

# Salaries of Office Workers in Large Cities, 1949

## Part IV

CINCINNATI

DALLAS

WASHINGTON, D. C.

**Bulletin No. 960-4**

**UNITED STATES DEPARTMENT OF LABOR**

**MAURICE J. TOBIN, *Secretary***

**BUREAU OF LABOR STATISTICS**

**EWAN CLAGUE, *Commissioner***





## Letter of Transmittal

UNITED STATES DEPARTMENT OF LABOR,  
BUREAU OF LABOR STATISTICS,  
*Washington, D. C., December 20, 1949.*

**The SECRETARY OF LABOR:**

I have the honor to transmit herewith Part IV 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 Statistics by the regional wage analysts: George E. Votava, Cincinnati; Harry H. Hall, Dallas; and Paul Warwick, Washington, D. C. 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 IV

## Introduction

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

\*Atlanta  
\*Boston  
\*Chicago  
\*New York  
\*Seattle

### *Part III*

Cleveland  
Minneapolis-St. Paul  
Portland, Oreg.  
Richmond

### *Part IV*

Cincinnati  
\*Dallas  
Washington, D. C.

Information on 14 of these cities was presented in the first three parts of the bulletin. This final part of the bulletin summarizes information on

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

salaries and hours of work in the remaining three cities.

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. Since the current information for Dallas was collected partly by means of a mail questionnaire, data for this city are limited to women workers and to a smaller number of jobs than were studied in the other communities.

To round out the picture of the salaries of office workers, information is presented for Cincinnati and Washington on supplementary benefits, such as vacations, holidays, and sick leave, provided office workers.<sup>2</sup> Information on these

<sup>2</sup> Data on these supplementary benefits and on hours of work are not presented for Dallas since this information was collected for this city in 1948.

wage practices refers to all office workers. It is presented in terms of the proportion of workers employed in offices with the practice in question. Because of eligibility requirements, the proportion actually receiving the benefits in question may be smaller.

The summary of vacation and sick leave plans

is limited to formal arrangements and excludes informal plans whereby time off with pay may be granted at the discretion of the employer or other supervisor. Sick leave plans are further limited to those providing full pay for at least some amount of time off and exclude health insurance even though paid for by employers.

## Cincinnati, May 1949

### Salaries

Weekly salaries for women in the 21 jobs studied in Cincinnati ranged from an average of \$29 for office girls to \$56 for hand bookkeepers in May 1949. Averages for over two-thirds of these jobs were between \$32.50 and \$42.50 a week. Women general stenographers, numerically the most important group studied, earned \$41 a week on the average. Salaries for other jobs employing large numbers of women were \$34.50 for clerk-typists; \$40 for accounting clerks; and \$29.50 for clerks doing routine filing.

These averages were, of course, based on varying salaries of individual workers. Salaries of general stenographers ranged from \$22.50 to about \$70, but over three-fifths were between \$32.50 and \$45. Earnings of over half the women engaged in routine copy typing were within a \$5 range (between \$30 and \$35). Considering all jobs studied as a group, about three out of four women in Cincinnati earned between \$27.50 and \$42.50.

Salaries for men in the eight jobs in which they were found in appreciable numbers varied from \$30.50 for office boys to \$67.50 for hand bookkeepers. Accounting clerks averaged \$50 and general clerks \$55 a week. On an hourly basis, the occupational averages for men ranged from 77 cents to \$1.67; the corresponding range for women was from 74 cents to \$1.42.

### Work Schedules

The most typical work schedule for women office employees in Cincinnati was a 5-day, 40-hour week, except in finance, insurance, and real estate. In the latter industry division, over a third of the workers were employed by establishments operating on a 35-hour work schedule and nearly a fourth

were on a 37½-hour week. Work schedules varied considerably in wholesale trade, with nearly a fourth of the workers on schedules of less than 40 hours and almost a fifth working more than 40 hours. Nearly a fourth of the office employees in wholesale trade were on a 5½-day week.

### Paid Vacations

Virtually all office workers in Cincinnati received at least 1 week's paid vacation and over two-thirds were entitled to 2 weeks after 1 year's service. After 2 years' employment, vacation benefits amounted to at least 2 weeks for over nine-tenths of the employees. More than half of the office workers studied were in establishments providing at least 1 week's vacation after 6 months of service.

### Paid Holidays

Almost all office workers in Cincinnati were provided with paid holidays. Typically they received 6 holidays a year but there was some variation in holiday practice among industry divisions. In transportation, communication, and other public utilities, the typical holiday provision was for 7 days a year. In finance, insurance, and real estate, a fourth of the office workers were entitled to 7½ to 10 paid holidays annually.

### Nonproduction Bonuses

Two out of five office workers in Cincinnati were employed in establishments providing some type of nonproduction bonus, most often paid at Christmas or the year end. Such bonus payments were most common in finance, insurance, and real estate. They were rare in transportation, communication, and other public utilities.



**Paid Sick Leave**

Two out of five workers in Cincinnati offices worked under formal provisions for paid sick leave provided after a year's service with the company. Only 1 out of 12 workers in wholesale trade was covered by such provisions. Such provisions were most liberal in the transportation, communication, and public utilities group.

**Insurance and Pension Plans**

Over four out of five office workers in this city were employed in establishments with some form

of insurance or pension plan. About three out of five worked where there were life insurance plans and nearly two out of five where retirement pension plans were provided but the extent to which these arrangements were in effect varied widely among industries. Only 6 percent of the service industries' employees worked where pension plans were in effect, compared with four out of five office workers in transportation, communication, and other public utilities. Life insurance was most common in manufacturing and finance, insurance, and real estate.

