

OFFICE WORKERS

**salaries
hours of work
supplementary benefits**

Bulletin No. 988

**MEMPHIS, TENN.
FEBRUARY 1950**

UNITED STATES DEPARTMENT OF LABOR • BUREAU OF LABOR STATISTICS

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INTRODUCTION

Surveys of office worker salaries were conducted by the Bureau of Labor Statistics in more than a score of large cities during 1948-49. The survey program provides for annual resurveys in a major city in each of 5 broad geographic areas. These cities are Atlanta, Boston, Chicago, Los Angeles, and New York. Initial surveys will be conducted each year in another 5 important cities. To the extent that resources permit, salary data will also be brought up-to-date in a few cities last covered 2 or 3 years earlier.

These surveys are designed to provide salary data for selected office occupations on a cross-industry basis. Data are also obtained on supplementary benefits, such as vacations, holidays, sick leave, and insurance and pension plans. Salary and related data are provided wherever possible for individual industry divisions.

The Memphis study was prepared in the Bureau's Division of Wage Statistics by Harry H. Hall, Regional Wage Analyst, Region III, Atlanta, Georgia. The planning and central direction of the program was the responsibility of Toivo P. Kanninen and Louis E. Badenhoop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.

SALARIES OF OFFICE WORKERS IN MEMPHIS, TENNESSEE, FEBRUARY 1950 1/

Salaries

Average weekly salaries of women office workers in Memphis varied among 21 occupational groups from \$32.50 for routine file clerks and office girls to \$50.50 for hand bookkeepers (table 1). In more than half the occupations included in the February 1950 study, salary levels of women ranged from \$39.50 to \$44.50 a week. General stenographers, representing almost a fourth of the women clerical workers in the occupations studied, averaged \$42.50. Weekly pay of the second largest group, clerk-typists, averaged \$37.50.

Men's salary levels were similar in the various clerk occupational categories with levels of pay varying from \$53 for general clerks to \$58 for accounting clerks. Among the limited number of jobs studied in which men were employed, however, salaries ranged from \$33 for office boys to \$71 for hand bookkeepers.

Average salaries within the various industries covered were somewhat different from the all-industry averages. Inter-industry comparisons of women's salaries indicated that their weekly pay levels in manufacturing and wholesale trade were generally slightly above the all-industry levels; in retail trade and in finance, insurance, and real estate offices, the opposite was typical.

Although differences in average weekly scheduled hours by industry seldom amounted to more than 2 hours, in some instances shorter workweeks compensated, in part, for lower salary levels. Women pay-roll clerks, for example, averaged \$3 more a week in wholesale than in retail trade offices, but their average workweek was also 3 hours longer. On an hourly basis, they averaged \$1 in both types of offices. Weekly salaries were converted to hourly averages for each occupation to permit such comparisons, although clerical worker salaries are commonly expressed in amounts paid weekly or monthly.

Salaries of individual women workers in the jobs studied varied from a low of \$20 to a high of about \$80 a week. There was, however, a considerable concentration of workers within a narrow salary range in most occupations studied, particularly in salaries of women. Thus, over half of the women general stenographers earned between \$37.50 and \$47.50 weekly, and nearly three-fifths of the women performing clerical and typing tasks earned between \$30 and \$40 (table 2).

SUPPLEMENTARY WAGE PRACTICES

Work schedules

The 40-hour week was the most common work schedule in Memphis offices. More than two-thirds of the women office workers were employed in establishments having this schedule although weekly hours varied from industry to industry (table 3). In transportation, communication, and other public utility offices, more than half the women were working 37½ hours, whereas a third of the women in wholesale trade establishments worked at least 44 hours.

1/ See Appendix A for discussion of scope and method of survey.

A 5-day week was the schedule for three-fifths of the women in Memphis offices (table 4). This schedule applied to about 80 percent of the women employed in manufacturing offices and 85 percent in offices of transportation, communication, and other public utility concerns. A longer schedule was more common in finance, insurance, and real estate offices; over half the women employed in these offices worked 6 days a week.

