

OFFICE WORKERS

**salaries
hours of work
supplementary benefits**

Bulletin No. 989

**OKLAHOMA CITY, OKLA.
FEBRUARY 1950**

UNITED STATES DEPARTMENT OF LABOR • BUREAU OF LABOR STATISTICS

For sale by the Superintendent of Documents, U. S. Government Printing Office
Washington 25, D. C. Price 15 cents

UNITED STATES DEPARTMENT OF LABOR
Maurice J. Tobin - Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague - Commissioner

CONTENTS

	<u>Page Number</u>
Introduction	1
Salaries of Oklahoma City Office Workers, February 1950	1
Supplementary Wage Practices	1
Tables:	
1. Salaries and weekly hours of work, by industry division	3
2. Percentage distribution, by weekly salaries	6
3. Scheduled weekly hours	9
4. Scheduled days in workweek	9
5. Vacations with pay	10
6. Paid holidays	10
7. Formal provisions for paid sick leave	11
8. Nonproduction bonuses	12
9. Insurance and pension plans	12
Appendix A:	
Scope and method of survey	13
Appendix B:	
Descriptions of occupations studied	15

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 Oklahoma City 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. Badenhop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.

SALARIES OF OFFICE WORKERS IN OKLAHOMA CITY, OKLAHOMA, FEBRUARY 1950 ^{1/}

Salaries

Women general stenographers, numerically the most important job group among the 19 categories for which data are presented in table 1, averaged \$43.50 a week in February 1950. Pay-roll clerks earned \$1 more and accounting clerks averaged \$2 less than general stenographers. An average of \$38 was recorded for clerk-typists, the fourth largest women's group covered in the Oklahoma City study. Average salaries in excess of \$45 were paid to hand bookkeepers and technical stenographers. Clerks doing routine filing averaged \$34.50, or \$2 more than office girls who were the lowest-paid women workers.

Average weekly salaries of men, among 7 occupations for which data could be presented, ranged from a high of \$63 for general clerks performing a variety of non-routine duties without direct supervision to a low of \$31 for office boys. A third of the men office workers studied were employed as accounting clerks, at an average salary of \$52.50.

Women clerk-typists and general stenographers were sufficiently numerous in each of 7 broad industry divisions to permit a limited comparison of industry salary levels. Workers employed in offices of manufacturing and wholesale trade establishments and in the crude-petroleum and natural-gas production group were paid above average salaries.

Salary rates varied widely in individual jobs as indicated in the all-industry distributions presented in table 2. These variations are traceable to inter-industry differences in pay levels, to differences in salary rates paid among establishments within the same industry, and to rate differences in particular jobs within individual establishments. The range of rates among men workers was generally greater than among women in the identical occupations. Among accounting clerks, as an illustration, salaries of individual men ranged from \$32.50 to more than \$75, whereas women's rates fell in the \$27.50-\$59.99 range. In nearly all of the women's jobs, from three-fifths to four-fifths of the workers were grouped within a \$10 salary bracket.

SUPPLEMENTARY WAGE PRACTICES

Work schedules

Although the 40-hour, 5-day workweek was the most common schedule in Oklahoma City offices, as shown in tables 3 and 4, a substantial proportion of women office workers in the retail trade and finance, insurance, and real estate divisions worked on other schedules. Half of the women office workers in retail trade worked a 5½-day week and nearly a fourth were on a full 6-day schedule. Less than a fifth of these women, however, worked more than 40 hours a week.

^{1/} See Appendix A for discussion of scope and method of study.

Paid vacations

Formal provisions for granting vacations with pay were reported by nearly all establishments visited. Three-fifths of the employees were in offices granting at least 1 week after 6 months of service and most employees received 2 weeks with pay after 1 year of service (table 5).

Paid holidays

Virtually all office workers received at least 5 holidays with pay. Although the most common practice in each industry division provided 6 paid holidays, 45 percent of the office employees in retail trade received 7 paid holidays and 30 percent in manufacturing received 8 paid holidays (table 6).

Paid sick leave

Nearly two-fifths of the workers were employed in offices having formal provisions for sick leave with pay after 1 year of service. The amount of sick leave allowed annually varied from less than 5 to over 20 days (table 7). Sick leave granted on an informal basis is not included in these estimates.