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

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Men</b>						<b>Women—Continued</b>							
Bookkeepers, hand <sup>1</sup> .....	149	\$67.50	40.5	\$1.67	\$67.00	\$60.50-\$77.00	Clerks, file, class A <sup>2</sup> .....	114	\$38.00	40.0	\$0.95	\$38.00	\$36.50-\$40.50
Manufacturing.....	81	69.00	39.5	1.75	74.00	60.50-78.00	Manufacturing.....	98	38.00	40.0	.95	38.00	35.50-40.50
Wholesale trade.....	40	62.50	44.0	1.42	64.50	50.00-66.50	Clerks, file, class B <sup>2</sup> .....	884	29.50	39.0	.76	29.50	26.50-32.00
Bookkeeping-machine operators, class B.....	52	40.00	38.0	1.05	38.00	34.50-45.00	Manufacturing.....	248	31.00	40.0	.78	29.50	27.50-33.50
Clerks, accounting <sup>2</sup> .....	727	50.00	40.0	1.25	49.00	40.00-57.50	Wholesale trade.....	46	30.00	39.5	.76	29.00	26.00-33.50
Manufacturing.....	487	50.50	40.0	1.26	50.00	41.50-58.50	Finance, insurance, and real estate.....	169	28.00	36.5	.77	27.50	26.00-29.00
Wholesale trade.....	93	47.00	41.5	1.13	49.00	37.00-50.00	Clerks, general <sup>2</sup> .....	395	46.00	39.5	1.16	45.00	40.00-50.50
Finance, insurance, and real estate.....	97	47.00	37.0	1.27	43.50	39.00-54.00	Manufacturing.....	187	46.50	40.0	1.16	46.00	40.00-51.00
Clerks, general <sup>2</sup> .....	253	55.00	41.5	1.33	56.00	50.50-60.00	Finance, insurance, and real estate.....	56	45.50	39.0	1.17	45.50	41.50-51.00
Manufacturing.....	107	56.50	40.0	1.41	60.00	50.50-62.50	Transportation, communication, and other public utilities.....	41	49.50	41.5	1.19	45.00	41.00-60.50
Wholesale trade.....	95	53.00	43.5	1.22	56.00	46.00-56.50	Clerks, order.....	363	35.00	40.0	.88	34.00	29.50-40.00
Clerks, order <sup>2</sup> .....	289	52.00	40.0	1.30	49.50	45.00-59.00	Manufacturing.....	330	35.00	40.0	.88	33.50	29.50-39.00
Manufacturing.....	167	53.00	40.0	1.33	50.00	46.00-59.50	Clerks, pay-roll <sup>2</sup> .....	447	42.50	39.5	1.08	42.00	37.00-47.00
Wholesale trade.....	122	50.50	39.5	1.28	49.50	45.00-55.00	Manufacturing.....	374	43.00	39.5	1.09	42.50	37.00-47.00
Clerks, pay-roll <sup>2</sup> .....	106	47.50	39.5	1.20	47.00	37.00-54.00	Finance, insurance, and real estate.....	31	36.00	37.0	.97	37.00	30.00-37.00
Manufacturing.....	91	46.50	40.0	1.16	46.00	36.50-54.00	Transportation, communication, and other public utilities.....	27	45.50	39.0	1.17	47.00	38.00-49.50
Clerk-typists.....	42	39.00	41.0	.95	41.50	31.00-45.00	Clerk-typists <sup>2</sup> .....	1,834	34.50	39.0	.88	33.50	30.00-37.50
Office boys <sup>2</sup> .....	138	30.50	39.5	.77	30.00	26.00-34.00	Manufacturing.....	988	35.00	39.5	.89	34.50	32.00-37.00
Manufacturing.....	101	31.50	39.5	.80	30.00	28.00-36.00	Wholesale trade.....	122	37.50	40.5	.93	38.00	35.00-39.50
<b>Women</b>						Finance, insurance, and real estate.....							
Billers, machine (billing machine) <sup>2</sup> .....	408	36.50	40.0	.91	37.00	32.00-39.00	Services.....	32	33.00	40.0	.83	29.50	28.00-37.00
Manufacturing.....	247	36.00	40.0	.90	36.50	30.00-40.00	Office girls <sup>2</sup> .....	209	29.00	39.0	.74	28.50	26.00-32.00
Wholesale trade.....	129	37.50	40.5	.93	38.00	36.50-38.50	Manufacturing.....	142	29.50	39.5	.75	29.50	27.50-32.00
Billers, machine (book-keeping machine).....	29	38.00	37.5	1.01	37.00	35.00-45.00	Finance, insurance, and real estate.....	48	26.50	36.5	.73	25.50	25.00-27.00
Bookkeepers, hand <sup>2</sup> .....	216	56.00	39.5	1.42	55.00	47.00-62.00	Stenographers, general <sup>2</sup> .....	2,186	41.00	39.5	1.04	40.00	35.00-45.00
Manufacturing.....	70	58.00	39.5	1.47	62.00	52.00-65.00	Manufacturing.....	1,356	41.50	40.0	1.04	40.50	35.50-45.50
Wholesale trade.....	75	59.00	40.0	1.48	55.00	45.00-62.00	Wholesale trade.....	243	41.00	40.0	1.03	40.00	36.50-44.50
Finance, insurance, and real estate.....	31	47.50	38.0	1.25	47.50	41.50-48.50	Finance, insurance, and real estate.....	404	37.00	37.5	.99	36.00	33.50-40.50
Bookkeeping-machine operators, class A <sup>2</sup> .....	80	48.50	41.5	1.17	49.50	41.00-56.00	Transportation, communication, and other public utilities.....	82	48.50	39.5	1.23	50.50	41.00-53.00
Manufacturing.....	40	44.50	40.0	1.11	46.00	37.50-49.50	Services.....	45	45.50	39.0	1.17	41.50	37.00-53.00
Wholesale trade.....	30	57.00	44.0	1.30	55.50	51.00-64.00	Switchboard operators <sup>2</sup> .....	192	39.00	39.5	.99	38.00	34.50-42.50
Bookkeeping-machine operators, class B <sup>2</sup> .....	409	36.50	39.5	.92	35.00	32.00-41.00	Manufacturing.....	33	40.50	39.5	1.03	39.00	34.50-46.00
Manufacturing.....	135	40.50	40.0	1.01	40.50	34.50-45.00	Wholesale trade.....	50	38.00	41.0	.93	37.00	36.00-38.50
Wholesale trade.....	80	38.00	40.5	.94	38.00	35.00-41.50	Switchboard-operator-receptionists <sup>2</sup> .....	314	37.50	39.0	.96	37.50	33.00-40.00
Finance, insurance, and real estate.....	188	33.00	38.0	.87	32.00	30.00-36.00	Manufacturing.....	188	38.50	39.5	.97	37.50	37.00-40.00
Calculating-machine operators (Comptometer type) <sup>2</sup> .....	669	39.00	39.5	.99	37.50	34.00-43.00	Wholesale trade.....	75	38.50	38.5	1.00	38.00	32.00-46.00
Manufacturing.....	344	40.50	40.0	1.01	39.00	35.00-46.00	Finance, insurance, and real estate.....	33	33.50	37.5	.89	34.50	29.50-38.00
Wholesale trade.....	100	38.50	39.5	.97	37.00	34.50-41.00	Transcribing-machine operators, general <sup>2</sup> .....	390	39.00	39.0	1.00	37.00	34.00-42.00
Transportation, communication, and other public utilities.....	49	38.50	39.5	.97	38.00	34.50-40.00	Manufacturing.....	263	38.50	39.5	.97	37.00	35.00-40.00
Calculating-machine operators (other than Comptometer type) <sup>2</sup> .....	58	36.50	37.5	.97	34.50	32.00-39.00	Finance, insurance, and real estate.....	58	33.00	36.5	.90	32.00	30.00-35.00
Finance, insurance, and real estate.....	30	34.50	35.0	.99	33.00	30.00-36.00	Typist, class A <sup>2</sup> .....	140	41.00	39.0	1.05	41.00	34.50-47.50
Clerks, accounting <sup>2</sup> .....	1,081	40.00	39.5	1.01	40.00	33.50-46.00	Manufacturing.....	95	42.00	40.5	1.04	41.50	35.50-48.50
Manufacturing.....	737	41.00	40.0	1.03	40.00	35.00-47.00	Typist, class B <sup>2</sup> .....	449	33.00	39.0	.85	32.00	30.00-35.00
Wholesale trade.....	78	45.00	41.5	1.08	46.00	39.00-49.00	Manufacturing.....	178	34.00	40.0	.85	33.50	32.00-36.00
Finance, insurance, and real estate.....	171	33.50	37.0	.91	32.00	29.50-37.00	Finance, insurance, and real estate.....	156	30.50	37.0	.82	32.00	27.50-32.00
Transportation, communication, and other public utilities.....	27	42.50	40.0	1.06	41.00	39.00-41.00	Transportation, communication, and other public utilities.....	56	34.00	39.5	.86	34.50	30.00-39.50
Services.....	35	37.00	39.5	.94	37.50	33.00-40.00	Services.....	29	31.00	40.0	.78	32.50	28.50-35.00

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

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

Weekly salaries <sup>1</sup>	Percent of men—							Percent of women—					
	Book-keepers, hand	Book-keeping-machine operators, class B	Clerks, accounting	Clerks, general	Clerks, order	Clerks, payroll	Office boys	Billers, machine (billing machine)	Book-keepers, hand	Book-keeping-machine operators, class A	Book-keeping-machine operators, class B	Calculating-machine (Comptometer type)	Calculating-machine operators (other than Comptometer type)
Under \$20.00													
\$20.00—\$22.49							2.9					0.4	
\$22.50—\$24.99							7.2					0.4	
\$25.00—\$27.49							20.3				3.4	.4	1.7
\$27.50—\$29.99						0.9	18.1	13.3			7.3	1.2	5.2
\$30.00—\$32.49		9.6	1.9		1.4		24.7	12.0			18.7	10.0	29.3
\$32.50—\$34.99		36.6	6.3	1.2	.7		5.1	9.3			15.2	19.2	17.3
\$35.00—\$37.49		3.8	5.2	5.1	3.1	25.5	13.1	28.9		12.5	16.4	17.4	12.1
\$37.50—\$39.99		3.8	7.6	1.6	5.2	4.7	1.4	13.5		7.5	6.6	13.9	12.1
\$40.00—\$42.49		7.7	6.3	6.7	.3	3.8	.7	15.2	5.1	8.8	17.9	10.5	1.7
\$42.50—\$44.99		5.8	5.1	.8	12.5	5.7	5.8	2.2	4.6	1.3	5.6	5.8	5.2
\$45.00—\$47.49		15.4	9.7	7.1	13.5	15.1		.2	15.7	11.2	4.4	7.8	6.9
\$47.50—\$49.99	11.4	7.7	10.2	1.6	14.9	.9		3.2	10.2	8.8	.2	4.5	3.4
\$50.00—\$52.49	9.4	7.7	5.1	5.1	9.3	16.0	.7	1.2	10.2	21.2	3.9	5.4	
\$52.50—\$54.99		1.9	5.0	13.0	3.1	3.8		1.0	3.7		.2	1.9	1.7
\$55.00—\$57.49	.7		10.7	16.5	4.2				12.5	16.2		.6	3.4
\$57.50—\$59.99	2.7		6.3	8.3	12.1	14.2			5.6			.6	
\$60.00—\$62.49	10.7		5.0	12.7	8.0	3.8			8.3		.2		
\$62.50—\$64.99	4.7		5.6	9.5	.7	1.9				12.5			
\$65.00—\$67.49	13.4		3.9	2.0	2.4	2.8			13.9				
\$67.50—\$69.99	2.7		3.3	2.4	1.0				1.4				
\$70.00—\$72.49	4.0		1.2	2.0									
\$72.50—\$74.99	12.1		.8	1.2	.7								
\$75.00—\$79.99	7.4		.4	1.2	6.6	.9			4.2				
\$80.00—\$84.99	9.4			2.0	.3								
\$85.00—\$89.99	9.4												
\$90.00—\$94.99	1.3												
\$95.00—\$99.99									4.6				
\$100.00 and over	.7												
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	149	52	727	253	289	106	138	408	216	80	409	669	58
Average weekly salaries <sup>1</sup>	\$67.50	\$40.00	\$50.00	\$55.00	\$52.00	\$47.50	\$30.50	\$36.50	\$56.00	\$48.50	\$36.50	\$39.00	\$36.50