Paid vacations

All Memphis offices included in the survey had provisions for paid vacations. Nearly all offices provided vacations of 1 week or more to workers with a year's service. Over two-thirds of the workers were employed in offices providing a vacation of 2 weeks after service of 1 year, and, after 5 years, practically all workers were allowed 2 weeks or more (table 5).

Paid holidays

More than 90 percent of the Memphis office workers included in the study received at least 5 paid holidays annually. Holiday practices, however, varied among industry groups. Almost 95 percent of the office workers in retail trade establishments received 5 paid holidays, whereas over a third of the workers in finance, insurance, and real estate offices were provided 12 paid holidays each year (table 6).

Paid sick leave

A fifth of the workers were in offices that had formal provisions for paid sick leave applying to workers with a year of service. The number of days of sick leave allowed annually varied among industry groups, and many firms had more liberal provisions for workers with longer service (table 7).

Nonproduction bonuses

About two-fifths of the workers were employed in offices that paid some form of nonproduction bonus (table 8). Usually these extra payments were made at Christmas or the year-end. Over 85 percent of the finance, insurance, and real estate employees were in offices that paid bonuses. On the other hand, such payments were rare in transportation, communication, and other public utilities.

Insurance and pension plans

Nine out of 10 office workers studied were in establishments providing some form of insurance or pension plan with premiums paid at least in part by the firm (table 9). Eight out of 10 workers benefited from plans providing life insurance, and over half were employed in offices with retirement pension plans that were in addition to Federal Old Age and Survivors insurance.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Memphis, Tenn., by industry division, February 1950

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
Men						
<u>Bookkeepers, hand ^{4/}</u>	44	\$71.00	40.5	\$1.75	\$71.00	\$57.50 - \$78.00
Manufacturing	22	68.50	41.0	1.67	70.00	57.50 - 75.00
<u>Bookkeeping-machine operators, class B ^{4/}</u>	32	42.00	40.5	1.04	39.50	36.00 - 43.00
Wholesale trade	18	41.00	40.5	1.01	39.00	36.00 - 41.50
<u>Clerks, accounting ^{4/}</u>	214	58.00	40.5	1.43	56.00	42.00 - 69.00
Manufacturing	65	57.00	40.0	1.43	56.00	53.00 - 64.00
Wholesale trade	133	60.50	41.0	1.48	57.50	46.00 - 75.00
<u>Clerks, general ^{4/}</u>	87	54.00	40.5	1.33	53.00	44.00 - 63.50
Finance, insurance, and real estate	20	53.00	42.0	1.26	53.50	44.00 - 60.50
<u>Clerks, order ^{4/}</u>	119	53.50	42.0	1.27	54.00	48.50 - 57.50
Wholesale trade	95	54.00	42.5	1.27	54.00	50.00 - 57.50
<u>Clerks, pay roll ^{4/}</u>	46	55.00	40.5	1.36	48.50	48.00 - 60.00
Manufacturing	33	56.00	40.5	1.38	48.50	48.50 - 66.50
<u>Office boys ^{4/}</u>	67	33.00	40.5	.81	33.00	29.50 - 34.50
Manufacturing	18	33.50	41.5	.81	33.00	30.00 - 36.00
Wholesale trade	25	33.00	41.0	.80	33.00	32.50 - 34.50
Women						
<u>Billers, machine (billing machine) ^{4/}</u>	131	41.00	41.5	.99	41.00	37.50 - 44.00
Manufacturing	21	44.00	41.0	1.07	41.50	41.50 - 49.00
Wholesale trade	99	40.00	41.5	.96	40.00	36.00 - 43.50
<u>Billers, machine (bookkeeping machine)</u>	25	35.00	39.5	.89	37.00	29.50 - 40.50
<u>Bookkeepers, hand ^{4/}</u>	72	50.50	41.0	1.23	50.00	45.50 - 57.50
Manufacturing	20	53.50	40.0	1.34	51.00	50.00 - 57.50
<u>Bookkeeping-machine operators, class B ^{4/}</u>	235	40.50	42.5	.95	39.50	36.50 - 42.00
Manufacturing	21	39.50	42.0	.94	38.00	38.00 - 39.50
Wholesale trade	93	43.00	43.5	.99	41.00	36.50 - 50.00
Finance, insurance, and real estate	107	37.50	41.5	.90	38.00	34.50 - 41.50
<u>Calculating-machine operators (Comptometer type) ^{4/}</u>	344	42.50	40.5	1.05	42.00	37.00 - 48.50
Manufacturing	91	43.50	40.0	1.09	43.50	40.00 - 44.00
Wholesale trade	133	46.50	42.0	1.11	48.50	40.00 - 53.00
Retail trade	95	37.00	40.0	.93	38.00	30.00 - 42.00

