

Salaries of Office Workers in Large Cities, 1949

Part III

CLEVELAND

MINNEAPOLIS-ST. PAUL

PORTLAND, OREG.

RICHMOND

Bulletin No. 960-3

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., November 1, 1949.

The SECRETARY OF LABOR:

I have the honor to transmit herewith part III of a bulletin on salaries and working conditions of 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: George E. Votava, Cleveland and Minneapolis-St. Paul; John L. Dana, Portland, Oreg.; and Harry H. Hall, Richmond. 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 III

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 United States Department of Labor's 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.¹ This year similar surveys have been made in 17 cities, including 6 in which studies were conducted last year. These 6 cities are designated below by an asterisk. Reports on the cities surveyed this year appear in a four-part bulletin as follows:

Part I

Hartford
Los Angeles
New Orleans
Philadelphia
St. Louis

Part III

Cleveland
Minneapolis-St. Paul
Portland, Oreg.
Richmond

Part II

Atlanta*
Boston*
Chicago*
New York*
Seattle*

Part IV

Cincinnati
Dallas*
Washington, D. C.

Parts I and II are now available. Part IV 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 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 are 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 the offices which have the practice in question. Because of eligibility requirements, the proportion who actually receive 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; health insurance is excluded

¹ 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.

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. Frequently an important relationship exists between size and industrial classification in the broad industry groups used in these surveys.

CLEVELAND, MARCH 1949

Salaries

Office boys and office girls, averaging \$36.50 and \$33.50, respectively, were the lowest paid workers studied in Cleveland in March 1949. From this level, salaries ranged upward to those of hand bookkeepers; women in this job averaged \$56.50 and men averaged \$70.50. Among the numerically important jobs studied for women workers were general stenographers, earning an average of \$46; clerk-typists, receiving an average of \$40; accounting clerks at \$45; comptometer operators at \$43; and pay-roll clerks at \$48.50. Average salaries for over half of the jobs in which women were studied were between \$40 and \$45.

Salaries of individual women workers in the jobs studied varied from a low of \$22.50 to a high of about \$90, but nearly half earned between \$37.50 and \$47.50. Even within individual occupations the full range of individual salaries was relatively great, but the salaries of most workers were concentrated within fairly narrow limits. Thus, general stenographers were paid as low as \$27.50 and as high as \$67.50; a third of the workers in this occupation, however, received between \$42.50 and \$47.50. Almost two-thirds of the clerk-typists received between \$35 and \$45.

In addition to differences in salary level among firms, a part of the difference in salaries among individual employees in the several occupations was apparently due to variations in salary levels among industries. In general, salaries in manufacturing; wholesale trade; and transportation, communication, and other public utilities were above other industries. Individual salary variation was also due to differences among employees in length of service and similar factors.

Although salaries for clerical workers in Cleveland were generally expressed in monthly or weekly terms, the salary rates were converted to an hourly rate by the Bureau to allow for difference in the

length of workweek. On an hourly basis, the occupational averages for men workers ranged from 92 cents to \$1.74; among women the range in averages was 84 cents to \$1.45.

Work Schedules

A majority of women office employees in Cleveland worked a 5-day, 40-hour week, although work schedules varied from industry to industry. In finance, insurance, and real estate offices a third of the women were scheduled to work 37½ hours or less, whereas in wholesale trade 1 out of 8 worked at least 44 hours. While over 90 percent of the women in manufacturing offices were on a 5-day week, only three-fourths of those in wholesale trade were on this schedule. Most of the remaining women in wholesale trade worked 5½ days and workweeks of more than 5 days were reported for nearly a fifth of the women in the service industries as well.

Paid Vacations

Nearly all Cleveland office workers were provided with paid vacation benefits after 1 year's service and two-thirds were eligible for a vacation after 6 months' service. This vacation typically amounted to a week whereas after 1 year of service four out of five workers were entitled to 2-weeks' paid vacation. The proportion of workers entitled to 2 weeks' annual vacation rose above 90 percent after 2 years of service and almost all workers were entitled to this amount of vacation after 5 years' employment with a firm.

Paid Holidays

All Cleveland office workers included in the survey received paid holidays. Six holidays were typically provided for, although some employees received from 7 to 11 paid holidays each year.

Nonproduction Bonuses

Christmas and year-end bonuses were paid by establishments employing over two-fifths of the workers studied. Such bonus payments were provided in establishments with 5 percent of the office workers in transportation, communication, and other public utilities offices, but were in effect in offices with nearly half of the workers in manufacturing.

Paid Sick Leave

Paid sick leave, granted automatically rather than at the discretion of a supervisor, was allowed after a year's employment in establishments with about 2 out of 5 office employees. The number of days of sick leave allowed annually varied greatly from industry to industry. Over two-fifths of the transportation, communication, and other public utilities office employees worked in establishments providing over 20 days of paid sick leave after a year's employment. The proportion of workers allowed this amount of leave in

establishments in this industry division increased to about three-fourths after 5 years of service.

Insurance and Pension Plans

Seven out of eight office workers studied were in establishments providing some form of life and health insurance or a retirement system outside of social security. The extent to which such plans were found varied considerably among industries and the type of insurance also differed. In transportation, communication, and other public utilities, retirement pension plans were in effect in establishments employing three-fourths of the office workers studied; in contrast about one out of eight employees in wholesale trade worked in establishments with such arrangements. Life insurance plans were in effect in manufacturing establishments with nine-tenths of all office employees in this industry division, whereas about two out of five employees in finance, insurance, and real estate worked in offices with such insurance.

TABLE 1.—Salaries¹ and weekly schedule² hours of work for selected office occupations in Cleveland, by industry division, March 1949

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	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>							
Bookkeepers, hand ²	242	\$70.50	40.5	\$1.74	\$69.00	\$59.00-\$81.50	Billers, machine (billing machine) ²	599	\$41.00	40.0	\$1.03	\$41.00	\$37.00-\$44.00
Manufacturing.....	91	70.50	40.0	1.78	69.00	63.50-75.50	Manufacturing.....	249	43.00	40.0	1.08	42.50	40.00-43.00
Wholesale trade.....	104	72.00	40.0	1.80	72.00	58.50-88.00	Wholesale trade.....	217	39.50	40.5	.98	38.50	36.50-42.50
Transportation, communication, and other public utilities.....	31	68.50	40.0	1.71	63.50	58.50-80.00	Billers, machine (book-keeping machine).....	28	43.50	40.5	1.07	42.50	41.00-45.50
Clerks, accounting ²	1,002	56.50	40.0	1.41	57.00	49.00-63.50	Bookkeepers, hand ²	325	56.50	39.0	1.45	56.00	50.00-62.50
Manufacturing.....	493	56.50	40.0	1.41	57.50	49.00-63.50	Manufacturing.....	116	54.50	38.5	1.42	55.00	48.50-57.00
Wholesale trade.....	257	57.00	40.5	1.41	56.50	52.00-62.00	Wholesale trade.....	123	56.50	39.5	1.43	57.50	50.00-63.50
Finance, insurance, and real estate.....	42	57.50	38.5	1.49	57.50	51.50-62.00	Finance, insurance, and real estate.....	47	58.50	38.5	1.52	57.50	53.50-63.50
Transportation, communication, and other public utilities.....	164	57.50	40.5	1.42	58.00	46.00-69.50	Bookkeeping-machine operators, class A ²	268	50.00	39.5	1.27	49.50	43.50-55.50
Clerks, file, class B.....	26	38.50	40.0	.96	39.00	38.00-40.50	Manufacturing.....	116	53.50	40.0	1.34	53.00	48.50-56.50
Clerks, general ²	182	57.50	40.0	1.44	57.50	46.00-65.50	Wholesale trade.....	56	51.50	40.0	1.29	54.00	40.50-55.50
Manufacturing.....	106	55.00	40.0	1.38	51.00	46.00-65.50	Bookkeeping-machine operators, class B ²	697	41.50	40.5	1.02	41.50	36.50-46.00
Clerks, order ²	531	60.50	41.0	1.48	57.50	51.50-69.00	Manufacturing.....	213	44.00	41.0	1.07	44.00	40.00-47.00
Manufacturing.....	148	62.50	40.0	1.56	64.50	52.50-69.50	Wholesale trade.....	224	44.50	40.5	1.10	44.50	41.50-46.50
Wholesale trade.....	376	60.00	41.5	1.45	56.00	51.50-65.00	Finance, insurance, and real estate.....	201	35.50	39.0	.91	35.50	33.50-37.00
Clerks, pay-roll ²	138	62.50	40.0	1.56	62.00	56.50-67.00	Calculating-machine operators (Comptometer type) ²	1,044	43.00	40.0	1.08	42.50	39.50-46.50
Manufacturing.....	98	59.50	40.0	1.49	61.00	56.50-66.00	Manufacturing.....	499	45.50	40.0	1.14	44.50	41.50-49.50
Clerk-typists.....	74	45.50	39.0	1.17	40.50	39.00-51.50	Wholesale trade.....	134	41.50	40.5	1.02	41.50	37.50-46.50
Office boys ²	233	36.50	39.5	.92	35.00	33.00-39.50	Transportation, communication, and other public utilities.....	106	42.50	40.0	1.06	42.50	39.00-46.00
Manufacturing.....	110	37.50	40.0	.94	36.00	34.50-41.50							
Wholesale trade.....	36	36.00	39.5	.91	34.50	33.50-38.50							
Transportation, communication, and other public utilities.....	29	34.50	40.0	.86	34.00	32.00-36.00							

See footnotes at end of table.

SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Cleveland, by industry division, March 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
Women—Continued						Women—Continued							
Calculating-machine operators (other than Comptometer type).....	99	\$44.50	40.0	\$1.11	\$46.00	\$41.00-\$46.00	Office girls ² —Continued						
							Finance, insurance, and real estate.....	41	\$28.00	39.5	\$0.71	\$27.50	\$27.00-\$29.00
Clerks, accounting ³	1,577	45.00	40.0	1.13	44.00	39.00-50.00	Transportation, communication, and other public utilities.....	34	39.50	40.0	.99	38.50	37.00-42.00
Manufacturing.....	672	46.00	40.0	1.15	44.50	40.00-50.50	Stenographers, general ³	3,554	46.00	39.5	1.16	46.00	41.00-50.50
Wholesale trade.....	316	42.50	40.5	1.05	44.00	36.50-46.50	Manufacturing.....	1,857	47.50	40.0	1.19	47.00	43.50-51.00
Finance, insurance, and real estate.....	206	41.50	38.0	1.09	41.50	35.50-47.00	Wholesale trade.....	699	45.00	40.0	1.13	44.50	40.00-48.50
Transportation, communication, and other public utilities.....	164	50.50	40.0	1.26	52.50	44.50-57.50	Finance, insurance, and real estate.....	555	42.50	38.0	1.12	42.50	39.00-46.50
Services.....	132	43.50	39.0	1.12	40.00	36.50-45.50	Transportation, communication, and other public utilities.....	197	43.50	40.0	1.09	43.00	38.50-47.00
Clerks, file, class A ³	217	44.00	39.0	1.13	43.50	39.00-48.00	Services.....	166	47.00	39.0	1.21	47.00	40.00-52.00
Manufacturing.....	131	45.00	40.0	1.13	44.50	39.50-48.50	Stenographers, technical.....	187	52.50	40.0	1.31	52.50	46.00-57.50
Wholesale trade.....	29	45.00	40.0	1.13	42.00	40.00-46.00	Switchboard operators ³	323	43.50	39.5	1.10	42.50	38.50-47.00
Finance, insurance, and real estate.....	39	37.50	38.0	.99	37.00	34.50-38.00	Manufacturing.....	106	46.50	39.5	1.18	46.00	42.50-49.00
Clerks, file, class B ³	681	34.00	39.5	.86	33.50	31.00-37.00	Wholesale trade.....	83	44.50	40.5	1.10	42.50	40.50-46.00
Manufacturing.....	248	35.50	40.0	.89	34.00	32.50-37.00	Finance, insurance, and real estate.....	51	38.00	39.0	.97	37.50	35.00-39.00
Wholesale trade.....	117	35.00	40.5	.86	33.50	30.50-38.00	Services.....	37	42.50	38.5	1.10	46.00	39.00-46.00
Finance, insurance, and real estate.....	208	31.00	38.0	.82	30.00	28.50-32.50	Switchboard-operator-receptionists ³	609	42.00	40.0	1.05	42.00	36.50-46.00
Transportation, communication, and other public utilities.....	54	36.50	40.0	.91	34.00	31.00-41.00	Manufacturing.....	399	42.50	40.0	1.06	42.50	38.00-47.00
Services.....	40	36.00	39.5	.91	35.00	34.00-38.50	Wholesale trade.....	94	39.50	39.5	1.00	39.00	34.50-42.50
Clerks, general ³	654	48.50	39.5	1.23	49.50	41.50-55.00	Finance, insurance, and real estate.....	44	40.50	38.0	1.07	38.50	31.00-46.50
Manufacturing.....	201	50.50	39.5	1.28	49.50	42.50-59.50	Transportation, communication, and other public utilities.....	35	40.50	40.5	1.00	39.00	36.50-43.50
Finance, insurance, and real estate.....	146	41.00	39.5	1.04	39.00	37.50-43.00	Transcribing-machine operators, general ³	310	44.50	39.5	1.13	44.00	40.00-49.50
Clerks, order ³	387	42.50	40.5	1.05	40.50	36.50-47.00	Manufacturing.....	202	46.50	40.0	1.16	48.00	43.00-50.00
Manufacturing.....	258	42.00	41.0	1.02	38.50	36.00-46.00	Finance, insurance, and real estate.....	63	39.00	38.0	1.03	39.00	35.50-40.50
Wholesale trade.....	109	43.00	40.0	1.08	44.50	36.50-48.50	Typists, class A ³	440	43.50	39.0	1.12	42.50	40.00-47.00
Clerks, pay-roll ³	814	48.50	39.5	1.23	49.00	41.00-55.00	Manufacturing.....	207	45.50	39.5	1.15	44.50	41.00-45.50
Manufacturing.....	589	49.50	39.5	1.25	50.00	43.00-56.00	Wholesale trade.....	30	45.00	40.0	1.13	43.00	40.00-52.50
Wholesale trade.....	34	49.50	40.0	1.24	50.00	40.50-59.00	Finance, insurance, and real estate.....	58	42.00	38.5	1.09	44.00	35.00-46.50
Transportation, communication, and other public utilities.....	125	45.00	40.0	1.13	44.00	40.00-50.00	Services.....	76	40.50	37.5	1.08	40.00	37.50-42.50
Clerk-typists ³	2,617	40.00	39.5	1.01	40.50	36.50-44.00	Typists, class B ³	709	38.50	39.5	.97	38.00	34.50-41.50
Manufacturing.....	1,348	41.00	40.0	1.03	40.50	36.50-44.50	Manufacturing.....	252	40.50	39.5	1.03	40.50	37.50-43.00
Wholesale trade.....	380	40.00	40.0	1.00	40.50	36.50-42.50	Wholesale trade.....	156	40.00	40.5	.99	39.50	36.00-43.50
Finance, insurance, and real estate.....	433	36.50	38.5	.95	35.50	32.00-40.50	Finance, insurance, and real estate.....	162	34.00	37.5	.91	32.50	32.00-38.00
Transportation, communication, and other public utilities.....	246	41.00	40.0	1.03	41.50	37.00-46.00	Transportation, communication, and other public utilities.....	59	38.00	40.0	.95	38.50	34.50-41.00
Services.....	143	38.50	39.5	.97	37.00	34.50-40.00	Services.....	62	39.50	40.0	.99	40.00	34.50-44.00
Office girls ³	480	33.50	40.0	.84	34.00	30.00-35.00							
Manufacturing.....	374	33.50	40.5	.83	34.00	32.00-35.00							