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

## SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries<sup>1</sup> in Cincinnati, May 1949—Con.

Weekly salaries <sup>1</sup>	Percent of women—													
	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls	Stenographers, general	Switch-board operators	Switch-board operator-receptionists	Transcribing machine operators, general	Typists, class A	Typists, class B
Under \$20.00			0.2				0.1	12.4						0.2
\$20.00-\$22.49			1.2				.5	1.4				0.5		3.1
\$22.50-\$24.99	0.1								0.1					
\$25.00-\$27.49	2.7		29.3			1.6	7.5	20.6	.4	1.6	1.3	1.0		5.3
\$27.50-\$29.99	7.9	0.9	25.3		33.3		12.7	29.7	2.3	9.4	7.3	3.6	0.7	14.7
\$30.00-\$32.49	10.6	14.0	24.8		13.8	5.8	23.9	23.0	7.7	5.7	14.0	11.5	7.9	29.9
\$32.50-\$34.99	8.9		9.3	3.0	11.8	5.6	11.6	4.3	12.1	11.5	6.7	12.1	16.5	21.0
\$35.00-\$37.49	9.4	25.4	5.4	13.2	6.6	14.3	18.3	2.9	12.9	16.7	19.4	23.6	10.7	12.9
\$37.50-\$39.99	10.0	34.3	2.8	1.0	8.8	9.4	11.3	1.4	10.9	19.7	18.1	9.7	7.1	5.8
\$40.00-\$42.49	13.7	17.5	1.5	16.2	14.3	15.2	6.8	3.8	17.2	8.3	16.9	14.1	15.7	4.5
\$42.50-\$44.99	8.4	2.6	.2	16.4	1.1	10.5	3.5		11.3	9.4	2.9	3.8	10.7	1.1
\$45.00-\$47.49	7.3	2.6		6.8	5.2	12.8	2.5		7.7	5.2	8.0	1.8	5.7	1.3
\$47.50-\$49.99	9.1	.9		12.4	.6	6.9	.7		4.5	4.2	4.1	2.3	14.3	.2
\$50.00-\$52.49	6.4			11.6	1.4	10.3	.2	.5	4.8	.5		4.1	9.3	
\$52.50-\$54.99	2.3	.9		4.3	1.7	1.3	.2		2.7	2.1	1.0		1.4	
\$55.00-\$57.49	1.3			5.1	.3	1.6	.2		2.2	2.1	.3			
\$57.50-\$59.99	1.2			4.3	.8	2.5	.2		1.0					
\$60.00-\$62.49	.4	.9		3.8	.3	.2			.4				6.9	
\$62.50-\$64.99	.1			.3		2.0			.6	3.6				
\$65.00-\$67.49	.2			.5					.5					
\$67.50-\$69.99				.3					.7					
\$70.00-\$72.49														
\$72.50-\$74.99														
\$75.00-\$79.99				.8										
\$80.00-\$84.99														
\$85.00-\$89.99														
\$90.00-\$94.99														
\$95.00-\$99.99														
\$100.00 and over														
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	1,081	114	884	395	363	447	1,834	209	2,186	192	314	390	140	449
Average weekly salaries <sup>1</sup>	\$40.00	\$38.00	\$29.50	\$46.00	\$35.00	\$42.50	\$34.50	\$29.00	\$41.00	\$39.00	\$37.50	\$39.00	\$41.00	\$33.00

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

TABLE 3.—Scheduled weekly hours of women in Cincinnati offices, May 1949

Weekly hours	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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					1.1
35 hours	10.0	2.3	9.5	35.8		
Over 35 and under 37½ hours	2.8		6.9	8.7	1.0	2.8
37½ hours	10.0	6.4		24.3	1.7	2.8
Over 37½ and under 40 hours	3.6		8.1	11.4	5.2	
40 hours	69.7	87.6	55.8	19.8	91.3	93.0
Over 40 and under 44 hours	.8	1.4	.3			
44 hours	2.6	2.3	14.5		.8	
Over 44 and under 48 hours	.4		4.9			
48 hours	(2)					.3
Over 48 hours						

<sup>1</sup> Includes data for industry divisions not shown separately.<sup>2</sup> Less than .05 of 1 percent.

TABLE 4.—Scheduled days in workweek of women in Cincinnati offices, May 1949

Days in week	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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.....	91.6	96.3	67.5	92.8	92.1	89.8
4½ days.....	5.9	3.7	27.4	1.3	2.7	5.3
4 days.....	.3					4.9
Other.....	2.2		5.1	5.9	5.2	

<sup>1</sup> Includes data for industry divisions not shown separately.

TABLE 5.—Vacations with pay in Cincinnati offices, May 1949

Vacation policy	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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>After 1 year of service</i>						
Offices with paid vacations.....	99.8	99.7	100.0	100.0	100.0	100.0
1 week.....	28.0	25.4	27.3	18.9	43.9	53.1
Over 1 and under 2 weeks.....	.4	.8				
2 weeks.....	67.4	66.4	72.7	81.1	56.1	46.9
Over 2 weeks.....	4.0	7.1				
Offices with no paid vacations.....	.2	.3				
<i>After 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	4.8	17.4		2.6	3.5
Over 1 and under 2 weeks.....	1.4	2.5				
2 weeks.....	89.0	85.6	82.6	95.5	97.4	96.5
Over 2 weeks.....	4.9	7.1		4.5		
Offices with no paid vacations.....						
<i>After 5 years of service</i>						
Offices with paid vacations.....	100.0	100.0	100.0	100.0	100.0	100.0
1 week.....	1.4		14.4		.3	1.5
2 weeks.....	89.3	92.9	81.9	76.6	99.7	98.5
Over 2 weeks.....	9.3	7.1	3.7	23.4		
Offices with no paid vacations.....						

<sup>1</sup> Includes data for industry divisions not shown separately.

## SALARIES OF OFFICE WORKERS

TABLE 6.—Paid holidays in Cincinnati offices, May 1949

Number of paid holidays	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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.....	99.7	99.6	100.0	100.0	100.0	98.1
Number of holidays:						
1 to 5.....						
6.....	80.0	98.4	92.2	55.8	28.5	92.1
6½.....	4.4		2.7	19.5		
7.....	9.5	6.2	1.4		73.5	
7½.....	.9			4.3		
8.....	.8			2.6		6.1
9.....	2.4		3.7	9.6		
10.....	1.7			8.2		
Offices providing no paid holidays.....	.3	.4				1.1

<sup>1</sup> Includes data for industry divisions not shown separately.

TABLE 7.—Nonproduction bonuses in Cincinnati offices, May 1949

Type of bonus	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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.....	40.9	38.3	44.4	62.8	0.9	36.3
Christmas or year end.....	35.1	34.4	41.7	47.8	.9	30.6
Profit-sharing.....	3.5	3.9	2.7	5.0		1.5
Other.....	2.3			10.0		4.2
Offices with no nonproduction bonuses.....	59.1	61.7	55.6	37.2	99.1	63.7

<sup>1</sup> Includes data for industry divisions not shown separately.

TABLE 8.—Formal provisions for paid sick leave in Cincinnati offices, May 1949

Provisions for paid sick leave	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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.....	23.2	26.3	1.5	20.1	45.1	2.6
Under 5 days.....	3.2	4.8	.....	2.2	.....	2.6
5 days.....	9.4	11.3	1.5	11.4	2.1	.....
6 days.....	1.7	.9	.....	5.3	.....	.....
10 days.....	8.9	9.3	.....	1.2	43.0	.....
Offices with no formal provisions for paid sick leave.....	76.8	73.7	98.5	79.9	54.9	97.4
<i>1 year of service</i>						
Offices with formal provisions for paid sick leave.....	40.6	46.5	8.7	44.4	45.1	11.6
5 days.....	13.8	15.2	7.2	19.0	2.1	.9
6 days.....	3.0	4.8	.....	1.3	.....	2.6
9 days.....	.8	.....	.....	2.2	.....	8.1
10 days.....	15.0	15.9	1.5	12.2	43.0	.....
11 days.....	1.2	.....	.....	5.7	.....	.....
12 days.....	1.4	.9	.....	4.0	.....	.....
15 days.....	1.4	2.5	.....	.....	.....	.....
20 days.....	2.1	3.8	.....	.....	.....	.....
Over 20 days.....	1.9	3.4	.....	.....	.....	.....
Offices with no formal provisions for paid sick leave.....	59.4	53.5	91.3	55.6	54.9	88.4
<i>2 years of service</i>						
Offices with formal provisions for paid sick leave.....	43.8	46.5	8.7	44.4	85.4	11.6
5 days.....	11.7	11.4	7.2	19.0	2.1	.9
6 days.....	3.0	4.8	.....	1.3	.....	2.6
10 days.....	14.8	19.7	.....	.....	43.0	8.1
12 days.....	3.0	.9	.....	11.8	.....	.....
15 days.....	1.6	2.5	.....	1.2	.....	.....
20 days.....	4.6	3.8	1.5	11.1	.....	.....
Over 20 days.....	5.1	3.4	.....	.....	40.3	.....
Offices with no formal provisions for paid sick leave.....	56.2	53.5	91.3	55.6	14.6	88.4

<sup>1</sup> Includes data for industry divisions not shown separately.

TABLE 9.—Insurance and pension plans in Cincinnati offices, May 1949

Type of plan	Percent of workers employed in offices in—					
	All industries <sup>1</sup>	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 <sup>2</sup> .....	83.7	90.2	59.2	76.8	99.4	58.3
Life insurance.....	63.7	75.7	40.1	66.2	24.8	4.5
Health insurance.....	31.6	39.4	22.7	34.0	2.3	4.2
Retirement pension.....	39.2	34.0	33.5	48.3	83.5	6.1
Other.....	41.8	47.7	19.3	52.2	3.2	56.3
Offices with no insurance or pension plans.....	16.3	9.8	40.8	23.2	.6	41.7

<sup>1</sup> Includes data for industry divisions not shown separately.<sup>2</sup> Unduplicated total.

