilities..	207	39.50	37.5	1.06	37.00	34.50- 47.00
Clerk-typists <sup>2</sup> .....	85	36.50	41.0	.89	35.50	32.50- 43.00	Services.....	36	35.50	40.0	.89	34.50	34.50- 39.00
Transportation, communication, and other public utilities..	53	36.50	40.0	.91	35.50	32.00- 40.50	Clerks, file, class A <sup>2</sup> .....	84	33.50	40.0	.84	31.50	27.50- 37.00
Office boys <sup>2</sup> .....	275	22.50	40.5	.56	22.00	19.50- 26.00	Finance, insurance, and real estate.....	43	32.00	39.5	.81	29.00	27.50- 32.00
Manufacturing.....	58	25.00	40.5	.61	26.00	20.00- 28.00	Clerks, file, class B <sup>2</sup> .....	281	29.00	40.0	.73	29.00	25.50- 31.00
Wholesale trade.....	97	21.50	41.0	.53	20.50	19.50- 23.00	Manufacturing.....	32	31.50	41.0	.77	29.50	26.50- 35.00
Finance, insurance, and real estate.....	43	24.50	40.0	.61	24.00	22.00- 26.50	Wholesale trade.....	61	30.50	41.5	.73	28.50	27.50- 31.00
Transportation, communication, and other public utilities..	60	21.00	39.5	.53	19.50	18.50- 22.00	Retail trade.....	57	25.50	40.0	.63	25.00	25.00- 25.00
Stenographers, general <sup>2</sup> .....	46	45.00	42.0	1.08	42.50	38.50- 50.50	Finance, insurance, and real estate.....	38	24.50	40.0	.61	27.50	15.00- 28.00
Wholesale trade.....	26	43.50	43.5	1.01	43.50	38.50- 50.50	Transportation, communication, and other public utilities..	79	31.50	37.5	.84	32.00	29.50- 32.00
<b>Women</b>						<b>Clerks, general.....</b>							
Billers, machine (billing machine) <sup>2</sup> .....	168	35.50	39.5	.89	34.50	30.00- 38.00	Manufacturing.....	660	36.50	40.0	.91	36.00	32.00- 40.50
Manufacturing.....	40	34.00	40.0	.86	34.00	30.00- 35.00	Wholesale trade.....	117	36.00	40.0	.90	37.00	30.00- 42.00
Wholesale trade.....	46	35.00	40.5	.86	31.00	29.00- 40.00	Retail trade.....	49	37.00	40.5	.91	37.00	35.00- 38.00
							Finance, insurance, and real estate.....	37	31.50	41.5	.76	32.50	24.00- 35.00
							Transportation, communication, and other public utilities..	238	34.00	40.0	.85	33.50	28.50- 37.50

<sup>1</sup> Excludes pay for overtime.

<sup>2</sup> Value above and below which half of workers' salaries fell.

<sup>3</sup> Includes data for industry divisions not shown separately.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in New Orleans, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Women—Con.</i>						<i>Women—Con.</i>							
Clerks, general—Con.						Stenographers, general—Continued							
Transportation, communication, and other public utilities..	168	\$39.50	38.5	\$1.03	\$39.00	\$34.50-\$44.50	Finance, insurance, and real estate.....	124	\$40.00	40.0	\$1.01	\$39.50	\$35.50-\$46.00
Services.....	51	39.50	41.0	.97	37.50	34.50- 41.50	Transportation, communication, and other public utilities..	298	39.50	39.5	1.01	39.00	34.50- 44.00
Clerks, order <sup>3</sup> .....	107	31.00	40.5	.78	30.50	25.00- 34.00	Services.....	89	38.00	40.5	.94	37.50	33.50- 40.50
Wholesale trade.....	44	36.00	40.0	.90	34.00	33.00- 38.00	Stenographers, technical.....	28	52.00	40.0	1.30	55.00	49.00- 55.00
Retail trade.....	55	27.50	41.0	.67	25.00	25.00- 29.00	Switchboard operators <sup>3</sup> .....	212	35.00	40.5	.86	35.50	30.00- 39.00
Clerks, pay roll <sup>3</sup> .....	135	37.00	40.0	.93	36.50	31.00- 42.50	Manufacturing.....	28	40.00	40.0	.99	38.50	35.50- 42.50
Manufacturing.....	62	36.00	40.5	.89	32.50	30.00- 40.50	Wholesale trade.....	63	32.00	41.5	.77	32.50	28.50- 36.50
Transportation, communication, and other public utilities..	35	38.50	38.5	1.01	39.00	33.50- 42.00	Retail trade.....	34	31.00	40.5	.77	30.00	27.50- 33.50
Clerk-typists.....	699	31.50	40.5	.79	31.00	27.50- 35.00	Transportation, communication, and other public utilities..	51	38.00	39.5	.97	38.00	35.50- 41.50
Manufacturing.....	92	32.50	41.5	.79	33.00	28.50- 35.00	Switchboard operator-receptionists <sup>3</sup> .....	128	33.00	40.5	.81	32.00	30.00- 35.00
Wholesale trade.....	125	35.00	41.0	.85	32.00	29.50- 40.00	Manufacturing.....	42	33.00	40.5	.82	32.00	29.00- 37.00
Retail trade.....	28	28.50	40.5	.70	27.50	25.00- 32.50	Wholesale trade.....	47	32.50	40.5	.81	33.00	29.50- 35.00
Finance, insurance, and real estate.....	217	28.50	40.0	.72	27.50	25.50- 31.00	Transcribing-machine operators, general <sup>3</sup> .....	126	35.50	41.0	.86	35.00	30.00- 40.00
Transportation, communication, and other public utilities..	121	34.50	39.0	.88	34.50	30.00- 37.50	Manufacturing.....	43	36.00	41.5	.87	37.50	30.00- 43.50
Services.....	116	31.00	40.0	.77	31.00	29.00- 32.50	Wholesale trade.....	46	39.00	41.5	.93	36.00	33.50- 42.50
Office girls.....	80	25.00	39.5	.63	25.50	20.50- 29.00	Typists, class A.....	43	36.50	40.0	.90	34.00	32.50- 42.50
Stenographers, general.....	1,179	39.00	40.0	.98	39.50	34.50- 43.50	Typists, class B <sup>3</sup> .....	95	31.50	40.0	.78	30.00	27.50- 34.00
Manufacturing.....	196	41.50	40.5	1.02	40.00	35.00- 46.00	Wholesale trade.....	59	32.50	40.0	.81	32.00	29.50- 34.50
Wholesale trade.....	419	38.00	40.0	.95	38.00	34.50- 40.50							
Retail trade.....	53	38.00	41.5	.92	37.50	35.00- 40.50							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in New Orleans, January 1949

Weekly salaries <sup>1</sup>	Percent of men—							Percent of women—				
	Book-keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office boys	Billers, machine (billing machine)	Book-keepers, hand	Book-keeping-machine operators, class A	Book-keeping-machine operators, class B	Calculating-machine operators (Comptom-eter type)
Under \$15.00.....							0.7					
\$15.00-\$17.49.....							.7					
\$17.50-\$19.99.....							34.2					
\$20.00-\$22.49.....							17.1				1.8	
\$22.50-\$24.99.....		0.8		2.6			16.7				1.8	0.6
\$25.00-\$27.49.....		3.3	2.4		1.6	3.5	15.3	8.3	2.4		7.6	6.9
\$27.50-\$29.99.....		1.9	2.4	2.6	1.6	10.6	11.3	9.5		3.6	5.4	6.6
\$30.00-\$32.49.....	2.3	2.7	2.1	3.9		10.6	2.5	21.4	9.4		13.0	16.7
\$32.50-\$34.99.....	1.7	3.3	4.7	1.3	1.6	28.2	1.1	12.5	.8		4.3	14.9
\$35.00-\$37.49.....		4.1	4.2	2.0	4.7	13.0	.4	19.7	17.3	38.4	12.2	21.2
\$37.50-\$39.99.....	2.9	2.5	5.8	3.3		2.4		6.0	13.4		7.3	13.1
\$40.00-\$42.49.....	3.5	4.4	12.7	11.8		5.9		7.7	.8		12.3	18.9
\$42.50-\$44.99.....	3.5	4.1	6.6	1.3		12.9		2.4	7.9		7.3	3.6
\$45.00-\$47.49.....	15.0	17.6	10.0	12.5	23.4	12.9		4.8	11.8		4.4	3.1
\$47.50-\$49.99.....	1.7	4.7	6.6	5.9	3.1			.6	4.7		3.6	.9
\$50.00-\$52.49.....	18.4	6.9	12.4	8.6	21.8			7.1	3.2		5.1	.9
\$52.50-\$54.99.....	8.1	5.5	2.9	2.6	4.7				3.9		.7	
\$55.00-\$57.49.....	7.5	3.0	7.6	5.3	7.8				15.7			
\$57.50-\$59.99.....	13.2	6.9	6.9	12.5	6.2							
\$60.00-\$62.49.....	5.7	6.9	1.6	5.9	7.8							
\$62.50-\$64.99.....	.6	7.7	5.0	9.9	1.6				3.1			
\$65.00-\$67.49.....	5.7	2.2	3.2	.7					2.4			
\$67.50-\$69.99.....	6.9	5.5		.7	4.7							
\$70.00-\$72.49.....	1.1	1.6	2.6	3.3								
\$72.50-\$74.99.....		2.7	.3									
\$75.00-\$79.99.....	1.1	.3		3.3	3.1				2.4			
\$80.00-\$84.99.....	1.1	1.1			4.7							
\$85.00-\$89.99.....					1.6				8			
\$90.00-\$94.99.....		3										
\$95.00-\$99.99.....												
\$100.00 and over.....												
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	174	364	379	152	64	85	275	168	127	138	222	349
Average weekly salaries <sup>1</sup> .....	\$53.50	\$51.00	\$47.50	\$50.50	\$54.00	\$36.50	\$22.50	\$35.50	\$45.50	\$38.50	\$35.00	\$35.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in New Orleans, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—												
	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls	Stenographers, general	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class B
Under \$15.00								5.0					
\$15.00-\$17.49			3.6				2.9						
\$17.50-\$19.99				0.3			1.6	17.5		0.9			
\$20.00-\$22.49	2.2			7	1.7		1.1	7.5		6.1			
\$22.50-\$24.99	1.6	1.2	6.8		.9	6.6		1.3		13.7			
\$25.00-\$27.49	5.8	13.1	22.8	7.0	21.5	5.9	10.6	22.5	0.3	.5	5.4	5.6	12.6
\$27.50-\$29.99	4.0	25.0	29.9	8.5	20.6	10.4	25.6	13.7	4.7	12.3	23.4	11.1	36.9
\$30.00-\$32.49	12.2	19.0	24.2	11.4	9.3	18.5	18.4	11.3	7.0	9.9	25.8	15.9	16.9
\$32.50-\$34.99	18.3	7.1	2.1	14.5	22.4	10.4	9.9	6.3	17.0	17.0	15.6	17.5	18.9
\$35.00-\$37.49	12.9	11.9	3.2	17.1	3.7	7.4	10.4		11.9	13.2	17.2	18.2	10.5
\$37.50-\$39.99	7.7	4.8	3.2	9.1	7.5	11.9	5.2	2.5	12.3	14.1	4.7	9.5	
\$40.00-\$42.49	7.7	1.2	3.5	10.0	2.8	11.1	6.9		18.4	10.4	1.6	2.4	4.2
\$42.50-\$44.99	6.3	9.5		8.2	1.9	9.6	1.9		9.3	8.5	4.7	11.1	
\$45.00-\$47.49	11.1	1.2		6.4		5.9	2.0		10.2	2.4	.8	1.6	
\$47.50-\$49.99	3.4	2.4		2.0	3.7	2.2	1.4		3.7	1.4		7.1	
\$50.00-\$52.49	1.8	2.4		1.5		3.0	.4		3.0	.9			
\$52.50-\$54.99	1.4	1.2					.1		.5	.5			
\$55.00-\$57.49	1.8			.3		2.2	.3		.7		.8		
\$57.50-\$59.99	.2			.4					.1				
\$60.00-\$62.49				.6					.6				
\$62.50-\$64.99						1.5			.3				
\$65.00-\$67.49				.1									
\$67.50-\$69.99													
\$70.00-\$72.49													
\$72.50-\$74.99													
\$75.00-\$79.99													
\$80.00-\$84.99	1.6												
\$85.00-\$89.99													
\$90.00-\$94.99													
\$95.00-\$99.99													
\$100.00 and over													
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	557	84	281	660	107	135	699	80	1,179	212	128	126	95
Average weekly salaries <sup>1</sup>	\$38.00	\$33.50	\$29.00	\$36.50	\$31.00	\$37.00	\$31.50	\$25.00	\$39.00	\$35.00	\$33.00	\$35.50	\$31.50

<sup>1</sup> Excludes pay for overtime.

TABLE 3.—Scheduled weekly hours for women in New Orleans offices, January 1949

Weekly hours	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours.....	.5	3.5					
35 hours.....	2.7		4.0			10.1	
Over 35 and under 37½ hours.....							
37½ hours.....	5.3	7.7	2.0			19.9	
Over 37½ and under 40 hours.....	8.4		10.0		14.7	6.0	11.6
40 hours.....	68.3	68.4	64.8	77.5	77.1	64.0	62.6
Over 40 and under 44 hours.....	2.5	8.1	1.3				5.9
44 hours.....	6.6	10.0	15.3	3.8			10.6
Over 44 and under 48 hours.....	3.3	2.3	2.6	18.7	4.9		
48 hours.....	2.4				3.3		9.3

TABLE 4.—Scheduled days in workweek for women in New Orleans offices, January 1949

Days in week	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	73.9	77.9	71.8	3.3	91.8	96.7	55.9
5½ days.....	18.4	22.1	19.8	65.9		3.3	32.7
6 days.....	7.7		8.4	30.8	8.2		11.4

TABLE 5.—Vacations with pay in New Orleans offices, January 1949

Vacation policy	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>							
Offices with paid vacations.....	99.3	100.0	98.3	100.0	100.0	100.0	98.1
Under 1 week.....	1.0	7.3					
1 week.....	31.3	27.8	34.2	59.8	33.1	24.7	24.6
Over 1 and under 2 weeks.....	.1	.8					
2 weeks.....	63.4	64.1	53.9	40.2	64.2	74.9	69.0
Over 2 weeks.....	3.5		10.2		2.7	.4	4.5
Offices with no paid vacations.....	.7		1.7				1.9
<i>2 years of service</i>							
Offices with paid vacations.....	99.6	100.0	100.0	100.0	100.0	100.0	98.1
1 week.....	14.8	13.9	15.6	40.5	23.8		9.4
Over 1 and under 2 weeks.....	1.5	10.7					
2 weeks.....	79.9	75.4	74.2	59.5	73.5	99.6	84.2
Over 2 weeks.....	3.4		10.2		2.7	.4	4.5
Offices with no paid vacations.....	.4						1.9
<i>5 years of service</i>							
Offices with paid vacations.....	99.6	100.0	100.0	100.0	100.0	100.0	98.1
1 week.....	10.7	5.1	13.0	24.0	20.5		7.1
Over 1 and under 2 weeks.....	1.4	9.9					
2 weeks.....	80.7	82.0	76.8	76.0	72.3	89.5	86.5
Over 2 weeks.....	6.8	3.0	10.2		7.2	10.5	4.5
Offices with no paid vacations.....	.4						1.9