Nonproduction bonuses

Many employers in Oklahoma City supplemented the basic pay of office workers with a nonproduction bonus, typically in the form of a Christmas or year-end payment. The practice varied greatly among the industries studied as indicated in table 8. The proportion of office workers employed in establishments granting Christmas or year-end bonuses, for example, ranged from 1 percent in transportation, communication, and other public utilities to 58 percent in wholesale trade. Profit-sharing plans were also reported in nearly all divisions but were most common in the service industries.

Insurance and pension plans

Establishments employing seven-eighths of the Oklahoma City office workers provided some type of insurance or pension plan for which the firms paid at least part of the premiums. Three-fourths of the workers benefited from plans providing life insurance (table 9).

Retirement pension plans were reported by establishments accounting for nearly two-thirds of the office workers. Among individual industry divisions, the proportion of office workers in establishments with such plans ranged from slightly less than half in wholesale trade to nearly nine-tenths in transportation, communication, and other public utilities.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Oklahoma City, Okla., 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		
<u>Men</u>						
<u>Bookkeepers, hand ^{4/}</u>	80	\$60.00	41.5	\$1.45	\$56.00	\$52.00 - \$65.50
Wholesale trade	40	57.00	41.5	1.37	54.50	52.00 - 60.50
<u>Bookkeeping-machine operators, class B</u>	48	43.00	41.0	1.05	41.50	37.00 - 46.00
<u>Clerks, accounting ^{4/}</u>	299	52.50	41.0	1.28	52.00	46.00 - 58.50
Finance, insurance, and real estate	31	47.00	40.5	1.16	49.50	41.50 - 52.00
Transportation, communication, and other public utilities ..	35	54.00	41.5	1.30	49.50	47.00 - 59.50
Crude-petroleum and natural-gas production	57	61.00	40.5	1.51	62.00	52.50 - 67.50
<u>Clerks, general ^{4/}</u>	210	63.00	41.0	1.54	62.50	49.50 - 74.00
Wholesale trade	69	58.50	41.0	1.43	57.50	48.00 - 71.50
<u>Clerks, order ^{4/}</u>	108	53.00	41.5	1.28	53.00	41.50 - 63.50
Manufacturing	30	52.00	40.5	1.28	50.50	41.00 - 63.50
Wholesale trade	78	53.50	42.0	1.27	53.50	41.50 - 63.50
<u>Clerks, pay roll</u>	32	57.00	43.0	1.33	55.00	48.50 - 66.00
<u>Office boys ^{4/}</u>	95	31.00	39.0	.79	31.00	30.00 - 32.00
Manufacturing	46	30.00	38.0	.79	30.00	29.50 - 32.50
<u>Women</u>						
<u>Billers, machine (billing machine) ^{4/}</u>	134	39.50	40.5	.98	39.00	34.00 - 43.00
Wholesale trade	52	43.00	41.0	1.05	40.00	39.00 - 49.50
<u>Bookkeepers, hand ^{4/}</u>	60	50.00	42.0	1.19	49.00	44.00 - 54.50
Wholesale trade	25	48.50	42.5	1.14	49.50	42.00 - 52.00
<u>Bookkeeping-machine operators, class B ^{4/}</u>	150	39.00	40.5	.96	38.00	35.00 - 41.50
Wholesale trade	52	39.00	42.0	.93	38.00	35.00 - 43.00
Finance, insurance, and real estate	45	38.50	37.5	1.03	38.00	37.00 - 40.50
<u>Calculating-machine operators, (Comptometer type) ^{4/}</u>	326	43.00	40.5	1.06	41.50	39.00 - 47.00
Manufacturing	62	42.00	40.0	1.05	42.00	39.00 - 45.00
Wholesale trade	116	45.00	40.0	1.13	45.00	40.50 - 50.50
Retail trade	88	39.00	41.5	.94	38.50	35.00 - 40.50