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Memphis, Tenn., by industry division, February 1950 - Continued

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Calculating-machine operators (other than Comptometer type) ^{4/}</u>	53	\$36.50	42.0	\$0.87	\$36.50	\$35.00 - \$39.50
Finance, insurance, and real estate	24	36.50	42.5	.86	36.50	35.50 - 40.00
<u>Clerks, accounting ^{4/}</u>	288	39.50	40.0	.99	38.00	35.50 - 42.00
Manufacturing	55	39.50	41.5	.95	39.50	35.50 - 42.00
Wholesale trade	64	44.50	41.0	1.09	42.00	37.50 - 48.00
Retail trade	35	38.50	41.5	.93	40.00	31.00 - 44.50
Finance, insurance, and real estate	38	35.50	39.5	.90	34.50	31.00 - 38.00
<u>Clerks, file, class A ^{4/}</u>	48	39.50	40.5	.98	38.00	35.00 - 44.50
Manufacturing	16	37.00	40.0	.93	34.00	34.00 - 36.00
Finance, insurance, and real estate	17	40.50	41.0	.99	40.00	36.00 - 45.50
<u>Clerks, file, class B ^{4/}</u>	184	32.50	41.5	.78	33.00	30.00 - 34.00
Wholesale trade	74	34.50	42.5	.81	34.00	33.00 - 35.00
Retail trade	56	29.00	40.0	.73	29.00	25.00 - 33.00
Finance, insurance, and real estate	27	33.00	41.0	.80	33.50	30.00 - 33.50
<u>Clerks, general ^{4/}</u>	217	44.00	40.0	1.10	44.50	37.50 - 50.50
Manufacturing	53	43.50	40.0	1.09	44.00	36.00 - 50.50
Wholesale trade	77	46.50	40.0	1.16	46.00	40.50 - 51.00
Retail trade	27	40.00	40.0	1.00	40.00	35.00 - 46.00
Finance, insurance, and real estate	45	42.50	40.0	1.06	42.50	37.00 - 46.00
<u>Clerks, order ^{4/}</u>	41	36.50	40.5	.90	36.00	31.00 - 43.00
Wholesale trade	25	37.50	41.0	.91	33.00	30.50 - 46.00
<u>Clerks, pay roll ^{4/}</u>	129	42.50	41.0	1.04	42.00	36.00 - 46.00
Manufacturing	52	44.00	41.0	1.07	46.00	40.00 - 48.00
Wholesale trade	34	43.00	43.0	1.00	39.50	36.50 - 46.50
Retail trade	27	40.00	40.0	1.00	40.50	35.00 - 44.00
<u>Clerk-typists</u>	411	37.50	41.0	.91	36.50	32.50 - 40.50
Manufacturing	107	42.50	40.5	1.05	43.50	33.00 - 48.00
Wholesale trade	88	36.50	42.5	.86	35.00	34.50 - 38.50
Retail trade	21	30.50	40.0	.76	30.00	25.00 - 36.50
Finance, insurance, and real estate	129	36.00	41.0	.88	36.50	32.50 - 39.00
Transportation, communication, and other public utilities .	16	37.50	38.5	.95	37.50	35.50 - 38.50
Services	50	35.00	40.5	.86	34.50	30.00 - 38.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Memphis, Tenn., by industry division, February 1950 - Continued