## SALARIES OF OFFICE WORKERS

TABLE 6.—Paid holidays in New Orleans offices, January 1949

Number of paid holidays	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	97.7	99.1	97.7	99.4	100.0	100.0	90.7
Number of holidays:							
1 to 5.....	5.0	23.5	2.4	15.5			
5½.....	.6		3.2				
6.....	37.8	22.9	50.2	59.9	28.1	25.4	52.3
6½.....	3.1			12.7		11.3	
7.....	18.9	23.4	19.6	7.5	26.2	15.3	14.6
7½.....	.6					.4	2.9
8.....	17.7	16.5	18.3	3.8	14.7	28.8	15.7
8½.....	.5				2.2		
9.....	3.3	2.4	4.0			6.0	5.4
10.....	1.5	10.4					
11.....	3.5				4.5	12.8	
16.....	5.2				24.3		
Offices providing no paid holidays.....	2.3	.9	2.3	.6			9.3

TABLE 7.—Nonproduction bonuses in New Orleans offices, January 1949

Type of bonus	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	58.6	67.8	72.1	90.7	57.9	24.0	61.9
Christmas or year-end.....	40.2	47.4	25.9	55.9	57.9	24.0	39.4
Profit-sharing.....	4.4	10.2	9.6	15.5			
Other.....	14.0	10.2	36.6	19.3			22.5
Offices with no nonproduction bonuses.....	41.4	32.2	27.9	9.3	42.1	76.0	38.1

TABLE 8.—Formal provisions for paid sick leave in New Orleans offices, January 1949

Provisions for paid sick leave	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>							
Offices with formal provisions for paid sick leave.....	17.8	27.5	4.0	30.2	26.2	22.6	4.8
Under 5 days.....	2.7	2.4			4.8	4.8	2.3
5-5½ days.....	7.0	23.1			10.5	4.8	2.5
10 days.....	.8			11.0			
12 days.....							
15 days.....	2.7			10.0		10.1	
17½-18 days.....	2.3				10.9		
20 days.....	2.3	2.0	4.0	9.2		2.9	
Over 20 days.....							
Offices with no formal provisions for paid sick leave.....	82.2	72.5	96.0	69.8	73.8	77.4	95.2
<i>2 years of service</i>							
Offices with formal provisions for paid sick leave.....	21.7	27.5	4.0	30.2	26.2	42.5	4.8
Under 5 days.....	1.3					4.8	2.3
5-5½ days.....	6.9	21.7			15.3		2.5
10 days.....	.8			11.0			
12 days.....	.9					4.8	
15 days.....	2.0					10.1	
17½-18 days.....	2.9	3.8			10.9		
20 days.....	6.9	2.0	4.0	19.2		22.8	
Over 20 days.....							
Offices with no formal provisions for paid sick leave.....	78.3	72.5	96.0	69.8	73.8	57.5	95.2
<i>5 years of service</i>							
Offices with formal provisions for paid sick leave.....	21.7	27.5	4.0	30.2	26.2	42.5	4.8
Under 5 days.....	1.3					4.8	2.3
5-5½ days.....	6.5	19.3			15.3		2.5
10 days.....	.8			11.0			
12 days.....							
15 days.....	2.4				10.9		
17½-18 days.....	10.7	8.2	4.0	19.2		37.7	
20 days.....							
Over 20 days.....							
Offices with no formal provisions for paid sick leave.....	78.3	72.5	96.0	69.8	73.8	57.5	95.2

TABLE 9.—Insurance and pension plans in New Orleans offices, January 1949

Type of plan	Percent of workers employed in offices in—						
	All industries	Manu- facturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <sup>1</sup> .....	77.3	92.5	89.5	81.8	49.2	95.0	65.1
Life insurance.....	73.0	82.1	78.6	81.8	45.8	95.0	65.1
Health insurance.....	11.3	35.9		8.5		24.7	4.3
Retirement pension.....	27.6	8.2	29.0	23.8	8.7	84.2	5.2
Other.....	29.8	45.5	41.4	30.3	19.4	39.5	7.0
Offices with no insurance or pension plans.....	22.7	7.5	10.5	18.2	50.8	5.0	34.9

<sup>1</sup> Unduplicated total.

## PHILADELPHIA, JANUARY 1949

### Salaries

Salaries for women in the office clerical jobs studied in Philadelphia varied from an average of \$29.50 for office girls to \$55 for secretaries assigned to senior executives.<sup>1</sup> In 18 of 27 occupational groups studied in this city, average weekly salaries for women were between \$35 and \$45. These jobs included the three numerically most important groups surveyed—general stenographers averaging \$40, clerk-typists at \$35, and accounting clerks at \$39.50.

Men's average weekly salaries in the 13 occupations for which data could be presented ranged from \$31 for office boys to \$65.50 for hand bookkeepers. General clerks, capable of performing a variety of duties without direct supervision, comprised the largest group of men workers studied; their salaries averaged \$59.

On an hourly basis, the occupational averages for women ranged from 78 cents for office girls and 81 cents for routine file clerks to \$1.26 for hand bookkeepers and junior executives' secretaries, and \$1.45 for senior executives' secretaries. The hourly averages for the three most numerous groups of employees studied were \$1.04 for general stenographers, 92 cents for clerk-typists, and \$1.03 for accounting clerks.

The lowest occupational averages for men on an hourly basis were 81 cents for office boys and 87 cents for ditto- or mimeograph-machine operators. General clerks, with an average of \$1.51 and hand bookkeepers, at \$1.71, were the highest paid occupations among the men.

There was a relatively wide range in salaries within each job, but in most of the occupations the weekly earnings of a majority of women workers in Philadelphia varied by less than \$10. The greatest spread in earnings for women workers was reported for secretaries of senior executives, the highest paid job studied. There was generally greater variation in the salaries of men workers within the same job than there was for women. Part of the difference in earnings was traceable to differences in salaries among industries.

<sup>1</sup> Secretaries were studied only in Philadelphia.

There appeared to be a fairly well defined industry wage differential for Philadelphia clerical workers. In five of the eight occupations for which data could be presented for all industry groups studied earnings were at least \$12 higher in the highest wage industry group than in the lowest. For the largest occupational groups studied (women general stenographers and clerk-typists), the interindustry range amounted to \$8.50 a week. Office workers in Philadelphia generally received the highest salaries in transportation, communication, and other public utilities. Manufacturing establishments ranked second and, within this group, durable goods producers usually paid higher average salaries than nondurable goods establishments.

A special comparison indicated that the differences in salaries between bank and insurance offices were generally small. The difference typically amounted to \$3 or less a week with the advantage more frequently reported for banks. However, average weekly hours were generally higher in banks than in insurance companies.

Comparisons of salary levels in establishments of various sizes indicated that the largest establishments in manufacturing generally paid the highest salaries. In finance, insurance, and real estate and in wholesale trade there were no consistent variations in salaries with size of establishment, though the largest offices frequently showed the lowest average salaries.

### Work Schedules

More than 9 out of 10 women were employed in offices that observed a 5-day week. The only significant deviations from this pattern occurred in retail trade, where a 5½-day week prevailed for about 1 out of 12 workers and a 6-day week was in effect for 1 out of 7 workers, and in finance, insurance, and real estate, where approximately 1 out of 13 worked 5½ days.

In terms of the number of hours worked, there was a wide range of schedules. About three-fifths of the clerical workers had a 40-hour week and one-fifth a 37½-hour week. In

finance, insurance, and real estate offices almost 2 out of 3 women worked 37½ hours or less.

### Provisions for Overtime Pay

Time and a half was the predominant rate of pay for office work in excess of 40 hours a week. In a few offices such work was compensated for by equal time off or straight-time pay; and in a few other cases, there was no payment beyond an employee's regular weekly salary. In those establishments with a scheduled workweek of less than 40 hours, work in excess of the scheduled week but below 40 hours was paid for in a variety of ways. In about half the cases the practice was to pay the worker no additional compensation (up to 40 hours). Of the remaining workers, about half received straight-time pay for such work, a few were granted compensatory time off, and the rest received time and a half for all work in excess of the scheduled workweek.

### Paid Vacations

Practically all workers—all but one-tenth of 1 percent—were employed in offices providing paid vacations. The few offices that provided no vacations were in wholesale trade and services. Three-fifths of the workers in all industries considered together received vacations with pay after 6 months' service. All offices having formal vacation policies gave vacations after 1 year of service, with 2 weeks of vacation leave being granted to 77 percent of the workers with this amount of employment. After 2 years of service, 19 out of 20 workers were eligible for 2 weeks' vacation. About 1 out of 25 received more than 2 weeks after 5 years' service.

### Paid Holidays

Paid holiday provisions varied widely; a few Philadelphia workers received no holidays with pay while more than 13 holidays were provided for almost 10 percent of the office workers. A third of the employees received 6 paid holidays, a sixth received 7, and a sixth received 8 holidays each year.

All the workers receiving 13 or more paid holidays were found in the finance, insurance, and real estate industries. Over three-quarters

of the workers in this group were employed in offices with 11 or more paid holidays. About half the clerical workers in transportation, communication, and other public utilities received 9 holidays annually.

### Nonproduction Bonuses

About 44 percent of the workers were employed in offices that paid nonproduction bonuses. For most workers, this was a Christmas or year-end payment, with profit-sharing and other types of payments being made to relatively few workers.

Bonuses were most prevalent in retail and wholesale trade, and were relatively rare in transportation, communication, and other public utilities. A greater proportion of clerical workers in nondurable goods production worked in offices with bonus systems than did workers in durable goods manufacture.

### Paid Sick Leave

Slightly less than half the office workers were employed in establishments having formal sick leave provisions. In practically all cases these provisions became effective after accumulation of a year of service or less. Transportation, communication, and other public utilities had the highest proportion of workers receiving paid sick leave; retail trade ranked next. The amount of leave varied from less than 5 days to more than 20 days a year. About one-third of the workers employed in offices granting paid sick leave were eligible for 10 days' leave after 1 year of service.

### Insurance and Pension Plans

Approximately 9 out of every 10 clerical workers were employed in offices where one or more types of insurance or pension plans were in effect. The proportion of workers in offices with insurance plans was at least 4 out of 5 in all industry groups except services, where it dropped to 7 out of 10.