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

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries¹ in Cleveland, March 1949

Weekly salaries ¹	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 (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting
Under \$20.00.....														
\$20.00-\$22.49.....														
\$22.50-\$24.99.....														
\$25.00-\$27.49.....							0.9							
\$27.50-\$29.99.....		0.1					3.0	1.2			2.0	0.6		2.5
\$30.00-\$32.49.....							18.9	4.7			5.7	1.3		3.6
\$32.50-\$34.99.....							27.0	8.4			10.5	4.6		5.5
\$35.00-\$37.49.....		.7					20.4	11.0			14.9	9.5	3.0	6.5
\$37.50-\$39.99.....		1.5		0.4	4.3	35.0	8.7	14.7		15.0	4.2	12.4	12.1	10.2
\$40.00-\$42.49.....		4.1	5.5	3.8	.7	18.9	6.5	18.2		9.3	18.2	20.1	31.2	14.7
\$42.50-\$44.99.....		7.3	3.4	.8		7.0	4.8	18.7	0.3	12.5	17.0	18.1		10.5
\$45.00-\$47.49.....	6.6	9.4	21.8	5.5	9.4	8.1	10.9	9.8	4.0	1.2	14.4	12.2	34.3	12.7
\$47.50-\$49.99.....		6.2		5.5	3.6		.9	5.9	17.9	12.2	3.5	7.1	8.2	7.9
\$50.00-\$52.49.....	.4	6.5	3.9	15.4	2.2	21.6		6.0	4.6	8.1	4.8	9.0	1.0	5.2
\$52.50-\$54.99.....	.8	4.6	8.8	3.6	3.6			.9	14.5	12.2	1.1	2.9	5.0	4.4
\$55.00-\$57.49.....	5.8	9.9	1.7	9.7	3.8			5	16.3	16.3	1.0	.7	5.2	6.5
\$57.50-\$59.99.....	12.5	10.2	14.3	11.9	.9				10.5	1.3	1.9	1.3		4.2
\$60.00-\$62.49.....	5.0	13.0	8.8	4.2	22.8	1.3			5.8	4.5	.7	.1		3.2
\$62.50-\$64.99.....	4.1	8.3	4.4	5.3	8.0	8.1			12.0			.1		.9
\$65.00-\$67.49.....	5.9	3.9	6.3	6.6	20.5				4.6	3.7				.2
\$67.50-\$69.99.....	11.6	3.1	6.1	6.8	4.2				4.9					.2
\$70.00-\$72.49.....	4.5	5.2	6.1	1.9	3.5				.3	3.0				.6
\$72.50-\$74.99.....	4.6	2.6	2.8	10.3	.9					.7				.2
\$75.00-\$79.99.....	11.2	2.9	3.3	.6	5.8				4.3					.3
\$80.00-\$84.99.....	10.8	.5	1.7	2.8										
\$85.00-\$89.99.....	12.9		1.1	2.1										
\$90.00-\$94.99.....	1.7			1.3										
\$95.00-\$99.99.....				1.5	5.8									
\$100.00 and over.....	1.6													
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	100.0
Estimated number of workers.....	242	1,002	182	531	138	74	233	599	325	268	697	1,044	99	1,577
Average weekly salaries ¹	\$70.50	\$56.50	\$57.50	\$60.50	\$62.50	\$45.50	\$36.50	\$41.00	\$56.50	\$50.00	\$41.50	\$43.00	\$44.50	\$45.00

¹ Excludes pay for overtime.

SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries ¹ in Cleveland, March 1949—Con.

Weekly salaries ¹	Percent of women—													
	Clerks, file, class A	Clerks, file, Class B	Clerks, general	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 \$20.00														
\$20.00-\$22.49														
\$22.50-\$24.99		0.6				0.2								
\$25.00-\$27.49		.9			0.9		2.1				0.7			0.3
\$27.50-\$29.99		13.2			3.5		22.7	0.6		1.5				4.2
\$29.00-\$32.49		26.5		1.6	.5	5.2	23.6	.3			2.3	4.8	0.9	9.2
\$32.50-\$34.99	8.7	23.0	0.5	8.0	.1	9.2	12.3	3.9	1.6	2.2	9.5	2.6	2.3	13.1
\$35.00-\$37.49	11.5	15.9	4.3	21.5	4.5	17.7	27.5	4.3	1.6	15.5	13.5	5.8	8.6	12.6
\$37.50-\$39.99	11.5	6.7	11.9	15.8	7.9	11.1	5.2	7.3		9.9	12.2	9.0	7.0	21.5
\$40.00-\$42.49	13.8	6.4	14.3	7.5	15.7	19.7	6.0	12.8	3.2	16.4	12.8	11.3	29.0	16.3
\$42.50-\$44.99	13.8	3.5	7.8	9.3	8.9	13.8	.4	16.9	5.9	15.4	17.4	20.4	13.7	12.7
\$45.00-\$47.49	11.8	1.9	9.6	16.0	7.5	10.2	.2	17.0	17.1	15.4	11.0	7.4	15.0	7.0
\$47.50-\$49.99	10.9	.8	3.1	2.6	9.2	5.6		10.5	5.9	7.2	9.6	15.5	9.3	1.7
\$50.00-\$52.49	7.6	.3	13.6	4.9	13.3	2.6		14.8	17.9	6.4	4.6	18.7	5.3	.8
\$52.50-\$54.99	1.5	.3	9.8	4.9	6.3	.6		3.8	7.0	5.6	2.8	2.3	6.6	.3
\$55.00-\$57.49	6.1		7.6	1.0	8.7	.5		3.1	10.8	1.7	3.1	.6	1.8	.3
\$57.50-\$59.99	.9		5.4	1.0	4.8	(?)		1.7	15.0	.3		1.6	.5	
\$60.00-\$62.49			10.4	4.9	6.8			1.2	9.2	2.5				
\$62.50-\$64.99	.5		.2	1.0	3.3	.1		.2	2.1		.5			
\$65.00-\$67.49					.9			.5	.6					
\$67.50-\$69.99			1.1		.5			1.1	2.1					
\$70.00-\$72.49	.5		.2											
\$72.50-\$74.99														
\$75.00-\$79.99	.9													
\$80.00-\$84.99			.2											
\$85.00-\$89.99					.2									
\$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	100.0
Estimated number of workers	217	681	654	387	814	2,617	490	3,554	187	323	609	310	440	709
Average weekly salaries ¹	\$44.00	\$34.00	\$48.50	\$42.50	\$48.50	\$40.00	\$33.50	\$46.00	\$52.50	\$43.50	\$42.00	\$44.50	\$43.50	\$38.50

¹ Excludes pay for overtime.² Less than 0.05 of 1 percent.TABLE 3.—Average weekly salaries ¹ for selected office occupations in Cleveland, by size of establishment, March 1949

Sex, occupation, and grade	Average weekly salaries ¹ in—									
	Manufacturing establishments with total employment of—			Wholesale trade establishments with total employment of—			Finance, insurance, and real estate establishments with total employment of—			
	501 or more	251-500	101-250	251 or more	101-250	26-100	251 or more	101-250	26-100	
<i>Women</i>										
Bookkeeping-machine operators, class B		\$46.00	\$45.50	\$42.00	\$46.00	\$42.50	\$45.00	\$35.00	\$35.50	\$38.50
Clerks, accounting		47.50	42.50	45.00	36.50	42.00	46.00	(?)	39.50	43.00
Clerks, file, class B		36.50	34.50	33.00	36.50	33.50	34.50	31.50	33.00	30.50
Clerk-typists		42.50	39.50	40.00	39.00	39.00	40.50	36.50	38.00	35.50
Stenographers, general		47.00	48.50	48.00	43.00	46.00	45.00	41.50	45.00	42.50

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

TABLE 4.—Scheduled weekly hours of women in Cleveland offices, March 1949

Weekly hours	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
Under 35 hours.....	1.5					7.2
35 hours.....	1.3				5.6	3
Over 35 and under 37½ hours.....	10.4		1.6	6.2		20.5
37½ hours.....	7.6	7.6	7.6	23.0	3.5	11.7
Over 37½ and under 40 hours.....	73.6	3.5	1.5	24.1	6.9	55.1
40 hours.....	1.8	85.8	76.9	41.1	85.7	1.3
Over 40 and under 44 hours.....	3.3	.4	3.9		.6	
44 hours.....	.5	2.7	8.5			
Over 44 and under 48 hours.....					3.3	3.9
48 hours and over.....						

¹ Includes data for industry divisions not shown separately.

TABLE 5.—Scheduled days in workweek of women in Cleveland offices, March 1949

Days in week	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
5 days.....	86.7	93.7	76.4	85.4	85.8	80.5
5½ days.....	9.5	4.0	22.0	9.8	10.7	16.2
6 days.....	.5			.2	3.5	1.7
Other.....	3.3	2.3	1.6	4.6		1.6

¹ Includes data for industry divisions not shown separately.

TABLE 6.—Vacations with pay in Cleveland offices, March 1949

Vacation policy	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
<i>1 year of service</i>						
Offices with paid vacations.....	98.7	100.0	100.0	92.1	100.0	100.0
1 week.....	16.3	13.1	25.1	2.3	32.9	9.3
Over 1 and under 2 weeks.....	.8	1.5				
2 weeks.....	81.4	85.4	74.1	89.8	66.3	90.7
Over 2 weeks.....	.2		.8		.8	
Offices with no paid vacations.....	1.3			7.9		
<i>2 years of service</i>						
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	4.7	1.1	14.1	7.9		8.8
Over 1 and under 2 weeks.....	.6	1.0				
2 weeks.....	94.2	97.9	85.1	92.1	99.1	79.6
Over 2 weeks.....	.5		.8		.9	11.6
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
1 week.....	.7	.8				8.8
2 weeks.....	97.8	99.2	99.2	94.8	98.7	78.2
Over 2 weeks.....	1.5		.8	5.2	1.3	13.0
Offices with no paid vacations.....						

¹ Includes data for industry divisions not shown separately.

SALARIES OF OFFICE WORKERS

TABLE 7.—Paid holidays in Cleveland offices, March 1949

Number of paid holidays	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
Offices providing paid holidays.....	100.0	100.0	100.0	100.0	100.0	100.0
Number of holidays:						
1 to 5.....	.1		1.1			
6.....	93.4	99.7	92.1	83.6	74.4	85.5
7.....	3.2		6.8		25.3	
8.....	.6	.3				14.5
9.....	(²)				.3	
9½.....	.4			2.5		
10.....	1.6			9.9		
11.....	.7			4.0		
Offices providing no paid holidays.....						

¹ Includes data for industry divisions not shown separately.² Less than 0.05 of 1 percent.

TABLE 8.—Nonproduction bonuses in Cleveland offices, March 1949

Type of bonus	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
Offices with nonproduction bonuses.....	45.9	49.2	56.7	44.9	5.3	45.9
Christmas or year-end.....	42.4	47.7	43.3	43.1	5.3	45.9
Profit-sharing.....	3.5	1.5	13.4	1.8		
Offices with no nonproduction bonuses.....	54.1	50.8	43.3	55.1	94.7	54.1

¹ Includes data for industry divisions not shown separately.

TABLE 9.—Formal provisions for paid sick leave in Cleveland offices, March 1949

Provisions for paid sick leave	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
<i>6 months of service</i>						
Offices with formal provisions for paid sick leave.....	29.8	36.9	18.7	29.7	11.9	13.1
Under 5 days.....	6.8	10.9	5.3	—	—	—
5 days.....	8.7	12.3	6.6	2.3	6.6	—
6 days.....	7.9	7.3	—	21.5	1.1	—
7 days.....	.5	—	3.9	—	—	—
10 days.....	3.9	4.6	1.8	2.5	1.3	13.1
12 days.....	.1	—	1.1	—	—	—
15 days.....	.2	.3	—	—	—	—
20 days.....	.9	1.5	—	—	—	—
Over 20 days.....	.4	—	—	.8	2.9	—
Other periods.....	.4	—	—	2.6	—	—
Offices with no formal provisions for paid sick leave.....	70.2	63.1	81.3	70.3	88.1	86.9
<i>1 year of service</i>						
Offices with formal provisions for paid sick leave.....	38.8	43.4	26.7	30.0	52.6	13.1
Under 5 days.....	1.2	1.0	5.3	—	—	—
5 days.....	8.9	12.7	5.3	2.3	6.6	—
6 days.....	1.0	1.3	1.2	—	—	—
7 days.....	.5	—	3.9	—	—	—
10 days.....	7.3	9.4	9.9	2.9	1.3	6.0
12 days.....	7.9	6.0	1.1	21.4	1.1	7.1
15 days.....	.2	.3	—	—	—	—
20 days.....	2.9	5.1	—	—	—	—
Over 20 days.....	8.4	7.6	—	.8	43.6	—
Other periods.....	.5	—	—	2.6	—	—
Offices with no formal provisions for paid sick leave.....	61.2	56.6	73.3	70.0	47.4	86.9
<i>2 years of service</i>						
Offices with formal provisions for paid sick leave.....	41.3	43.4	26.7	30.0	79.9	13.1
Under 5 days.....	1.2	1.0	5.3	—	—	—
5 days.....	6.0	7.8	5.3	2.3	6.6	—
6 days.....	1.0	1.3	1.2	—	—	—
7 days.....	.5	—	3.9	—	—	—
10 days.....	6.5	9.6	3.3	2.5	1.3	6.0
12 days.....	7.6	6.0	1.1	21.4	—	—
15 days.....	1.0	.3	6.6	—	—	—
20 days.....	3.7	6.5	—	.4	—	—
Over 20 days.....	13.2	10.9	—	.8	72.0	—
Other periods.....	.6	—	—	2.6	—	7.1
Offices with no formal provisions for paid sick leave.....	58.7	56.6	73.3	70.0	20.1	86.9

¹ Includes data for industry divisions not shown separately.