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Office girls</u>	42	\$32.50	40.5	\$0.80	\$32.00	\$30.00 - \$33.00
<u>Stenographers, general</u>	801	42.50	41.0	1.04	41.50	37.50 - 46.00
Manufacturing	167	44.00	41.0	1.07	42.50	40.00 - 46.00
Wholesale trade	356	43.50	41.5	1.05	41.50	37.50 - 49.00
Retail trade	54	40.00	41.0	.98	41.00	39.00 - 45.00
Finance, insurance, and real estate	135	40.00	40.5	.99	40.50	34.50 - 44.00
Transportation, communication, and other public utilities .	30	43.50	40.0	1.09	43.50	41.00 - 46.00
Services	59	38.50	41.0	.94	39.00	34.50 - 42.00
<u>Stenographers, technical</u>	39	44.50	41.5	1.07	40.50	34.50 - 49.00
<u>Switchboard operators ^{4/}</u>	96	40.00	41.0	.98	40.00	35.00 - 45.00
Wholesale trade	32	42.50	40.5	1.05	43.50	37.00 - 46.00
Finance, insurance, and real estate	17	34.50	44.0	.78	37.00	27.00 - 41.50
<u>Switchboard operator-receptionists ^{4/}</u>	119	38.00	42.0	.90	37.00	33.00 - 42.50
Manufacturing	40	39.00	41.5	.94	37.50	32.50 - 41.50
Wholesale trade	52	38.00	43.5	.87	34.00	33.00 - 44.00
<u>Transcribing-machine operators, general ^{4/}</u>	55	44.00	40.0	1.10	40.00	36.50 - 53.00
Manufacturing	25	37.50	40.0	.94	38.00	33.50 - 39.50
<u>Typists, class A</u>	57	46.50	41.0	1.13	45.00	42.00 - 51.50
<u>Typists, class B ^{4/}</u>	95	36.50	40.5	.90	34.00	32.00 - 42.00
Manufacturing	39	35.00	40.5	.86	32.00	32.00 - 41.00

^{1/} Excludes pay for overtime.

^{2/} The study covered representative manufacturing and retail trade establishments and transportation (except railroads), communication, heat, light and power companies with over 100 workers; and establishments with more than 25 workers in wholesale trade, finance, real estate, insurance and selected service industries (business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations).

^{3/} Value above and below which half of workers' salaries fell.

^{4/} Includes data for industry divisions not shown separately.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries $\frac{1}{2}$ in Memphis, Tenn., February 1950

Weekly salaries $\frac{1}{2}$	Percent of men -				Percent of women -		
	Clerks, accounting	Clerks, general	Clerks, order	Office boys	Billers, machine (billing machine)	Book-keepers, hand	Bookkeep- ing- machine operators, class B
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	1.5	-	-	-
\$25.00 - \$27.49	-	-	-	1.5	-	-	-
\$27.50 - \$29.99	-	-	-	22.3	0.8	4.2	1.3
\$30.00 - \$32.49	-	-	1.7	17.9	3.8	-	6.0
\$32.50 - \$34.99	-	3.4	6.7	41.8	13.0	5.6	13.6
\$35.00 - \$37.49	7.5	-	.8	7.5	6.9	-	14.4
\$37.50 - \$39.995	2.3	-	3.0	18.3	1.4	21.2
\$40.00 - \$42.49	17.4	4.6	5.0	-	22.0	6.9	21.2
\$42.50 - \$44.999	15.0	7.6	3.0	12.2	5.6	7.7
\$45.00 - \$47.49	3.7	3.4	2.5	1.5	10.7	8.3	1.3
\$47.50 - \$49.99	-	9.2	4.2	-	5.3	5.6	.9
\$50.00 - \$52.49	12.7	11.5	6.7	-	-	20.7	5.1
\$52.50 - \$54.99	5.6	9.2	18.5	-	4.6	2.8	4.3
\$55.00 - \$57.49	4.2	2.3	18.5	-	.8	11.1	-
\$57.50 - \$59.99	7.9	4.6	5.9	-	.8	13.9	.4
\$60.00 - \$62.49	3.7	3.4	8.5	-	.8	1.4	2.6
\$62.50 - \$64.99	6.5	12.7	-	-	-	8.3	-
\$65.00 - \$67.49	2.8	15.0	5.9	-	-	1.4	-
\$67.50 - \$69.99	6.5	-	.8	-	-	2.8	-
\$70.00 - \$72.49	2.3	-	-	-	-	-	-
\$72.50 - \$74.99	-	3.4	5.0	-	-	-	-
\$75.00 - \$79.99	4.7	-	1.7	-	-	-	-
\$80.00 - \$84.99	5.6	-	-	-	-	-	-
\$85.00 - \$89.99	7.5	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	214	87	119	67	131	72	235
Average weekly salary $\frac{1}{2}$	\$58.00	\$54.00	\$53.50	\$33.00	\$41.00	\$50.50	\$40.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Memphis, Tenn., February 1950 - Continued