Life insurance plans were most widespread, being provided in offices employing 4 out of 5 workers. Retirement pensions were the next most prevalent type of plan in effect.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Philadelphia, by industry division, January 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Men</i>						<i>Men—Continued</i>							
Billers, machine (billing machine).....	53	\$42.50	38.0	\$1.11	\$39.00	\$38.00—\$45.00	Clerk-typists <sup>3</sup> —Con. Transportation, communication, and other public utilities..	32	\$43.00	40.0	\$1.07	\$40.50	\$39.00—\$49.00
Bookkeepers, hand <sup>3</sup> .....	552	65.50	38.0	1.71	64.00	53.50—75.00	Ditto-or mimeograph-machine operators (manufacturing industries only).....	27	32.50	37.5	.87	32.00	30.00—35.00
Manufacturing.....	208	67.00	37.5	1.80	69.00	52.00—78.00	Office boys <sup>3</sup> .....	784	31.00	38.5	.81	30.00	27.00—35.00
Durable goods.....	84	66.00	38.0	1.75	61.00	51.50—72.00	Manufacturing.....	312	32.00	39.0	.82	32.00	27.50—36.00
Nondurable goods.....	124	68.00	37.0	1.83	70.00	53.50—78.00	Durable goods.....	175	31.50	39.5	.80	29.50	27.00—36.00
Wholesale trade.....	114	71.00	39.5	1.78	75.00	60.00—80.00	Nondurable goods.....	137	33.00	38.5	.86	35.00	27.50—37.00
Retail trade.....	56	65.50	38.5	1.70	64.50	58.00—67.00	Wholesale trade.....	150	32.50	38.5	.84	34.50	27.50—37.00
Finance, insurance, and real estate.....	126	59.50	37.0	1.61	55.00	52.00—70.00	Retail trade.....	32	29.00	39.5	.73	29.00	25.00—32.00
Transportation, communication, and other public utilities..	27	65.00	39.5	1.65	66.00	55.00—69.00	Finance, insurance, and real estate.....	210	29.50	37.5	.79	29.50	27.00—31.00
Bookkeeping machine operators, class B.....	43	46.50	39.5	1.17	48.50	40.00—54.00	Services.....	63	28.00	38.5	.73	30.00	24.50—30.00
Calculating-machine operators (other than Comptometer type).....	38	40.00	39.5	1.00	40.00	38.00—40.00	Stenographers, general.....	72	50.00	39.0	1.29	50.00	44.00—55.00
Clerks, accounting.....	1,333	49.00	38.5	1.28	47.00	40.00—56.00	<i>Women</i>						
Manufacturing.....	649	49.50	38.5	1.28	45.50	40.00—56.00	Billers, machine (billing machine) <sup>3</sup> .....	570	41.00	39.0	1.05	40.00	35.00—46.00
Durable goods.....	291	47.50	39.0	1.22	47.50	40.00—56.00	Manufacturing.....	293	41.50	39.0	1.06	41.50	36.00—45.00
Nondurable goods.....	358	50.50	38.5	1.32	43.00	40.50—57.50	Durable goods.....	152	42.00	40.0	1.05	42.50	37.00—46.00
Wholesale trade.....	327	50.50	38.5	1.32	50.00	44.50—57.50	Nondurable goods.....	141	40.50	38.0	1.07	39.00	35.00—44.50
Retail trade.....	73	47.00	39.5	1.19	45.00	44.00—51.00	Wholesale trade.....	180	41.50	38.5	1.07	40.00	33.50—48.00
Finance, insurance, and real estate.....	178	43.00	37.0	1.16	41.00	37.50—50.50	Finance, insurance, and real estate.....	34	36.00	37.0	.98	33.50	32.00—39.50
Transportation, communication, and other public utilities..	79	57.50	40.0	1.44	61.50	46.00—61.50	Billers, machine (bookkeeping machine) <sup>3</sup> .....	341	38.00	39.5	.96	38.50	33.00—42.50
Services.....	27	47.50	38.5	1.23	45.00	40.00—54.50	Manufacturing.....	42	42.00	38.5	1.10	41.00	38.50—47.00
Clerks, file, class B <sup>2</sup> .....	54	34.00	38.5	.89	34.00	27.50—38.00	Retail trade.....	222	38.00	40.5	.94	37.00	32.50—44.00
Manufacturing.....	30	39.00	39.0	1.00	38.00	35.00—44.50	Bookkeepers, hand <sup>3</sup> .....	713	49.50	39.0	1.26	49.50	45.00—54.50
Clerks, general <sup>3</sup> .....	1,543	59.00	39.0	1.51	59.00	50.50—67.00	Manufacturing.....	230	51.50	38.5	1.34	50.00	47.00—55.00
Manufacturing.....	626	58.50	40.0	1.47	58.00	50.00—68.00	Durable goods.....	27	53.00	40.0	1.33	54.00	50.00—55.00
Durable goods.....	521	58.00	40.0	1.45	57.50	50.00—65.50	Nondurable goods.....	203	51.50	38.5	1.34	50.00	45.00—55.00
Nondurable goods.....	105	62.50	39.0	1.60	59.50	51.00—70.50	Wholesale trade.....	186	52.50	40.0	1.32	50.00	50.00—55.00
Wholesale trade.....	353	59.50	38.5	1.54	57.50	50.50—65.00	Retail trade.....	87	45.50	41.0	1.11	45.00	45.00—45.00
Retail trade.....	140	59.50	39.5	1.51	61.00	57.00—67.50	Finance, insurance, and real estate.....	165	43.00	38.0	1.13	40.00	37.00—47.50
Finance, insurance, and real estate.....	259	56.00	36.5	1.52	52.00	46.00—62.50	Services.....	45	56.00	38.5	1.46	55.00	45.00—63.00
Clerks, order <sup>3</sup> .....	755	53.00	39.5	1.35	52.00	43.00—63.50	Bookkeeping-machine operators, class A <sup>3</sup> .....	284	44.50	38.0	1.18	43.00	39.00—50.00
Manufacturing.....	208	63.00	39.0	1.61	64.00	50.00—69.00	Manufacturing.....	54	48.50	38.0	1.27	46.50	40.00—50.50
Durable goods.....	103	63.50	39.5	1.61	64.00	54.00—68.50	Wholesale trade.....	84	47.00	38.5	1.22	46.00	45.00—51.00
Nondurable goods.....	105	62.00	38.5	1.61	64.00	50.00—71.00	Finance, insurance, and real estate.....	134	42.00	37.5	1.13	41.00	38.00—49.50
Wholesale trade.....	430	49.50	40.0	1.24	48.50	40.00—56.00	Bookkeeping-machine operators, class B <sup>3</sup> .....	1,782	36.50	39.0	.93	34.50	31.00—40.50
Clerks, pay roll <sup>3</sup> .....	285	54.00	39.5	1.38	52.50	47.50—61.00	Manufacturing.....	394	41.50	38.5	1.08	40.00	38.00—46.00
Manufacturing.....	212	54.50	39.5	1.38	52.50	49.00—61.00	Durable goods.....	155	45.00	39.0	1.14	44.50	40.50—49.50
Durable goods.....	158	54.00	39.5	1.37	52.00	46.00—61.00	Nondurable goods.....	239	39.50	38.0	1.04	38.00	37.00—42.50
Nondurable goods.....	54	55.00	38.5	1.42	52.50	52.00—60.00	Wholesale trade.....	371	41.00	39.0	1.05	40.50	40.00—44.50
Transportation, communication, and other public utilities..	35	56.50	39.5	1.42	53.00	47.00—65.00	Retail trade.....	177	35.00	40.0	.88	34.00	32.00—39.50
Clerk-typists <sup>3</sup> .....	97	38.50	39.0	.99	39.00	35.00—40.50	Finance, insurance, and real estate.....	818	31.50	39.0	.81	31.00	29.00—33.00
Manufacturing.....	38	39.50	40.0	.98	40.00	38.00—40.00							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Philadelphia, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Women—Con.</i>						<i>Women—Con.</i>							
Calculating-machine operators (Comptometer type) <sup>3</sup>	1,581	\$40.50	39.0	\$1.03	\$41.00	\$35.00—\$45.00	Clerks, pay roll <sup>4</sup>	1,407	\$43.50	38.5	\$1.13	\$43.00	\$37.00—\$49.50
Manufacturing	748	44.00	39.0	1.13	43.50	40.50—47.00	Manufacturing	851	44.50	38.5	1.15	45.00	38.00—50.00
Durable goods	567	43.50	39.0	1.11	43.50	39.00—46.00	Durable goods	257	44.50	39.5	1.12	44.50	35.50—50.00
Nondurable goods	181	45.50	38.5	1.18	45.00	42.00—49.50	Nondurable goods	594	44.50	38.0	1.16	45.00	38.00—50.00
Wholesale trade	315	40.00	39.0	1.02	40.00	35.00—42.50	Wholesale trade	137	46.00	37.5	1.23	47.00	42.00—49.50
Retail trade	377	34.50	40.0	.86	35.00	31.50—37.00	Retail trade	142	37.50	39.5	.95	36.50	32.00—40.00
Finance, insurance, and real estate	65	31.00	38.5	.80	29.00	29.00—32.50	Finance, insurance, and real estate	54	44.00	37.5	1.18	45.00	39.00—45.50
Calculating-machine operators (other than Comptometer type) <sup>3</sup>	310	39.50	38.0	1.03	38.00	34.50—43.00	Clerk-typists	4,500	35.00	38.5	.92	34.50	31.00—38.00
Manufacturing	67	44.50	37.5	1.19	47.00	41.00—53.50	Manufacturing	2,488	37.00	38.5	.96	36.00	33.00—40.50
Retail trade	53	38.00	40.0	.95	40.00	35.50—42.00	Durable goods	1,170	38.50	39.0	.98	37.00	34.50—41.50
Finance, insurance, and real estate	98	37.50	36.5	1.02	36.00	34.50—40.00	Nondurable goods	1,318	35.50	38.0	.94	35.00	32.00—38.00
Clerks, accounting	3,466	39.50	38.0	1.03	38.50	34.50—44.00	Wholesale trade	552	33.50	39.0	.87	34.50	30.00—38.00
Manufacturing	1,480	40.50	38.0	1.07	40.00	36.00—45.00	Retail trade	164	31.50	39.0	.81	32.50	29.00—35.00
Durable goods	422	41.00	39.0	1.05	39.00	37.00—46.00	Finance, insurance, and real estate	1,034	32.00	37.0	.86	31.50	29.00—34.50
Nondurable goods	1,058	40.50	37.5	1.08	40.00	35.50—45.00	Transportation, communication, and other public utilities	87	40.00	38.5	1.03	37.00	35.00—44.00
Wholesale trade	626	43.00	39.0	1.10	40.00	37.00—46.50	Services	175	34.50	39.0	.88	33.00	32.00—36.00
Retail trade	551	36.00	39.5	.90	34.00	31.00—40.00	Ditto—ormimeograph-machine operators (manufacturing industries only)	143	35.50	39.0	.91	35.50	32.50—39.00
Finance, insurance, and real estate	620	35.50	36.0	.98	34.50	30.00—39.50	Durable goods	78	37.00	40.0	.92	38.00	32.50—41.00
Transportation, communication, and other public utilities	94	47.50	39.0	1.21	48.50	40.50—52.50	Nondurable goods	65	34.00	37.5	.90	33.00	32.00—36.00
Services	95	40.50	38.5	1.06	39.50	39.50—40.00	Key-punch operators <sup>4</sup>	998	38.00	38.0	1.00	38.00	34.00—42.00
Clerks, file, class A <sup>5</sup>	541	39.00	38.0	1.02	37.00	34.00—42.50	Manufacturing	613	39.00	38.5	1.01	39.00	35.00—43.00
Manufacturing	186	43.50	38.5	1.13	42.00	37.00—49.50	Durable goods	256	41.00	40.0	1.03	40.50	38.00—44.50
Durable goods	83	45.00	39.0	1.15	40.00	38.00—54.00	Nondurable goods	357	38.00	37.5	1.00	38.00	34.50—41.00
Nondurable goods	103	42.00	38.0	1.11	42.00	37.00—45.50	Wholesale trade	62	44.50	39.0	1.15	45.00	40.00—45.00
Wholesale trade	116	37.00	39.0	.94	35.00	32.00—38.00	Finance, insurance, and real estate	253	34.00	36.0	.95	34.50	29.50—37.00
Finance, insurance, and real estate	164	35.00	37.0	.95	32.00	31.00—37.00	Transportation, communication, and other public utilities	26	39.00	38.5	1.02	38.00	34.50—41.50
Services	33	39.00	38.5	1.01	39.00	33.00—44.50	Office girls <sup>4</sup>	627	29.50	37.5	.78	30.00	26.00—33.00
Clerks, file, class B <sup>5</sup>	2,541	31.00	38.0	.81	29.50	27.00—34.00	Manufacturing	350	31.50	38.0	.83	30.00	29.00—33.50
Manufacturing	930	35.00	38.5	.90	34.50	30.00—39.50	Durable goods	101	32.50	39.0	.84	33.50	29.50—35.50
Durable goods	576	36.50	39.5	.93	37.00	33.00—41.00	Nondurable goods	249	31.00	37.5	.83	30.00	28.00—33.00
Nondurable goods	354	31.50	37.5	.85	31.00	28.00—34.50	Retail trade	55	28.00	40.0	.71	30.00	26.00—30.00
Wholesale trade	297	32.00	39.0	.83	30.00	28.00—35.00	Finance, insurance, and real estate	154	24.50	36.0	.68	25.00	22.00—27.50
Retail trade	240	28.00	40.0	.71	27.50	25.00—31.00	Secretaries, No. 1	1,920	55.00	38.0	1.45	52.00	47.00—61.50
Finance, insurance, and real estate	1,000	27.00	37.0	.74	27.50	25.00—29.00	Manufacturing	822	60.00	38.5	1.57	59.00	50.00—69.00
Services	53	29.50	39.5	.75	29.50	26.50—32.00	Durable goods	303	60.50	39.5	1.53	58.50	50.00—66.00
Clerks, general <sup>5</sup>	1,920	47.00	38.5	1.23	47.00	42.50—51.50	Nondurable goods	519	59.50	37.5	1.59	59.00	50.00—69.00
Manufacturing	1,014	49.00	39.5	1.25	47.00	44.00—52.00	Wholesale trade	482	51.00	37.5	1.35	50.00	45.00—55.00
Durable goods	648	49.50	40.0	1.23	48.50	44.50—51.50	Retail trade	53	48.50	39.0	1.25	50.00	37.50—55.50
Nondurable goods	366	49.00	38.5	1.28	46.00	44.00—52.00	Finance, insurance, and real estate	360	51.50	38.5	1.35	50.50	46.00—54.50
Wholesale trade	206	46.50	38.0	1.23	47.00	41.00—50.00	Transportation, communication, and other public utilities	53	63.50	38.5	1.65	61.00	52.00—72.00
Retail trade	99	36.00	40.0	.90	34.00	30.00—40.00	Services	150	50.50	38.5	1.33	50.00	44.00—57.50
Finance, insurance, and real estate	364	46.50	36.0	1.29	47.00	42.00—51.50							
Clerks, order <sup>5</sup>	559	41.50	38.5	1.08	38.00	35.00—46.00							
Manufacturing	254	45.50	38.0	1.21	41.00	37.00—55.00							
Wholesale trade	231	39.00	39.5	.99	38.00	35.00—40.00							
Retail trade	43	30.00	39.0	.77	31.00	24.50—32.50							

<sup>1</sup> Excludes pay for overtime.

<sup>2</sup> Value above and below which half of workers' salaries fell.

Includes data for industry divisions not shown separately.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Philadelphia, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Women—Con.</b>						<b>Women—Con.</b>							
Secretaries, No. 2.....	2,956	\$48.00	38.0	\$1.26	\$47.00	\$41.50-\$53.50	Switchboard operator-receptionists.....	1,096	\$39.50	38.5	\$1.02	\$39.00	\$35.00-\$43.50
Manufacturing.....	1,650	50.50	38.0	1.33	50.50	45.00- 56.50	Manufacturing.....	486	41.00	38.5	1.07	41.00	36.00- 45.00
Durable goods.....	556	53.00	39.5	1.35	53.50	48.00- 57.50	Durable goods.....	150	41.50	38.5	1.07	41.00	35.50- 45.00
Nondurable goods.....	1,094	49.50	37.5	1.31	50.00	43.50- 55.00	Nondurable goods.....	336	41.00	38.0	1.07	40.00	36.00- 44.50
Wholesale trade.....	481	45.00	38.5	1.17	45.00	41.00- 49.00	Wholesale trade.....	326	39.00	38.5	1.01	38.00	32.50- 42.00
Retail trade.....	137	43.00	39.0	1.11	42.50	38.00- 49.50	Retail trade.....	96	36.50	40.5	.91	32.50	30.50- 40.00
Finance, insurance, and real estate.....	485	43.00	37.0	1.16	42.00	39.00- 46.50	Finance, insurance, and real estate.....	109	36.00	38.0	.95	32.00	30.00- 38.00
Transportation, communication, and other public utilities.....	63	62.50	39.0	1.61	66.00	54.00- 71.00	Transportation, communication, and other public utilities.....	34	37.00	39.5	.94	37.00	34.50- 40.00
Services.....	140	44.00	38.5	1.15	43.00	39.50- 47.00	Services.....	45	37.50	39.0	.97	35.50	34.50- 42.50
Stenographers, general.....	5,381	40.00	38.5	1.04	39.00	36.00- 43.50	Transcribing-machine operators, general <sup>1</sup> .....	706	37.00	38.5	.95	37.00	32.00- 40.50
Manufacturing.....	2,744	41.00	38.5	1.07	40.50	37.00- 45.00	Manufacturing.....	324	38.50	38.5	1.00	38.00	34.00- 42.50
Durable goods.....	1,115	41.00	39.5	1.04	40.50	37.00- 45.00	Durable goods.....	186	39.00	39.5	.99	38.00	34.00- 42.50
Nondurable goods.....	1,629	41.50	37.5	1.09	40.50	37.00- 45.00	Nondurable goods.....	138	38.00	37.5	1.02	37.00	34.00- 44.00
Wholesale trade.....	851	41.00	39.0	1.06	40.00	38.00- 45.00	Wholesale trade.....	90	36.50	39.0	.93	37.00	35.50- 39.00
Retail trade.....	319	37.50	40.0	.94	36.50	34.50- 41.50	Retail trade.....	27	35.50	42.0	.84	37.00	30.00- 38.00
Finance, insurance, and real estate.....	1,084	36.00	37.0	.97	37.00	32.00- 39.50	Finance, insurance, and real estate.....	195	34.00	38.0	.90	35.00	29.50- 37.00
Transportation, communication, and other public utilities.....	119	44.50	38.5	1.17	42.50	38.00- 50.50	Transcribing-machine operators, technical <sup>1</sup> .....	190	45.50	38.5	1.18	44.50	40.50- 49.50
Services.....	264	39.00	38.5	1.02	38.50	37.00- 42.00	Manufacturing.....	58	53.00	39.5	1.34	52.00	48.50- 56.00
Finance, insurance, and real estate.....	1,285	46.50	39.5	1.18	46.00	42.00- 50.50	Finance, insurance, and real estate.....	32	42.00	38.5	1.09	43.00	40.50- 44.50
Manufacturing.....	980	47.50	39.5	1.21	48.00	43.00- 51.50	Typists, class A <sup>1</sup> .....	897	41.50	38.0	1.09	42.00	37.50- 45.00
Durable goods.....	654	48.50	40.0	1.21	49.00	44.00- 51.50	Manufacturing.....	473	43.50	39.5	1.10	44.50	40.50- 46.00
Nondurable goods.....	326	47.00	39.0	1.21	45.50	42.00- 52.00	Durable goods.....	379	43.50	40.0	1.09	45.00	41.50- 45.00
Wholesale trade.....	63	46.50	39.5	1.17	44.00	40.50- 50.00	Nondurable goods.....	94	43.50	37.5	1.16	43.00	34.50- 47.00
Finance, insurance, and real estate.....	140	37.50	37.0	1.01	37.00	34.50- 38.00	Wholesale trade.....	157	42.00	37.0	1.14	40.50	38.50- 44.50
Finance, insurance, and real estate.....	140	37.50	37.0	1.01	37.00	34.50- 38.00	Finance, insurance, and real estate.....	183	36.50	35.5	1.03	34.50	33.50- 39.50
Switchboard operators.....	990	38.50	39.0	.99	38.00	32.00- 44.50	Typists, class B <sup>1</sup> .....	2,452	33.50	38.5	.88	32.50	29.00- 37.00
Manufacturing.....	326	43.00	38.5	1.11	42.50	38.50- 47.50	Manufacturing.....	1,037	37.00	38.5	.96	36.00	33.50- 41.00
Durable goods.....	120	44.00	40.0	1.11	44.00	40.50- 48.00	Durable goods.....	700	38.00	39.0	.97	37.50	33.50- 41.50
Nondurable goods.....	206	42.00	38.0	1.11	41.50	35.00- 47.00	Nondurable goods.....	337	35.50	38.0	.93	35.00	30.00- 39.50
Wholesale trade.....	140	37.50	39.5	.96	38.00	32.00- 44.50	Wholesale trade.....	283	34.50	39.5	.88	32.00	32.00- 37.00
Retail trade.....	174	35.00	39.5	.88	34.00	30.00- 38.50	Retail trade.....	276	31.50	39.5	.79	31.00	29.50- 34.00
Finance, insurance, and real estate.....	276	33.50	38.5	.88	31.00	27.00- 39.00	Finance, insurance, and real estate.....	728	30.00	37.0	.81	29.00	27.50- 32.00
Transportation, communication, and other public utilities.....	40	47.50	38.5	1.24	49.00	48.00- 49.50	Transportation, communication, and other public utilities.....	42	43.00	39.0	1.10	42.00	39.00- 48.00
Services.....	34	40.50	39.0	1.05	40.00	38.00- 44.50							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in Philadelphia, in banking and insurance, January 1949