## Dallas, May 1949

Salaries of general stenographers, the largest group of workers studied in Dallas, averaged \$44.50 a week in May 1949, while clerk-typists averaged \$36. Within most of the jobs studied, salaries of half the workers varied by \$10 or less. Thus, earnings of half the general stenographers and of half the switchboard operators varied by \$8.50 or less a week. The variation in earnings for women engaged in relative routine copy typing was even smaller; half of the women in this job earned between \$31 and \$35.

There was no highly consistent pattern of differences in salary levels among industry divisions. However, salaries tended to be higher on the average in manufacturing and wholesale trade than in other industries studied.

The salaries reported in May 1949 were higher on the average than those found in February 1948, the date of an earlier survey. The amount of increase varied among jobs, but in most occupations salaries reported in the spring of 1949 were 5 to 10 percent higher than in early 1948.

TABLE 1.—Average weekly salaries <sup>1</sup> for women in selected office occupations in Dallas, by industry division, May 1949

Occupation and industry division	Estimated number of workers	Average weekly salary	Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers	Occupation and industry division	Estimated number of workers	Average weekly salary	Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers
Billers, machine (billing machine) <sup>1</sup> ..	292	\$40.00	\$40.00	\$36.00-\$42.50	Clerk-typists—Continued.				
Manufacturing.....	55	36.50	37.00	29.50-42.50	Services.....	45	\$39.00	\$39.50	\$37.00-\$42.00
Wholesale trade.....	135	42.50	40.50	39.00-46.00	Stenographers, general.....	1,726	44.50	44.00	40.00-48.50
Services.....	27	39.00	39.00	35.50-42.00	Manufacturing.....	514	47.00	47.00	42.00-50.50
Billers, machine (bookkeeping machine) <sup>1</sup> ..	104	42.00	40.50	37.00-47.00	Wholesale trade.....	462	44.00	43.00	40.00-46.00
Manufacturing.....	28	47.00	48.00	40.50-52.00	Retail trade.....	55	40.00	40.00	37.00-42.00
Wholesale trade.....	41	39.50	40.00	33.50-40.50	Finance, insurance, and real estate.....	307	41.00	40.50	37.00-45.00
Bookkeepers, hand.....	314	46.50	46.00	39.00-55.00	Transportation, communication, and other public utilities.....	259	45.00	45.00	40.00-49.00
Manufacturing.....	64	44.00	45.00	35.50-53.00	Services.....	129	45.00	45.00	41.50-49.50
Wholesale trade.....	61	54.00	55.00	50.50-58.00	Stenographers, technical <sup>1</sup> .....	162	52.50	48.00	43.50-59.00
Retail trade.....	25	41.00	39.00	32.50-49.00	Manufacturing.....	34	57.50	57.00	51.00-64.50
Finance, insurance, and real estate.....	99	42.00	42.50	34.50-46.00	Wholesale trade.....	37	55.00	56.00	48.50-56.50
Transportation, communication, and other public utilities.....	35	56.00	55.00	48.00-60.50	Transportation, communication, and other public utilities.....	19	49.50	48.50	37.50-61.50
Services.....	30	45.50	46.50	39.00-49.00	Switchboard operators <sup>2</sup> .....	187	40.00	39.50	36.00-44.50
Bookkeeping-machine operators, class A <sup>2</sup> .....	98	46.50	48.50	40.00-52.00	Manufacturing.....	52	41.00	41.50	37.00-45.50
Manufacturing.....	22	55.00	55.50	52.00-60.00	Wholesale trade.....	29	41.50	43.00	37.00-45.50
Wholesale trade.....	34	45.50	49.00	38.00-49.00	Retail trade.....	26	33.00	32.50	29.00-38.00
Bookkeeping-machine operators, class B <sup>2</sup> .....	380	39.00	38.00	35.50-40.50	Finance, insurance, and real estate.....	38	41.00	40.50	38.00-46.00
Manufacturing.....	52	40.50	40.50	38.00-43.00	Transportation, communication, and other public utilities.....	35	40.50	41.50	36.50-45.00
Wholesale trade.....	112	41.00	38.00	37.00-44.00	Switchboard-operator-receptionists <sup>1</sup> .....	249	38.50	37.50	34.50-42.00
Finance, insurance, and real estate.....	180	37.50	38.00	34.50-40.50	Manufacturing.....	87	41.50	40.50	36.00-46.00
Calculating-machine operators (Comptometer type) <sup>1</sup> .....	476	42.50	42.50	38.00-46.00	Wholesale trade.....	82	38.00	36.00	34.50-40.00
Manufacturing.....	108	41.50	42.00	35.00-46.00	Finance, insurance, and real estate.....	44	35.50	37.00	32.00-38.00
Wholesale trade.....	164	45.00	45.50	39.00-50.00	Services.....	19	37.50	38.00	34.50-40.00
Retail trade.....	58	37.50	37.00	34.50-42.00	Typists, class A <sup>1</sup> .....	191	38.00	35.50	34.50-42.00
Finance, insurance, and real estate.....	24	39.00	41.50	30.00-45.00	Finance, insurance, and real estate.....	78	37.00	35.50	34.50-40.00
Clerk-typists.....	1,033	36.00	36.00	31.00-41.00	Typists, class B <sup>1</sup> .....	278	33.00	33.50	31.00-35.00
Manufacturing.....	217	39.50	39.00	34.00-44.00	Manufacturing.....	28	36.50	36.00	34.00-40.00
Wholesale trade.....	229	40.00	40.50	36.00-44.50	Wholesale trade.....	36	35.50	35.50	34.50-37.50
Retail trade.....	21	33.50	32.00	29.00-37.00	Finance, insurance, and real estate.....	151	31.50	32.00	29.00-34.50
Finance, insurance, and real estate.....	430	31.50	30.00	27.50-34.50	Transportation, communication, and other public utilities.....	60	34.00	34.00	31.00-35.50
Transportation, communication, and other public utilities.....	91	39.50	39.00	36.00-43.00					

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

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

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



TABLE 2.—Percentage distribution of women workers in selected office occupations by weekly salaries <sup>1</sup> in Dallas, May 1949

Weekly salaries <sup>1</sup>	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)	Clerk-typists	Stenographers, general	Stenographers, technical	Switch-board operators	Switch-board-operator-receptionists	Typists, class A	Typists, class B
Under \$20.00											0.8		
\$20.00-\$22.49													
\$22.50-\$24.99							0.4						2.2
\$25.00-\$27.49							7.2						2.2
\$27.50-\$29.99	5.5		4.5	2.1	6.3	3.2	17.1	1.0		1.6	.8	2.1	16.2
\$30.00-\$32.49	4.5	1.9	4.8		8.9	1.1	9.8	2.2		3.2	6.0	9.4	22.7
\$32.50-\$34.99	6.5	11.5	4.5	5.1	6.8	6.5	14.1	3.4		6.9	20.5	25.7	31.3
\$35.00-\$37.49	20.9	13.5	7.3	2.1	17.9	12.4	9.5	7.0	0.6	22.5	18.1	20.4	14.0
\$37.50-\$39.99	12.3	5.8	8.6	14.3	19.5	11.1	10.3	8.2	3.7	14.4	14.9	3.7	7.9
\$40.00-\$42.49	18.1	26.0	5.7	4.1	21.6	15.6	12.9	18.7	8.7	11.8	14.1	15.2	3.2
\$42.50-\$44.99	12.3	6.7	9.6	12.2	5.8	15.1	8.4	16.1	19.8	13.4	10.4	12.1	
\$45.00-\$47.49	7.5	10.6	12.4	5.1	6.6	14.7	7.2	14.3	3.1	19.8	6.0	7.3	.3
\$47.50-\$49.99	3.8	9.6	4.8	26.5	2.4	8.0	1.2	9.2	11.7	4.3	3.2	2.6	
\$50.00-\$52.49	7.9	8.6	7.6	11.2	1.0	6.1	1.1	8.2	11.7	.5	2.8	.5	
\$52.50-\$54.99		2.9	4.8		1.0	.6	.6	3.4	1.2		.8	.5	
\$55.00-\$57.49	.7		6.1	6.1	.3	2.3		3.4	11.1				
\$57.50-\$59.99		1.9	12.4	5.1	.3	2.3	.2	2.5	6.2				
\$60.00-\$62.49			.6	4.1		.8		1.6	3.1			.5	
\$62.50-\$64.99			.3		2.6			.1	4.3				
\$65.00-\$67.49		1.0	1.6	1.0		.2		.6	3.1				
\$67.50-\$69.99			2.5						8.0				
\$70.00-\$72.49			.6					.1	1.2		.8		
\$72.50-\$74.99									2.5				
\$75.00-\$79.99			1.3										
\$80.00 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	292	104	314	98	380	476	1,033	1,726	162	187	249	191	278
Average weekly salaries <sup>1</sup>	\$40.00	\$42.00	\$46.50	\$46.50	\$39.00	\$42.50	\$36.00	\$44.50	\$52.50	\$40.00	\$38.50	\$38.00	\$33.00

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

## Washington, D. C., April 1949

### Salaries

Salaries of women office employees in private industry in Washington varied from \$34 on the average for office girls to \$59.50 for hand bookkeepers in April 1949. Average salaries of women in about two-thirds of the jobs studied fell between \$40 and \$50 a week and salaries of most of the individual workers studied fell within \$37.50 and \$52.50. The numerically most important job studied in Washington, where there are a relatively high proportion of small offices, was that of secretary; women in this job averaged \$56.50 a week. Other jobs with large numbers of workers were those of general clerks, general stenographers, and clerk-typists with average salaries of \$47.50 and \$48.50, and \$40, respectively.