Weekly salaries 1/	Percent of women -					
	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	Clerks, file class B	Clerks, general	Clerks, pay roll
\$20.00 - \$22.49	-	-	-	0.5	-	-
\$22.50 - \$24.99	0.9	-	-	6.5	-	-
\$25.00 - \$27.49	3.2	3.8	0.7	5.4	-	0.8
\$27.50 - \$29.99	2.6	9.4	3.8	14.7	0.5	-
\$30.00 - \$32.49	2.9	3.8	9.7	19.6	.9	10.0
\$32.50 - \$34.99	8.1	5.7	8.7	35.4	9.2	4.7
\$35.00 - \$37.49	8.7	41.5	18.8	7.1	10.1	18.5
\$37.50 - \$39.99	3.2	22.6	20.9	4.3	10.6	7.0
\$40.00 - \$42.49	21.5	9.4	16.0	2.2	8.3	10.1
\$42.50 - \$44.99	15.7	-	4.5	4.3	13.9	13.1
\$45.00 - \$47.49	5.5	-	5.2	-	14.8	17.7
\$47.50 - \$49.99	5.8	3.8	4.5	-	4.1	4.7
\$50.00 - \$52.49	7.0	-	1.0	-	12.9	3.1
\$52.50 - \$54.99	6.1	-	1.0	-	10.6	-
\$55.00 - \$57.49	4.1	-	.7	-	3.2	1.6
\$57.50 - \$59.99	4.4	-	-	-	-	4.7
\$60.00 - \$62.493	-	2.8	-	-	.8
\$62.50 - \$64.99	-	-	1.0	-	-	1.6
\$65.00 - \$67.49	-	-	-	-	-	-
\$67.50 - \$69.99	-	-	-	-	-	-
\$70.00 - \$72.49	-	-	.7	-	-	1.6
\$72.50 - \$74.99	-	-	-	-	-	-
\$75.00 - \$79.99	-	-	-	-	.9	-
\$80.00 - \$84.99	-	-	-	-	-	-
\$85.00 - \$89.99	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	344	53	288	184	217	129
Average weekly salary 1/	\$42.50	\$36.50	\$39.50	\$32.50	\$44.00	\$42.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Memphis, Tenn., February 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -						
	Clerk-typists	Stenographers, general	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	0.5	-	2.1	-	-	-	-
\$25.00 - \$27.49	1.2	0.2	5.2	-	-	1.8	-
\$27.50 - \$29.99	10.9	2.7	4.2	2.5	3.6	1.8	3.2
\$30.00 - \$32.49	11.7	4.2	6.3	19.3	10.9	-	33.7
\$32.50 - \$34.99	17.3	7.0	6.3	24.5	1.8	10.5	15.8
\$35.00 - \$37.49	15.8	9.0	9.4	16.0	10.9	1.8	8.4
\$37.50 - \$39.99	12.2	10.6	10.3	4.2	21.9	-	4.2
\$40.00 - \$42.49	8.3	21.6	15.6	7.6	3.6	15.8	20.0
\$42.50 - \$44.99	5.8	15.1	15.6	9.2	5.6	3.5	10.5
\$45.00 - \$47.49	1.0	7.7	7.3	6.7	1.8	24.5	2.1
\$47.50 - \$49.99	10.7	7.7	7.3	2.5	14.6	5.2	-
\$50.00 - \$52.49	3.9	3.1	7.3	.8	-	15.8	2.1
\$52.50 - \$54.992	4.4	-	6.7	3.6	10.5	-
\$55.00 - \$57.49	-	3.6	1.0	-	3.6	-	-
\$57.50 - \$59.995	.9	-	-	10.9	1.8	-
\$60.00 - \$62.49	-	.9	-	-	3.6	-	-
\$62.50 - \$64.99	-	.9	-	-	-	3.5	-
\$65.00 - \$67.49	-	-	-	-	3.6	-	-
\$67.50 - \$69.99	-	.4	2.1	-	-	-	-
\$70.00 - \$72.49	-	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	-	3.5	-
\$75.00 - \$79.99	-	-	-	-	-	-	-
\$80.00 - \$84.99	-	-	-	-	-	-	-
\$85.00 - \$89.99	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers ...	411	801	96	119	55	57	95
Average weekly salary <u>1/</u>	\$37.50	\$42.50	\$40.00	\$38.00	\$44.00	\$46.50	\$36.50