TABLE 10.—Insurance and pension plans in Cleveland offices, March 1949

Type of plan	Percent of workers employed in offices in—					
	All industries ¹	Manufacturing	Wholesale 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
Offices with insurance or pension plans ²	87.2	97.6	81.7	69.9	84.8	86.4
Life insurance.....	79.8	91.2	75.1	43.8	83.1	82.5
Health insurance.....	29.8	36.9	36.2	7.1	24.8	16.6
Retirement pension.....	42.7	44.2	13.3	41.4	77.4	44.8
Other.....	35.1	50.2	32.4	.7	6.7	24.6
Offices with no insurance or pension plans....	12.8	2.4	18.3	40.1	15.2	13.6

¹ Includes data for industry divisions not shown separately.² Unduplicated total.

MINNEAPOLIS-ST. PAUL, APRIL 1949

Salaries

Considering the jobs studied in Minneapolis-St. Paul as a group, salaries of individual women office workers ranged from \$22.50 to about \$85 a week, but about half of the women earned between \$33 and \$42. Office boys and girls were the lowest paid workers studied, averaging \$30 a week. The highest paid women included in the survey were machine bookkeepers (class A bookkeeping-machine operators) averaging \$47.50, while general clerks at \$57.50 and hand bookkeepers at \$57 were the highest paid men office workers studied.

General stenographers, numerically the most important group studied, earned \$41 on the average, and over three-fifths earned between \$35 and \$45. Among other numerically important jobs for women were clerk-typists at \$35 a week; accounting clerks at \$40.50; routine typists at \$33; and clerks engaged in routine filing at \$31.50. Over half the women engaged in the latter job earned between \$27.50 and \$32.50.

Although salaries of office workers in Minneapolis-St. Paul, as in other cities, are generally expressed in monthly or weekly terms, hourly rates were computed to allow for differences in the length of the workweek. On an hourly basis the occupational averages for men studied ranged from 76 cents to \$1.46. For women, the corresponding range was 76 cents to \$1.19. The average hourly rate for women in half of the jobs was between 95 cents and \$1.05.

Office workers employed in transportation, communication, and other public utilities had higher average salaries than those in the other industry groups studied. However, these inter-industry differences were not found in all jobs. There was no consistent variation in weekly salaries among establishments of different sizes.

For all industries combined salary levels apparently were somewhat higher in Minneapolis than in St. Paul. Considering individual industries, however, in order to exclude the influence of differences in industrial composition between the two cities, there were no consistent and appreciable differences in salary levels except in wholesale

trade. In that industry group, as in all industries combined, salaries were somewhat higher on the average in Minneapolis. In the other industry divisions, differences were either relatively small or there was insufficient information to warrant drawing any conclusion.²

Work Schedules

Women office workers in the twin cities typically worked a 5-day, 40-hour schedule, although the workweek varied among industries. Nearly half of the workers in finance, insurance, and real estate worked less than 40 hours. The number of days that office workers were scheduled to be on their jobs also varied by industry; about half the retail trade employees worked at least 5½ days.

Paid Vacations

All office workers were provided with at least a week's vacation after a year's service and over two-thirds were entitled to two or more weeks annually after a year's service. After 2 years' service over nine-tenths of Minneapolis-St. Paul office workers received at least 2 weeks of paid vacation. Two-thirds were entitled to some vacation after they had been employed 6 months.

Paid Holidays

Six or more paid holidays were provided by all establishments included in the study. The most common arrangement, covering almost three-fifths of the workers, was for six holidays a year. Holiday practices varied somewhat among industries however. Over two-fifths of the workers in finance, insurance, and real estate were provided 11 paid holidays each year.

Nonproduction Bonuses

Nearly half the workers received some form of nonproduction bonus; usually these extra payments were made at Christmas or the year-end. About three out of five workers in retail trade

² Comparisons between the two cities are not advisable in the retail trade group since department stores were not included in the data presented for Minneapolis.

received such a bonus; on the other hand, such payments were rare in transportation, communication, and other public utilities.

Paid Sick Leave

One out of three workers in Minneapolis-St. Paul offices worked under formal provisions for paid sick leave. Again there was considerable variation in benefit provisions among industries, with 10 percent of the workers in the service industries studied covered by such arrangements after a year's service compared with half of those in retail trade.

Insurance and Pension Plans

Nine out of 10 office workers were employed by firms with some form of insurance or pension plan in addition to social security. About half of the employees were covered by retirement pension arrangements, but such plans varied in importance among industries. Less than 10 percent of the office workers in the service industries were employed where such plans were in effect; in contrast, almost 9 out of 10 in transportation, communication, and other public utilities worked in offices with pension arrangements.

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Minneapolis-St. Paul, by industry division, April 1949

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	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—Continued</i>							
Bookkeepers, hand ³	276	\$57.00	40.0	\$1.43	\$52.00	\$47.00—\$69.00	Bookkeeping-machine operators, class A ³	162	\$47.50	40.0	\$1.19	\$46.00	\$43.50—\$52.00
Wholesale trade.....	181	54.00	40.5	1.33	52.00	47.00— 59.00	Manufacturing.....	50	46.50	40.0	1.16	46.00	40.00— 56.00
Bookkeeping-machine operators, class A.....	37	54.50	40.0	1.36	51.50	46.00— 59.50	Wholesale trade.....	70	46.50	40.0	1.16	46.00	46.00— 52.00
Bookkeeping-machine operators, class B.....	70	37.00	38.5	.96	35.50	34.50— 38.00	Bookkeeping-machine operators, class B ³	921	37.50	39.5	.95	37.00	34.50— 40.50
Clerks, accounting ³	784	50.50	40.0	1.26	48.50	43.00— 57.00	Manufacturing.....	132	39.50	40.0	.99	38.00	36.50— 42.00
Manufacturing.....	186	53.00	39.5	1.34	52.00	45.00— 59.00	Wholesale trade.....	363	38.50	40.0	.96	38.00	36.00— 42.00
Wholesale trade.....	321	47.50	40.0	1.19	46.00	42.00— 52.00	Retail trade ⁴	56	37.00	40.0	.93	35.50	32.50— 40.00
Retail trade ⁴	31	48.00	40.0	1.20	45.50	41.00— 50.50	Finance, insurance, and real estate.....	345	35.00	39.5	.89	34.50	32.50— 37.00
Finance, insurance, and real estate.....	98	46.50	39.5	1.18	46.00	42.50— 52.00	Calculating-machine operators (Comptometer type) ³	746	38.00	40.0	.95	38.00	34.50— 40.50
Transportation, communication, and other public utilities.....	134	58.00	40.5	1.43	60.50	44.00— 69.50	Manufacturing.....	197	39.00	39.5	.99	39.00	36.50— 41.00
Clerks, file, class B.....	39	32.50	38.5	.84	29.00	27.50— 36.00	Wholesale trade.....	370	37.50	40.0	.94	36.50	34.50— 40.00
Clerks, general ³	172	57.50	39.5	1.46	56.00	49.50— 63.50	Retail trade ⁴	95	37.50	40.0	.94	37.00	33.00— 40.50
Manufacturing.....	81	54.00	40.0	1.35	54.00	49.00— 57.50	Transportation, communication, and other public utilities.....	42	39.50	40.0	.99	40.50	38.50— 42.00
Transportation, communication, and other public utilities.....	60	63.00	40.0	1.58	63.50	49.50— 74.00	Calculating-machine operators (other than Comptometer type) ³	219	36.50	40.0	.91	37.00	33.50— 40.00
Clerks, order ³	355	52.00	40.5	1.28	50.50	46.00— 56.00	Manufacturing.....	40	34.50	40.0	.86	34.50	32.00— 37.00
Manufacturing.....	87	56.00	39.5	1.42	58.00	50.00— 62.00	Wholesale trade.....	66	37.50	40.0	.94	36.00	34.50— 40.50
Wholesale trade.....	247	50.50	40.5	1.25	50.00	46.00— 53.00	Finance, insurance, and real estate.....	69	35.00	39.5	.89	34.50	32.00— 38.00
Clerks, pay-roll.....	52	53.50	39.5	1.35	54.00	42.50— 61.50	Clerks, accounting.....	1,747	40.50	40.0	1.01	39.50	34.50— 44.50
Office boys ³	301	30.00	39.5	.76	29.50	26.50— 32.00	Manufacturing.....	306	41.00	39.0	1.05	40.00	34.50— 46.00
Manufacturing.....	131	30.00	40.0	.75	30.00	26.00— 32.00	Wholesale trade.....	252	41.50	40.0	1.04	39.50	36.50— 46.00
Wholesale trade.....	63	28.50	40.0	.71	30.00	27.50— 31.00	Retail trade ⁴	250	37.00	40.5	.91	35.00	32.00— 39.50
Finance, insurance, and real estate.....	67	29.00	39.0	.74	27.50	26.50— 34.00	Finance, insurance, and real estate.....	291	38.50	39.5	.97	37.00	33.00— 41.50
Transportation, communication, and other public utilities.....							Transportation, communication, and other public utilities.....	605	42.50	40.0	1.06	41.00	37.50— 48.00
<i>Women</i>							Services.....	43	41.00	39.5	1.04	37.00	34.50— 42.00
Billers, machine (billing machine) ³	288	38.50	40.0	.96	37.00	34.50— 41.00	Clerks, file, class A ³	221	39.50	39.5	1.00	39.00	36.00— 42.00
Manufacturing.....	68	39.00	40.0	.98	38.00	34.50— 41.00	Manufacturing.....	77	40.50	39.0	1.04	40.50	39.00— 42.00
Wholesale trade.....	149	39.00	40.0	.98	37.00	34.50— 42.00	Wholesale trade.....	30	39.00	40.0	.98	37.00	36.00— 40.00
Transportation, communication, and other public utilities.....	31	39.50	40.0	.99	38.50	34.50— 40.50	Finance, insurance, and real estate.....	81	38.50	39.0	.99	39.00	35.50— 40.50
Billers, machine (bookkeeping machine) ³	72	34.00	40.5	.84	34.00	32.00— 37.00	Clerks, file, class B ³	1,005	31.50	39.5	.80	31.00	28.50— 33.50
Retail trade ⁴	43	32.50	41.5	.78	32.50	30.00— 34.50	Manufacturing.....	250	33.50	39.5	.85	34.00	32.00— 35.00
Bookkeepers, hand ³	231	45.00	40.0	1.13	46.00	41.00— 50.00	Wholesale trade.....	153	32.50	40.0	.81	32.00	30.00— 32.50
Manufacturing.....	52	48.00	40.5	1.19	48.00	46.50— 51.00	Retail trade ⁴	81	31.00	41.0	.76	30.50	29.50— 33.50
Retail trade ⁴	47	43.00	41.0	1.05	42.00	37.00— 50.00	Finance, insurance, and real estate.....	447	29.50	39.5	.75	29.00	27.50— 31.50
Services.....	37	45.00	39.0	1.15	43.50	41.00— 50.00	Transportation, communication, and other public utilities.....	39	36.00	40.0	.90	36.00	34.00— 36.00

See footnotes at end of table.

SALARIES OF OFFICE WORKERS

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Minneapolis-St. Paul, by industry division, April 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
Women—Continued						Women—Continued							
Clerks, general ³	490	\$43.50	40.0	\$1.09	\$42.50	\$40.00-\$46.00	Stenographers, technical ³	189	\$46.00	39.5	\$1.16	\$45.00	\$41.00-\$50.50
Manufacturing.....	196	43.50	40.0	1.09	42.50	40.00-46.00	Manufacturing.....	54	45.00	39.5	1.14	42.50	39.00-51.00
Retail trade ⁴	76	40.00	41.0	.98	41.00	34.50-43.50	Finance, insurance, and real estate.....	58	46.50	39.0	1.19	45.00	41.50-51.00
Finance, insurance, and real estate.....	83	43.50	39.0	1.12	41.00	40.00-49.00	Switchboard operators ³	272	38.50	40.0	.96	37.00	34.00-42.00
Transportation, communication, and other public utilities.....	112	46.00	40.0	1.15	44.50	42.50-48.50	Manufacturing.....	48	41.00	40.0	1.03	40.00	36.00-43.00
Clerks, order ³	307	40.00	39.5	1.01	39.50	34.50-42.00	Retail trade ⁴	32	34.00	40.5	.84	32.00	30.00-36.50
Manufacturing.....	64	48.00	39.5	1.22	45.00	40.50-61.00	Finance, insurance, and real estate.....	86	36.00	39.5	.91	34.50	32.00-39.00
Wholesale trade.....	78	40.50	40.0	1.01	40.50	36.50-42.50	Transportation, communication, and other public utilities.....	51	45.50	40.0	1.14	48.00	41.50-49.00
Retail trade ⁴	107	36.50	40.5	.90	37.50	33.50-39.50	Services.....	28	34.50	40.0	.86	34.50	31.00-36.00
Clerks, pay-roll ³	443	42.00	40.0	1.05	41.00	36.00-46.00	Switchboard-operator-receptionists ³	440	37.00	39.5	.94	37.00	32.00-40.00
Manufacturing.....	232	42.00	40.0	1.05	40.50	36.00-46.50	Manufacturing.....	176	38.50	39.5	.97	37.50	34.00-40.50
Wholesale trade.....	93	41.50	40.0	1.04	41.50	34.00-47.00	Wholesale trade.....	135	38.50	40.0	.91	37.00	32.00-39.50
Retail trade ⁴	37	42.00	40.5	1.04	40.00	37.00-42.50	Retail trade ⁴	38	36.00	41.0	.88	33.50	31.00-39.50
Transportation, communication, and other public utilities.....	46	41.50	40.5	1.02	39.50	35.00-48.50	Finance, insurance, and real estate.....	49	35.50	39.0	.91	35.00	31.00-37.00
Clerk-typists.....	1,981	35.00	39.5	.89	34.50	32.00-37.50	Transportation, communication, and other public utilities.....	27	37.50	37.5	1.00	38.00	35.00-40.00
Manufacturing.....	597	35.50	40.0	.89	35.00	32.50-38.00	Transcribing-machine operators, general ⁴	686	38.00	39.5	.96	37.00	35.00-41.00
Wholesale trade.....	306	35.00	40.0	.88	34.50	32.00-37.00	Manufacturing.....	254	39.50	39.5	1.00	39.00	36.00-41.50
Retail trade ⁴	67	33.50	40.0	.84	33.50	31.00-36.00	Wholesale trade.....	185	38.50	40.0	.96	37.00	36.00-40.50
Finance, insurance, and real estate.....	773	34.50	39.0	.88	34.00	32.00-37.00	Finance, insurance, and real estate.....	192	36.50	39.0	.94	36.00	32.00-41.50
Transportation, communication, and other public utilities.....	93	38.00	39.5	.96	38.00	35.00-41.00	Typists, class A ³	342	39.00	39.5	.99	38.00	36.00-41.00
Services.....	145	36.50	39.0	.94	35.50	34.50-38.00	Manufacturing.....	116	38.50	39.5	.97	38.00	37.00-40.50
Office girls ⁴	349	30.00	39.5	.76	29.00	27.50-32.00	Finance, insurance, and real estate.....	120	37.50	39.0	.96	37.00	34.50-40.50
Manufacturing.....	104	30.50	39.5	.77	29.00	28.00-32.50	Transportation, communication, and other public utilities.....	37	42.50	39.5	1.08	42.00	37.00-46.50
Wholesale trade.....	61	32.50	40.0	.81	32.00	27.50-36.00	Services.....	27	39.50	39.0	1.01	38.00	36.50-44.00
Retail trade ⁴	26	30.50	40.0	.76	29.50	29.50-31.00	Typists, class B ³	1,026	33.00	39.5	.84	32.00	30.50-36.00
Finance, insurance, and real estate.....	135	28.00	39.0	.72	27.50	26.00-29.00	Manufacturing.....	172	34.50	39.5	.87	34.00	32.00-36.50
Stanographers, general.....	2,439	41.00	39.5	1.04	40.50	36.50-44.50	Wholesale trade.....	261	33.50	40.0	.84	36.50	30.50-36.50
Manufacturing.....	627	41.00	40.0	1.03	41.50	36.50-45.00	Finance, insurance, and real estate.....	285	31.50	39.5	.80	30.50	29.50-32.50
Wholesale trade.....	544	41.00	40.0	1.03	40.50	36.50-46.00	Transportation, communication, and other public utilities.....	63	36.50	40.0	.91	37.50	34.50-39.50
Retail trade ⁴	228	39.00	40.5	.96	38.00	35.50-41.00	Services.....	171	32.00	39.0	.82	32.00	31.00-33.50
Finance, insurance, and real estate.....	617	40.00	39.0	1.03	40.00	34.50-44.00							
Transportation, communication, and other public utilities.....	258	44.50	40.0	1.11	43.00	39.00-49.50							
Services.....	165	41.00	39.0	1.05	41.00	37.50-44.00							

¹ Excludes pay for overtime.² Value above and below which half of workers' salaries fell.³ Includes data for industry divisions not shown separately.⁴ Except Minneapolis department stores.