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Oklahoma City, Okla., 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>Clerks, accounting</u> ^{4/}	323	\$41.50	40.0	\$1.04	\$42.00	\$37.50 - \$46.00
Manufacturing	55	44.00	40.0	1.10	45.00	40.00 - 47.00
Retail trade	58	43.00	40.5	1.06	44.00	40.00 - 46.00
Finance, insurance, and real estate	27	38.50	39.0	.99	39.00	32.50 - 44.00
Services	30	40.00	39.0	1.03	41.50	32.50 - 46.00
<u>Clerks, file, class A</u>	34	44.00	40.0	1.10	42.50	37.00 - 48.50
<u>Clerks, file, class B</u> ^{4/}	128	34.50	39.5	.87	33.00	32.00 - 36.50
Wholesale trade	30	38.50	41.0	.94	38.50	34.00 - 40.50
Finance, insurance, and real estate	56	32.50	38.5	.84	32.50	30.00 - 34.50
<u>Clerks, general</u> ^{4/}	150	45.00	40.0	1.13	44.00	37.50 - 50.50
Wholesale trade	48	42.00	40.5	1.04	42.00	34.50 - 48.00
<u>Clerks, order</u> ^{4/}	79	36.00	40.0	.90	34.00	33.00 - 39.00
Finance, insurance, and real estate	43	36.00	39.5	.91	35.00	33.50 - 39.50
<u>Clerks, pay roll</u> ^{4/}	80	44.50	40.5	1.10	42.00	39.00 - 47.50
Manufacturing	18	46.00	40.5	1.14	44.50	43.00 - 50.00
<u>Clerk-typists</u>	285	38.00	40.5	.94	37.00	33.50 - 42.50
Manufacturing	18	39.50	41.5	.95	39.00	37.00 - 41.50
Wholesale trade	71	40.50	42.0	.96	39.00	33.00 - 46.00
Retail trade	26	39.50	41.5	.95	40.00	34.00 - 44.00
Finance, insurance, and real estate	99	35.50	40.0	.89	34.50	30.00 - 39.50
Transportation, communication, and other public utilities ..	20	37.50	40.5	.93	38.50	35.00 - 40.50
Services	30	36.00	39.5	.91	34.50	34.50 - 39.00
Crude-petroleum and natural-gas production	21	42.00	40.0	1.05	40.50	38.50 - 45.00
<u>Office girls</u>	34	32.50	40.0	.81	31.00	30.00 - 36.50
<u>Stenographers, general</u>	683	43.50	40.5	1.07	43.50	39.00 - 48.00
Manufacturing	124	44.00	40.5	1.09	44.00	41.00 - 46.00
Wholesale trade	170	45.00	40.5	1.11	46.00	42.50 - 49.50
Retail trade	59	40.50	40.5	1.00	40.50	36.00 - 46.00
Finance, insurance, and real estate	110	40.00	39.5	1.01	40.50	34.50 - 44.00
Transportation, communication, and other public utilities ...	119	42.00	40.5	1.04	41.50	38.00 - 46.00
Services	28	41.00	39.5	1.04	39.00	37.00 - 45.00
Crude-petroleum and natural-gas production	73	49.00	40.0	1.23	48.00	48.00 - 50.50

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Oklahoma City, Okla., 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>Stenographers, technical</u>	31	\$51.00	40.5	\$1.26	\$52.00	\$46.00 - \$52.50
<u>Switchboard operators</u>	97	43.00	40.0	1.08	42.50	39.00 - 47.00
<u>Switchboard operator-</u> <u>receptionists</u> ^{4/}	112	38.50	41.0	.94	37.00	33.50 - 44.00
Manufacturing	17	40.00	41.0	.98	37.50	35.00 - 44.50
Wholesale trade	46	38.50	42.0	.92	37.50	35.00 - 42.00
<u>Transcribing-machine operators,</u> <u>general</u> ^{4/}	57	40.50	41.0	.99	40.50	37.00 - 41.50
Wholesale trade	32	38.00	41.5	.92	39.00	35.50 - 40.50
<u>Typists, class A</u>	92	42.50	40.5	1.05	43.00	37.50 - 46.00
<u>Typists, class B</u> ^{4/}	90	36.00	40.5	.89	34.50	32.00 - 39.00
Wholesale trade	28	33.50	42.0	.80	33.00	30.50 - 37.50

^{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 crude-petroleum and natural-gas production, 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 1/ in Oklahoma City, Okla., February 1950