1/ Excludes pay for overtime.

TABLE 3.--Scheduled weekly hours of women in Memphis offices, February 1950

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
35 hours	0.2	1.0	-	-	-	-	-
37½ hours	5.3	-	-	-	3.4	55.8	-
Over 37½ and under 40 hours	5.9	-	-	0.2	5.8	3.4	37.9
40 hours	67.4	84.1	66.8	92.1	67.9	36.4	37.4
Over 40 and under 44 hours	3.3	5.9	-	-	8.2	4.4	-
44 hours	11.4	3.7	26.5	3.0	-	-	24.7
Over 44 and under 48 hours	5.4	5.3	4.2	4.7	12.6	-	-
48 hours4	-	-	-	2.1	-	-
Over 48 hours7	-	2.5	-	-	-	-

TABLE 4.--Scheduled days in workweek of women in Memphis offices, February 1950

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	60.5	79.5	63.7	67.3	35.3	85.0	41.9
5½ days	25.5	17.3	35.3	16.9	12.1	12.1	58.1
6 days	14.0	3.2	1.0	15.8	52.6	2.9	-

TABLE 5.—Vacations with pay in Memphis offices, February 1950

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
<u>6 months of service</u>							
Offices with paid vacations	58.0	55.6	48.3	25.9	74.4	85.4	67.2
1 week	54.3	46.3	41.7	25.9	74.4	85.4	67.2
Over 1 and under 2 weeks	2.6	7.3	4.2	-	-	-	-
2 weeks	1.1	2.0	2.4	-	-	-	-
Offices with no paid vacations ...	42.0	44.4	51.7	74.1	25.6	14.6	32.8
<u>1 year of service</u>							
Offices with paid vacations	99.4	100.0	98.1	100.0	100.0	100.0	100.0
1 week	30.0	38.2	26.6	73.6	-	68.0	9.9
2 weeks	67.5	59.8	66.8	26.4	100.0	30.0	90.1
Over 2 weeks	1.9	2.0	4.7	-	-	2.0	-
Offices with no paid vacations6	-	1.9	-	-	-	-
<u>5 years of service</u>							
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	2.1	3.7	1.8	-	-	2.9	5.2
Over 1 and under 2 weeks5	-	-	-	-	5.8	-
2 weeks	94.3	94.3	90.2	100.0	100.0	85.4	94.8
Over 2 weeks	3.1	2.0	8.0	-	-	5.9	-