Among the nine jobs for which data for men could be presented, average weekly salaries ranged from \$33.50 for office boys to \$65 for hand bookkeepers. General clerks were the largest group of men studied; their average weekly salary was \$55.50.

On an hourly basis, averages for women varied from 87 cents for office girls to \$1.55 for hand bookkeepers. Secretaries averaged \$1.49. Office boys received 87 cents on the average; men hand bookkeepers averaged \$1.71 and general clerks received \$1.37.

Comparisons with available data on the salaries of Federal employees indicate broadly that the average earnings of secretaries and stenographers in private industry in Washington were close to those of Government workers in similar jobs.

Available data indicate that in private industry the highest pay scales were in effect in transportation, communication, and other public utilities. Next among the six industry divisions surveyed were the service and manufacturing industries.

### Work Schedules

The 40-hour, 5-day week was the most common single schedule reported for women office workers in Washington. This is also the work schedule

in effect for Federal employees. Less than 10 percent worked more than 5 days a week; only in the wholesale trade and service industries were 5½-day schedules common. About 1 out of 10 office workers in wholesale trade was scheduled to work 5½ days and a slightly larger number were required to work some but not all Saturdays. About 15 percent of the workers in the service industries worked either a half day every Saturday or some Saturdays during a month.

Weekly hours varied considerably more than the number of days worked each week, and a substantial number of women worked less than 40 hours. Half of the women were on schedules of between 35 and 40 hours, with 18 percent on a schedule of 35 hours, and 16 percent on a 37½-hour week. Only 4 percent worked over 40 hours.

In manufacturing, almost all the women office employees were on a 40-hour week, whereas in transportation, communication, and other public utilities the most typical workweek was 37½ hours. Some workers in three industry groups—wholesale trade, retail trade, and services—were scheduled to work more than 40 hours. These longer workweeks were most common in wholesale trade.

### Paid Vacations

Virtually all office workers were employed in establishments providing paid vacations after 1 year's service; three-quarters were entitled to at least 2 weeks' vacation after this amount of service. The amount of vacation allowed after a year's employment with a firm varied somewhat among industry divisions. More than four out of five workers with a year's service in manufacturing; finance, insurance, and real estate; and the service industries, and almost three out of four in wholesale trade received a 2-week or longer vacation but in retail trade, and in transportation, communication, and other public utilities a 1-week vacation was most common. In the latter industry divisions, vacations were typically increased to 2 weeks after 2 years of employment, however. A few employees in wholesale trade and in the

service industries worked in offices where there was no formal provision for paid vacations.

### **Paid Holidays**

Holidays with pay were provided almost all Washington office workers. Most of the offices without such holidays were in retail trade, where about one out of five workers received no paid holidays. The most typical provision was for eight holidays a year, the number given in the Federal service; almost three-quarters of Washington office employees in private industry were allowed this number of holidays with pay. About 1 out of 10 workers received 6 holidays annually and almost as many were entitled to 7 holidays with pay. A few workers, mostly in finance, insurance, and real estate and in the service industries, had 11 paid holidays a year. In general, finance, insurance, and real estate had the most liberal holiday provisions.

### **Nonproduction Bonuses**

About two out of every five Washington office employees worked in establishments providing nonproduction bonuses; generally, these were paid at Christmas or the end of the year. Such bonuses were most widespread in retail trade; and finance, insurance, and real estate, with about three-fifths and two-thirds of the workers, respectively, employed where bonuses were reported. Less than 1 out of 20 office workers in manufacturing and

in transportation, communication, and other public utilities received a nonproduction bonus.

### **Paid Sick Leave**

More than half of the office workers were employed in establishments having formal provisions for paid sick leave. Service requirements for eligibility varied, however. Approximately, one out of four workers became eligible for sick leave after 6 months of service; almost one-half were eligible after a year and almost three out of five were entitled to paid sick leave after 2 years of service. Practically all employees in transportation, communication, and public utilities were covered by paid sick leave policies after 2 years of service; retail trade ranked next. The most typical amount of sick leave was 12 days after a year's service.

### **Insurance and Pension Plans**

Insurance or pension plans were effective in offices with about three-fourths of the office workers in private industry. Life insurance was most common, with almost three-fifths of the workers in offices with such plans. Retirement pensions ranked next; half of the office workers were employed in establishments with this type of provision. At least four-fifths of the employees in each industry group, except wholesale trade and the service industries, worked in establishments with some type of insurance or pension plan.

## SALARIES OF OFFICE WORKERS

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

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Men</b>						<b>Women—Continued</b>							
Bookkeepers, hand <sup>3</sup> .....	208	\$65.00	38.0	\$1.71	\$62.00	\$57.50-\$75.00	Calculating-machine operators (Comptometer type) <sup>4</sup> .....	216	\$45.50	39.5	\$1.15	\$45.00	\$41.00-\$48.00
Wholesale trade.....	41	70.50	40.0	1.76	74.00	57.50- 82.50	Wholesale trade.....	26	47.50	39.0	1.22	46.00	42.50- 50.00
Finance, insurance, and real estate.....	71	58.50	36.5	1.60	57.50	52.00- 62.00	Retail trade.....	119	44.00	40.0	1.10	45.00	40.00- 47.50
Services.....	59	67.50	36.5	1.85	63.50	57.50- 76.00	Calculating-machine operators (other than Comptometer type) <sup>5</sup> .....	56	41.00	39.5	1.04	40.00	38.00- 45.50
Bookkeeping-machine operators, class B.....	51	39.50	40.5	.98	36.50	36.50- 42.00	Retail trade.....	26	41.00	39.5	1.04	40.00	37.00- 43.00
Clerks, accounting.....	292	49.00	40.0	1.23	47.00	40.50- 55.00	Clerks, accounting <sup>1</sup> .....	985	46.50	38.5	1.21	46.00	40.00- 53.00
Manufacturing.....	57	49.50	39.5	1.25	50.00	45.00- 55.00	Manufacturing.....	60	47.50	39.5	1.20	48.00	40.00- 53.00
Wholesale trade.....	37	48.50	44.0	1.10	46.00	42.50- 50.50	Wholesale trade.....	62	48.00	39.5	1.22	48.00	40.00- 54.50
Retail trade.....	52	47.50	40.5	1.17	47.00	37.50- 57.50	Retail trade.....	178	43.50	40.5	1.07	43.00	37.50- 49.50
Finance, insurance, and real estate.....	40	45.50	39.0	1.17	42.00	39.00- 48.50	Finance, insurance, and real estate.....	282	42.00	38.0	1.11	41.50	37.00- 45.00
Transportation, communication, and other public utilities.....	35	56.00	40.0	1.40	56.00	48.00- 66.50	Services.....	229	50.50	38.0	1.33	50.50	46.00- 56.00
Services.....	71	47.50	38.0	1.25	45.00	40.00- 54.00	Clerks, file, class A <sup>2</sup> .....	298	47.00	39.0	1.21	46.00	41.00- 52.00
Clerks, file, class B.....	39	36.50	38.0	.96	34.50	34.50- 40.00	Finance, insurance, and real estate.....	76	43.50	38.5	1.13	40.50	38.50- 49.00
Clerks, general <sup>3</sup> .....	348	55.50	40.5	1.37	55.00	46.00- 60.50	Services.....	184	48.50	38.5	1.26	48.00	44.50- 52.00
Manufacturing.....	37	52.00	40.5	1.28	47.00	45.00- 61.00	Clerks, file, class B <sup>2</sup> .....	521	37.00	38.0	.97	36.00	34.00- 39.00
Wholesale trade.....	70	60.00	43.0	1.40	60.00	50.00- 65.00	Retail trade.....	33	33.00	39.5	.84	32.50	30.00- 35.00
Retail trade.....	36	50.50	41.0	1.23	48.00	41.00- 58.00	Finance, insurance, and real estate.....	218	35.00	38.0	.92	34.50	33.50- 37.00
Finance, insurance, and real estate.....	77	51.00	37.5	1.36	46.00	41.00- 63.00	Services.....	163	38.00	38.0	1.00	37.00	35.00- 40.00
Services.....	64	60.00	40.5	1.48	56.00	46.00- 62.00	Clerks, general <sup>3</sup> .....	2,228	47.50	39.0	1.22	46.00	40.50- 55.00
Clerks, order <sup>2</sup> .....	109	50.00	40.5	1.23	44.00	41.00- 60.00	Manufacturing.....	100	52.00	40.0	1.30	50.00	42.00- 62.00
Wholesale trade.....	91	50.50	41.0	1.23	44.00	41.00- 60.00	Wholesale trade.....	194	47.50	40.0	1.19	43.50	40.00- 55.00
Clerks, pay roll.....	26	52.00	41.5	1.25	53.50	39.50- 63.00	Retail trade.....	323	39.00	40.5	.96	38.00	35.00- 42.00
Clerk-typists <sup>2</sup> .....	48	47.00	39.5	1.19	49.50	44.50- 50.50	Finance, insurance, and real estate.....	354	43.50	37.5	1.16	42.50	38.00- 46.50
Transportation, communication, and other public utilities.....	30	46.50	39.5	1.18	49.50	39.50- 51.50	Services.....	615	51.50	39.0	1.32	50.00	45.50- 56.50
Office boys <sup>3</sup> .....	307	33.50	38.5	.87	33.50	31.00- 36.00	Clerks, order <sup>2</sup> .....	247	38.00	39.0	.97	36.50	33.00- 43.00
Manufacturing.....	57	31.00	40.0	.78	31.00	29.50- 31.00	Manufacturing.....	48	40.00	40.0	1.00	39.50	37.50- 42.00
Finance, insurance, and real estate.....	53	34.00	38.0	.89	33.50	31.50- 35.50	Wholesale trade.....	48	39.00	39.0	1.06	35.50	34.50- 43.50
Transportation, communication, and other public utilities.....	28	34.00	37.5	.91	31.50	31.00- 36.00	Retail trade.....	121	35.00	40.0	.88	33.00	32.00- 37.00
Services.....	146	34.50	38.5	.90	35.00	31.50- 37.00	Clerks, pay roll <sup>3</sup> .....	183	47.50	39.0	1.22	45.00	40.00- 53.50
<b>Women</b>							Finance, insurance, and real estate.....	50	43.50	40.0	1.09	42.50	37.50- 47.50
Billers, machine (billing machine) <sup>4</sup> .....	68	39.50	40.0	.99	40.00	33.00- 43.00	Transportation, communication, and other public utilities.....	53	43.50	36.5	1.19	40.50	37.00- 49.50
Retail trade.....	49	38.00	39.5	.96	39.00	33.50- 42.00	Services.....	49	54.00	39.5	1.37	55.00	46.50- 61.00
Billers, machine (bookkeeping machine).....	71	46.00	39.0	1.18	47.00	42.00- 50.00	Clerk-typists.....	1,513	40.00	38.5	1.04	38.00	35.00- 43.50
Bookkeepers, hand <sup>3</sup> .....	414	59.50	38.5	1.55	57.50	52.00- 63.50	Manufacturing.....	41	44.00	40.0	1.10	43.50	39.50- 48.50
Finance, insurance, and real estate.....	142	55.50	38.0	1.46	52.50	50.00- 60.00	Wholesale trade.....	112	39.50	39.5	1.00	40.00	35.00- 42.00
Services.....	208	61.00	38.5	1.58	57.50	52.00- 63.50	Retail trade.....	134	37.50	40.5	.98	36.00	34.50- 40.00
Bookkeeping-machine operators, class A <sup>2</sup> .....	134	43.50	38.0	1.14	40.50	38.50- 46.00	Finance, insurance, and real estate.....	701	38.00	37.5	1.01	37.00	34.50- 40.00
Finance, insurance, and real estate.....	114	41.50	37.5	1.11	40.50	38.50- 45.00	Transportation, communication, and other public utilities.....	69	47.00	39.5	1.19	48.50	42.00- 53.50
Bookkeeping-machine operators, class B <sup>2</sup> .....	350	40.50	39.5	1.03	40.00	37.00- 43.50	Services.....	456	42.00	38.0	1.11	40.50	36.50- 46.00
Retail trade.....	38	38.00	40.5	.94	37.50	33.50- 41.00	Office girls.....	79	34.00	39.0	.87	33.50	31.00- 37.50
Finance, insurance, and real estate.....	266	40.00	39.5	1.01	39.00	37.00- 42.00	Secretaries.....	3,988	56.50	38.0	1.49	55.00	49.50- 62.00
							Manufacturing.....	72	56.50	39.5	1.43	55.00	52.00- 57.50
							Wholesale trade.....	209	51.50	39.0	1.32	52.00	46.00- 57.50
							Retail trade.....	110	54.50	40.5	1.35	52.50	48.00- 60.00
							Finance, insurance, and real estate.....	492	54.00	38.5	1.40	52.00	46.00- 60.00
							Transportation, communication, and other public utilities.....	136	60.50	38.0	1.59	63.00	54.50- 67.50
							Services.....	2,969	57.00	38.0	1.50	56.50	50.00- 62.50