Sex and occupation	Banking			Insurance		
	Estimated number of workers	Average weekly salary <sup>1</sup>	Average weekly scheduled hours	Estimated number of workers	Average weekly salary <sup>1</sup>	Average weekly scheduled hours
<i>Men</i>						
Bookkeepers, hand.....	7	( <sup>2</sup> )	( <sup>2</sup> )	74	\$58.50	36.5
Clerks, accounting.....	25	\$49.50	39.5	93	37.50	35.0
Clerks, general.....	20	( <sup>2</sup> )	( <sup>2</sup> )	119	60.00	35.0
Office boys.....	12	( <sup>2</sup> )	( <sup>2</sup> )	103	30.00	37.0
<i>Women</i>						
Billers, machine (billing machine).....	1	( <sup>2</sup> )	( <sup>2</sup> )	33	36.00	36.5
Bookkeepers, hand.....	47	43.00	40.0	90	40.00	37.0
Bookkeeping-machine operators, class A.....	46	41.00	36.5	21	( <sup>2</sup> )	( <sup>2</sup> )
Bookkeeping-machine operators, class B.....	678	31.00	39.5	95	36.00	35.5
Calculating-machine operators (Comptometer type).....	47	30.00	39.5			
Calculating-machine operators (other than Comptometer type).....	32	35.50	39.0	66	38.00	35.5
Clerks, accounting.....	33	36.50	39.5	558	35.00	36.0
Clerks, file, class A.....	56	33.50	39.5	100	36.00	35.5
Clerks, file, class B.....	108	29.00	39.0	807	26.50	36.5
Clerks, general.....	53	47.50	37.0	231	50.00	36.5
Clerk-typists.....	118	33.50	38.5	445	30.50	36.5
Key-punch operators.....	41	38.50	36.0	212	33.00	36.0
Office girls.....	28	26.50	37.0	126	24.00	36.0
Secretaries, No. 1.....	84	56.00	38.5	199	49.50	38.5
Secretaries, No. 2.....	111	44.50	38.0	249	42.00	36.5
Stenographers, general.....	173	37.50	39.0	629	35.00	36.0
Stenographers, technical.....	1	( <sup>2</sup> )	( <sup>2</sup> )	139	37.50	37.0
Switchboard operators.....	105	30.00	39.0	80	40.00	36.0
Switchboard operator-receptionists.....	1	( <sup>2</sup> )	( <sup>2</sup> )	81	35.00	37.5
Transcribing-machine operators, general.....	20	( <sup>2</sup> )	( <sup>2</sup> )	175	34.00	38.0
Transcribing-machine operators, technical.....				32	42.00	38.5
Typists, class A.....	18	( <sup>2</sup> )	( <sup>2</sup> )	165	36.00	35.5
Typists, class B.....	60	32.00	39.0	593	30.00	36.5

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Insufficient number of workers to justify presentation of an average.

## SALARIES OF OFFICE WORKERS

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Philadelphia, January 1949

Weekly salaries <sup>1</sup>	Percent of men—								Percent of women—			
	Book-keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office boys	Stenographers, general	Billers, machine (billing machine)	Billers, machine (book-keeping, machine)	Book-keepers, hand	Book-keeping-machine operators, class A
Under \$20.00												
\$20.00-\$22.49							2.4			1.8		
\$22.50-\$24.99		0.3		0.3			7.1			.9		
\$25.00-\$27.49		.9		.1			16.2		0.2	3.2		
\$27.50-\$29.99		1.2		.1			21.5		5.8	2.3		
\$30.00-\$32.49		1.3		4.2		21.6	19.2		6.1	13.2		2.1
\$32.50-\$34.99		4.1		1.9			8.4	1.4	8.6	11.7	2.4	4.2
\$35.00-\$37.49	0.6	5.6	1.2	2.3	2.8	20.6	14.2	2.8	20.2	15.0	5.5	4.6
\$37.50-\$39.99		5.7	.3	9.3	6.0	13.4	5.2	5.6	7.2	9.1	4.6	18.0
\$40.00-\$42.49	.6	14.4	3.6	5.6	1.0	28.9	2.8		9.5	17.3	4.9	18.3
\$42.50-\$44.99		9.1	4.7	4.9	5.3		1.4	25.0	13.5	5.0	2.8	4.9
\$45.00-\$47.49	.7	7.8	7.3	6.3	9.8	6.2	1.5	8.3	8.0	11.4	24.5	15.8
\$47.50-\$49.99	5.4	5.3	4.3	4.2	9.5	6.2		4.2	7.0	3.8	5.3	6.7
\$50.00-\$52.49	17.0	10.7	11.2	11.4	13.3			12.5	4.4	2.9	23.6	15.8
\$52.50-\$54.99	1.4	4.2	4.5	2.6	14.4		.1		3.1	1.5	1.7	2.8
\$55.00-\$57.49	4.0	6.7	7.7	12.5	4.6	3.1		33.3	4.4	.9	12.8	
\$57.50-\$59.99	7.2	4.0	8.1	5.8	3.5						1.5	2.5
\$60.00-\$62.49	10.1	5.1	11.8	2.6	7.7				1.2		.6	.4
\$62.50-\$64.99	3.4	5.3	6.6	9.4	4.9				.4		2.5	3.9
\$65.00-\$67.49	3.4	1.4	4.0	.5	5.6				.2		2.8	
\$67.50-\$69.99	7.2	.6	11.9	5.7	.4							
\$70.00-\$72.49	8.3	.3	3.3	4.2	8.1			6.9			1.3	
\$72.50-\$74.99	3.3	1.5	2.3	.3	1.0				.2		2.5	
\$75.00-\$79.99	7.6	1.9	2.0	3.2	.4							
\$80.00-\$84.99	16.7	1.4	1.2								.1	
\$85.00-\$89.99	1.2	1.2	2.5	2.5	.7							
\$90.00-\$94.99	.4		1.0		1.0							
\$95.00-\$99.99	.2		.1	.1							.6	
\$100.00 and over	1.3		.4									
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	552	1,333	1,543	755	285	97	784	72	570	341	713	284
Average weekly salaries <sup>1</sup>	\$65.50	\$49.00	\$59.00	\$53.00	\$54.00	\$38.50	\$31.00	\$50.00	\$41.00	\$38.00	\$49.50	\$44.50

<sup>1</sup> Excludes pay for overtime.

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Philadelphia, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—											
	Book-keeping-machine operators, class B	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Key-punch operators	Office girls
Under \$20.00						0.7						1.0
\$20.00-\$22.49		0.2	2.3			2.4				0.3		6.5
\$22.50-\$24.99	0.1	.2		0.9		7.9		2.1	0.2	1.2	0.3	6.2
\$25.00-\$27.49	4.4	1.1	1.9	3.1		18.7	0.5	1.8	.2	4.5	4.5	15.8
\$27.50-\$29.99	16.7	3.0	3.2	5.6	2.2	22.1	.3	.2	.9	9.4	7.9	17.9
\$30.00-\$32.49	15.7	8.1	5.8	10.7	20.5	17.0	2.1	2.9	5.1	19.7	9.6	24.7
\$32.50-\$34.99	14.6	9.3	17.4	9.9	11.5	9.4	2.7	13.8	6.1	16.0	9.9	14.7
\$35.00-\$37.49	5.2	12.0	13.2	11.8	18.0	6.1	2.6	22.6	12.6	18.8	15.0	9.6
\$37.50-\$39.99	8.8	10.7	13.2	13.4	14.8	4.6	7.5	11.5	7.5	11.1	11.7	1.9
\$40.00-\$42.49	15.3	15.0	16.5	12.5	7.2	7.4	8.7	15.0	12.1	9.8	17.4	1.0
\$42.50-\$44.99	6.2	12.5	3.9	9.0	6.8	2.5	13.6	4.1	9.9	3.1	6.5	.6
\$45.00-\$47.49	5.4	12.3	1.6	7.7	4.6	.8	17.7	5.5	14.0	2.4	8.3	
\$47.50-\$49.99	3.1	6.3	5.5	4.8	3.5	.3	9.6	5.2	8.2	1.5	3.6	
\$50.00-\$52.49	2.0	6.2	9.7	3.5	2.4	.1	14.2	.2	11.8	1.3	4.8	
\$52.50-\$54.99	1.2	.7	5.2	2.8	3.5		5.7	1.6	1.8	.4		
\$55.00-\$57.49	.3	2.1		1.3	3.0		4.6	3.0	6.2	.3	.2	.1
\$57.50-\$59.99	.2	.1		1.0	.7		3.7	1.6	1.6		.1	
\$60.00-\$62.49	.6	.1		1.1	1.1		3.7	3.6	.8	.2	.1	
\$62.50-\$64.99	.1	.1	.6	.1			.6				.1	
\$65.00-\$67.49	.1						.8	1.4	.3			
\$67.50-\$69.99				.7	.2		.3					
\$70.00-\$72.49							.3	.7	.6			
\$72.50-\$74.99				.1			.3					
\$75.00-\$79.99							.3	3.2	.1			
\$80.00-\$84.99							.1					
\$85.00-\$89.99							.1					
\$90.00-\$94.99												
\$95.00-\$99.99												
\$100.00 and over												
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	1,782	1,581	310	3,466	541	2,541	1,920	559	1,407	4,500	998	627
Average weekly salaries <sup>1</sup>	\$36.50	\$40.50	\$39.50	\$39.50	\$39.00	\$31.00	\$47.00	\$41.50	\$43.50	\$35.00	\$38.00	\$29.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 3.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in Philadelphia, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—									
	Secretaries, No. 1	Secretaries, No. 2	Stenographers, general	Stenographers, technical	Switchboard operators	Switchboard operator-receptionists	Transcribing-machine operators, general	Transcribing-machine operators, technical	Typists, class A	Typists, class B
Under \$20.00.....										
\$20.00-\$22.49.....										0.4
\$22.50-\$24.99.....			0.1		1.9		0.3			2.9
\$25.00-\$27.49.....			1.4	0.6	9.1	1.4	.8		0.4	8.6
\$27.50-\$29.99.....			2.2	.2	1.5	.4	12.1		.3	18.4
\$30.00-\$32.49.....		1.0	6.7	.9	15.5	12.9	13.6		4.6	19.2
\$32.50-\$34.99.....		2.1	8.5	4.2	9.0	9.9	9.2	0.5	11.0	12.9
\$35.00-\$37.49.....	1.3	2.8	16.9	5.0	10.8	19.0	21.5	18.4	8.2	13.1
\$37.50-\$39.99.....	1.8	7.8	16.2	3.5	6.5	13.8	14.9	1.6	13.3	6.8
\$40.00-\$42.49.....	2.3	14.0	16.7	20.2	14.6	13.1	7.4	21.1	15.0	7.4
\$42.50-\$44.99.....	8.1	10.4	9.7	11.4	6.5	10.2	9.9	11.1	14.1	5.1
\$45.00-\$47.49.....	13.7	13.4	12.2	10.5	10.8	7.0	5.7	8.4	18.6	2.5
\$47.50-\$49.99.....	5.9	7.4	3.3	14.6	8.4	4.1	1.8	18.9	8.1	1.5
\$50.00-\$52.49.....	17.4	13.4	2.3	10.4	1.8	3.3	2.7	4.7	2.7	.3
\$52.50-\$54.99.....	7.0	7.7	1.4	5.8	2.1	1.6		4.2	1.8	.2
\$55.00-\$57.49.....	5.4	5.5	1.0	6.1	.2	2.8		5.8	.6	.7
\$57.50-\$59.99.....	6.8	6.2	.3	2.2	.3			2.1	1.3	
\$60.00-\$62.49.....	6.8	3.4	.3	2.7	.3		.1	1.1		
\$62.50-\$64.99.....	2.1	1.2	.7	1.2	.1			2.1		
\$65.00-\$67.49.....	5.4	1.3		.4						
\$67.50-\$69.99.....	5.1	.9	.1	.1		.5				
\$70.00-\$72.49.....	4.8	.8								
\$72.50-\$74.99.....	.7	.4								
\$75.00-\$79.99.....	2.8	.3								
\$80.00-\$84.99.....	.9									
\$85.00-\$89.99.....	1.0									
\$90.00-\$94.99.....	.2									
\$95.00-\$99.99.....	.3									
\$100.00 and over.....	.2									
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	1,920	2,956	5,381	1,285	990	1,096	706	190	897	2,452
Average weekly salaries <sup>1</sup> .....	\$55.00	\$48.00	\$40.00	\$46.50	\$38.50	\$39.50	\$37.00	\$45.50	\$41.50	\$33.50

<sup>1</sup> Excludes pay for overtime.TABLE 4.—Average weekly salaries<sup>1</sup> for selected office occupations in Philadelphia, by size of establishment, January 1949

Sex, occupation, and grade	Average weekly salaries <sup>1</sup> in—								
	Manufacturing establishments with total employment of—			Wholesale establishments with total employment of—			Finance, insurance, and real estate establishments with total employment of—		
	501 or more	251 to 500	101 to 500	251 or more	101 to 250	26 to 100	251 or more	101 to 250	26 to 100
<i>Men</i>									
Bookkeepers, hand.....	\$72.50	\$62.50	\$67.00	( <sup>2</sup> )	( <sup>2</sup> )	\$72.50	\$50.50	( <sup>2</sup> )	\$58.00
Clerks, accounting.....	54.50	47.00	( <sup>2</sup> )	\$55.00	( <sup>2</sup> )	( <sup>2</sup> )	36.50	\$41.50	49.00
Office boys.....	32.00	30.50	( <sup>2</sup> )	32.00	\$31.00	34.50	28.50	29.50	30.50
<i>Women</i>									
Bookkeeping-machine operators, class B.....	42.50	41.50	( <sup>2</sup> )	41.50	40.50	41.00	32.00	( <sup>2</sup> )	( <sup>2</sup> )
Clerks, accounting.....	42.50	38.00	( <sup>2</sup> )	40.00	46.50	40.00	34.00	36.00	( <sup>2</sup> )
Clerks, file, class B.....	36.00	33.50	( <sup>2</sup> )	( <sup>2</sup> )	35.00	26.50	26.00	28.00	28.00
Clerks, general.....	49.50	48.50	43.00	( <sup>2</sup> )	48.50	44.50	42.50	50.50	( <sup>2</sup> )
Clerks, pay roll.....	46.00	42.50	45.00	46.50	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )	( <sup>2</sup> )
Clerk-typists.....	38.00	35.00	35.50	( <sup>2</sup> )	35.00	35.50	31.50	32.00	31.50
Secretaries, No. 1.....	63.00	56.50	58.50	( <sup>2</sup> )	( <sup>2</sup> )	50.00	53.00	52.50	49.00
Secretaries, No. 2.....	53.50	45.50	( <sup>2</sup> )	48.00	45.00	44.50	42.50	43.00	43.50
Stenographers, general.....	42.00	40.50	( <sup>2</sup> )	38.00	41.50	41.50	35.50	35.50	37.50
Switchboard operators.....	44.00	40.50	( <sup>2</sup> )	38.50	41.00	( <sup>2</sup> )	38.50	40.00	29.50
Switchboard operator-receptionists.....	43.00	42.50	40.00	( <sup>2</sup> )	42.00	38.00	( <sup>2</sup> )	( <sup>2</sup> )	36.00
Typists, class B.....	38.50	( <sup>2</sup> )	36.00	34.50	37.50	( <sup>2</sup> )	29.00	31.00	30.00

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Insufficient number of workers to justify presentation of an average.