TABLE 6.—Paid holidays in Memphis offices, February 1950

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 ..	98.4	96.6	99.6	97.0	97.9	100.0	100.0
Number of holidays:							
2	1.2	-	-	-	-	-	10.2
3	1.1	5.6	-	.4	-	-	-
4	4.2	3.2	7.1	1.7	4.0	-	5.0
5	37.7	36.5	20.4	94.9	22.2	17.5	69.9
5½	2.2	-	7.9	-	-	-	-
6	25.9	32.9	37.2	-	17.1	63.1	-
7	11.0	6.5	27.0	-	-	19.4	3.6
7½	2.3	11.9	-	-	-	-	-
8	3.0	-	-	-	8.0	-	11.3
11	1.7	-	-	-	8.0	-	-
12	8.1	-	-	-	38.6	-	-
Offices providing no paid holidays	1.4	3.4	.4	3.0	2.1	-	-
Information not available2	1.0	-	-	-	-	-

TABLE 7.—Formal provisions for paid sick leave in Memphis offices, February 1950

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
<u>6 months of service</u>							
Offices with formal provisions for paid sick leave	12.6	12.0	5.3	23.6	24.4	-	8.0
5 days	1.3	-	-	5.4	3.4	-	-
6 days	1.9	4.7	-	8.6	-	-	-
7 days2	-	-	1.7	-	-	-
10 days	2.8	-	5.3	-	4.0	-	3.7
12 days	1.4	-	-	7.9	-	-	4.3
15 days	3.6	-	-	-	17.0	-	-
Over 20 days	1.4	7.3	-	-	-	-	-
Offices with no formal provisions for paid sick leave	87.4	88.0	94.7	76.4	75.6	100.0	92.0
<u>1 year of service</u>							
Offices with formal provisions for paid sick leave	20.9	12.0	18.6	26.1	34.5	19.4	12.7
5 days	4.7	-	-	5.4	9.5	19.4	4.8
6 days	2.2	4.7	-	11.1	-	-	-
7 days2	-	-	1.7	-	-	-
10 days	1.2	-	-	-	4.0	-	3.6
12 days	1.4	-	-	7.9	-	-	4.3
15 days	1.0	-	3.4	-	-	-	-
20 days	4.3	-	15.2	-	-	-	-
Over 20 days	5.9	7.3	-	-	21.0	-	-
Offices with no formal provisions for paid sick leave	79.1	88.0	81.4	73.9	65.5	80.6	87.3
<u>5 years of service</u>							
Offices with formal provisions for paid sick leave	32.2	12.0	18.6	86.4	34.5	75.2	12.7
5 days	6.4	-	-	5.4	3.4	54.8	4.8
6 days9	4.7	-	-	-	-	-
7 days2	-	-	1.7	-	-	-
10 days	2.5	-	-	-	10.1	-	3.6
12 days	1.6	-	-	10.4	-	-	4.3
14 days	1.0	-	-	8.7	-	-	-
15 days	1.0	-	3.4	-	-	-	-
20 days	2.8	-	9.9	-	-	-	-
Over 20 days	15.8	7.3	5.3	60.2	21.0	20.4	-
Offices with no formal provisions for paid sick leave	67.8	88.0	81.4	13.6	65.5	24.8	87.3

TABLE 8.—Nonproduction bonuses in Memphis offices, February 1950

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 ^{1/}	42.9	42.1	30.7	42.4	85.6	4.4	23.9
Christmas or year-end	30.0	38.9	10.7	29.8	67.0	4.4	13.7
Profit-sharing	9.4	7.7	20.0	9.4	-	-	10.2
Other	4.7	-	-	3.2	20.7	-	-
Offices with no nonproduction bonuses	57.1	57.9	69.3	57.6	14.4	95.6	76.1

^{1/} Unduplicated total.