Weekly salaries <u>1/</u>	Percent of men -					Percent of women -	
	Book keepers, hand	Clerks, accounting	Clerks, general	Clerks, order	Office boys	Billers, machine (billing machine)	Book keepers, hand
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	10.5	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	-	-	-	-	13.7	7.5	-
\$30.00 - \$32.49	-	-	-	-	54.8	6.7	-
\$32.50 - \$34.99	-	1.7	-	1.9	10.5	15.7	-
\$35.00 - \$37.49	-	4.0	1.0	5.6	6.3	12.7	3.3
\$37.50 - \$39.99	-	6.0	-	11.9	-	13.4	5.0
\$40.00 - \$42.49	5.0	5.0	2.4	9.3	2.1	15.7	5.0
\$42.50 - \$44.99	2.5	5.4	8.1	9.3	2.1	10.4	16.7
\$45.00 - \$47.49	2.5	11.4	8.6	-	-	5.2	11.7
\$47.50 - \$49.99	1.3	12.0	5.7	6.5	-	4.5	13.3
\$50.00 - \$52.49	22.4	8.0	5.2	2.8	-	3.7	16.7
\$52.50 - \$54.99	8.8	12.0	2.9	11.9	-	1.5	6.7
\$55.00 - \$57.49	10.0	7.7	4.3	-	-	-	-
\$57.50 - \$59.99	8.7	5.4	8.9	5.6	-	3.0	3.3
\$60.00 - \$62.49	6.3	4.3	1.0	3.7	-	-	13.3
\$62.50 - \$64.99	7.4	3.7	8.1	12.9	-	-	-
\$65.00 - \$67.49	1.3	3.7	2.9	9.3	-	-	1.7
\$67.50 - \$69.99	7.4	3.0	3.3	4.6	-	-	3.3
\$70.00 - \$72.49	1.3	4.0	4.8	-	-	-	-
\$72.50 - \$74.99	3.8	1.7	11.3	1.9	-	-	-
\$75.00 - \$79.99	-	-	6.7	2.8	-	-	-
\$80.00 - \$84.99	5.0	1.0	8.6	-	-	-	-
\$85.00 - \$89.99	3.8	-	5.2	-	-	-	-
\$90.00 - \$94.99	-	-	1.0	-	-	-	-
\$95.00 - \$99.99	2.5	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	80	299	210	108	95	134	60
Average weekly salary <u>1/</u>	\$60.00	\$52.50	\$63.00	\$53.00	\$31.00	\$39.50	\$50.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries $\frac{1}{2}$ in Oklahoma City, Okla., February 1950 - Continued

Weekly salaries $\frac{1}{2}$	Percent of women -						
	Bookkeep- ing machine operators, class B	Calculating- machine operators (Comptometer type)	Clerks, account- ing	Clerks file class B	Clerks, general	Clerks, order	Clerks, pay roll
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	2.7	-	2.8	14.1	-	-	-
\$30.00 - \$32.49	2.7	2.5	13.6	18.8	-	16.5	3.8
\$32.50 - \$34.99	10.0	8.3	3.4	33.5	10.0	40.5	1.3
\$35.00 - \$37.49	23.9	6.4	4.6	13.3	13.3	13.9	6.3
\$37.50 - \$39.99	22.7	13.5	13.6	11.7	10.0	6.3	17.4
\$40.00 - \$42.49	18.0	22.7	13.6	4.7	9.3	17.7	26.2
\$42.50 - \$44.99	6.7	12.9	14.6	-	11.3	3.8	7.5
\$45.00 - \$47.49	10.0	13.2	20.2	-	10.7	-	11.2
\$47.50 - \$49.99	2.0	4.3	6.2	3.9	8.7	-	11.2
\$50.00 - \$52.49	1.3	10.4	4.3	-	14.0	-	2.5
\$52.50 - \$54.99	-	1.8	.9	-	4.7	-	-
\$55.00 - \$57.49	-	2.5	-	-	1.3	1.3	3.8
\$57.50 - \$59.99	-	.3	2.2	-	4.0	-	-
\$60.00 - \$62.49	-	1.2	-	-	-	-	3.8
\$62.50 - \$64.99	-	-	-	-	-	-	-
\$65.00 - \$67.49	-	-	-	-	-	-	-
\$67.50 - \$69.99	-	-	-	-	2.0	-	5.0
\$70.00 - \$72.49	-	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	-	-	-
\$75.00 - \$79.99	-	-	-	-	.7	-	-
\$80.00 - \$84.99	-	-	-	-	-	-	-
\$85.00 - \$89.99	-	-	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers ..	150	326	323	128	150	79	80
Average weekly salary $\frac{1}{2}$	\$39.00	\$43.00	\$41.50	\$34.50	\$45.00	\$36.00	\$44.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries ^{1/} in Oklahoma City, Okla., February 1950 - Continued