TABLE 2.—Percentage distribution of workers in selected office occupations, by¹ weekly salaries¹ in Minneapolis-St. Paul, April 1949

Weekly salaries ¹	Percent of men—							Percent of women—						
	Book-keepers, hand	Book-keeping-machine operators, class B	Clerks, accounting	Clerks, general	Clerks, order	Clerks, pay-roll	Office boys	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)
Under \$20.00														
\$20.00—\$22.49							2.7							
\$22.50—\$24.99							3.3							
\$25.00—\$27.49							19.3							0.9
\$27.50—\$29.99							23.5	3.8	12.4	3.5		3.9	3.2	6.4
\$30.00—\$32.49		2.9				11.6	22.6	9.7	15.3	1.3		11.1	5.9	15.5
\$32.50—\$34.99	1.1	28.5	4.1		2.3		12.3	15.3	26.4	.9	1.2	16.9	16.9	13.7
\$35.00—\$37.49	.4	21.4	5.2		2.3	7.7	5.0	22.3	33.4	6.1	2.5	24.8	21.4	19.2
\$37.50—\$39.99	1.8	35.7	5.5	2.9		1.9	5.6	13.9	6.9	3.5	8.6	13.6	17.0	10.0
\$40.00—\$42.49	5.8	2.9	8.0	4.1	3.1	1.9	.7	17.1	5.6	21.2	11.1	16.8	18.5	25.6
\$42.50—\$44.99	1.4	4.3	11.5	6.4	5.9	5.8		4.2		9.5	4.3	6.8	8.0	6.8
\$45.00—\$47.49	15.9	1.4	14.9	8.1	17.5	7.7		5.2		20.3	29.7	4.9	4.3	1.4
\$47.50—\$49.99	9.4		3.7	7.6	10.4	1.9		1.7		5.6	4.3	.2	3.8	
\$50.00—\$52.49	17.1		14.4	3.5	22.7	3.8		.3		20.3	17.9	.7	.9	.5
\$52.50—\$54.99	7.2		4.1	10.5	4.8	23.2		3.8		2.6	7.4	.3		
\$55.00—\$57.49	1.4	2.9	4.3	11.6	6.5	1.9		1.7		.9	3.1			
\$57.50—\$59.99	8.3		5.2	11.6	.8	5.8				3.9	6.2			
\$60.00—\$62.49	2.2		5.5	6.4	13.5	11.6		.3			3.7		.1	
\$62.50—\$64.99	1.4		2.4	3.5	7.6									
\$65.00—\$67.49	1.1		2.9	2.9	2.3	1.9		.7						
\$67.50—\$69.99	13.8		2.0	7.0		1.9				.4				
\$70.00—\$72.49	.4		1.9	2.9		1.9								
\$72.50—\$74.99	1.8		1.5	1.7	.3									
\$75.00—\$79.99	2.2		1.1	4.1										
\$80.00—\$84.99	.4		.6	2.9		3.8								
\$85.00—\$89.99	4.7		.8	2.3		1.9								
\$90.00—\$94.99	.7		.1			1.9								
\$95.00—\$99.99	.7		.3			1.9								
\$100.00 and over	.8													
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	100.0
Estimated number of workers	276	70	784	172	355	52	301	288	72	231	162	921	746	219
Average weekly salaries ¹	\$57.00	\$37.00	\$50.50	\$57.50	\$52.00	\$53.50	\$30.00	\$38.50	\$34.00	\$45.00	\$47.50	\$37.50	\$38.00	\$36.50

¹ Excludes pay for overtime.

SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries ¹ in Minneapolis-St. Paul, April 1949—Continued

Weekly salaries ¹	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	Stenographers, technical	Switchboard operators	Switchboard operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
Under \$20.00															
\$20.00-\$22.49															
\$22.50-\$24.99	0.1		0.1				0.6								
\$25.00-\$27.49	.1		10.7				1.0	19.8				0.2	1.0		1.3
\$27.50-\$29.99	3.4	0.9	30.6	0.6	6.5		8.5	48.6	1.8		2.6	.7	3.5		21.4
\$30.00-\$32.49	10.6	7.2	26.7	1.6	8.8	7.7	20.1	11.5	4.3		17.2	24.5	6.6	5.8	27.4
\$32.50-\$34.99	12.8	10.9	17.7	2.3	14.7	6.8	21.5	8.9	9.3		22.0	13.2	13.7	12.6	20.3
\$35.00-\$37.49	13.1	17.6	9.1	4.3	8.5	17.8	22.8	4.0	14.6	4.2	11.4	17.3	27.7	21.9	18.6
\$37.50-\$39.99	13.0	15.8	2.6	10.4	14.0	7.0	12.4	1.7	15.4	5.3	10.3	18.0	13.1	24.3	8.1
\$40.00-\$42.49	11.8	24.4	1.8	29.2	23.7	18.6	9.2	4.9	16.2	16.5	11.8	11.4	17.5	18.4	2.4
\$42.50-\$44.99	10.8	14.9	.5	20.0	4.2	12.2	2.2	.6	15.3	16.9	8.1	6.7	5.7	5.0	.3
\$45.00-\$47.49	5.2	.5	.1	10.6	2.9	7.2	1.0		10.7	14.8	2.9	4.1	6.3	6.4	.2
\$47.50-\$49.99	5.1	3.2		6.9	5.2	6.5	.5		4.5	10.6	9.2	1.6	2.5	.6	
\$50.00-\$52.49	3.5	1.4		4.9	5.2	7.0	.1		4.6	16.9	1.1	2.5	.9	4.7	
\$52.50-\$54.99	6.8		.1	3.1	1.0	2.3			1.5	1.1	1.5	.2	.9	.3	
\$55.00-\$57.49	1.6	1.8		2.0		2.9			.8	6.9	.4		.6		
\$57.50-\$59.99	.6			2.7		2.5	.1		.4	2.1	.4	.2			
\$60.00-\$62.49	.7	.9		.2	3.3	1.1			.3	.5	.7	.2			
\$62.50-\$64.99	.1	.5		1.2	2.0	.2			(²)	1.6					
\$65.00-\$67.49	.7								(²)						
\$67.50-\$69.99						.2						.2			
\$70.00-\$72.49										.5					
\$72.50-\$74.99											.4				
\$75.00-\$79.99									(²)	.2					
\$80.00-\$84.99									(²)						
\$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	100.0	100.0
Estimated number of workers	1,747	221	1,005	490	307	443	1,981	349	2,439	189	272	440	686	342	1,026
Average weekly salaries ¹	\$40.50	\$39.50	\$31.50	\$43.50	\$40.00	\$42.00	\$35.00	\$30.00	\$41.00	\$46.00	\$38.50	\$37.00	\$38.00	\$39.00	\$33.00

¹ Excludes pay for overtime.² Less than 0.05 of 1 percent.

TABLE 3.—Average weekly salaries¹ for selected office occupations in Minneapolis-St. Paul, by city and industry division, April 1949

Sex, occupation, and industry division	Minneapolis-St. Paul	Minneapolis	St. Paul	Sex, occupation, and industry division	Minneapolis-St. Paul	Minneapolis	St. Paul
<i>Men</i>				<i>Women—Continued</i>			
Bookkeepers, hand ²	\$57.00	\$57.00	\$56.50	Clerks, general ² —Continued			
Wholesale trade.....	54.00	53.50	55.00	Transportation, communication, and other public utilities.....	\$46.00	\$48.50	\$45.00
Clerks, accounting ²	50.50	52.00	48.50	Clerks, order ²	40.00	40.50	39.50
Manufacturing.....	53.00	51.50	56.50	Manufacturing.....	48.00	46.00	(³)
Wholesale trade.....	47.50	49.00	45.50	Wholesale trade.....	40.50	44.50	35.00
Finance, insurance, and real estate.....	46.50	49.50	43.50	Retail trade ⁴	36.50	35.00	37.00
Transportation, communication, and other public utilities.....	50.00	65.00	51.50	Clerks, pay-roll ²	42.00	43.00	40.00
Clerks, general ²	57.50	56.00	61.00	Manufacturing.....	42.00	42.50	41.50
Manufacturing.....	54.00	54.50	(³)	Wholesale trade.....	41.50	46.50	36.00
Transportation, communication, and other public utilities.....	63.00	60.00	65.50	Transportation, communication, and other public utilities.....	41.50	39.50	(³)
Clerks, order ²	52.00	52.00	52.00	Clerk-typists ²	35.00	35.00	35.00
Manufacturing.....	56.00	53.50	57.50	Manufacturing.....	35.50	35.00	36.00
Wholesale trade.....	50.50	51.50	46.00	Wholesale trade.....	35.00	37.00	34.00
Office boys ²	30.00	31.00	29.00	Finance, insurance, and real estate.....	34.50	33.50	35.00
Manufacturing.....	30.00	30.50	29.50	Transportation, communication, and other public utilities.....	38.00	40.50	37.00
Wholesale trade.....	28.50	31.00	27.00	Services.....	36.50	37.00	34.00
<i>Women</i>				Office girls ²	30.00	30.00	29.50
Billers, machine (billing machine) ²	38.50	39.50	36.50	Manufacturing.....	30.50	30.50	(³)
Manufacturing.....	39.00	39.50	(³)	Wholesale trade.....	32.50	33.50	(³)
Wholesale trade.....	39.00	42.00	34.50	Finance, insurance, and real estate.....	28.00	28.00	(³)
Bookkeeping-machine operators, class B ²	37.50	37.00	38.00	Stenographers, general.....	41.00	41.00	41.00
Manufacturing.....	39.50	39.00	(³)	Manufacturing.....	41.00	41.00	41.50
Wholesale trade.....	38.50	38.50	38.50	Wholesale trade.....	41.00	41.50	40.50
Finance, insurance, and real estate.....	35.00	34.50	36.50	Retail trade ⁴	39.00	39.50	36.50
Calculating-machine operators (Comptometer type) ²	38.00	38.50	37.50	Finance, insurance, and real estate.....	40.00	40.00	39.50
Manufacturing.....	39.00	39.00	39.50	Transportation, communication, and other public utilities.....	44.50	44.50	44.00
Wholesale trade.....	37.50	38.00	36.00	Services.....	41.00	41.50	(³)
Transportation, communication, and other public utilities.....	39.50	38.50	(³)	Switchboard operators ²	38.50	38.50	38.00
Calculating-machine operators (other than Comptometer type) ²	36.50	38.50	35.00	Manufacturing.....	41.00	39.00	(³)
Wholesale trade.....	37.50	(³)	37.00	Finance, insurance, and real estate.....	36.00	36.50	35.50
Finance, insurance, and real estate.....	35.00	36.50	34.00	Transportation, communication, and other public utilities.....	45.50	46.00	(³)
Clerks, accounting.....	40.50	41.50	37.50	Switchboard-operator-receptionists ²	37.00	38.00	35.50
Manufacturing.....	41.00	41.50	39.00	Manufacturing.....	38.50	38.50	38.50
Wholesale trade.....	41.50	42.00	38.50	Wholesale trade.....	36.50	37.50	35.00
Retail trade ⁴	37.00	38.50	34.50	Finance, insurance, and real estate.....	35.50	37.00	(³)
Finance, insurance, and real estate.....	38.50	39.00	37.00	Transcribing-machine operators, general ²	38.00	39.00	37.00
Transportation, communication, and other public utilities.....	42.50	42.50	42.00	Manufacturing.....	39.50	39.00	39.50
Services.....	41.00	43.00	(³)	Wholesale trade.....	38.50	39.00	37.50
Clerks, file, class A ²	39.50	39.50	39.50	Finance, insurance, and real estate.....	36.50	39.00	34.50
Manufacturing.....	40.50	40.00	40.50	Typists, class A ²	39.00	39.00	38.50
Finance, insurance, and real estate.....	38.50	38.50	(³)	Manufacturing.....	38.50	38.00	39.00
Clerks, file, class B ²	31.50	31.50	31.50	Finance, insurance, and real estate.....	37.50	37.50	(³)
Manufacturing.....	33.50	33.00	34.00	Transportation, communication, and other public utilities.....	42.50	46.50	(³)
Wholesale trade.....	32.50	33.50	31.00	Typists, class B ²	33.00	33.00	32.50
Retail trade ⁴	31.00	(³)	31.50	Manufacturing.....	34.50	34.50	34.00
Finance, insurance, and real estate.....	29.50	29.50	29.50	Wholesale trade.....	33.50	34.00	32.50
Clerks, general ²	43.50	43.50	44.00	Finance, insurance, and real estate.....	31.50	31.00	31.50
Manufacturing.....	43.50	43.50	44.00	Transportation, communication, and other public utilities.....	36.50	37.00	(³)
Finance, insurance, and real estate.....	43.50	44.50	(³)	Services.....	32.00	32.00	(³)

¹ Excludes pay for overtime.
² Includes data for industry divisions not shown separately. The retail trade group in Minneapolis excludes data for department stores.