TABLE 5.—Scheduled weekly hours for women in Philadelphia offices, January 1949

Weekly hours	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours.....	1.1				6.1		2.6		
35 hours.....	6.5	4.8	1.7	9.4	2.5	1.3	17.3	2.1	1.2
Over 35 and under 37½ hours.....	5.5	3.4	1.6	5.9	2.0	4.6	14.6	.8	5.1
37½ hours.....	19.7	17.4	8.1	30.9	15.3	3.2	29.2	32.4	36.9
Over 37½ and under 40 hours.....	7.4	5.0	1.9	9.5	15.6		16.0	1.4	2.0
40 hours.....	59.2	69.4	86.7	44.3	58.5	87.7	19.7	60.9	54.8
Over 40 hours.....	.6					3.2	.6	2.4	

TABLE 6.—Scheduled days in workweek for women in Philadelphia offices, January 1949

Days in week	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	93.7	98.7	100.0	96.9	98.2	72.2	88.2	95.5	97.6
5½ days.....	3.0	.9		2.2	.7	8.3	7.6	1.4	2.4
6 days.....	1.9	.4		.9	1.1	14.9	.5		
Other.....	1.4					4.6	3.7	3.1	

TABLE 7.—Vacations with pay in Philadelphia offices, January 1949

Vacation policy	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
A offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>									
Offices with paid vacations.....	99.9	100.0	100.0	100.0	99.7	100.0	100.0	100.0	99.1
1 week.....	21.8	7.0	6.4	7.8	17.7	80.6	12.5	79.3	7.6
Over 1 and under 2 weeks.....	.8	.1		.2			3.7		
2 weeks.....	77.0	92.6	93.6	91.2	82.0	19.4	83.8	20.7	85.5
Over 2 weeks.....	.3	.3		.8					6.0
Offices with no paid vacations.....	.1				.3				.9
<i>2 years of service</i>									
Offices with paid vacations.....	99.9	100.0	100.0	100.0	99.7	100.0	100.0	100.0	99.1
1 week.....	4.4	4.9	6.4	2.6	8.6	7.4	.5	1.0	5.7
Over 1 and under 2 weeks.....	.3	.1		.2			1.5		
2 weeks.....	94.4	94.7	93.6	96.4	91.1	92.6	95.8	99.0	87.4
Over 2 weeks.....	.8	.3		.8			2.2		6.0
Offices with no paid vacations.....	.1				.3				.9
<i>5 years of service</i>									
Offices with paid vacations.....	99.9	100.0	100.0	100.0	99.7	100.0	100.0	100.0	99.1
1 week.....	2.6	2.5	4.0	.5	7.5	4.1	.5		1.0
Over 1 and under 2 weeks.....	.3	.1		.2			1.5		
2 weeks.....	93.0	95.4	96.0	94.4	92.2	90.0	86.8	100.0	92.1
Over 2 weeks.....	4.0	2.0		4.9		5.9	11.2		6.0
Offices with no paid vacations.....	.1				.3				.9

## SALARIES OF OFFICE WORKERS

TABLE 8.—Paid holidays in Philadelphia offices, January 1949

Number of paid holidays	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	99.7	99.7	99.5	100.0	100.0	99.4	99.4	100.0	100.0
Number of holidays:									
1 to 5.....	.9	1.6		3.9			.4		.9
6.....	35.7	41.8	55.5	22.1	33.9	88.7	4.0	6.2	46.5
6½.....	3.2	6.2	6.3	6.1	1.1				
7.....	15.9	21.7	23.2	19.4	29.8	6.4	4.6	3.9	9.0
7½.....	1.5	1.2		2.8		4.3		8.0	
8.....	15.9	20.8	14.5	30.1	17.9		6.2	25.8	20.4
8½.....	.7	.7		1.6	1.8				8.8
9.....	4.9	.5		1.3	4.8			53.5	9.0
9½.....	.1						.1		2.7
10.....	3.8	4.9		12.0	4		5.4	2.5	.5
10½.....	.7	.2		.5	5.4				
11.....	1.4	.1		.2					
11½.....	2.4						6.5		2.2
12 or 12½.....	3.0				4.9		12.0		
12 or 12½.....	3.0						12.2	.1	
13 or more.....	9.6						48.0		
Offices providing no paid holidays.....	.3	.3	.5			.6	.6		

TABLE 9.—Nonproduction bonuses in Philadelphia offices, January 1949

Type of bonus	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	43.9	40.0	33.5	49.3	54.8	61.6	51.4	7.9	49.1
Christmas or year-end.....	40.1	36.8	30.2	46.2	40.2	61.6	48.9	7.0	40.7
Profit-sharing.....	2.4	2.9	3.3	2.3	4.9		2.5		
Other.....	1.4	.3		.8	9.7			.9	8.4
Offices with no nonproduction bonuses.....	56.1	60.0	66.5	50.7	45.2	38.4	48.6	92.1	50.9

TABLE 10.—Formal provisions for paid sick leave in Philadelphia offices, January 1949

Provisions for paid sick leave	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>									
Offices with formal provisions for paid sick leave.....	44.3	48.9	50.1	47.1	27.9	52.4	34.1	61.2	22.2
Under 5 days.....	2.6	.1	.2	.2		17.2	4.0		
5 days.....	5.0	6.9	4.9	9.9		1.2	6.3		6.1
6 days.....	4.9	.2	.4		2.9	7.4	2.7	43.9	
7 or 8 days.....	.9	1.7		4.1	1.1				
10 days.....	14.1	20.8	24.4	15.5	15.9		9.8		7.7
12 or 12½ days.....	2.0				1.7	7.4	2.3	8.0	
15 days.....	4.0	1.6		3.9		18.2	5.7		8.4
16 days.....	3.3	6.7	11.3						
20 days.....	1.9				4.6	1.0	3.3	9.3	
Over 20 days.....	5.6	10.9	9.1	13.5	1.7				
Offices with no formal provisions for paid sick leave.....	55.7	51.1	49.9	52.9	72.1	47.6	65.9	38.8	77.8
<i>2 years of service</i>									
Offices with formal provisions for paid sick leave.....	44.6	48.9	50.1	47.1	27.9	52.4	34.1	64.8	22.2
Under 5 days.....	2.6	.1	.2	.2		17.2	4.0		
5 days.....	3.8	4.4	3.3	6.1		1.2	6.3		6.1
6 days.....	4.9	.2	.4		2.9	7.4	2.7	43.9	
7 or 8 days.....	.1				1.1				
10 days.....	8.2	9.9	11.4	7.5	11.0		9.8		7.7
12 or 12½ days.....	1.7	1.7		4.1	1.7	7.4			
15 days.....	3.7	7.0	2.9	13.0					8.4
16 days.....	3.3	6.7	11.3						
20 days.....	6.2	8.0		2.7	9.5	1.0	5.7		
Over 20 days.....	10.1	10.9	9.1	13.5	1.7	18.2	5.6	20.9	
Offices with no formal provisions for paid sick leave.....	55.4	51.1	49.9	52.9	72.1	47.6	65.9	35.2	77.8
<i>5 years of service</i>									
Offices with formal provisions for paid sick leave.....	45.0	48.9	50.1	47.1	27.9	57.0	34.1	64.8	22.2
Under 5 days.....	.1	.1	.2	.2					
5 days.....	6.1	4.2	3.3	5.4		18.4	10.3		6.1
6 days.....	5.3	.2	.4		2.9	12.0	2.7	43.9	
7 or 8 days.....	.1				1.1				
10 days.....	7.0	7.6	9.9	4.3	11.0		9.8		7.7
12 or 12½ days.....	.9				1.7	7.4			
15 days.....	1.0	1.4	1.6	1.2					8.4
16 days.....	3.3	6.7	11.3						
20 days.....	1.0	1.2		3.0	2.4	1.0			
Over 20 days.....	20.2	27.5	23.6	33.0	8.8	18.2	11.3	20.9	
Offices with no formal provisions for paid sick leave.....	55.0	51.1	49.9	52.9	72.1	43.0	65.9	35.2	77.8

TABLE 11.—Insurance and pension plans in Philadelphia offices, January 1949

Type of plan	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <sup>1</sup>	89.2	94.0	93.6	94.6	86.7	85.6	80.3	95.9	70.2
Life insurance.....	79.2	87.2	93.6	77.9	85.1	47.2	68.2	94.6	70.1
Health insurance.....	40.0	58.2	69.0	42.6	33.7	43.3	6.7	25.5	2.8
Retirement pension.....	60.7	65.2	62.1	69.7	56.8	47.2	50.3	92.3	35.1
Other.....	44.4	50.1	41.6	62.5	32.4	27.2	39.1	69.6	22.2
Offices with no insurance or pension plans.....	10.8	6.0	6.4	5.4	13.3	14.4	19.7	4.1	29.8

<sup>1</sup> Unduplicated total.

## ST. LOUIS, JANUARY 1949

### Salaries

Salaries of women in the office jobs studied in St. Louis ranged from \$17.50 to over \$85 a week in January 1949, but over half of these salaries fell within a \$10 range—\$32.50 to \$42.50. Nearly three-fourths of the women employees earned between \$30 and \$45. Men's salaries varied more than those of women. These variations in earnings are traceable to differences in salary level among industries and among different-sized establishments, as well as to differences in the earnings of individual workers because of length of service and other factors. This was a reflection in part of the large proportion of offices with salary structures based on individual determination.

On an occupational basis, average salaries for women ranged from \$30 for office girls to \$47.50 a week for workers performing the functions of hand bookkeepers by machine (class A bookkeeping-machine operators). Women general stenographers, numerically the most important occupational group studied, earned \$41 a week, on the average. Half of the women in this job received weekly salaries of between \$37.50 and \$45.

Other numerically important groups were clerk-typists, with an average of \$36 a week, accounting clerks at \$40.50, and Comptometer operators at \$42. In half of the jobs studied, average salaries for women fell between \$38.50 and \$42.50.

Information could be presented for men in nine of the clerical classifications studied. Average salaries of men in these jobs ranged from \$30.50 for office boys to \$63.50 for hand bookkeepers. Accounting clerks, the largest group numerically, had average salaries of \$51.50.

Although salaries for clerical workers are generally expressed in monthly or weekly terms, hourly rates also are presented here. On an hourly basis, the occupational averages for men workers ranged from 76 cents to \$1.62; among women the range was from 75 cents to \$1.18.

Office workers employed in manufacturing

and in transportation, communication, and other public utilities had, on the average, higher salaries than those in the other industry groups studied. The variations in occupational averages between industries were not consistent, however.

There was little consistent variation in weekly salaries with size of establishment. However, the large manufacturing and wholesale trade establishments generally paid somewhat higher salaries than the other establishments in these industries.

### Work Schedules

Women office employees in St. Louis typically worked a 5-day, 40-hour week, although there was variation by industry. In all industries combined, 4 out of 5 employees were on a 40-hour week and 9 out of 10 worked 5 days a week. In service industry offices, two-fifths of the women were scheduled to work 37½ hours or less a week. Over one-third in the finance, insurance, and real estate group had a scheduled workweek of less than 40 hours. While the 5-day week was most typical in all industries, about 13 percent of the women workers in wholesale trade and finance, insurance, and real estate worked a 5½-day week.

### Paid Vacations

Virtually all office employees in the St. Louis industries studied were provided with at least 1 week's paid vacation after 1 year's service. About half of the workers received a week's vacation annually after 6 months' service. After 1 year of service, over two-thirds of the workers were provided 2-weeks' annual vacations.

Vacation practices varied considerably among industries. The proportion of office employees receiving 2-week vacations with pay after a year of service varied from 9 out of 10 in finance, insurance, and real estate to 1 out of 3 in transportation, communication, and other public utilities. Annual vacation benefits increased to 3 weeks after 15 years of service in offices with one-fourth of the St. Louis workers.

### **Paid Holidays**

Paid holidays were typically provided for St. Louis office workers. Ninety-six percent of them received at least 6 holidays a year. Holiday practices were found to vary by industry. The greatest number of paid holidays was generally provided in finance, insurance, and real estate offices and in transportation, communication, and other public utilities. Seven out of 10 workers in finance, insurance, and real estate establishments were employed in offices providing at least 8 holidays a year and over 4 out of 5 transportation, communication, and other public utilities office employees received at least 7 holidays a year.

### **Nonproduction Bonuses**

About two-fifths of the office workers in the industries studied in St. Louis are employed by firms that reported the payment of nonproduction bonuses. Most of the bonuses were in the form of Christmas or year-end payments. Among industry groups, bonus payments were least common in transportation, communication, and other public utilities and most widespread in retail trade.

### **Paid Sick Leave**

In the industries studied in St. Louis, estab-

lishments employing 3 out of 10 office workers had formal provisions for paid sick leave after 1 year of service. Sick leave with pay was provided workers with 2 years' service in establishments with almost two-fifths of all office workers. The length of sick leave allowed varied greatly among establishments and industries.

### **Insurance and Pension Plans**

Some form of life or health insurance or retirement pension plan, financed in whole or in part by the employers, was provided in firms with over four-fifths of St. Louis office workers. Over one-third were employed in establishments that provided a retirement pension. Life insurance was provided in offices with about two-thirds and health insurance in firms with over three-tenths of the employees.

There was considerable difference in the insurance and pension benefits provided among industries. For example, in transportation, communication, and other public utilities, life insurance was less common than in other industries, but nearly 90 percent of the office workers were entitled to retirement pension benefits. In manufacturing, three-fourths of the workers were entitled to life insurance benefits, but only 16 percent to retirement pension benefits provided in addition to Federal Old-Age and Survivors insurance benefits.

## SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in St. Louis, by industry division, January 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Men</i>						<i>Women—Con.</i>							
Billers, machine (billing machine).....	26	\$39.00	40.5	\$0.96	\$36.00	\$36.00-\$44.00	Billers, machine (bookkeeping machine).....	30	\$44.00	40.0	\$1.11	\$42.00	\$36.00-\$58.00
Bookkeepers, hand <sup>3</sup> .....	251	63.50	39.5	1.62	62.00	54.00- 69.00	Bookkeepers, hand <sup>3</sup> .....	259	46.00	40.0	1.14	46.00	40.00- 50.00
Manufacturing.....	99	63.00	40.0	1.61	62.00	52.50- 69.00	Manufacturing.....	117	45.50	40.0	1.14	46.00	40.50- 50.00
Durable goods.....	45	68.00	40.0	1.70	62.00	61.50- 68.50	Durable goods.....	33	46.50	40.0	1.17	50.00	35.00- 56.00
Nondurable goods.....	54	58.50	38.0	1.54	52.50	48.00- 69.00	Nondurable goods.....	84	45.50	40.0	1.13	46.00	40.50- 48.50
Wholesale trade.....	43	61.00	39.5	1.55	57.50	57.50- 65.00	Wholesale trade.....	71	43.00	40.5	1.06	40.50	40.00- 48.00
Finance, insurance, and real estate.....	71	64.50	39.5	1.64	63.50	54.50- 69.00	Bookkeeping-machine operators, class A <sup>2</sup> .....	136	47.50	40.0	1.18	46.00	43.50- 52.00
Bookkeeping-machine operators, class B <sup>3</sup> .....	79	38.00	40.0	.95	35.00	32.00- 40.50	Manufacturing.....	52	52.50	41.5	1.27	53.50	48.00- 57.50
Finance, insurance, and real estate.....	47	35.00	40.0	.88	34.50	33.00- 39.00	Wholesale trade.....	41	45.00	39.5	1.14	46.00	43.50- 46.50
Clerks, accounting <sup>3</sup> .....	767	51.50	40.0	1.29	51.50	44.00- 57.50	Bookkeeping-machine operators, class B <sup>3</sup> .....	906	38.50	40.0	.97	38.00	34.50- 42.00
Manufacturing.....	343	54.00	40.0	1.34	52.00	46.00- 60.00	Manufacturing.....	250	40.00	40.5	1.00	40.50	35.50- 44.00
Durable goods.....	203	51.00	40.0	1.27	50.50	44.50- 56.50	Durable goods.....	58	42.50	40.0	1.06	42.50	38.50- 47.00
Nondurable goods.....	140	57.50	40.0	1.44	57.50	46.00- 69.00	Nondurable goods.....	192	39.50	40.5	.98	40.00	35.50- 43.50
Wholesale trade.....	219	51.00	40.5	1.26	47.00	44.00- 56.50	Wholesale trade.....	279	40.50	40.5	1.00	39.00	37.50- 42.00
Finance, insurance, and real estate.....	134	47.00	39.5	1.19	46.00	35.00- 56.50	Retail trade <sup>4</sup> .....	59	38.50	40.5	.96	37.50	35.50- 41.50
Transportation, communication, and other public utilities.....	41	50.50	39.5	1.28	49.00	42.00- 56.50	Finance, insurance, and real estate.....	278	35.50	40.0	.89	34.50	33.00- 39.50
Clerks, general <sup>3</sup> .....	83	49.50	40.0	1.23	45.00	41.00- 56.00	Transportation, communication, and other public utilities.....	27	44.00	40.5	1.09	43.50	40.50- 48.00
Manufacturing.....	41	55.50	40.5	1.38	56.00	46.00- 62.50	Calculating-machine operators (Comptometer type) <sup>3</sup> .....	1,043	42.00	40.0	1.06	42.00	38.00- 46.00
Clerks, order <sup>3</sup> .....	467	53.50	40.5	1.33	54.00	43.50- 63.50	Manufacturing.....	515	41.50	40.0	1.03	41.00	37.00- 46.00
Manufacturing.....	208	52.50	39.0	1.34	52.50	45.50- 57.00	Durable goods.....	166	44.50	40.0	1.11	46.00	42.50- 48.50
Durable goods.....	96	52.00	40.0	1.30	54.00	47.00- 56.00	Nondurable goods.....	349	40.00	40.0	.99	39.50	36.00- 43.00
Nondurable goods.....	112	53.00	38.5	1.37	52.50	44.00- 63.50	Wholesale trade.....	174	42.50	40.0	1.06	41.50	38.00- 45.50
Wholesale trade.....	229	55.50	41.0	1.35	55.00	42.00- 67.50	Retail trade <sup>4</sup> .....	240	43.00	39.0	1.09	43.50	38.00- 46.00
Clerks, pay roll <sup>3</sup> .....	108	50.00	40.0	1.25	49.50	43.50- 53.50	Transportation, communication, and other public utilities.....	93	45.50	40.5	1.12	44.00	40.00- 50.00
Manufacturing.....	89	50.00	40.0	1.26	52.00	47.00- 53.50	Calculating-machine operators (other than Comptometer type) <sup>3</sup> .....	221	37.50	40.0	.94	36.50	34.00- 42.00
Durable goods.....	54	51.00	40.0	1.28	52.00	49.00- 53.50	Manufacturing.....	49	38.50	40.0	.96	37.00	34.00- 42.50
Nondurable goods.....	35	48.50	39.5	1.23	48.50	38.00- 57.50	Wholesale trade.....	67	37.00	40.0	.92	35.50	35.00- 39.00
Clerk-typists.....	66	43.50	40.0	1.08	40.00	39.50- 50.00	Retail trade <sup>4</sup> .....	42	38.50	39.5	.97	38.50	34.50- 42.00
Office boys <sup>3</sup> .....	351	30.50	40.0	.76	30.00	25.00- 34.50	Finance, insurance, and real estate.....	44	34.00	40.0	.85	34.50	33.00- 35.00
Manufacturing.....	131	31.50	40.0	.78	31.00	27.00- 36.00	Clerks, accounting <sup>3</sup> .....	1,149	40.50	39.5	1.02	40.00	35.00- 45.50
Durable goods.....	33	33.00	40.0	.82	32.00	29.00- 36.00	Manufacturing.....	397	43.00	40.0	1.08	42.50	38.00- 47.00
Nondurable goods.....	98	31.00	40.0	.77	30.50	25.50- 36.00	Durable goods.....	186	43.00	40.0	1.07	41.00	38.00- 47.50
Wholesale trade.....	103	33.50	40.0	.84	32.50	27.50- 37.50	Nondurable goods.....	211	43.50	40.0	1.09	42.50	38.00- 46.50
Finance, insurance, and real estate.....	85	25.50	40.0	.64	25.50	23.00- 28.00	Wholesale trade.....	134	42.50	40.5	1.05	42.50	36.00- 48.50
<i>Women</i>						<i>Women—Con.</i>							
Billers, machine (billing machine) <sup>3</sup> .....	416	39.00	40.0	.98	38.00	34.50- 44.00	Retail trade <sup>4</sup> .....	160	38.00	39.5	.96	37.00	29.50- 42.50
Manufacturing.....	181	40.50	40.5	1.01	39.00	37.00- 44.00	Finance, insurance, and real estate.....	246	34.00	39.0	.87	31.00	30.00- 37.00
Durable goods.....	63	39.50	40.0	.99	38.00	35.50- 44.00	Transportation, communication, and other public utilities.....	193	44.00	39.0	1.12	42.50	39.00- 49.00
Nondurable goods.....	118	41.00	40.5	1.01	39.50	37.50- 44.00	Clerks, file, class A <sup>3</sup> .....	174	40.50	39.5	1.01	39.00	34.50- 44.00
Wholesale trade.....	128	36.00	40.0	.91	36.50	33.00- 38.00	Manufacturing.....	70	43.00	40.0	1.08	40.00	36.00- 49.00
Transportation, communication, and other public utilities.....	56	47.00	40.5	1.16	46.00	42.50- 50.00	Wholesale trade.....	37	41.00	40.0	1.03	39.00	35.50- 43.00
							Finance, insurance, and real estate.....	54	34.50	39.5	.88	34.50	30.00- 39.00

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.<sup>4</sup> Excludes department and limited-price variety stores.

TABLE 1.—Salaries<sup>1</sup> and weekly scheduled hours of work for selected office occupations in St. Louis, by industry division, January 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median <sup>2</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<i>Women—Con.</i>						<i>Women—Con.</i>							
Clerks, file, class B <sup>3</sup> .....	874	\$32.00	39.5	\$0.81	\$31.00	\$28.50-\$35.00	Stenographers, general—Continued						
Manufacturing.....	247	34.50	39.5	.88	35.00	30.00- 38.50	Transportation, communication, and other public utilities..	223	\$44.50	40.0	\$1.12	\$45.50	\$40.00-\$50.00
Durable goods.....	108	37.00	40.0	.92	36.00	35.00- 40.00	Services.....	184	38.00	39.0	.98	37.00	34.50- 40.50
Nondurable goods.....	139	33.00	39.0	.84	32.00	29.00- 37.50	Stenographers, technical <sup>3</sup> .....	230	44.50	39.5	1.12	42.50	40.00- 48.50
Wholesale trade.....	240	33.50	40.0	.83	32.00	29.50- 35.00	Manufacturing.....	54	45.50	40.0	1.14	43.00	42.50- 48.00
Finance, insurance, and real estate.....	280	28.00	39.5	.70	26.50	25.00- 31.50	Finance, insurance, and real estate.....	119	42.00	39.5	1.06	41.50	39.00- 46.50
Transportation, communication, and other public utilities..	68	35.00	40.0	.88	34.00	33.00- 37.00	Transportation, communication, and other public utilities..	44	49.50	40.0	1.24	51.00	45.50- 51.50
Clerks, general <sup>3</sup> .....	217	39.50	39.5	1.00	38.00	33.00- 43.00	Switchboard operators <sup>3</sup> .....	350	39.50	40.0	.99	39.00	35.00- 44.00
Manufacturing.....	120	37.00	39.5	.94	34.00	32.00- 40.50	Manufacturing.....	108	42.50	40.0	1.06	40.50	39.00- 46.00
Finance, insurance, and real estate.....	66	39.00	39.5	.99	38.00	34.50- 42.50	Durable goods.....	43	41.50	40.0	1.04	40.50	37.50- 44.50
Clerks, order <sup>3</sup> .....	303	42.50	40.0	1.06	42.00	38.00- 46.00	Nondurable goods.....	65	43.00	40.0	1.08	41.50	39.00- 46.00
Manufacturing.....	176	42.00	40.0	1.05	42.00	37.50- 46.50	Wholesale trade.....	82	39.00	40.5	.96	37.00	34.50- 41.00
Durable goods.....	61	43.50	40.0	1.08	45.00	39.00- 47.50	Retail trade <sup>4</sup> .....	40	37.00	40.5	.91	36.50	30.00- 42.50
Nondurable goods.....	115	41.50	40.0	1.04	42.00	36.50- 44.00	Finance, insurance, and real estate.....	92	36.50	40.0	.91	37.00	33.00- 38.00
Wholesale trade.....	84	44.00	40.0	1.10	42.00	39.00- 48.00	Transportation, communication, and other public utilities..	29	46.50	41.0	1.12	45.50	44.00- 48.00
Retail trade <sup>4</sup> .....	30	41.50	40.5	1.03	39.00	39.00- 43.00	Switchboard operator-receptionists <sup>3</sup> .....	454	37.50	40.0	.93	36.00	32.50- 40.50
Clerks, pay roll <sup>3</sup> .....	701	42.00	40.0	1.05	41.00	37.00- 47.00	Manufacturing.....	209	39.00	40.0	.98	37.50	34.00- 43.50
Manufacturing.....	393	40.50	40.0	1.01	40.00	34.50- 46.00	Durable goods.....	104	40.00	40.0	1.00	37.50	34.50- 41.00
Durable goods.....	156	44.00	40.5	1.10	41.50	39.50- 50.00	Nondurable goods.....	105	38.50	40.0	.95	37.50	34.00- 44.00
Nondurable goods.....	237	38.50	40.0	.96	37.00	32.00- 42.00	Wholesale trade.....	181	35.50	40.5	.87	35.50	32.50- 37.50
Wholesale trade.....	78	45.00	40.5	1.11	42.50	41.00- 44.50	Transcribing-machine operators, general <sup>3</sup> .....	280	39.50	40.0	.98	38.00	35.50- 43.00
Retail trade <sup>4</sup> .....	70	41.50	40.5	1.03	42.00	31.00- 48.00	Manufacturing.....	109	40.50	40.0	1.02	41.50	37.00- 44.50
Transportation, communication, and other public utilities..	148	45.00	40.0	1.12	42.00	39.00- 52.00	Durable goods.....	34	41.00	40.0	1.03	43.00	36.50- 45.00
Clerk-typists.....	2,591	36.00	40.0	.91	35.00	31.50- 39.50	Nondurable goods.....	75	40.50	40.0	1.01	41.50	37.50- 44.50
Manufacturing.....	840	39.00	40.0	.98	38.50	34.50- 42.50	Wholesale trade.....	81	40.00	40.0	1.00	37.00	35.50- 41.50
Durable goods.....	418	39.50	40.0	.99	40.00	37.00- 44.00	Retail trade <sup>4</sup> .....	29	37.50	40.0	.94	35.00	33.50- 40.00
Nondurable goods.....	422	38.50	40.0	.97	38.00	34.00- 42.00	Finance, insurance, and real estate.....	51	35.50	40.0	.90	35.50	34.50- 37.00
Wholesale trade.....	422	35.00	40.5	.87	35.00	30.00- 38.00	Typists, class A <sup>3</sup> .....	245	40.50	40.0	1.01	39.50	37.00- 43.00
Retail trade <sup>4</sup> .....	265	34.50	40.5	.85	33.50	30.00- 37.00	Manufacturing.....	120	38.50	40.0	.96	38.00	36.00- 40.50
Finance, insurance, and real estate.....	692	33.00	39.5	.83	32.00	31.00- 35.00	Transportation, communication, and other public utilities..	65	44.00	40.0	1.10	43.00	40.00- 48.00
Transportation, communication, and other public utilities..	151	41.00	40.5	1.02	40.00	36.00- 45.00	Typists, class B <sup>3</sup> .....	728	34.50	40.0	.87	34.00	30.00- 38.00
Services.....	221	34.50	37.5	.92	34.50	31.00- 37.00	Manufacturing.....	272	33.00	40.0	.83	32.00	30.00- 35.50
Office girls <sup>3</sup> .....	244	30.00	40.0	.75	30.00	26.00- 33.50	Durable goods.....	48	36.00	40.5	.89	38.00	33.00- 38.00
Manufacturing.....	101	32.50	40.0	.81	32.00	29.00- 34.50	Nondurable goods.....	224	32.50	40.0	.82	31.50	30.00- 35.00
Durable goods.....	26	33.50	40.0	.84	34.00	29.50- 36.00	Wholesale trade.....	243	38.50	40.5	.95	36.00	34.00- 40.50
Nondurable goods.....	75	32.00	40.0	.81	32.00	29.50- 36.00	Retail trade <sup>4</sup> .....	36	33.00	40.5	.82	30.00	28.00- 38.00
Wholesale trade.....	32	30.50	40.0	.76	29.00	25.50- 32.00	Finance, insurance, and real estate.....	93	30.00	39.5	.76	30.00	27.50- 32.00
Finance, insurance, and real estate.....	65	24.00	39.5	.61	23.00	20.50- 27.50	Transportation, communication, and other public utilities..	64	36.00	39.5	.91	37.00	33.00- 37.00
Stenographers, general.....	3,293	41.00	40.0	1.03	40.50	37.00- 44.50							
Manufacturing.....	1,414	41.50	40.0	1.04	40.50	37.50- 46.00							
Durable goods.....	557	43.00	40.0	1.07	43.50	38.00- 46.00							
Nondurable goods.....	857	41.00	40.0	1.02	40.00	36.50- 44.50							
Wholesale trade.....	713	41.00	40.5	1.02	40.50	38.00- 45.00							
Retail trade <sup>4</sup> .....	144	43.50	40.0	1.09	42.50	38.00- 48.00							
Finance, insurance, and real estate.....	615	38.00	39.5	.96	38.00	34.50- 40.50							

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Value above and below which half of workers' salaries fell.<sup>3</sup> Includes data for industry divisions not shown separately.<sup>4</sup> Excludes department and limited-price variety stores.

## SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in St. Louis, January 1949

Weekly salaries <sup>1</sup>	Percent of men—							
	Book-keepers, hand	Book-keeping-machine operators, class B	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office boys
Under \$15.00.....								
\$15.00-\$17.49.....								1.7
\$17.50-\$19.99.....								4.0
\$20.00-\$22.49.....								8.3
\$22.50-\$24.99.....								19.8
\$25.00-\$27.49.....		1.3						17.7
\$27.50-\$29.99.....		7.6	0.4					8.3
\$30.00-\$32.49.....		17.7	1.3					16.5
\$32.50-\$34.99.....	0.8	27.9	2.7		0.2		19.7	10.0
\$35.00-\$37.49.....		7.6	2.2	1.2	3.0	7.4		5.7
\$37.50-\$39.99.....	.8	11.4	2.1	4.8	3.4	1.9	4.5	1.7
\$40.00-\$42.49.....	.8	6.3	12.1	25.4	16.7	12.0	28.8	.3
\$42.50-\$44.99.....	1.2	2.5	7.3	15.7	3.6	4.6	16.7	6.0
\$45.00-\$47.49.....	3.2		14.0	14.5	9.0	5.6	3.0	
\$47.50-\$49.99.....	6.8		4.2	3.6	2.4	20.4	1.5	
\$50.00-\$52.49.....	2.8		12.2	1.2	5.6	15.7	7.6	
\$52.50-\$54.99.....	11.2	17.7	3.1	7.2	10.9	10.2	7.6	
\$55.00-\$57.49.....	1.2		10.8	7.2	10.7	7.4	3.0	
\$57.50-\$59.99.....	12.3		7.3	3.6	7.1	4.6		
\$60.00-\$62.49.....	11.5		3.4	3.6	.6	4.6	7.6	
\$62.50-\$64.99.....	12.6		2.5	1.2	7.9			
\$65.00-\$67.49.....	1.6		5.2	2.4	2.1	2.8		
\$67.50-\$69.99.....	10.0		3.3	3.6	10.3	1.9		
\$70.00-\$72.49.....	.8		1.8	2.4	1.1	.9		
\$72.50-\$74.99.....	2.0		1.6		2.4			
\$75.00-\$79.99.....	8.4		2.5		2.6			
\$80.00-\$84.99.....	4.0			1.2	.4			
\$85.00-\$89.99.....	2.4			1.2				
\$90.00-\$94.99.....	1.2							
\$95.00-\$99.99.....	4.4							
\$100.00 and over.....								
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers..	251	79	767	83	467	108	66	351
Average weekly salaries <sup>1</sup> .....	\$63.50	\$38.00	\$51.50	\$49.50	\$53.50	\$50.00	\$43.50	\$30.50

<sup>1</sup> Excludes pay for overtime.