TABLE 9.—Insurance and pension plans in Memphis offices, February 1950

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/}	90.7	94.1	91.4	92.2	91.6	100.0	73.3
Life insurance	82.4	81.2	85.5	83.6	79.3	99.0	69.4
Health insurance	37.7	40.8	51.6	13.8	6.0	68.0	57.3
Retirement pension	54.3	56.0	55.1	70.3	43.2	55.8	53.1
Hospitalization	52.0	66.4	41.0	25.1	69.9	37.8	58.1
Offices with no insurance or pension plans	9.3	5.9	8.6	7.8	8.4	-	26.7

^{1/} Unduplicated total.

APPENDIX A

Scope and Method of Survey

The information presented in this bulletin was collected by visits of field representatives of the Bureau to representative offices in the city surveyed. In classifying workers by occupation, uniform job descriptions were used; they are presented in Appendix B.

No attempt was made to study all office occupations and, in general, the jobs surveyed were those that are found in a large proportion of offices and that involve duties that are more or less uniform from firm to firm. The jobs studied are more representative of the salaries of women than of men office workers.

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. A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers that could be surveyed with available resources. Each group of establishments of a certain size, however, was given only its proper influence on the information presented. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed are summarized below.

Establishments and workers in major industry divisions in Memphis, and number studied by the Bureau of Labor Statistics, February 1950

Item	Minimum size of establishment 1/	Number of establishments		Employment		
		Estimated total	Studied	Estimated total 2/	In establishments studied	
					Total	Office
<u>Industry division</u>						
All divisions		316	108	58,000	36,600	7,910
Manufacturing	101	88	25	30,400	17,820	1,430
Wholesale trade	26	137	28	9,000	2,740	1,050
Retail trade	101	18	13	8,700	7,950	1,320
Finance, insurance, and real estate	26	30	18	2,600	2,130	2,130
Transportation, communication, and other public utilities 3/	101	19	11	5,900	4,940	960
Services 4/	26	24	13	1,400	1,020	1,020
<u>Size of establishment</u>						
All size groups		316	108	58,000	36,600	7,910
501 and over		23	20	25,200	23,550	3,110
251 - 500		33	21	10,900	7,290	2,080
101 - 250		102	27	14,800	3,930	1,450
26 - 100		158	40	7,100	1,830	1,270

1/ Number of plant and office workers.

2/ Plant and office employment in the Memphis Metropolitan Area (Shelby County).

3/ Excludes railroads.

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

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 employed in all establishments within the scope of the study and not to the number actually surveyed.

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.

Information on wage practices refers to all office workers except in the tabulations of scheduled weekly hours and days in workweek for women 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.

In evaluating information on variations in salaries with size of establishment, in the few cities in which the coverage justifies such a summary, it should be remembered that this factor may be related to others. There is frequently an important relationship between size and industrial classification in the broad industry groups used in these surveys.

APPENDIX B

Descriptions of Occupations Studied

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 from area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interoffice and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or those prepared for other purposes. In view of these special characteristics of the Bureau's 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.

BILLER, MACHINE

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

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

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

BOOKKEEPER, HAND

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

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

Class B - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a record of one or more phases or sections of a set of records pertaining to business transactions usually requiring some knowledge of basic bookkeeping. Phases or sections include accounts payable, pay-roll, customers' accounts (not including simple type of billing described under Billers, Machine), cost distributions, expense distributions, inventory control, etc. In addition, may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CALCULATING-MACHINE OPERATOR

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

Comptometer type

Other than Comptometer type

CLERK, ACCOUNTING

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

CLERK, FILE

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

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

CLERK, GENERAL

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office or because versatility is essential in meeting peak requirements in larger offices. The work generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all of 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.

KEY-PUNCH OPERATOR 1/

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

OFFICE BOY OR GIRL

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

SECRETARY 1/

A worker who performs secretarial and clerical duties for a superior in an administrative or executive position and whose duties involve the following: - making appointments for superior; 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 superior.

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

1/ Not surveyed in all cities.

STENOGRAPHER, GENERAL - Continued

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.