³ Insufficient number of workers to justify presentation of an average.
⁴ Includes data for department stores in St. Paul, but excludes department stores in Minneapolis.

SALARIES OF OFFICE WORKERS

TABLE 4.—Average weekly salaries¹ for women in selected office occupations in Minneapolis-St. Paul, by size of establishment, April 1949

Occupation and grade	Average weekly salaries ¹ in—					
	Manufacturing establishments with total employment of—			Wholesale establishments with total employment of—		
	501 or more	251-500	101-250	251 or more	101-250	26-100
Bookkeeping-machine operators, class B.....	\$39.50	\$41.50	\$39.00	(²)	\$37.00	\$39.00
Calculating-machine operators (Comptometer type).....	38.50	40.00	(²)	\$35.50	38.50	37.50
Clerks, accounting.....	44.00	39.50	41.00	39.50	43.50	41.50
Clerks, file, class B.....	33.50	35.00	33.50	31.00	31.50	34.00
Clerks, pay-roll.....	42.50	41.50	42.50	(²)	41.50	41.00
Clerk-typists.....	36.00	35.50	35.00	(²)	33.00	36.50
Stenographers, general.....	40.50	40.50	42.50	37.50	40.50	42.00
Transcribing-machine operators, general.....	38.50	40.50	38.50	39.00	38.50	38.00
Typists, class B.....	33.50	(²)	35.00	34.00	32.50	35.00

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

TABLE 5.—Scheduled weekly hours of women in Minneapolis-St. Paul offices, April 1949

Weekly hours	Percent of workers employed in offices in—						
	All industries	Manufacturing	Wholesale trade	Retail trade ¹	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.....	0.5				1.5	0.3	
35 hours.....	1.7				5.6		
Over 35 and under 37½ hours.....	6.1	6.7	1.2	2.7	8.3	.5	26.1
Over 37½ and under 40 hours.....	13.4	8.7		5.3	32.8	2.6	7.8
40 hours.....	75.2	84.2	96.8	72.3	51.8	90.1	64.4
Over 40 and under 44 hours.....	1.9		2.0	15.1			1.7
44 hours.....	.6	.4		4.6			
Over 44 and under 48 hours.....	.6					6.5	
48 hours and over.....							

¹ Excludes department stores in Minneapolis.

TABLE 6.—Scheduled days in workweek of women in Minneapolis-St. Paul offices, April 1949

Days in week	Percent of workers employed in offices in—						
	All industries	Manufacturing	Wholesale trade	Retail trade ¹	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.....	83.9	98.2	94.5	46.1	73.2	93.2	86.7
5½ days.....	9.6	1.8	2.5	47.4	9.2	6.8	13.3
6 days.....	5.9		3.0	1.2	17.3		
Other.....	.6			5.3	.3		

¹ Excludes department stores in Minneapolis.

TABLE 7.—Vacations with pay in Minneapolis-St. Paul offices, April 1949

Vacation policy	Percent of workers employed in offices in—						
	All industries	Manufacturing	Wholesale trade	Retail trade ¹	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.....	29.7	25.4	38.9	84.7	2.3	67.6	26.8
Over 1 and under 2 weeks.....	.4	1.3
2 weeks.....	67.4	68.7	58.3	16.3	96.3	32.4	69.3
Over 2 weeks.....	2.5	4.6	2.8	1.4	3.9
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.....	9.1	15.0	14.3	22.3	2.7	.2
Over 1 and under 2 weeks.....	.4	1.3
2 weeks.....	87.2	77.1	82.9	77.7	98.6	97.3	90.9
Over 2 weeks.....	3.3	6.6	2.8	1.4	8.9
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.....	1.5	3.4	1.8	1.9	.2
2 weeks.....	91.9	89.5	95.4	93.7	93.8	98.1	65.8
Over 2 weeks.....	6.6	7.1	2.8	6.3	6.2	34.0
Offices with no paid vacations.....

¹ Excludes department stores in Minneapolis.

TABLE 8.—Paid holidays in Minneapolis-St. Paul offices, April 1949

Number of paid holidays	Percent of workers employed in offices in—						
	All industries	Manufacturing	Wholesale trade	Retail trade ¹	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
Number of holidays:							
6.....	57.2	85.2	68.3	88.1	12.3	46.2	87.7
6½.....	5.9	.6	2.7	4.3	14.7	5.6	2.2
7.....	7.7	9.2	2.5	3.7	48.2
7½.....	1.8	2.1	1.8	2.7
8.....	4.7	2.4	5.1	11.6	10.1
8½.....	5.2	12.1	5.8
9.....	2.2	7.5
10.....	.8	4.1
11.....	14.5	11.5	41.7
Offices providing no paid holidays.....

¹ Excludes department stores in Minneapolis.

TABLE 9.—Nonproduction bonuses in Minneapolis-St. Paul offices, April 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	47.5	52.0	48.5	61.0	52.5	3.5	52.1
Christmas or year-end.....	41.6	37.7	44.8	61.0	49.0	3.5	52.1
Profit-sharing.....	4.5	14.3			1.3		
Other.....	1.4		3.7		2.2		
Offices with no nonproduction bonuses....	52.5	48.0	51.5	39.0	47.5	96.5	47.9

† Excludes department stores in Minneapolis.

TABLE 10.—Formal provisions for paid sick leave in Minneapolis-St. Paul offices, April 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 offices studied.....	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.....	30.5	32.5	32.7	35.2	25.8	43.1	6.1
Under 5 days.....	3.0	4.8	6.7	3.4			
5 days.....	13.8	19.4	12.5	30.6	2.6	24.9	6.1
6 days.....	5.7	3.4	9.9	1.2	6.7	6.8	
7 days.....	.4					3.8	
10 days.....	4.3	3.1	3.6		9.3		
12 days.....	.2	.9					
15 days.....	.4				1.4		
20 days.....							
Over 20 days.....	1.1	.9			1.1	5.7	
Other periods.....	1.6				4.7	1.9	
Offices with no formal provisions for paid sick leave.....	69.5	67.5	67.3	64.8	74.2	56.9	93.9
<i>1 year of service</i>							
Offices with formal provisions for paid sick leave.....	34.2	34.8	36.4	50.1	29.6	43.1	10.4
Under 5 days.....							
5 days.....	6.5	9.1	8.4	23.0		3.8	6.1
6 days.....	3.3	2.8	5.4	19.5			
7 days.....	.4					3.8	
10 days.....	10.8	11.1	7.9	2.5	11.5	26.7	
12 days.....	5.2	2.9	9.9		6.7	1.2	4.3
15 days.....	4.1	8.0			6.1		
20 days.....	.2		1.2				
Over 20 days.....	1.6	.9	2.4		1.1	5.7	
Other periods.....	.6			5.1		1.9	
Information not available.....	1.5		1.2		4.2		
Offices with no formal provisions for paid sick leave.....	65.8	65.2	63.6	49.9	70.4	56.9	89.6
<i>2 years of service</i>							
Offices with formal provisions for paid sick leave.....	34.9	34.8	36.4	52.1	29.6	49.1	10.4
Under 5 days.....							
5 days.....	3.5	4.0	8.4			3.8	6.1
6 days.....	3.1	2.2	5.4	19.5			
7 days.....	.4					3.8	
10 days.....	9.8	7.5	6.2	32.6	5.7	26.7	
12 days.....	4.4	.9	9.9		6.7	1.2	
15 days.....	3.4	5.7	1.7		4.7		
20 days.....	1.0	1.5			2.0		
Over 20 days.....	6.1	13.0	3.6		1.1	11.7	4.3
Other periods.....	.2					1.9	
Information not available.....	3.0		1.2		9.4		
Offices with no formal provisions for paid sick leave.....	65.1	65.2	63.6	47.9	70.4	50.9	89.6

† Excludes department stores in Minneapolis.

TABLE 11.—Insurance and pension plans in Minneapolis-St. Paul offices, April 1949

Type of plan	Percent of workers employed in offices in—						
	All industries	Manufacturing	Wholesale trade	Retail trade ¹	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 ²	90.2	93.8	90.7	58.4	97.6	97.8	53.3
Life insurance.....	81.7	88.6	76.6	48.5	89.1	88.2	53.3
Health insurance.....	35.3	57.0	31.3	36.0	21.5	36.4	3.1
Retirement pension.....	50.1	36.1	33.1	35.9	74.6	87.2	8.1
Other.....	56.4	62.2	52.7	37.2	80.1	10.1	14.8
Offices with no insurance or pension plans.....	9.8	6.2	9.3	41.6	2.4	2.2	46.7

¹ Excludes department stores in Minneapolis.

² Unduplicated total.

PORTLAND, OREG., FEBRUARY 1949

Salaries

Weekly salaries of Portland office workers were highest for hand bookkeepers and lowest for office boys and girls in February 1949. Women hand bookkeepers averaged \$60 a week, as compared with an average of \$70.50 for men in this position. Office boys and girls averaged \$34 and \$35, respectively. Women general stenographers, numerically the most important occupational group studied, received an average of \$45 weekly. Men were most frequently employed as order clerks and accounting clerks. Average salaries for these two jobs were \$60 and \$58.50, respectively.

On an hourly basis, occupational averages for women ranged from 88 cents to \$1.51. For 18 of the 21 jobs studied, average rates were \$1 or more. Hourly rates for men's jobs ranged from 85 cents to \$1.77.

Among individual women workers in the lower paid jobs, salaries generally fell within a range of \$30 or less but there were greater differences in individual salaries in some of the higher paid positions. The lowest paid women hand bookkeepers received \$37.50 but top salaries for women in this job were about \$95. In each occupation studied, except that of hand bookkeepers, at least half of the women had weekly earnings varying by no more than \$10. More than half of the general stenographers in Portland received salaries between \$40 and \$47.50.

Explanation of variations in the salaries of

individual workers lies partly in differences in rate structure among Portland industries. Examination of average salaries, job by job, among the six broad industry groups studied shows definite earnings advantages in some industry groups. Generally, highest rates were found in wholesale trade; manufacturing; and the transportation, communication, and other public utilities groups. There was no evidence that size of establishment had a consistent influence on interoffice differences in rates. Differences in length of service and similar factors help to explain the range in individual salaries within occupations.

Work Schedules

Nine of every 10 women employed in Portland offices had a scheduled workweek of 40 hours. The 5-day week was also generally in effect but was less widespread than the 40-hour week. A number of establishments in retail trade; finance, insurance, and real estate; and in transportation, communication, and other public utilities observed 5½- and 6-day weekly schedules for office employees. For example, in offices of retail trade firms the 40-hour week was universal, but for offices with over two-fifths of the employees the weekly schedule called for 5½ or 6 days of work. Weekly schedules under 40 hours were confined chiefly to finance, insurance, and real estate; and were found to a lesser extent in transportation, communication, and other public utilities.

Paid Vacations

Paid-vacation provisions were universal for office workers in Portland. Vacations of 2 weeks' duration after 1 year of service were in force for three-fifths of the workers, while most of the remaining employees were granted 1 week after this amount of service. Vacation plans were most liberal in finance, insurance, and real estate establishments. After 5 years of service almost all offices allowed 2-week vacations, but few provided for vacations of longer periods.

Paid Holidays

All but a negligible number of Portland office workers received paid holidays. The typical arrangement was for six holidays a year, although in some industries more liberal provisions were the rule—notably in the finance, insurance, and real estate; and the transportation, communication, and other public utilities groups. In the former, three-fifths of the employees observed 10 or 11 holidays each year; and in the latter, firms with about four-fifths of office employment allowed 7 or 8 holidays.

Nonproduction Bonuses

One in every four workers was employed in an office that supplemented basic pay with a non-production bonus. Almost without exception

the bonus was a Christmas or year-end payment. Bonus payments were most prevalent in manufacturing. Offices accounting for almost two-thirds of the employees in this group had some type of bonus plan.

Paid Sick Leave

About one-fifth of the workers were employed in offices having formal provisions for sick leave with pay after 1 year of service. Time allowances varied widely among companies, from 5 to more than 20 days annually. The most typical arrangements were for 10 to 15 days.

In offices with formal plans, most workers were eligible for sick leave after only 6 months of service. Such plans were most notable in retail trade and transportation, communication, and other public utilities.

Insurance and Pension Plans

Offices employing about three-fourths of Portland office workers provided some type of insurance or pension plan for which the firms paid at least part of the premiums. Such plans were most prevalent in the finance, insurance, and real estate; and the transportation, communication, and other public utility groups. Retirement pensions (in addition to Federal old-age and survivors insurance) also covered a high proportion of employees in these industries.

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Portland, Oreg., by industry division, February 1949

Sex, occupation, and industry division	Estimated number of workers	Average			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average			Median weekly salary ²	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>							
Bookkeepers, hand ³	76	\$70.50	40.0	\$1.77	\$72.50	\$60.00—\$75.50	Clerks, pay-roll.....	28	\$63.00	39.5	\$1.59	\$63.50	\$54.00—\$73.00
Manufacturing.....	26	73.00	40.0	1.83	75.00	63.50—75.50	Office boys ⁴	68	34.00	40.0	.85	32.00	28.00—37.00
Clerks, accounting ⁵	208	58.50	39.5	1.47	55.50	52.00—64.50	Manufacturing.....	29	30.00	39.5	.75	28.00	28.00—30.00
Manufacturing.....	68	56.50	39.0	1.45	54.00	51.00—57.50	<i>Women</i>						
Transportation, communication, and other public utilities.....	43	58.50	40.0	1.47	57.50	52.00—63.50	Billers, machine (billing machine) ⁶	147	42.00	40.0	1.05	42.00	40.00—44.50
Clerks, general ⁷	75	59.50	40.0	1.49	61.00	52.00—67.00	Wholesale trade.....	61	42.00	40.0	1.05	41.50	40.00—43.50
Transportation, communication, and other public utilities.....	46	59.50	40.0	1.49	60.00	51.00—69.00	Transportation, communication, and other public utilities.....	49	45.00	40.0	1.13	43.00	42.00—49.50
Clerks, order ⁸	328	60.00	40.0	1.50	57.50	52.00—63.50	Billers, machine (book-keeping machine).....	85	44.50	40.0	1.11	45.00	40.00—49.00
Manufacturing.....	50	53.00	39.5	1.33	55.00	45.00—58.50	Bookkeepers, hand ³	177	60.00	40.0	1.51	57.50	50.00—69.00
Wholesale trade.....	245	61.50	40.0	1.54	57.50	52.00—63.50	Manufacturing.....	39	63.50	40.0	1.59	60.00	55.50—69.00
Transportation, communication, and other public utilities.....	25	61.00	40.0	1.52	60.50	56.00—65.50	Wholesale trade.....	83	57.00	40.0	1.43	57.50	47.00—63.50
							Finance, insurance, and real estate.....	26	65.00	39.0	1.66	69.00	52.00—73.50

See footnotes at end of table.