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in St. Louis, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—						
	Billers, machine (billing machine)	Book-keepers, hand	Bookkeeping-machine operators, class A	Bookkeeping-machine operators, class B	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting
Under \$15.00.....							
\$15.00-\$17.49.....							
\$17.50-\$19.99.....							
\$20.00-\$22.49.....							
\$22.50-\$24.99.....							
\$25.00-\$27.49.....	2.9						
\$27.50-\$29.99.....	5.3			2.4	0.3	6.8	8.3
\$30.00-\$32.49.....	4.6	3.5		8.7	2.7	8.6	8.8
\$32.50-\$34.99.....	17.3	3.5		14.2	5.0	16.7	7.8
\$35.00-\$37.49.....	9.1	5.4	11.0	15.3	12.7	27.7	11.9
\$37.50-\$39.99.....	21.0	2.7	9.6	18.7	15.8	8.6	9.8
\$40.00-\$42.49.....	8.9	16.6	2.2	17.4	15.8	11.8	13.2
\$42.50-\$44.99.....	13.2	12.4	11.0	12.9	15.2	5.9	13.1
\$45.00-\$47.49.....	5.8	15.0	22.8	4.1	14.4	8.6	6.7
\$47.50-\$49.99.....	4.1	15.8	8.9	2.5	8.2	4.1	9.6
\$50.00-\$52.49.....	4.8	6.6	12.5	2.5	6.4	.4	4.2
\$52.50-\$54.99.....	.7	6.9		.7	1.4	.4	2.3
\$55.00-\$57.49.....	.2	6.2	19.1	.6	.9		1.4
\$57.50-\$59.99.....	.7	1.9	.7		.1		1.5
\$60.00-\$62.49.....	1.2	.8			.9	.4	.9
\$62.50-\$64.99.....	.2		1.5		.2		.2
\$65.00-\$67.49.....		1.9	.7				.3
\$67.50-\$69.99.....							
\$70.00-\$72.49.....							
\$72.50-\$74.99.....							
\$75.00-\$79.99.....		.8					
\$80.00-\$84.99.....							
\$85.00-\$89.99.....							
\$90.00-\$94.99.....							
\$95.00-\$99.99.....							
\$100.00 and over.....							
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	416	259	136	906	1,043	221	1,149
Average weekly salaries <sup>1</sup> .....	\$39.00	\$46.00	\$47.50	\$38.50	\$42.00	\$37.50	\$40.50

<sup>1</sup> Excludes pay for overtime.

## SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in St. Louis, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—						
	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk, typists	Office girls
Under \$15.00.....							
\$15.00-\$17.49.....							
\$17.50-\$19.99.....							5.7
\$20.00-\$22.49.....							4.9
\$22.50-\$24.99.....		4.0				0.3	8.2
\$25.00-\$27.49.....		15.2				.7	9.8
\$27.50-\$29.99.....	0.6	18.5		0.3	5.0	11.0	16.8
\$30.00-\$32.49.....	12.6	21.9	19.8	7.9	9.0	24.5	25.5
\$32.50-\$34.99.....	15.6	11.3	24.9	5.9	4.1	13.5	15.2
\$35.00-\$37.49.....	13.3	13.8	2.3	7.3	7.6	14.6	5.7
\$37.50-\$39.99.....	11.0	5.6	4.6	14.5	11.4	11.0	3.7
\$40.00-\$42.49.....	20.7	6.5	18.0	23.8	23.6	10.3	4.1
\$42.50-\$44.99.....	4.0	.8	7.4	12.5	10.9	6.8	.4
\$45.00-\$47.49.....	6.9	1.5	11.1	5.0	4.4	3.0	
\$47.50-\$49.99.....	6.3	.2	2.3	14.2	6.1	2.2	
\$50.00-\$52.49.....	1.7	.7	4.1	3.6	5.1	.7	
\$52.50-\$54.99.....			3.2	1.0	4.6	.6	
\$55.00-\$57.49.....	1.1				4.1	.1	
\$57.50-\$59.99.....	1.1				.7	.2	
\$60.00-\$62.49.....	.6		.9	3.3	1.9	.2	
\$62.50-\$64.99.....	3.4				.6	.3	
\$65.00-\$67.49.....	1.1		.5		.4		
\$67.50-\$69.99.....					.1		
\$70.00-\$72.49.....					.1		
\$72.50-\$74.99.....					.3		
\$75.00-\$79.99.....							
\$80.00-\$84.99.....				.7			
\$85.00-\$89.99.....			.9				
\$90.00-\$94.99.....							
\$95.00-\$99.99.....							
\$100.00 and over.....							
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	174	874	217	303	701	2,591	244
Average weekly salaries <sup>1</sup> .....	\$40.50	\$32.00	\$39.50	\$42.50	\$42.00	\$36.00	\$30.00

<sup>1</sup> Excludes pay for overtime.

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries<sup>1</sup> in St. Louis, January 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—						
	Stenographers, general	Stenographers, technical	Switchboard operators	Switchboard operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
Under \$15.00.....							
\$15.00-\$17.49.....							
\$17.50-\$19.99.....							
\$20.00-\$22.49.....			0.3				
\$22.50-\$24.99.....							0.3
\$25.00-\$27.49.....	0.1		.9				1.5
\$27.50-\$29.99.....	.4		1.1	10.1	1.4		16.8
\$30.00-\$32.49.....	4.8	3.5	6.9	12.6	2.9	4.5	22.0
\$32.50-\$34.99.....	10.4	4.3	14.9	16.6	15.7	2.4	22.8
\$35.00-\$37.49.....	9.7	4.3	17.9	21.2	26.1	20.4	10.4
\$37.50-\$39.99.....	18.2	7.4	10.0	11.0	13.6	24.5	13.0
\$40.00-\$42.49.....	19.9	23.1	17.3	10.6	11.1	18.8	5.5
\$42.50-\$44.99.....	12.7	18.3	11.7	8.1	15.0	12.7	3.0
\$45.00-\$47.49.....	10.4	10.0	9.7	3.7	8.2	5.7	1.0
\$47.50-\$49.99.....	5.9	7.4	4.3	1.1	2.5	4.1	.5
\$50.00-\$52.49.....	3.7	9.6	.9	.9	2.1	6.1	1.2
\$52.50-\$54.99.....	2.3	7.4	.9	.4		.8	.4
\$55.00-\$57.49.....	.7	.4		3.7			.7
\$57.50-\$59.99.....	.2	1.7	2.3		.7		
\$60.00-\$62.49.....	.4	.9	.6		.7		.3
\$62.50-\$64.99.....	.1	.4	.3				
\$65.00-\$67.49.....	.1	1.3					.3
\$67.50-\$69.99.....							
\$70.00-\$72.49.....							.3
\$72.50-\$74.99.....							
\$75.00-\$79.99.....							
\$80.00-\$84.99.....							
\$85.00-\$89.99.....							
\$90.00-\$94.99.....							
\$95.00-\$99.99.....							
\$100.00 and over.....							
Total.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers.....	3,293	230	350	454	280	245	728
Average weekly salaries <sup>1</sup> .....	\$41.00	\$44.50	\$39.50	\$37.50	\$39.50	\$40.50	\$34.50

<sup>1</sup> Excludes pay for overtime.TABLE 3.—Average weekly salaries<sup>1</sup> for women in selected office occupations in St. Louis, by size of establishment, January 1949

Occupation and grade	Average weekly salary <sup>1</sup> in—					
	Manufacturing establishments with total employment of—			Wholesale trade establishments with total employment of—		
	501 or more	251 to 500	101 to 250	251 or more	101 to 250	26 to 100
Billers, machine (billing machine).....	\$41.50	\$37.00	\$43.00	( <sup>2</sup> )	\$32.50	\$37.00
Bookkeeping-machine operators, class B.....	42.00	36.00	39.50	\$41.50	39.00	40.50
Calculating-machine operators (Comptometer type).....	41.50	38.50	( <sup>2</sup> )	44.50	40.00	42.50
Clerks, accounting.....	44.50	41.50	42.00	( <sup>2</sup> )	43.00	41.50
Clerks, file, class B.....	35.00	( <sup>2</sup> )	34.00	37.50	30.00	33.00
Clerks, pay roll.....	42.00	42.50	38.50	( <sup>2</sup> )	( <sup>2</sup> )	43.50
Clerk-typists.....	41.00	35.00	38.00	38.00	33.00	35.00
Stenographers, general.....	42.50	43.00	39.50	42.00	40.00	41.50
Switchboard operator-receptionists.....	( <sup>2</sup> )	35.50	41.00	( <sup>2</sup> )	36.00	35.00
Transcribing-machine operators, general.....	40.50	40.50	( <sup>2</sup> )	45.50	37.00	( <sup>2</sup> )
Typists, class B.....	33.00	32.50	( <sup>2</sup> )	42.00	36.00	36.50

<sup>1</sup> Excludes pay for overtime.<sup>2</sup> Insufficient number of workers to justify presentation of an average.

## SALARIES OF OFFICE WORKERS

TABLE 4.—Scheduled weekly hours for women in St. Louis offices, January 1949

Weekly hours	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours.....	2.8					7.1	2.5	10.3	1.5
Over 35 and under 37½ hours.....	1.8	1.0		1.6			2.2	.3	20.5
37½ hours.....	2.7	1.4		2.2	2.7	5.8	1.1	.4	23.9
Over 37½ and under 40 hours.....	6.7	.5	1.5		.9		30.1	.1	
40 hours.....	81.1	94.0	95.3	93.2	84.8	75.8	63.7	82.9	53.8
Over 40 and under 44 hours.....	2.3	.6		.8	5.6	8.4	.4	3.1	
44 hours.....	2.3	2.5	3.2	2.2	6.0	2.9		1.4	
Over 44 and under 48 hours.....	.3							1.5	
48 hours.....	( <sup>2</sup> )								.3

<sup>1</sup> Excludes department and limited-price variety stores.<sup>2</sup> Less than 0.05 of 1 percent.

TABLE 5.—Scheduled days in workweek for women in St. Louis offices, January 1949

Days in week	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	92.0	96.3	95.3	96.7	86.4	92.3	86.8	93.7	99.7
5½ days.....	7.2	3.7	4.7	3.3	13.6	7.7	13.2	1.7	
6 days.....	.3							1.5	.3
Other.....	.5							3.1	

<sup>1</sup> Excludes department and limited-price variety stores.

TABLE 6.—Vacations with pay in St. Louis offices, January 1949

Vacation policy	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>1 year of service</i>									
Offices with paid vacations.....	99.9	100.0	100.0	100.0	99.5	100.0	100.0	100.0	100.0
1 week.....	29.6	27.1	34.5	23.3	36.7	44.4	7.7	68.0	19.5
Over 1 and under 2 weeks.....	1.6	4.7	13.9						
2 weeks.....	68.7	68.2	51.6	76.7	62.8	55.6	92.3	32.0	80.5
Over 2 weeks.....									
Offices with no paid vacations.....	.1				.5				
<i>2 years of service</i>									
Offices with paid vacations.....	99.9	100.0	100.0	100.0	99.5	100.0	100.0	100.0	100.0
1 week.....	14.2	23.9	34.5	18.4	16.3	19.8	2.2	6.2	14.5
Over 1 and under 2 weeks.....									
2 weeks.....	83.5	69.5	65.5	71.6	83.2	80.2	97.8	93.8	85.5
Over 2 weeks.....	2.2	6.6		10.0					
Offices with no paid vacations.....	.1				.5				
<i>5 years of service</i>									
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	4.0	6.8	8.7	5.8	2.5		2.2		9.6
Over 1 and under 2 weeks.....									
2 weeks.....	90.8	86.6	91.3	84.2	97.5	100.0	85.4	100.0	90.4
Over 2 weeks.....	5.2	6.6		10.0			12.4		
Offices with no paid vacations.....									

<sup>1</sup> Excludes department and limited-price variety stores.

TABLE 7.—Paid holidays in St. Louis offices, January 1949

Number of paid holidays	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	98.5	98.4	98.6	98.3	94.5	100.0	100.0	100.0	100.0
Number of holidays:.....									
1 to 5.....	2.0	2.8	3.4	2.4	6.0	.3			
6.....	56.0	86.3	91.3	83.7	57.2	79.3	27.6	15.6	64.2
6½.....	1.0				5.0				1.7
7.....	19.3	7.5	3.9	9.4	24.5	15.6	3.6	68.9	26.5
8.....	10.2	1.8		2.8	1.8	4.8	27.0	15.5	7.6
8½.....	.1						.6		
9.....	6.4						26.8		
10.....	2.4						9.9		
11.....	.8						3.3		
11½.....	.3						1.2		
Offices providing no paid holidays.....	1.5	1.6	1.4	1.7	5.5				

<sup>1</sup> Excludes department and limited-price variety stores.

TABLE 8.—Nonproduction bonuses in St. Louis offices, January 1949

Type of bonus	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	44.6	34.1	33.1	34.6	60.7	78.0	66.5	2.3	39.0
Christmas or year-end.....	40.1	33.0	33.1	32.9	58.8	78.0	52.2	2.3	34.6
Profit-sharing.....	1.3				1.9		5.3		2.1
Other.....	3.2	1.1		1.7			11.0		2.3
Offices with no nonproduction bonuses.....	55.3	65.9	66.9	65.4	39.3	20.2	33.5	97.7	61.0
Information not available.....	.1					1.8			

<sup>1</sup> Excludes department and limited-price variety stores.

## SALARIES OF OFFICE WORKERS

TABLE 9.—Formal provisions for paid sick leave in St. Louis offices, January 1949

Provisions for paid sick leave	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>6 months of service</i>									
Offices with formal provisions for paid sick leave.....	20.5	31.8	26.8	34.4	16.2	65.2	12.2	5.9	5.0
Under 5 days.....	1.6				4.2	19.9			
5-5½ days.....	9.1	23.4	9.3	30.8		21.4	1.2		
6-6½ days.....	4.3	3.6	7.0	1.9	1.4	17.5	5.3	5.9	
7 days.....	2.4	1.2	3.4		10.6		.8		
10 days.....	1.5	3.6	7.1	1.7		6.4			
12 days.....	1.2						4.9		
15 days.....	.4								5.0
20 days.....									
Over 20 days.....									
Offices with no formal provisions for paid sick leave.....	79.5	68.2	73.2	65.6	83.8	34.8	87.8	94.1	95.0
<i>1 year of service</i>									
Offices with formal provisions for paid sick leave.....	29.3	35.5	35.4	35.6	36.3	65.2	17.4	24.9	11.0
Under 5 days.....									
5-5½ days.....	4.0	3.3	7.2	1.2	10.8	25.8			
6 days.....	.9	.5	1.4		4.2				
7 days.....	2.4	1.2	3.4		10.6		.8		
10 days.....	14.0	27.9	19.2	32.5	8.4	15.4	7.1	5.9	
12-12½ days.....	3.8	2.6	4.2	1.9	1.4	24.0	4.9		6.0
15 days.....	2.5							19.0	
20 days.....	.2				.9				
Over 20 days.....	1.5						4.6		5.0
Offices with no formal provisions for paid sick leave.....	70.7	64.5	64.6	64.4	63.7	34.8	82.6	75.1	89.0
<i>2 years of service</i>									
Offices with formal provisions for paid sick leave.....	38.6	39.7	35.4	41.9	36.3	65.2	17.4	85.4	11.0
Under 5 days.....									
5-5½ days.....	3.3	5.0	7.2	3.9	8.1	6.0			
6 days.....	.9	.5	1.4		4.2				
7 days.....	2.4	1.2	3.4		10.6		.8		
10 days.....	15.2	30.4	19.2	36.2	11.1	35.3	6.5		
12-12½ days.....	3.6	2.6	4.2	1.8	1.4	17.5	4.9		6.0
14 days.....	.3					6.4			
15 days.....	2.6						.6	19.0	
20 days.....	.9				.9			5.9	
Over 20 days.....	9.4						4.6	60.5	5.0
Offices with no formal provisions for paid sick leave.....	61.4	60.3	64.6	58.1	63.7	34.8	82.6	14.6	89.0

<sup>1</sup> Excludes department and limited-price variety stores.