See footnotes at end of table, p. 15.

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

Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers	Sex, occupation, and industry division	Estimated number of workers	Average—			Median weekly salary <sup>2</sup>	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate					Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Women—Continued</b>						<b>Women—Continued</b>							
Stenographers, general.....	1,658	\$48.50	38.5	\$1.26	\$48.00	\$44.00—\$52.00	Switchboard-operator-receptionists <sup>2</sup> .....	321	\$41.50	39.0	\$1.06	\$40.00	\$37.00—\$46.00
Manufacturing.....	42	48.00	39.5	1.22	48.00	44.00—52.50	Wholesale trade.....	88	44.00	39.5	1.11	40.00	39.00—50.00
Wholesale trade.....	165	48.00	39.5	1.22	46.00	45.00—50.00	Finance, insurance, and real estate.....	39	37.00	37.5	.99	37.00	35.00—40.50
Retail trade.....	137	45.50	40.0	1.14	45.00	40.00—48.50	Services.....	162	42.00	38.5	1.09	41.50	36.50—48.00
Finance, insurance, and real estate.....	380	45.50	38.0	1.20	45.00	40.00—49.00	Transcribing-machine operators, general <sup>2</sup> .....	123	42.50	37.5	1.13	43.00	37.00—47.00
Transportation, communication, and other public utilities.....	90	50.50	39.0	1.29	51.00	47.00—55.00	Finance, insurance, and real estate.....	49	41.50	37.5	1.11	42.00	34.50—47.00
Services.....	844	50.00	38.5	1.30	49.50	46.00—54.00	Services.....	57	43.50	36.0	1.21	43.00	41.50—46.00
Stenographers, technical <sup>2</sup> .....	308	51.50	38.5	1.34	52.00	48.00—54.50	Typists, class A <sup>2</sup> .....	263	44.50	38.5	1.16	44.00	40.50—48.00
Services.....	289	51.50	38.5	1.34	52.00	46.00—54.50	Finance, insurance, and real estate.....	69	43.50	37.0	1.18	43.00	41.50—46.00
Switchboard operators <sup>2</sup> .....	344	41.50	40.0	1.04	40.00	36.00—46.00	Services.....	98	46.50	39.0	1.19	48.00	43.00—49.50
Wholesale trade.....	53	41.00	39.5	1.04	40.00	38.50—42.00	Typists, class B <sup>2</sup> .....	444	37.00	38.5	.96	37.00	34.50—40.00
Retail trade.....	77	38.00	40.5	.94	37.50	35.00—41.50	Finance, insurance, and real estate.....	228	36.50	38.5	.95	35.50	34.50—38.00
Finance, insurance, and real estate.....	108	37.00	40.0	.93	38.00	34.50—40.50	Services.....	94	38.00	38.5	.99	38.00	34.50—40.50
Transportation, communication, and other public utilities.....	31	47.50	38.0	1.25	49.50	44.50—51.00							
Services.....	53	50.50	40.0	1.26	52.50	40.00—57.50							

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

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

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

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries<sup>1</sup> in Washington, D. C., April 1949

Weekly salaries <sup>1</sup>	Percent of men—					Percent of women—			
	Book-keepers, hand	Book-keeping-machine operators, class B	Clerks, accounting	Clerks, general	Clerks, order	Office boys	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand
Under \$20.00.....									
\$20.00—\$22.49.....									
\$22.50—\$24.99.....						2.3			
\$25.00—\$27.49.....						4.2			
\$27.50—\$29.99.....						15.7	2.9		
\$30.00—\$32.49.....		2.0		0.3		24.1	19.1	4.2	
\$32.50—\$34.99.....		15.7		1.1		17.9	7.4	1.4	
\$35.00—\$37.49.....		33.3	8.6	4.9	3.7	16.6	8.3	7.0	
\$37.50—\$39.99.....		13.7	6.2	2.3	16.5	6.2	10.3	2.8	
\$40.00—\$42.49.....	4.8	13.7	16.1	8.6	11.0	7.5	25.0	14.1	2.2
\$42.50—\$44.99.....		3.9	4.8	1.7	24.8	2.0	2.9	4.2	
\$45.00—\$47.49.....	.5	3.9	14.7	11.2	3.7	2.9	10.3	18.3	8.2
\$47.50—\$49.99.....		7.9	4.8	4.9	3.7	.3		10.0	5.3
\$50.00—\$52.49.....		8.1	2.0	11.3	8.6	.3		28.2	15.7
\$52.50—\$54.99.....	.5		.5	5.8	5.2		13.3	1.4	5.6
\$55.00—\$57.49.....	1.0		6.8	10.1	4.6			5.6	2.7
\$57.50—\$59.99.....	30.3	3.9	5.8	8.3					21.7
\$60.00—\$62.49.....	5.8		6.2	10.6	9.2			2.8	11.3
\$62.50—\$64.99.....	6.7			2.3	5.5				2.6
\$65.00—\$67.49.....	7.7		4.8	4.3	2.7				4.1
\$67.50—\$69.99.....	1.9		1.7	2.6					5.1
\$70.00—\$72.49.....	4.3		1.4	3.2	.9				1.4
\$72.50—\$74.99.....	1.9		1.0	2.3	5.5				.5
\$75.00—\$79.99.....	12.0			3.4					5.6
\$80.00—\$84.99.....	5.3			.6	2.7				4.6
\$85.00—\$89.99.....	1.0			.6					.5
\$90.00—\$94.99.....	5.8								2.9
\$95.00—\$99.99.....	.5								
\$100.00 and over.....	1.9			2.9					
<b>Total.....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Estimated number of workers.....	208	51	292	348	109	307	68	71	414
Average weekly salaries <sup>1</sup> .....	\$65.00	\$39.50	\$49.00	\$55.50	\$50.00	\$33.50	\$39.50	\$46.00	\$59.50

See footnote at end of table, p. 16.