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Portland, Oreg., by industry division, February 1949—Continued

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
Women—Continued						Women—Continued							
Bookkeeping-machine operators, class A.....	60	\$49.00	40.0	\$1.23	\$48.50	\$47.00-\$52.00	Clerks, order ³	115	\$43.00	40.0	\$1.07	\$42.00	\$40.50-\$43.50
Bookkeeping-machine operators, class B ³	375	44.50	40.0	1.11	43.50	40.50- 47.00	Wholesale trade.....	40	45.00	40.0	1.13	42.50	41.50- 45.00
Wholesale trade.....	119	48.50	40.0	1.21	50.00	42.50- 54.00	Clerks, pay-roll ³	201	47.00	40.0	1.18	46.50	41.50- 51.00
Retail trade.....	36	44.00	40.0	1.10	45.00	44.00- 46.00	Manufacturing.....	74	49.00	40.0	1.23	48.50	45.00- 54.00
Finance, insurance, and real estate.....	180	41.00	40.0	1.03	42.50	38.00- 44.50	Transportation, communication, and other public utilities.....	30	49.50	39.5	1.25	49.00	45.00- 53.00
Calculating-machine operators (Comptometer type) ³	528	46.00	40.0	1.15	45.00	42.00- 50.00	Clerk-typists ³	590	39.50	40.0	1.00	40.00	35.50- 42.50
Manufacturing.....	100	45.50	40.0	1.14	44.00	42.50- 48.50	Manufacturing.....	117	42.00	39.5	1.06	42.50	38.00- 46.00
Wholesale trade.....	259	48.50	40.0	1.21	46.00	43.50- 54.00	Wholesale trade.....	152	41.50	40.0	1.04	41.50	39.00- 45.00
Retail trade.....	106	41.00	40.0	1.03	40.50	36.00- 46.00	Retail trade.....	34	37.50	40.0	.94	37.00	32.00- 40.00
Finance, insurance, and real estate.....	31	43.50	40.0	1.08	43.50	37.50- 47.0	Finance, insurance, and real estate.....	217	37.00	39.5	.93	37.00	34.50- 39.00
Transportation, communication, and other public utilities.....	32	47.50	39.5	1.20	47.50	43.00- 51.50	Transportation, communication, and other public utilities.....	37	43.50	40.0	1.09	43.00	40.50- 47.00
Calculating-machine operators (other than Comptometer type).....	33	41.50	40.0	1.03	40.50	40.00- 46.00	Office girls ³	127	35.00	40.0	.88	34.50	31.00- 38.00
Clerks, accounting ³	645	46.50	40.0	1.16	46.00	41.50- 50.50	Finance, insurance, and real estate.....	75	33.50	40.0	.84	32.00	31.00- 38.00
Manufacturing.....	111	48.50	40.5	1.19	48.50	44.50- 52.00	Stenographers, general ³	963	45.00	40.0	1.13	45.00	40.50- 49.50
Wholesale trade.....	179	49.50	40.5	1.23	50.00	42.50- 54.00	Manufacturing.....	177	47.00	40.0	1.18	47.00	42.50- 49.50
Retail trade.....	136	41.50	40.0	1.04	41.50	37.00- 46.50	Wholesale trade.....	303	47.00	40.0	1.17	46.00	42.50- 50.00
Finance, insurance, and real estate.....	80	43.50	39.5	1.10	45.00	39.00- 46.00	Retail trade.....	97	40.00	40.0	1.01	40.00	36.50- 42.00
Transportation, communication, and other public utilities.....	119	47.50	40.0	1.20	45.50	43.00- 51.50	Finance, insurance, and real estate.....	243	44.00	40.0	1.10	43.50	40.50- 48.50
Clerks, file, class A ³	109	41.50	40.0	1.04	40.50	39.00- 45.50	Transportation, communication, and other public utilities.....	90	46.50	40.0	1.16	45.00	43.00- 49.00
Wholesale trade.....	34	42.00	40.0	1.05	39.00	38.50- 46.00	Switchboard operators ³	154	43.50	39.5	1.10	42.50	38.00- 49.00
Finance, insurance, and real estate.....	45	41.00	40.0	1.02	40.50	39.00- 43.50	Manufacturing.....	34	46.50	40.0	1.16	42.50	42.00- 50.50
Clerks, file, class B ³	227	35.50	40.0	.89	35.50	31.00- 38.00	Wholesale trade.....	30	40.50	40.0	1.02	42.50	34.50- 44.00
Manufacturing.....	30	41.50	40.0	1.04	40.50	38.00- 45.00	Retail trade.....	31	37.00	40.0	.93	38.00	34.50- 40.50
Retail trade.....	41	32.00	40.0	.80	31.00	30.00- 32.50	Transportation, communication, and other public utilities.....	27	48.50	39.5	1.22	49.00	45.00- 51.50
Finance, insurance, and real estate.....	89	33.00	40.0	.83	32.00	31.00- 35.50	Switchboard-operator-receptionists ³	158	43.50	40.0	1.08	44.00	38.00- 47.00
Transportation, communication, and other public utilities.....	28	39.00	40.0	.97	39.00	37.00- 40.00	Manufacturing.....	38	45.00	39.5	1.13	46.00	42.50- 48.50
Clerks, general ³	234	48.00	40.0	1.20	48.50	42.50- 52.00	Wholesale trade.....	62	44.50	40.0	1.11	44.00	42.50- 48.50
Manufacturing.....	66	50.00	40.0	1.25	50.50	42.50- 55.50	Finance, insurance, and real estate.....	35	38.50	40.0	.97	38.00	34.50- 42.50
Wholesale trade.....	70	46.50	40.0	1.16	49.00	41.50- 50.00	Transcribing-machine operators, general ³	111	44.00	40.0	1.10	44.00	39.00- 47.50
Retail trade.....	24	42.50	40.0	1.06	41.50	37.00- 48.00	Finance, insurance, and real estate.....	33	42.50	39.5	1.06	42.50	36.50- 47.50
Finance, insurance, and real estate.....	29	51.00	40.0	1.28	46.00	42.50- 57.50	Typists, class A ³	67	44.00	39.5	1.12	43.50	40.00- 48.00
Transportation, communication, and other public utilities.....	39	48.50	40.0	1.21	48.50	43.50- 51.50	Transportation, communication, and other public utilities.....	37	44.00	40.0	1.11	43.50	40.00- 48.00
							Typists, class B ³	231	37.50	40.0	.94	37.00	33.50- 42.50
							Finance, insurance, and real estate.....	123	36.50	40.0	.91	37.00	32.00- 40.50

¹ Excludes pay for overtime.
² Value above and below which half of workers' salaries fell.

³ Includes data for industry divisions not shown separately.

SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries¹ in Portland, Oreg., February 1949

Weekly salaries ¹	Percent of men—					Percent of women—							
	Book-keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Office boys	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)	Clerks, accounting	Clerks, file, class A
Under \$20.00													
\$20.00—\$22.49													
\$22.50—\$24.99					1.5								
\$25.00—\$27.49					11.8								
\$27.50—\$29.99					22.1								
\$30.00—\$32.49					27.9	7.5	2.4			3.7	1.5	1.1	
\$32.50—\$34.99					2.9	2.7	10.6			2.9	3.2	2.6	3.7
\$35.00—\$37.49					13.2	2.0	7.1			5.9	3.8	7.0	8.3
\$37.50—\$39.99					2.9	8.8	4.7	1.1		6.7	3.8	7.4	31.1
\$40.00—\$42.49		1.4	1.3	2.4	1.5	35.4	3.5	1.1		13.3	15.0	10.5	21.1
\$42.50—\$44.99		1.0	4.0	4.3	1.5	19.0	17.6	9.0	18.3	28.5	23.3	14.1	9.2
\$45.00—\$47.49		5.8	8.0	.9	2.9	8.2	21.1	11.3	18.3	14.4	19.3	14.7	21.1
\$47.50—\$49.99		4.8	2.7	.3		4.1	12.9	2.3	25.1	4.8	3.6	10.5	2.8
\$50.00—\$52.49	5.3	17.3	9.3	20.5	11.8	9.5	11.8	14.1	23.3	9.1	10.8	13.5	.9
\$52.50—\$54.99		4.8		7.6		1.4	1.2		8.3	4.5	2.5	7.0	.9
\$55.00—\$57.49	3.9	21.7	10.7	12.2		1.4	1.2		6.8	1.7	.8	4.7	3.6
\$57.50—\$59.99	17.1	12.0	13.4	9.5			5.9		9.0	5.0	3.5	3.0	4.3
\$60.00—\$62.49		1.9	12.0	12.5				8.5			3.0	.2	.9
\$62.50—\$64.99	6.6	8.2	5.3	6.7				5.1			1.7	3.3	
\$65.00—\$67.49	1.3	.5	12.0	6.1						1.9	.8		
\$67.50—\$69.99	11.8	4.3	9.3	2.4				10.7					
\$70.00—\$72.49	1.3	1.4	9.3					9.0					
\$72.50—\$74.99	26.5	13.5	2.7	4.0				2.3				.2	
\$75.00—\$79.99	10.5	1.4		1.5				.6					
\$80.00—\$84.99	3.9			1.5				.6					
\$85.00—\$89.99	3.9			4.6				1.7					
\$90.00—\$94.99	6.6			3.0				6.8					
\$95.00—\$99.99	1.3												
\$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	76	208	75	328	68	147	85	177	60	375	528	645	109
Average weekly salaries ¹	\$70.50	\$58.50	\$59.50	\$60.00	\$34.00	\$42.00	\$44.50	\$60.00	\$49.00	\$44.50	\$46.00	\$46.50	\$41.50

¹ Excludes pay for overtime.

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries¹ in Portland, Oreg., February 1949—Continued

Weekly salaries ¹	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												
\$25.00-\$27.49	0.4					2.4						
\$27.50-\$29.99	13.7				1.9	15.7	0.4	1.3	1.3			6.5
\$30.00-\$32.49	21.1		1.7		9.0	25.2	1.0	2.6				17.3
\$32.50-\$34.99	13.2		4.3	2.5	13.4	9.4	2.2	7.1	5.7	7.2		18.6
\$35.00-\$37.49	17.2	5.6	7.0	3.5	9.0	11.8	4.0	9.1	13.3	.9	7.5	17.3
\$37.50-\$39.99	15.4	2.1	7.8	5.0	15.9	20.5	7.8	9.7	7.6	17.1	12.0	6.9
\$40.00-\$42.49	7.0	17.1	43.5	14.9	19.0	8.7	18.2	15.7	10.1	12.6	19.4	7.8
\$42.50-\$44.99	9.3	17.1	18.3	7.5	15.3	2.4	17.8	17.6	22.2	16.2	23.7	9.5
\$45.00-\$47.49		6.0	1.7	18.3	7.4	.8	15.2	6.5	17.7	19.0	10.4	10.0
\$47.50-\$49.99	1.8	13.7	.9	16.4	2.9		10.8	10.4	7.6	9.0	12.0	4.8
\$50.00-\$52.49	.9	14.1	2.6	15.9	4.5		13.2	13.6	12.0	18.0	9.0	1.3
\$52.50-\$54.99		7.3	7.0	3.5	1.4		4.0	3.2	1.9		3.0	
\$55.00-\$57.49		6.8	1.7	4.0		3.1	1.1		.6		1.5	
\$57.50-\$59.99		5.1	2.6	6.0	.3		2.7	3.2				
\$60.00-\$62.49		.4	.9	1.0			.5					
\$62.50-\$64.99		2.1		.5			.2				1.5	
\$65.00-\$67.49				.5			.8					
\$67.50-\$69.99		2.6					.1					
\$70.00-\$72.49												
\$72.50-\$74.99												
\$75.00-\$79.99												
\$80.00-\$84.99				.5								
\$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
Estimated number of workers	227	234	115	201	580	127	963	154	158	111	67	231
Average weekly salaries ¹	\$35.50	\$48.00	\$43.00	\$47.00	\$39.50	\$35.00	\$45.00	\$43.50	\$43.50	\$44.00	\$44.00	\$37.50

¹ Excludes pay for overtime.

SALARIES OF OFFICE WORKERS

TABLE 3.—Scheduled weekly hours of women in Portland, Oreg., offices, February 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 offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours.....	0.7	3.2			0.4		
35 hours.....							
Over 35 and under 37½ hours.....	1.6				2.9	4.6	
37½ hours.....	3.1		2.9		8.7	4	3.3
Over 37½ and under 40 hours.....	92.5	95.6	93.4	100.0	83.8	95.0	96.7
40 hours.....	1.5		1.8		4.2		
Over 40 and under 44 hours.....	.6	1.2	1.9				
44 hours.....							
Over 44 hours.....							

TABLE 4.—Scheduled days in workweek of women in Portland, Oreg., offices, February 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 offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	83.4	98.8	86.7	55.6	75.8	94.7	96.7
5½ days.....	9.2	1.2	13.3	30.9	7.0		3.3
6 days.....	7.4			13.5	17.2	5.3	
Other.....							

TABLE 5.—Vacations with pay in Portland, Oreg., offices, February 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 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.....	39.6	19.4	45.3	94.0	15.6	51.5	28.1
Over 1 and under 2 weeks.....	.7		3.3				
2 weeks.....	59.4	80.6	50.1	6.0	84.4	48.5	71.9
Over 2 weeks.....	.3		1.3				
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.....	14.1	8.2	36.7	21.0	3.7	7.8	
Over 1 and under 2 weeks.....	1.9	6.5	3.3				
2 weeks.....	83.7	85.3	58.7	79.0	96.3	92.2	100.0
Over 2 weeks.....	.3		1.3				
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.....	2.2	4.6	6.7				
Over 1 and under 2 weeks.....							
2 weeks.....	96.6	95.4	92.0	100.0	96.6	100.0	100.0
Over 2 weeks.....	1.2		1.3		3.4		
Offices with no paid vacations.....							