TABLE 10.—Insurance and pension plans in St. Louis offices, January 1949

Type of plan	Percent of workers employed in offices in—								
	All industries	Manufacturing			Wholesale trade	Retail trade <sup>1</sup>	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <sup>2</sup>	84.4	80.7	82.7	79.7	80.9	65.7	94.1	94.4	71.8
Life insurance.....	66.7	76.6	72.7	78.6	77.0	62.2	67.0	36.6	52.7
Health insurance.....	31.5	44.7	57.5	38.1	17.8	31.7	17.5	54.8	8.1
Retirement pension.....	34.1	16.0	6.1	21.2	30.3	29.0	30.1	89.5	43.4
Other.....	23.4	27.9	60.0	11.2	10.2	42.3	31.9	10.2	18.2
Offices with no insurance or pension plans.....	15.6	19.3	17.3	20.3	19.1	34.3	5.9	5.6	28.2

<sup>1</sup> Excludes department and limited-price variety stores.<sup>2</sup> Unduplicated total.

## APPENDIX A

### Scope and Method of Survey

The information presented in this bulletin was collected by field representatives of the Bureau by visit to representative offices in each city surveyed. In classifying workers by occupation, uniform job descriptions were used; they are presented in Appendix B. The primary purpose of the Bureau's job description is to assist its field staff in classifying workers who are employed under a variety of pay-roll titles and different work arrangements from office to office and area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interoffice and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or those prepared for other purposes. In view of these special characteristics of the Bureau's revised job descriptions, their adoption without modification by any single establishment or for any other purpose than that indicated herein is not recommended. Where office workers

regularly perform duties classified in more than one occupation, they are generally classified according to the most skilled or responsible duties that are a regular part of their job and that are significant in determining their value to the firm.

The study covered six broad industry divisions and in each division only establishments above a certain size were studied. Office employment in smaller establishments was not considered sufficiently great to warrant inclusion of such establishments in the survey. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed in each of the five cities reported on in this bulletin are summarized in appendix table A-1.

Estimated employment in these industry divisions, in establishments of the size included in the survey, is presented in appendix table A-2.

A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers that could be surveyed with available resources. Each

TABLE A-1.—Estimated number of establishments and number studied by industry division in 5 selected cities, January 1949

Industry division	Minimum size of establishment <sup>1</sup>	Number of establishments in—									
		Hartford		Los Angeles		New Orleans		Philadelphia		St. Louis	
		Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All divisions.....		227	97	2,034	208	423	137	1,939	256	863	187
Manufacturing.....	100	76	25	569	53	89	30	766	94	317	66
Durable goods <sup>2</sup> .....	100			279	30			181	36	123	27
Nondurable goods <sup>3</sup> .....	100			290	23			585	58	194	39
Wholesale trade.....	25	57	21	635	39	168	34	526	42	271	41
Retail trade <sup>4</sup> .....	100	15	10	133	25	31	15	114	24	55	19
Finance, insurance, and real estate.....	25	50	22	287	31	53	18	308	39	129	27
Transportation, communication, and other public utilities <sup>5</sup> .....	100	8	7	73	28	38	20	56	24	35	16
Services <sup>6</sup> .....	25	21	12	337	32	44	20	169	33	56	18

<sup>1</sup> Number of plant and office workers.

<sup>2</sup> Metalworking; lumber, furniture, and other wood products; and stone, clay and glass products. Figures are not shown separately for durable goods in Hartford and New Orleans since separate information on salaries and working conditions is not presented for these industries.

<sup>3</sup> Food and kindred products; tobacco; textiles; apparel and other finished products made from fabrics; paper and paper products; printing and publishing; chemicals; products of petroleum and coal; rubber products; leather and leather products; professional, scientific and controlling instruments; optical goods; watches and clocks; and miscellaneous manufactur-

ing. Figures are not shown separately for nondurable goods in Hartford and New Orleans since separate information on salaries and working conditions is not presented for these industries.

<sup>4</sup> Department stores were not studied in Los Angeles; department and limited price variety stores were not studied in St. Louis.

<sup>5</sup> Excluding railroads.

<sup>6</sup> Business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations.

## SALARIES OF OFFICE WORKERS

size-of-establishment group was, however, given only its proper influence on the information presented. The number of establishments in

each size category and total employment in these establishments are summarized in appendix tables A-3 and A-4.

TABLE A-2.—Estimated total employment and number employed in establishments studied, by industry division, in 5 selected cities, January 1949

Industry division	Employment in—														
	Hartford			Los Angeles			New Orleans			Philadelphia			St. Louis		
	Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied	
		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office
All divisions.....	71,500	43,500	18,200	485,000	202,000	63,400	89,500	60,000	10,900	571,500	262,000	66,000	199,500	100,000	24,800
Manufacturing.....	44,000	20,000	2,300	230,500	75,500	19,500	27,000	16,000	1,500	369,500	151,000	31,000	123,500	58,000	8,200
Durable goods.....	(?)			148,500	62,000	18,300	(?)			177,500	100,000	23,000	51,500	26,000	3,000
Nondurable goods.....	(?)			82,000	13,500	1,200	(?)			192,000	51,000	8,100	72,000	32,000	5,200
Wholesale trade.....	2,500	1,000	200	63,000	13,000	4,200	11,500	4,500	1,200	35,500	6,000	2,200	22,500	6,500	2,300
Retail trade.....	5,500	5,000	700	50,000	19,500	1,700	12,000	9,000	1,000	72,000	47,000	10,500	17,500	10,000	1,200
Finance, insurance, and real estate.....	15,500	14,000	3 14,000	38,000	19,500	3 19,500	4,000	2,000	3 2,000	30,500	12,000	3 12,000	11,000	5,500	3 5,500
Transportation, communication, and other public utilities.....	3,000	3,000	500	63,000	54,000	12,000	31,500	26,500	3,200	53,500	43,000	9,200	21,500	18,000	5,600
Services.....	1,000	500	500	40,500	20,500	6,500	3,500	2,000	2,000	10,500	3,000	1,100	3,500	2,000	2,000

<sup>1</sup> Plant and office employment.

<sup>2</sup> Separate data not presented for these industries.

<sup>3</sup> No attempt was made to separate plant and office employment.

TABLE A-3.—Estimated number of establishments and number studied in 5 selected cities, by size of establishment, January 1949

Size of establishment <sup>1</sup>	Number of establishments in—									
	Hartford		Los Angeles		New Orleans		Philadelphia		St. Louis	
	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All size groups.....	227	97	2,034	208	423	137	1,939	256	863	187
501 and over.....	30	21	177	85	38	35	187	90	75	52
251-500.....	32	17	197	32	38	18	282	41	84	29
101-250.....	63	24	606	48	121	36	654	63	335	58
26-100.....	102	35	1,054	43	226	48	816	62	369	48

<sup>1</sup> Plant and office employment.

TABLE A-4.—Estimated total employment and number employed in establishments studied in 5 selected cities, by size of establishment, January 1949

Size of establishment	Employment in—														
	Hartford			Los Angeles			New Orleans			Philadelphia			St. Louis		
	Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied	
		Total <sup>1</sup>	Office												
All size groups.....	71,500	43,500	18,200	485,000	202,000	63,400	89,500	60,000	10,900	571,500	262,000	66,000	199,500	100,000	24,800
501 and over.....	48,000	32,500	13,200	265,000	181,500	56,800	48,000	45,500	5,400	342,000	235,500	58,000	103,000	78,500	18,400
251-500.....	10,500	6,000	2,700	70,500	10,500	3,200	13,000	6,000	1,300	99,000	14,500	4,200	28,000	10,500	2,000
101-250.....	9,000	3,500	1,300	92,500	7,500	2,100	18,000	6,000	2,300	97,000	9,000	2,500	52,000	9,000	2,900
26-100.....	4,000	1,500	1,000	57,000	2,500	1,300	10,500	2,500	1,900	33,500	3,000	1,300	16,500	2,000	1,500

<sup>1</sup> Plant and office employment.

## APPENDIX B

### *Descriptions of Occupations Studied*

#### **Biller, Machine**

A worker who prepares statements, bills, and invoices on a machine other than an ordinary typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. Should be designated as working on billing machine or bookkeeping machine as described below.

##### *Billing Machine*

A worker who uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fan-fold machine.

##### *Bookkeeping Machine*

A worker who uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on a customer's ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

#### **Bookkeeper, Hand**

A worker who keeps a set of books for recording business transactions and whose work involves *most of the following*: Posting and balancing subsidiary ledgers, cash books, and journals, journalizing transactions where judgment is involved as to accounts affected; posting general ledger; and taking trial balances. May also prepare accounting statements and bills; may direct work of assistants or accounting clerks.

#### **Bookkeeping-Machine Operator**

A worker who operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register) to keep a record of business transactions.

*Class A*: A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a set of records of business transactions usually requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

*Class B*: A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a record of one or more phases or sections of a set of records pertaining to business transactions usually requiring some knowledge of basic bookkeeping. Phases or sections include accounts payable, pay roll, customers' accounts (not including simple type of billing described under *Biller, Machine*), cost distributions, expense distributions, inventory

control, etc. In addition may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

### Calculating-Machine Operator

A worker whose primary function consists of operating a calculating machine to perform mathematical computations other than addition exclusively.

*Comptometer type*

*Other than Comptometer type*

### Clerk, Accounting

A worker who performs one or more accounting operations such as preparing simple journal vouchers, accounts payable vouchers; coding invoices or vouchers with proper accounting distributions; entering vouchers in voucher registers; reconciling bank accounts; posting and balancing subsidiary ledgers controlled by general ledger, e.g., accounts receivable, accounts payable, stock records, voucher journal. May assist in preparing journal entries. For workers whose duties include handling the general ledger or a set of books see *Bookkeeper, Hand.*

### Clerk, File

*Class A:* A worker who is responsible for maintaining an established filing system and classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

*Class B:* A worker who performs routine filing, usually of material that has already been classified, or locates or assists in locating material in files. May perform incidental clerical duties.

### Clerk, General

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability

of specialization in a small office or because versatility is essential in meeting peak requirements in larger offices. The work generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all or some combination of the following: answering correspondence, preparing bills and invoices, posting to various records, preparing pay rolls, filing, etc. May also operate various office machines and type as the work requires. (See *Clerk-Typist.*)

### Clerk, Order

A worker who receives customers' orders for material or merchandise by mail, phone, or personally and whose duties involve any combination of the following: quoting prices to customers, making out an order sheet listing the items to make up the order, checking prices and quantities of items on order sheet, distributing order sheets to respective departments to be filled. May also check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

### Clerk, Pay Roll

A worker who computes wages of company employees and enters the necessary data on the pay roll sheets and whose duties involve calculating worker's earnings based on time or production records; posting calculated data on pay roll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. In addition, may make out pay checks and assist the paymaster in making up and distributing the pay envelopes. May use a calculating machine.

### Clerk-Typist

A worker who does clerical work requiring little special training but the performance of which requires the use of a typewriter for a

major portion of the time and whose work involves typing letters, reports, and other matter from rough draft or corrected copy and *one or more of the following*: keeping simple records; filing records and reports; making out bills; sorting and distributing incoming mail.

#### **Ditto- or Mimeograph-Machine Operator<sup>1</sup>**

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwriting matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

#### **Key Punch Operator<sup>1</sup>**

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using a numerical key-punch machine, following written information on records. May be required to duplicate cards by using the duplicating device attached to machine. Keeps files of punched cards. May verify own work or work of others.

#### **Office Boy or Girl**

A worker who performs a variety of routine duties such as running errands; operating minor office machines, such as sealers or mailers; opening and distributing mail, and other minor clerical work. (Bonded messengers are excluded from this classification.)

#### **Secretary, No. 1<sup>1</sup>**

Performs secretarial duties for a senior executive, such as, President, Vice President, Treasurer, Comptroller, etc. Opens and reads superior's mail. Secures facts and composes replies to substantial portion of correspondence of a nontechnical nature, in superior's name. Takes and transcribes rapidly and accurately shorthand dictation on complex or confidential mat-

ters; edits when necessary. Conveys to others superior's requests for special information and keeps tickler file until received. Compiles, arranges, calculates and types reports on special projects. Files confidential data. Arranges and schedules appointments. Meets office visitors and takes telephone calls. May attend meetings and conferences and types reports on proceedings. Keeps currently informed and prepares memorandum records on matters of interest to superior. In superior's absence or preoccupation supplies routine information to callers or correspondents or refers matter to qualified member of organization. Performs any clerical work that may be necessary in order to conserve superior's time.

#### **Secretary, No. 2<sup>1</sup>**

Performs secretarial duties for a junior officer or departmental manager. Opens and reads superior's mail and attaches any previous correspondence or data required. Takes and transcribes rapidly and accurately shorthand dictation consisting of letters, memoranda and reports of a technical or nontechnical nature; edits when necessary. Composes replies to routine correspondence, in superior's name. Meets office visitors and takes telephone calls. Schedules appointments for superior. Performs any minor clerical tasks; such as securing files, tracing complaints, compiling facts, etc., that will conserve time of superior. In his absence from office receives his mail, visitors, and telephone calls. Supplies routine information or refers to qualified member of organization when of a more complex nature. Keeps tickler file on all pending matters for superior's reference.

#### **Stenographer, General**

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See *Transcribing-Machine Operator*.)

<sup>1</sup> Only in Philadelphia.

**Stenographer, Technical**

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See *Transcribing-Machine Operator*.)

**Switchboard Operator**

A worker who operates a single or multiple position telephone switchboard, and whose duties involve handling incoming, outgoing, and intraplant or office calls. In addition, may record toll calls and take messages. As a minor part of duties, may give information to persons who call in, or occasionally take telephone orders. For workers who also do typing or other stenographic work or act as receptionists see *Switchboard Operator-Receptionist*.

**Switchboard Operator-Receptionist**

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and/or performs typing or other routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

**Transcribing-Machine Operator, General**

A worker whose primary function is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in

shorthand or by stenotype or similar machine is classified as a *Stenographer, General*.

**Transcribing-Machine Operator, Technical**

A worker whose primary function is to transcribe dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a *Stenographer, Technical*.

**Typist**

A worker who uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May operate a teletype machine.

*Class A:* A worker who performs *one or more of the following*: typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign language copy; combining material from several sources; or planning lay-out of complicated statistical tables to maintain uniformity and balance in spacing, typing tables from rough draft in final form. May also type routine form letters, varying details to suit circumstances.

*Class B:* A worker who performs *one or more of the following*: typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.