## SALARIES OF OFFICE WORKERS

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries<sup>1</sup> in Washington, D. C., April 1949—Continued

Weekly salaries <sup>1</sup>	Percent of women—									
	Bookkeeping-machine operators, class A	Bookkeeping-machine operators, class B	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll
Under \$20.00										
\$20.00—\$22.49										
\$22.50—\$24.99										
\$25.00—\$27.49										
\$27.50—\$29.99							0.8			
\$30.00—\$32.49		2.6			1.5		10.2	2.5	17.0	
\$32.50—\$34.99		7.4	0.9	7.1	5.8	1.7	27.5	3.0	23.1	3.8
\$35.00—\$37.49	3.8	22.0	4.7	12.5	6.8	8.1	27.8	8.1	15.0	10.9
\$37.50—\$39.99	25.4	16.9	7.0	19.7	9.3	11.7	11.7	7.1	9.3	6.6
\$40.00—\$42.49	33.6	23.1	18.5	23.2	12.7	10.4	8.6	10.9	9.3	16.4
\$42.50—\$44.99	.7	6.6	11.1	10.7	8.7	7.1	4.2	9.8	15.0	8.7
\$45.00—\$47.49	20.2	15.7	19.0	21.4	8.5	11.7	2.3	13.4	4.9	8.7
\$47.50—\$49.99	5.2	3.1	17.1	1.8	10.0	12.1	4.4	6.1	1.2	7.7
\$50.00—\$52.49	2.2	1.4	6.0	1.8	11.4	16.1	1.0	8.4	3.2	9.8
\$52.50—\$54.99	.7	.3	6.5		6.2	7.7	1.5	4.1		3.8
\$55.00—\$57.49		.9	4.2		8.9	4.4		9.3	1.2	5.5
\$57.50—\$59.99	3.0		3.2		6.0	6.7		7.6		4.4
\$60.00—\$62.49			.9	1.8	2.0	.3		3.8		6.6
\$62.50—\$64.99	3.8		.9		.7	1.3		2.5	.4	.6
\$65.00—\$67.49	.7				.8	.7		1.2	.4	2.2
\$67.50—\$69.99					.4			.3		1.1
\$70.00—\$72.49	.7				.1			.3		1.6
\$72.50—\$74.99					.1			.4		1.6
\$75.00—\$79.99					.1			.6		
\$80.00—\$84.99								.1		
\$85.00—\$89.99										
\$90.00—\$94.99								.5		
\$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
Estimated number of workers	134	350	216	56	985	298	521	2,238	247	183
Average weekly salaries <sup>1</sup>	\$43.50	\$40.50	\$45.50	\$41.00	\$46.50	\$47.00	\$37.00	\$47.50	\$38.00	\$47.50

Weekly salaries <sup>1</sup>	Percent of women—									
	Clerk-typists	Office girls	Secretaries	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										
\$25.00—\$27.49										
\$27.50—\$29.99		8.6				10.5				0.2
\$30.00—\$32.49	3.9	27.1				.9	3.7			10.8
\$32.50—\$34.99	17.7	15.7	0.8	0.7		7.0	7.5	15.5		29.3
\$35.00—\$37.49	22.1	8.6	.7	3.3		10.4	15.6	11.4	5.3	17.6
\$37.50—\$39.99	13.5	8.6	1.1	3.6		15.4	15.9	2.4	8.4	15.1
\$40.00—\$42.49	15.5	21.4	2.8	9.8	9.7	18.6	20.5	13.0	23.9	14.9
\$42.50—\$44.99	5.8		3.8	9.1		8.1	7.2	24.4	13.3	8.3
\$45.00—\$47.49	7.9		7.7	18.4	14.6	6.7	8.1	10.6	18.3	2.7
\$47.50—\$49.99	4.2		8.3	17.6	19.5	4.7	8.1	14.6	19.4	.7
\$50.00—\$52.49	4.7	1.4	14.4	15.0	26.3	5.8	5.9	5.7	5.7	.4
\$52.50—\$54.99	2.9		3.8	6.0	10.4	3.8	3.1	1.6	3.8	
\$55.00—\$57.49	1.6		10.4	6.2	3.6	2.0	4.4		1.5	
\$57.50—\$59.99			13.3	4.3		4.9			.4	
\$60.00—\$62.49	.1		9.0	3.1	4.9			.8		
\$62.50—\$64.99	.1		4.6	1.0	5.8					
\$65.00—\$67.49			4.9	1.2	3.9	.3				
\$67.50—\$69.99			6.5	.4		.3				
\$70.00—\$72.49			1.7	.1	1.3	.6				
\$72.50—\$74.99			1.1	.2						
\$75.00—\$79.99			2.4							
\$80.00—\$84.99			2.0							
\$85.00—\$89.99			.3							
\$90.00—\$94.99			.3							
\$95.00—\$99.99			.1							
\$100.00 and over										
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	1,513	70	3,988	1,658	308	344	321	123	263	444
Average weekly salaries <sup>1</sup>	\$40.00	\$34.00	\$56.50	\$48.50	\$51.50	\$41.50	\$41.50	\$42.50	\$44.50	\$37.00

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

TABLE 3.—Scheduled weekly hours of women in Washington, D. C., offices, April 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.....	0.1						0.3
35 hours.....	18.0		7.4		21.9	6.2	30.2
Over 35 and under 37½ hours.....	3.5		9.6		7.0		3.1
37½ hours.....	16.2		8.4	6.7	14.5	48.3	9.9
Over 37½ and under 40 hours.....	13.2	1.6	.9	.5	22.6	16.4	13.3
40 hours.....	45.0	96.3	59.1	87.1	33.8	29.1	37.3
Over 40 and under 44 hours.....	1.6		10.6		.1		2.3
44 hours.....	1.8	2.1	2.6	4.5			2.8
Over 44 and under 48 hours.....	.4		1.4	.8	.1		.4
48 hours.....	.2			.4			.4
Over 48 hours.....							

TABLE 4.—Scheduled days in workweek of women in Washington, D. C., offices, April 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.....	90.4	96.3	76.3	93.8	94.3	100.0	84.6
5½ days.....	6.4	3.7	9.8	5.6	5.3		9.9
6 days.....	.3			.6	.1		.4
Other.....	2.9		13.9		.3		5.1

TABLE 5.—Vacations with pay in Washington, D. C., offices, April 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.....	99.4	100.0	97.8	100.0	99.9	99.9	98.8
1 week.....	24.5	13.3	25.7	74.5	3.3	71.1	2.8
Over 1 and under 2 weeks.....							
2 weeks.....	60.5	86.7	72.1	22.2	89.2	28.8	63.2
Over 2 weeks.....	14.4			3.3	7.4		32.8
Offices with no paid vacations.....	.6		1.8		.1	.1	1.2
Information not available.....	( <sup>1</sup> )		.4				
<i>2 years of service</i>							
Offices with paid vacations.....	99.4	100.0	97.8	100.0	99.9	99.9	98.8
1 week.....	2.1	2.1	12.1	3.6	.7		1.6
Over 1 and under 2 weeks.....							
2 weeks.....	80.3	97.9	85.7	91.9	91.8	99.9	57.8
Over 2 weeks.....	17.0			4.5	7.4		39.4
Offices with no paid vacations.....	.6		1.8		.1	.1	1.2
Information not available.....	( <sup>1</sup> )		.4				
<i>5 years of service</i>							
Offices with paid vacations.....	99.4	100.0	97.8	100.0	99.9	99.9	98.8
1 week.....	1.0		3.7		.7		1.6
Over 1 and under 2 weeks.....							
2 weeks.....	71.2	35.2	93.2	95.5	69.6	99.9	51.2
Over 2 weeks.....	27.2	64.8	.9	4.5	29.6		46.0
Offices with no paid vacations.....	.6		1.8		.1	.1	1.2
Information not available.....	( <sup>1</sup> )		.4				

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

## SALARIES OF OFFICE WORKERS

TABLE 6.—Paid holidays in Washington, D. C., offices, April 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.....	97.4	100.0	99.1	80.5	99.7	100.0	99.7
Number of holidays:							
1 to 5.....	.8		9.5	.3			.3
6.....	9.7	19.8	13.1	32.2	1.2	2.7	9.0
6½.....	2.7			21.9			
7.....	8.9	64.5	12.6	7.0	3.4	2.0	11.1
7½.....	( <sup>1</sup> )						.1
8.....	72.0	25.7	62.8	19.1	88.4	95.3	75.2
8½.....	1.4				5.2		.2
9.....	.4		1.1		.1		.8
11.....	1.5				1.4		3.0
Offices providing no paid holidays.....	2.6		.9	19.5	.3		.3

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

TABLE 7.—Nonproduction bonuses in Washington, D. C., offices, April 1949

Type of bonus	Percent of office workers employed 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.....	39.4	4.7	25.5	59.1	68.3	1.6	35.8
Christmas or year end.....	34.0	4.7	18.4	45.6	57.6	1.6	34.3
Profit-sharing.....	.5		.9	3.4			
Other.....	4.9		6.2	10.1	10.7		1.5
Offices with no nonproduction bonuses.....	60.6	95.3	74.5	40.9	31.7	98.4	64.2