TABLE 6.—Paid holidays in Portland, Oreg., offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	99.7	98.2	100.0	100.0	100.0	100.0	100.0
Number of holidays:							
1 to 5.....	1.6	2.8	2.9	3.4			1.8
6.....	53.6	89.6	76.0	96.2	11.4	17.6	59.4
7.....	16.4	5.8	12.6		13.7	46.0	38.8
8.....	11.9		8.5	.4	15.0	36.4	
9.....							
10.....	4.7				17.4		
11.....	11.5				42.5		
12 or more.....							
Offices providing no paid holidays.....	.3	1.8					

TABLE 7.—Nonproduction bonuses in Portland, Oreg., offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
All offices with nonproduction bonuses.....	25.7	63.5	20.2	17.4	26.2	0.8	3.4
Christmas or year-end.....	24.5	57.0	20.2	17.4	26.2	.8	3.4
Profit-sharing.....	1.2	6.5					
Offices with no nonproduction bonuses.....	74.3	36.5	79.8	82.6	73.8	99.2	96.6

SALARIES OF OFFICE WORKERS

TABLE 8.—Formal provisions for paid sick leave in Portland, Oreg., offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<i>6 months of service</i>							
All offices with formal provisions for paid sick leave.....	14.9	14.3	5.6	20.0	17.6	21.3	1.4
Under 5 days.....	4.3	5.6		3.1	5.0	8.9	
5 days.....	4.3	6.2	1.3	9.2	6.1		
6 days.....							
7 days.....							
10 days.....	2.6	2.5				12.4	1.4
12 days.....	.9		4.3				
15 days.....	2.8			7.7	6.5		
20 days.....							
Over 20 days.....							
Offices with no formal provisions for paid sick leave.....	85.1	85.7	94.4	80.0	82.4	78.7	98.6
<i>1 year of service</i>							
All offices with formal provisions for paid sick leave.....	19.3	17.4	24.1	20.5	17.6	21.3	1.4
Under 5 days.....	2.3	4.6				8.9	
5 days.....	1.6		1.3	9.3			
6 days.....	1.2	6.1					
7 days.....	7.5	6.7	18.5	3.5		12.4	1.4
10 days.....	3.0				11.1		
12 days.....	2.4			4.9	6.5		
15 days.....							
20 days.....							
Over 20 days.....	1.3		4.3	2.8			
Offices with no formal provisions for paid sick leave.....	80.7	82.6	75.9	79.5	82.4	78.7	98.6
<i>2 years of service</i>							
All offices with formal provisions for paid sick leave.....	27.0	17.4	24.1	20.5	17.6	67.9	1.4
Under 5 days.....	.9	4.6					
5 days.....	1.5		1.3	9.3			
6 days.....							
7 days.....	9.7	10.3	18.5	3.5		21.3	1.4
10 days.....	1.7				6.1		
12 days.....	3.5	2.5			11.5		
15 days.....							
20 days.....							
Over 20 days.....	9.7		4.3	7.7		46.6	
Offices with no formal provisions for paid sick leave.....	73.0	82.6	75.9	79.5	82.4	32.1	98.6

TABLE 9.—Insurance and pension plans in Portland, Oreg., offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
All offices with insurance or pension plans ¹	74.7	62.2	81.5	50.2	85.7	84.9	68.1
Life insurance.....	59.7	59.0	71.0	32.0	77.1	40.1	67.4
Health insurance.....	19.4	37.3	21.5	12.1	22.4	1.2	3.4
Retirement pension.....	48.4	37.9	25.6	29.3	75.3	69.5	6.5
Offices with no insurance or pension plans.....	25.3	37.8	18.5	49.8	14.3	15.1	31.9

¹ Unduplicated total.

RICHMOND, FEBRUARY 1949

Salaries

Average weekly salaries of women in the occupations studied in Richmond varied from \$29 for office girls and \$30 for clerks engaged in routine filing to \$50.50 for hand bookkeepers in February 1949. All other occupations studied showed average salaries of between \$34 and \$43.50 a week. Earnings of individual women employees ranged from \$20 to about \$85, but approximately half of the employees in all of the occupations covered received between \$32.50 and \$42.50; and there were even more marked concentrations of salaries within individual jobs. Thus, over half of the women workers performing the most responsible types of bookkeeping operations by machine earned between \$37.50 and \$42.50.

Among the eight occupational classifications for which information could be presented on men's earnings, weekly salaries ranged from \$28.50 for office boys to \$67 for bookkeepers. General clerks, the largest group studied, received about \$56 a week.

On an hourly basis, occupational averages for women ranged from about 75 cents (76 and 77 cents for routine file clerks and office girls, respectively) to \$1.26 for bookkeepers. The average for a third of the jobs was between 95 cents and \$1.

Work Schedules

The 40-hour week was the most common work schedule in Richmond offices. Two-thirds of the women office workers were employed in establishments having this schedule. An additional 30 percent were working less than 40 hours. In no instance was a weekly schedule in excess of 46 hours reported for women office workers. Four of every five women were scheduled to work 5 days a week.

Paid Vacations

All of the establishments studied had formal vacation policies for their office employees. Seventy percent of the workers received paid vacations of 2 weeks after 1 year of service. Vacation benefits were extended after longer

service so that 85 percent of the workers studied were in firms granting paid vacations of 2 weeks or more after 2 years' service; over 9 out of 10 were employed in offices providing vacations of 2 weeks or more after 5 years of employment with the firm.

The service industries studied had the most liberal vacation policies. Nearly 90 percent of the office employees in this industry group received 2-week paid vacations after a year's employment and all employees with 2 years' service received at least this amount of vacation.

Paid Holidays

Over 90 percent of the office workers received at least five paid holidays annually. Nearly 30 percent were in offices granting six paid holidays a year; while over 40 percent were compensated for a greater number—up to and including 13 days a year. In the finance, insurance, and real estate group, over one-fourth of the employees received eight paid holidays; a similar proportion received as many as 13 holidays annually.

Nonproduction Bonuses

Outside of the service industries studied, nonproduction bonuses were not prevalent in Richmond offices. Considering all industries as a group, less than 30 percent of the office employees worked in firms providing this supplemental compensation. Bonuses were paid in offices with nearly three-fourths of the service group employment studied.

Paid Sick Leave

Formal provisions for paid sick leave after 1 year's service were effective in firms with slightly more than one-third of Richmond office employment; these benefits were somewhat more common after longer service so that establishments with two-fifths of the employees had formal sick leave arrangements for workers with at least 2 years' service.

The number of days sick leave allowed with 1 or 2 years of service varied from 5 to more than 20 a year, with 5 being most common. Formal

provisions were most prevalent in the retail trades; 9 out of every 10 office employees in this industry group benefited from some policy for payment in case of illness.

Insurance and Pension Plans

Over four out of five workers were in Richmond

offices that paid, at least in part, for some type of insurance or pension plan for their employees. Life insurance plans were most frequent. Transportation, communication, and other public utilities firms with all but 1 percent of the office personnel in this industry division provided some type of insurance.

TABLE 1.—Salaries¹ and weekly scheduled hours of work for selected office occupations in Richmond, by industry division, February 1949

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary ²	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—Continued</i>							
Billers, machine (billing machine) ³	40	\$37.50	43.5	\$0.86	\$35.50	\$32.50-\$40.00	Clerks, file, class A ³	73	\$38.50	39.5	\$0.97	\$37.00	\$35.00-\$40.00
Wholesale trade.....	36	37.00		.84	35.50	32.50-40.00	Manufacturing.....	19	38.50	39.5	.97	37.00	36.50-40.50
Bookkeepers, hand ³	76	67.00	40.0	1.67	69.00	57.50-75.00	Wholesale trade.....	25	38.50	40.0	.97	39.00	34.00-40.00
Manufacturing.....	17	70.00	39.5	1.77	75.00	69.00-80.50	Clerks, file, class B ³	213	30.00	39.5	.76	30.00	27.50-32.50
Wholesale trade.....	37	70.50	42.0	1.69	69.50	67.00-80.50	Manufacturing.....	15	35.00	39.0	.89	32.00	31.00-38.00
Bookkeeping-machine operators, class A ³	26	40.00	41.5	.96	40.00	38.00-40.50	Wholesale trade.....	34	30.50	41.0	.75	30.00	26.00-33.50
Wholesale trade.....	19	39.00	43.0	.91	40.00	36.00-40.50	Finance, insurance, and real estate.....	120	28.50	39.0	.73	29.00	26.50-30.00
Clerks, accounting ³	175	54.50	39.5	1.37	54.00	48.50-61.50	Transportation, communication, and other public utilities.....	25	33.00	39.0	.84	32.00	31.00-33.50
Manufacturing.....	76	60.00	39.0	1.53	58.50	52.50-66.50	Clerks, general ³	504	39.00	39.5	.99	37.00	33.00-44.50
Wholesale trade.....	50	49.50	40.5	1.22	50.00	44.50-65.50	Manufacturing.....	164	44.00	39.5	1.11	42.50	37.50-49.50
Clerks, general ³	179	56.00	41.0	1.36	55.50	46.00-64.50	Wholesale trade.....	54	45.50	42.0	1.09	43.00	38.00-61.00
Manufacturing.....	99	59.50	42.0	1.42	57.50	47.50-65.50	Finance, insurance, and real estate.....	191	34.00	39.0	.87	32.00	29.00-36.00
Wholesale trade.....	57	54.50	40.5	1.34	54.00	45.00-64.50	Clerks, order ³	77	39.50	40.5	.98	38.00	34.50-42.50
Clerks, order.....	50	53.00	40.0	1.33	51.50	46.00-62.00	Manufacturing.....	16	46.00	39.5	1.16	46.00	39.00-53.00
Clerks, pay-roll ³	26	56.00	39.5	1.41	60.00	42.00-68.00	Wholesale trade.....	46	39.50	40.5	.97	38.00	36.50-41.50
Manufacturing.....	15	49.50	39.5	1.25	50.00	38.00-59.50	Clerks, pay-roll ³	164	43.50	39.5	1.11	43.50	38.00-49.00
Office boys ³	58	28.50	40.0	.71	28.00	25.00-31.00	Manufacturing.....	66	47.50	39.5	1.20	46.50	40.00-52.00
Wholesale trade.....	16	31.50	40.0	.78	29.50	25.00-37.50	Wholesale trade.....	22	48.50	40.0	1.22	49.50	44.00-52.00
<i>Women</i>						Transportation, communication, and other public utilities.....							
Billers, machine (billing machine) ³	112	40.00	40.5	.99	39.00	34.00-43.50	Clerk-typists ³	460	34.00	39.5	.86	34.50	30.00-37.00
Manufacturing.....	32	40.50	40.0	1.02	37.00	37.00-43.50	Manufacturing.....	81	38.00	39.5	.96	36.00	34.00-40.50
Wholesale trade.....	71	40.00	40.5	.99	39.00	34.00-43.50	Wholesale trade.....	98	35.00	40.0	.88	35.00	32.00-37.00
Billers, machine (book-keeping machine).....	100	35.00	39.5	.88	35.00	31.00-38.00	Finance, insurance, and real estate.....	218	31.50	38.5	.82	32.00	25.00-37.00
Bookkeepers, hand ³	50	50.50	40.0	1.26	50.00	43.50-56.00	Office girls.....	40	29.00	38.0	.77	28.50	23.00-32.00
Wholesale trade.....	17	48.00	41.5	1.15	50.00	45.00-52.00	Stenographers, general ³	909	42.50	39.5	1.08	42.50	37.00-46.50
Bookkeeping-machine operators, class A ³	86	41.00	40.5	1.02	40.50	37.50-44.50	Manufacturing.....	169	45.00	39.5	1.15	45.00	40.50-48.50
Wholesale trade.....	72	40.50	40.5	1.01	40.50	37.50-42.50	Wholesale trade.....	438	42.50	40.5	1.06	41.50	37.00-47.50
Bookkeeping-machine operators, class B ³	112	35.00	40.0	.88	34.50	32.00-38.00	Finance, insurance, and real estate.....	180	40.00	38.0	1.04	40.00	34.50-43.50
Wholesale trade.....	22	37.00	40.0	.92	36.00	33.50-39.00	Switchboard operators ³	83	39.50	39.5	1.00	38.00	35.50-42.00
Calculating-machine operators (Comptometer type) ³	249	40.00	39.5	1.01	40.00	35.50-43.50	Manufacturing.....	27	41.00	39.5	1.04	40.50	37.00-44.00
Manufacturing.....	15	43.00	38.5	1.12	42.50	39.50-44.00	Transportation, communication, and other public utilities.....	16	40.50	40.0	1.01	41.00	36.00-44.00
Wholesale trade.....	101	39.50	40.0	.98	38.50	34.50-42.00	Switchboard-operator-receptionists ³	57	39.50	39.5	.99	37.50	34.50-40.00
Clerks, accounting ³	251	41.50	39.0	1.07	42.50	37.00-47.00	Wholesale trade.....	26	40.50	40.0	1.02	39.00	37.50-40.00
Manufacturing.....	18	46.50	39.5	1.17	45.50	43.50-47.50	Transcribing-machine operators, general ³	65	37.50	39.5	.95	37.00	34.50-39.00
Wholesale trade.....	49	41.50	40.0	1.04	40.50	36.00-47.00	Finance, insurance, and real estate.....	29	36.00	38.5	.94	34.50	33.50-40.50
Retail trade.....	18	31.00	42.5	.73	31.50	24.50-34.50	Typists, class A ³	97	39.00	39.5	.99	37.50	37.00-41.50
Finance, insurance, and real estate.....	54	35.50	38.5	.93	35.50	27.50-42.50	Services.....	47	38.50	40.0	.96	38.00	35.50-41.00
							Typists, class B.....	157	34.00	38.5	.88	34.00	31.00-36.50

¹ Excludes pay for overtime.

² Value above and below which half of workers' salaries fell.

³ Includes data for industry divisions not shown separately.

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries¹ in Richmond, February 1949

Weekly salaries ¹	Percent of men—					Percent of women—						
	Book-keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Office boys	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)	Clerks, accounting
Under \$20.00												
\$20.00-\$24.99												1.6
\$25.00-\$29.99					10.3							1.6
\$30.00-\$34.99					31.0							4.4
\$35.00-\$39.99					34.5	4.5	1.0			12.5		2.0
\$40.00-\$44.99					10.3	8.9	27.0		2.3	24.1	9.6	4.4
\$45.00-\$49.99		1.7	1.7		1.7	20.5	14.0		14.0	23.2	8.8	5.2
\$50.00-\$54.99	1.3	5.7	2.8		3.5	12.5	30.0	8.0		12.5	15.3	8.0
\$55.00-\$59.99		2.3	1.7	14.0	3.5	10.7	22.0		20.9	14.3	16.5	6.4
\$60.00-\$64.99	3.9	1.1	5.0		5.2	13.4	3.0	14.0	32.6	3.6	21.7	15.9
\$65.00-\$69.99		5.7	2.2			8.0		8.0	9.3	6.2	13.3	16.3
\$70.00-\$74.99		5.1	12.3	10.0		.9	2.0	16.0	2.3	3.6	7.2	12.3
\$75.00-\$79.99		7.4	7.8	10.0		.9			10.5		3.2	8.7
\$80.00-\$84.99		6.6	16.6	8.9	28.0	13.4	1.0	26.0	2.3		2.4	8.4
\$85.00-\$89.99	2.6	8.6	2.8					2.0			1.2	1.2
\$90.00-\$94.99	10.5	5.7	2.2	2.0		1.8		4.0	5.8		.4	1.6
\$95.00-\$99.99	6.6	6.3	11.2	2.0		4.5						1.2
\$100.00-\$104.99	4.0	10.9	6.7	10.0				6.0			.4	.8
\$105.00-\$109.99		1.3	3.4	8.4	2.0			2.0				
\$110.00-\$114.99		9.2	6.9	6.1								
\$115.00-\$119.99	17.1	.6	2.8	2.0								
\$120.00-\$124.99		4.0	1.1	6.0				14.0				
\$125.00-\$129.99	6.6	1.7	4.5	2.0								
\$130.00-\$134.99		5.3	2.9	3.4	6.0							
\$135.00-\$139.99		22.4	.6	1.1								
\$140.00-\$144.99	2.6	1.1	3.4									
\$145.00-\$149.99												
\$150.00-\$154.99												
\$155.00-\$159.99												
\$160.00-\$164.99												
\$165.00-\$169.99												
\$170.00-\$174.99												
\$175.00-\$179.99												
\$180.00-\$184.99												
\$185.00-\$189.99												
\$190.00-\$194.99												
\$195.00-\$199.99												
\$200.00 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	76	175	179	50	58	112	100	50	86	112	249	251
Average weekly salaries ¹	\$67.00	\$54.50	\$56.00	\$53.00	\$28.50	\$40.00	\$35.00	\$50.50	\$41.00	\$35.00	\$40.00	\$41.50

¹ Excludes pay for overtime.

SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations, by weekly salaries ¹ in Richmond, February 1949—Continued

Weekly salaries ¹	Percent of women—											
	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay-roll	Clerk- typists	Stenog- raphers, general	Switch- board opera- tors	Switch- board- operator- reception- ists	Tran- scribing- machine operators, general	Typists, class A	Typists, class B
Under \$20.00.....												
\$20.00—\$22.49.....		7.0	0.8			5.9						
\$22.50—\$24.99.....		2.8	.6			4.6						
\$25.00—\$27.49.....		13.1	2.0		1.8	3.0						1.9
\$27.50—\$29.99.....		26.8	9.1	5.2		7.4	1.5	2.4		3.1		14.0
\$30.00—\$32.49.....	5.5	24.4	9.7	5.2	7.3	18.5	5.5		5.3	9.2	1.0	22.9
\$32.50—\$34.99.....	17.8	16.4	15.5	14.3	5.5	15.0	9.8	12.1	19.3	20.0	14.4	24.9
\$35.00—\$37.49.....	27.4	3.8	14.1	22.0	8.5	23.0	10.6	30.1	12.3	29.2	23.7	19.1
\$37.50—\$39.99.....	13.7	3.3	9.9	11.7	7.9	5.4	6.2	12.0	31.6	15.4	22.7	8.9
\$40.00—\$42.49.....	21.9	1.4	6.7	15.5	14.6	9.6	16.9	20.5	14.0	9.2	14.4	5.1
\$42.50—\$44.99.....	5.5	.5	6.5	5.2	6.1	2.4	14.2	14.5	1.7	7.7	16.5	2.6
\$45.00—\$47.49.....	2.8		6.9	5.2	15.3	3.7	12.7			3.1	2.1	.6
\$47.50—\$49.99.....		.5	4.2	5.2	9.8	.2	6.8	2.4	3.5	3.1	2.1	
\$50.00—\$52.49.....			3.4	3.9	12.2	.9	7.1	3.6	10.5		1.0	
\$52.50—\$54.99.....			3.8	2.6	1.2		1.8		1.8			
\$55.00—\$57.49.....	2.7		1.0	1.3	4.9	.2	1.8	1.2			2.1	
\$57.50—\$59.99.....			.8		.6	.2	3.3					
\$60.00—\$62.49.....			3.4	2.6	2.5		.8					
\$62.50—\$64.99.....			.2		1.8		.4					
\$65.00—\$67.49.....			.2				.4					
\$67.50—\$69.99.....			.8					1.2				
\$70.00—\$72.49.....												
\$72.50—\$74.99.....			.2									
\$75.00—\$79.99.....							2					
\$80.00—\$84.99.....			.2									
\$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
Estimated number of workers.....	73	213	504	77	164	460	909	83	57	65	97	157
Average weekly salaries ¹	\$38.50	\$30.00	\$39.00	\$39.50	\$43.50	\$34.00	\$42.50	\$39.50	\$39.50	\$37.50	\$39.00	\$34.00

¹ Excludes pay for overtime.

TABLE 3.—Scheduled weekly hours of women in Richmond offices, February 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 offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours.....							
35 hours.....	6.0				13.4		28.1
Over 35 and under 37½ hours.....	6.8	4.3			19.0		
37½ hours.....	9.5	2.1			9.3	49.8	
Over 37½ and under 40 hours.....	7.6	13.7	5.4		12.6		
40 hours.....	66.0	78.7	85.6		45.7	49.1	50.7
Over 40 and under 44 hours.....	.3	1.2		.9			
44 hours.....	1.1		.9	1.0		1.1	11.6
Over 44 and under 48 hours.....	2.7		8.1	2.3			9.6
48 hours.....							
Over 48 hours.....							

TABLE 4.—Scheduled days in workweek of women in Richmond offices, February 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 offices employing women.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days.....	81.2	94.3	83.1	93.3	63.3	98.9	78.8
5½ days.....	13.9	5.7	15.4	6.0	23.0	1.1	21.2
6 days.....	4.5			.5	13.7		
Other.....	.4		1.5	.2			

TABLE 5.—Vacations with pay in Richmond offices, February 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 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.....	28.2	11.0	26.3	61.9	23.7	48.8	11.6
Over 1 and under 2 weeks.....	1.1	2.1	3.3				
2 weeks.....	70.7	86.9	70.4	38.1	76.3	51.2	88.4
Over 2 weeks.....							
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.....	13.8	9.8	14.5	60.0	9.8		
Over 1 and under 2 weeks.....	1.3	2.1	3.3	1.7			
2 weeks.....	84.3	88.1	82.2	38.3	90.2	100.0	90.1
Over 2 weeks.....	.6						9.9
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.....	6.1	4.5	14.5	1.5	5.5		
Over 1 and under 2 weeks.....	1.3	2.1	3.3	1.7			
2 weeks.....	85.2	93.4	82.2	94.5	74.0	100.0	90.1
Over 2 weeks.....	7.4			2.3	20.5		9.9
Offices with no paid vacations.....							

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TABLE 6.—Paid holidays in Richmond offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays.....	92.8	100.0	100.0	43.3	94.5	98.9	100.0
Number of holidays:							
1 to 5.....	2.0		3.0	7.1			9.6
5.....	16.2	29.7	36.3	1.0	4.8	0.5	16.6
5½.....	2.6	4.5	4.5	1.7		5.3	
6.....	27.6	59.7	43.5	33.5	7.9	9.6	9.9
7.....	15.5	6.1	7.3		28.0		63.9
7½.....	4.8					39.0	
8.....	15.6		5.4		27.4	44.5	
13.....	8.5				26.4		
Offices providing no paid holidays.....	7.2			56.7	5.5	1.1	

TABLE 7.—Nonproduction bonuses in Richmond offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses.....	28.2	17.3	40.6	9.9	30.5	4.2	73.5
Christmas or year-end.....	18.7	11.7	37.3	9.9	17.2	1.1	21.2
Profit-sharing.....	2.6		3.3			3.1	24.2
Other.....	6.9	5.6			13.3		28.1
Offices with no nonproduction bonuses....	71.8	82.7	59.4	90.1	69.5	95.8	26.5

TABLE 8.—Formal provisions for paid sick leave in Richmond offices, February 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 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.....	36.0	15.1	44.6	91.6	38.7	9.6	11.6
5 days.....	12.1		7.2	88.8	5.3	2.7	
5½ days.....	.8			.9			11.6
6 days.....	6.4		3.8	.2	17.0		
7 days.....							
9 days.....							
10 days.....	5.0	15.1			5.9	5.3	
11 days.....	.2			1.7			
12 days.....	1.3				4.2		
15 days.....	2.6		10.9				
20 days.....	2.0				6.3		
Over 20 days.....	5.6		22.7			1.6	
Information not available.....							
Offices with no formal provisions for paid sick leave.....	64.0	84.9	55.4	8.4	61.3	90.4	88.4
<i>2 years of service</i>							
Offices with formal provisions for paid sick leave.....	41.5	15.1	44.6	91.8	38.8	54.1	11.6
5 days.....	10.2		1.3	87.4	5.3		
5½ days.....	.8			.9			11.6
6 days.....	1.2		3.8			2.7	
7 days.....	5.5			.1		44.5	
9 days.....							
10 days.....	4.7	15.1	5.9	1.5		5.3	
11 days.....	4.7			1.7	14.2		
12 days.....	1.4			.2	4.2		
15 days.....	2.6		10.9				
20 days.....	.9				3.0		
Over 20 days.....	8.6		22.7		9.3	1.6	
Information not available.....	.9				2.8		
Offices with no formal provisions for paid sick leave.....	58.5	84.9	55.4	8.2	61.2	45.9	88.4
<i>5 years of service</i>							
Offices with formal provisions for paid sick leave.....	41.5	15.1	44.6	91.8	38.8	54.1	11.6
5 days.....	2.0		1.3		5.3		
5½ days.....	.8			.9			11.6
6 days.....	.9		3.8				
7 days.....	5.5			.1		44.5	
9 days.....	.3					2.7	
10 days.....	12.7	15.1	5.9	87.4		5.3	
11 days.....	4.7			1.7	14.2		
12 days.....	1.4			.2	4.2		
15 days.....							
20 days.....	1.0				3.0		
Over 20 days.....	11.3		33.6	1.5	9.3	1.6	
Information not available.....	.9				2.8		
Offices with no formal provisions for paid sick leave.....	58.5	84.9	55.4	8.2	61.2	45.9	88.4

TABLE 9.—Insurance and pension plans in Richmond offices, February 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 offices studied.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans ¹	83.9	92.6	70.0	95.7	79.4	98.9	90.4
Life insurance.....	82.5	92.6	70.0	95.0	75.2	98.9	90.4
Health insurance.....	21.5	20.0	5.4	32.6	20.8	50.3	16.6
Retirement pension.....	35.6	21.9	19.2	35.2	39.4	88.3	9.9
Other.....	27.3	15.5	31.8	1.9	27.4	52.8	28.1
Offices with no insurance or pension plans.....	16.1	7.4	30.0	4.3	20.6	1.1	9.6

¹ Unduplicated total.

APPENDIX A

Scope and Method of Survey

The information presented in this bulletin was collected by visit of field representatives of the Bureau 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 descriptions is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of pay-roll titles and different work arrangements from office to office and area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on inter-office and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or 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 have generally been classified according to the most skilled or responsible duties regularly

performed, 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 establishments and the number of establishments surveyed in each of the four 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 funds. Each 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 is summarized in appendix tables A-3 and A-4.

TABLE A-1.—Estimated number of establishments and number studied by industry division in four selected cities, February–April 1949

Industry division	Minimum size of establishment ¹	Number of establishments in—							
		Cleveland		Minneapolis-St. Paul		Portland, Oreg.		Richmond	
		Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All divisions.....		998	186	748	180	467	118	239	94
Manufacturing.....	100	412	58	188	43	86	30	48	24
Wholesale trade.....	25	271	40	266	42	163	28	102	25
Retail trade ²	100	42	15	67	17	33	13	14	12
Finance, insurance, and real estate.....	25	116	24	137	38	63	21	51	18
Transportation, communication, and other public utilities ³	100	49	23	34	20	25	13	11	8
Services ⁴	25	108	26	56	20	37	13	13	7

¹ Number of plant and office workers.

² Department and limited-price variety stores were not studied in Cleveland; department stores were not studied in Minneapolis, but were included in St. Paul.

³ Excluding railroads.

⁴ Business services; and professional services as engineering, architectural, accounting, auditing, and bookkeeping firms, motion pictures; and nonprofit membership organizations.

TABLE A-2.—Estimated total employment and number employed in establishments studied, by industry division, in four selected cities, February–April 1949

Industry division	Employment in—											
	Cleveland			Minneapolis-St. Paul			Portland, Oreg.			Richmond		
	Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied	
		Total ¹	Office									
All divisions.....	249,500	112,100	23,200	137,200	79,800	25,100	64,500	36,500	9,900	48,100	35,400	7,100
Manufacturing.....	178,000	74,100	12,400	66,100	37,300	7,200	22,000	11,600	2,000	24,700	20,700	1,600
Wholesale trade.....	16,600	4,500	1,700	18,100	6,300	2,800	9,100	2,800	900	6,200	2,300	1,000
Retail trade.....	14,400	9,200	600	17,500	9,700	2,200	13,100	7,100	1,500	7,900	5,600	800
Finance, insurance, and real estate ¹	11,000	4,100	4,100	13,400	8,400	8,400	4,800	3,000	3,000	3,700	2,100	2,100
Transportation, communication, and other public utilities.....	23,200	17,700	3,800	17,900	15,700	3,600	13,700	11,300	2,300	4,900	4,200	1,100
Services.....	6,300	2,500	600	4,200	2,400	900	1,800	700	200	700	500	1,300

¹ Plant and office employment.² No attempt was made to separate plant and office employment.

TABLE A-3.—Estimated number of establishments and number studied in four selected cities, by size of establishment, February–April 1949

Size of establishment ¹	Number of establishments in—							
	Cleveland		Minneapolis-St. Paul		Portland, Oreg.		Richmond	
	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All size groups.....	998	186	748	180	407	118	239	94
501 and over.....	90	44	44	43	24	21	22	20
251–500.....	107	26	75	27	33	19	13	10
101–250.....	386	62	254	55	108	30	58	28
26–100.....	415	54	375	55	242	48	146	36

¹ Plant and office employment.

TABLE A-4.—Estimated total employment and number employed in establishments studied in four selected cities, February–April 1949

Size of establishment ¹	Total employment in—											
	Cleveland			Minneapolis-St. Paul			Portland, Oreg.			Richmond		
	Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied		Estimated total ¹	In establishments studied	
		Total ¹	Office									
All size groups.....	249,500	112,100	23,200	137,200	79,800	25,100	64,500	36,500	9,900	48,100	35,400	7,100
501 and over.....	138,700	90,500	16,400	59,600	59,100	17,200	25,900	23,100	6,600	28,400	26,000	3,600
251–500.....	36,500	9,400	2,600	25,300	9,500	2,600	11,400	6,500	1,300	4,300	3,200	1,000
101–250.....	56,600	9,600	3,000	37,200	8,700	3,300	16,800	4,700	800	8,700	4,300	1,300
26–100.....	17,700	2,600	1,200	15,100	2,500	2,000	10,400	2,200	1,200	6,700	1,900	1,200

¹ Plant and office employment.

APPENDIX B

Descriptions of Occupations Studied

Billor, 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 order, 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 (Sunstrand, 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 or 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, Sunstrand, Burroughs, National Cash Register) to keep a record of business transaction.

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 distribu-

tions, 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*.)

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 types 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.

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.)

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*.)

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.