TABLE 8.—Formal provisions for paid sick leave in Washington, D. C., 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.....	26.5	43.9	22.2	15.2	20.1	19.4	36.6
Under 5 days.....	.8	1.3	3.8	3.8			19.3
5 days.....	9.2	3.9			7.8		.1
6 days.....	.2	2.8	.5				4.4
7-7½ days.....	3.6		10.4	1.3	4.6		2.8
10 days.....	6.6	25.8	7.5		5.2	17.9	.5
12 days.....	1.8	10.1		10.1			5.9
14-15 days.....	2.1						3.6
20 days.....	2.2				2.5	1.5	
Over 20 days.....							
Offices with no formal provisions for paid sick leave.....	73.5	56.1	77.8	84.8	79.9	80.6	63.4
<i>1 year of service</i>							
Offices with formal provisions for paid sick leave.....	47.4	43.9	35.3	65.0	38.8	44.3	51.1
Under 5 days.....	4.7			38.2			.2
5 days.....	2.2	1.3	10.7	6.5	2.2		2.9
6 days.....	3.4	3.9	3.5	4.8	5.2		2.0
7-7½ days.....	1.0	2.8	.5				4.6
10 days.....	6.9		9.5	2.1	7.2	16.4	2.5
12 days.....	20.0	25.8	7.5	3.3	20.1	17.9	4.6
14-15 days.....	2.2	10.1		10.1			28.2
20 days.....	3.6				3	8.5	1.6
Over 20 days.....	3.4		3.6		3.8	1.5	5.9
Offices with no formal provisions for paid sick leave.....	52.6	56.1	64.7	35.0	61.2	55.7	48.9
<i>2 years of service</i>							
Offices with formal provisions for paid sick leave.....	56.9	43.9	38.5	70.5	38.8	99.0	51.1
Under 5 days.....	5.4			43.7			.2
5 days.....	2.1		10.7	6.5	2.2		2.9
6 days.....	2.8	3.9	3.5		5.2		2.0
7-7½ days.....	.9	2.8	.5				4.6
10 days.....	3.8	1.3	9.5	2.1	4.6		14.3
12 days.....	9.7	25.8	7.5	8.1	7.9	17.9	2.1
14-15 days.....	4.2				2.6	17.9	5.9
20 days.....	6.1				3	24.9	19.1
Over 20 days.....	21.9	10.1	6.8	10.1	16.0	56.2	
Offices with no formal provisions for paid sick leave.....	43.1	56.1	61.5	29.5	61.2	1.0	48.9

TABLE 9.—Insurance and pension plans in Washington, D. C., offices, April 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 pension plans <sup>1</sup> .....	77.4	90.6	69.3	90.6	84.4	99.5	59.3
Life insurance.....	59.2	90.6	61.1	84.5	67.9	47.0	48.8
Health insurance.....	12.8	63.8	5.5	34.5	6.6	8.5	7.8
Retirement pension.....	61.2	35.3	24.3	53.6	53.2	99.0	33.3
Other.....	27.2	67.9	19.3	60.9	28.5	16.4	16.5
Offices with no insurance or pension plans.....	22.6	9.4	30.7	9.4	15.6	.5	40.7

<sup>1</sup> 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 two of the three cities surveyed and by visit and mail questionnaire in the third (Dallas). 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 workers, who are employed under a variety of pay-roll titles and different work arrangements from office to office and area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interoffice and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or prepared for other purposes. In view of these special characteristics of the Bureau's revised job descriptions, their adoption without modification by any single establishment or for any other purpose than that indicated herein is not recommended. Where office workers regularly perform duties classified in more than one occupation, they are generally classified according to the most skilled or responsible duties that are a regular part of their job and that are

significant in determining their value to the firm.

The study covered six broad industry divisions and in each division only establishments above a certain size were studied. Because of the relative importance of small offices in Washington, D. C., establishments below the minimum size studied in other communities were included in certain industry divisions in this city. In other cities, office employment in smaller establishments was not considered sufficiently great to warrant inclusion of such establishments in the survey. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed in each of the three cities reported on in this bulletin are summarized in table A-1.

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

A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers surveyed with available resources. 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 are summarized in tables A-3 and A-4.

TABLE A-1.—Estimated number of establishments and number studied, by industry division, in 3 selected cities, April–May 1949

Industry division	Minimum size of establishment <sup>1</sup>	Number of establishments in—					
		Cincinnati		Dallas		Washington	
		Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All divisions.....		635	163	467	156	2,606	364
Manufacturing.....	100	269	52	106	39	36	13
Wholesale trade <sup>2</sup> .....	25	204	39	170	39	344	50
Retail trade <sup>4</sup> .....	100	24	9	19	15	64	27
Finance, insurance, and real estate.....	25	81	26	33	30	410	67
Transportation, communication, and other public utilities <sup>5</sup> .....	100	20	14	40	19	12	10
Services <sup>7</sup> .....	25	37	23	49	14	1,740	192

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

<sup>2</sup> Includes manufacturers' sales offices in Washington.

<sup>3</sup> Except in Washington where manufacturers' sales offices of all sizes were covered.

<sup>4</sup> Department stores were not studied in Cincinnati; limited-price stores were not studied in Washington.

<sup>5</sup> Except in Washington where insurance and real estate offices of all sizes were covered.

<sup>6</sup> Excludes railroads.

<sup>7</sup> Business services; and such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations.

<sup>8</sup> Except in Washington where legal services; professional services as engineering, architectural, accounting, auditing; and bookkeeping firms; and nonprofit membership organizations of all sizes were covered.

TABLE A-2.—Estimated total employment and number employed in establishments studied, by industry division, in 3 selected cities, April-May 1949

Industry division	Employment in—								
	Cincinnati			Dallas			Washington		
	Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied	
		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office
All divisions.....	129,100	62,200	16,000	75,300	46,800	11,800	96,400	63,600	19,600
Manufacturing.....	92,500	38,900	7,000	27,700	13,700	2,500	9,600	6,600	900
Wholesale trade.....	9,600	2,700	700	10,700	4,100	1,100	9,900	3,200	600
Retail trade.....	4,900	2,900	500	10,500	9,900	1,000	33,000	26,000	3,400
Finance, insurance, and real estate.....	7,200	4,700	<sup>2</sup> 4,700	8,200	4,900	<sup>2</sup> 4,900	12,200	5,900	<sup>2</sup> 5,900
Transportation, communication, and other public utilities.....	12,200	11,000	2,200	15,700	13,200	2,100	17,600	17,300	5,000
Services.....	2,700	2,000	900	2,500	1,000	200	14,100	4,600	3,800

<sup>1</sup> Plant and office employment.<sup>2</sup> No attempt was made to separate plant and office employment.

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

Size of establishment <sup>1</sup>	Number of establishments in—					
	Cincinnati		Dallas		Washington	
	Estimated total	Studied	Estimated total	Studied	Estimated total	Studied
All size groups.....	635	163	467	156	2,606	364
501 and over.....	59	37	24	22	27	27
251-500.....	58	16	39	25	24	17
101-250.....	216	42	131	50	125	47
26-100 <sup>2</sup> .....	302	68	273	59	2,430	273

<sup>1</sup> Plant and office employment.<sup>2</sup> Except in Washington, D. C., where establishments of less than 26 were

studied in some industry groups. There 204 out of an estimated total of 2,040 establishments of less than 26 employees were studied.

TABLE A-4.—Estimated total employment and number employed in establishments studied in 3 cities, by size of establishment, April-May 1949

Size of establishment <sup>1</sup>	Total employment in—								
	Cincinnati			Dallas			Washington		
	Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied		Estimated total <sup>1</sup>	In establishments studied	
		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office		Total <sup>1</sup>	Office
All size groups.....	129,100	62,200	16,000	75,300	46,800	11,800	96,400	63,600	19,600
501 and over.....	62,000	46,400	10,100	28,900	26,900	5,200	46,800	46,800	11,000
251-500.....	20,800	5,900	2,600	13,400	3,900	2,900	7,800	5,700	2,800
101-250.....	33,200	6,600	1,800	20,100	7,800	2,200	19,800	7,400	3,100
26-100 <sup>2</sup> .....	13,100	3,300	1,500	12,900	3,200	1,500	22,000	3,700	2,700

<sup>1</sup> Plant and office employment.<sup>2</sup> Except in Washington, D. C., where establishments of less than 26 were studied in some industry groups. The estimated total employment in these

groups of offices is 6,000, of which approximately 600 were in the establishments studied. Almost all were office employees.

## Appendix B

### *Descriptions of Occupations Studied*

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

#### **Bookkeeper, Hand**

A worker who keeps a set of books for recording business transactions and whose work involves *most of the following*: posting and balancing subsidiary ledgers, cash books 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, Sundstrand, 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 *Billers, 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, Hand.*

### Clerk, File

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

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

### Clerk, General

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office or because versatility is essential in meeting peak requirements in larger

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

### Clerk, Order

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

### Clerk, Pay-Roll

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

### Clerk-Typist

A worker who does clerical work requiring little special training but the performance of which requires the use of a typewriter for a major portion of the time and whose work involves typing letters, reports, and other matter from rough draft or corrected copy and *one or more of the following:* keeping simple records, filing records and reports, making out bills, sorting and distributing incoming mail.

**Office Boy or Girl**

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

**Secretary<sup>1</sup>**

A worker whose primary function is to relieve executives or other company officials of minor executive and clerical duties, and whose duties involve the following: making appointments for executives, receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation, either in shorthand or by stenotype or similar machine (except where transcribing machine is used), and transcribing dictation or the recorded information reproduced on a transcribing machine. In addition, may prepare special reports or memoranda for information of executive.

**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*.)

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

**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.