Weekly salaries ^{1/}	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	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	2.7	-	-	-
\$27.50 - \$29.99	8.8	1.0	2.1	7.1	-	-	5.6
\$30.00 - \$32.49	10.5	1.0	1.0	8.0	7.0	-	29.9
\$32.50 - \$34.99	22.5	7.0	4.1	14.3	7.0	9.8	20.0
\$35.00 - \$37.49	13.3	8.3	6.2	19.6	14.0	15.2	5.6
\$37.50 - \$39.99	7.7	11.6	13.4	11.6	14.0	4.3	15.6
\$40.00 - \$42.49	13.3	11.6	20.7	3.6	40.3	16.3	11.1
\$42.50 - \$44.99	9.5	16.9	14.5	22.3	7.0	22.8	10.0
\$45.00 - \$47.49	8.4	16.1	14.4	3.6	1.8	14.1	-
\$47.50 - \$49.99	2.1	13.2	13.4	-	1.8	12.0	2.2
\$50.00 - \$52.49	1.1	7.5	8.2	3.6	1.8	2.2	-
\$52.50 - \$54.99	-	2.5	1.0	2.7	-	2.2	-
\$55.00 - \$57.49	-	.3	-	-	1.8	1.1	-
\$57.50 - \$59.99	2.8	2.5	1.0	-	-	-	-
\$60.00 - \$62.49	-	.3	-	.9	3.5	-	-
\$62.50 - \$64.99	-	.1	-	-	-	-	-
\$65.00 - \$67.49	-	.1	-	-	-	-	-
\$67.50 - \$69.99	-	-	-	-	-	-	-
\$70.00 - \$72.49	-	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	-	-	-
\$75.00 - \$79.99	-	-	-	-	-	-	-
\$80.00 - \$84.99	-	-	-	-	-	-	-
\$85.00 - \$89.99	-	-	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	285	683	97	112	57	92	90
Average weekly salary ^{1/} ..	\$38.00	\$43.50	\$43.00	\$38.50	\$40.50	\$42.50	\$36.00

^{1/} Excludes pay for overtime.

TABLE 3.--Scheduled weekly hours of women in Oklahoma City 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	Serv-ices	Crude-pe-troleum and natural-gas production
All offices employing women ..	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours	2.0	-	-	-	9.4	-	-	-
37½ hours	1.4	-	-	-	-	-	28.4	-
Over 37½ and under 40 hours	6.7	-	-	51.8	5.1	-	-	0.9
40 hours	80.9	90.3	80.5	30.7	84.1	94.8	70.6	98.8
Over 40 and under 44 hours	1.3	1.2	-	9.6	.7	-	-	-
44 hours	6.3	5.3	16.0	5.8	.6	5.0	1.0	.3
Over 44 and under 48 hours	1.1	3.2	3.0	.7	-	-	-	-
48 hours2	-	.5	-	.1	.2	-	-
Over 48 hours1	-	-	1.4	-	-	-	-

TABLE 4.--Scheduled days in workweek of women in Oklahoma City 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	Serv-ices	Crude-pe-troleum and natural-gas production
All offices employing women ..	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days	70.2	87.3	80.6	25.9	41.7	89.1	80.6	98.8
5½ days	20.4	11.9	18.9	50.6	28.7	10.8	11.7	1.2
6 days	9.4	.8	.5	23.5	29.6	.1	7.7	-

TABLE 5.—Vacations with pay in Oklahoma City 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	Crude-petroleum and natural-gas production
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>								
Offices with paid vacations ...	61.1	48.0	41.3	7.9	84.6	85.5	67.5	71.5
1 week	56.1	45.9	29.1	7.2	81.5	80.9	67.5	69.3
Over 1 and under 2 weeks .	4.1	-	12.2	-	-	4.6	-	2.2
2 weeks9	2.1	-	.7	3.1	-	-	-
Offices with no paid vacations	38.9	52.0	58.7	92.1	15.4	14.5	32.5	28.5
<u>1 year of service</u>								
Offices with paid vacations ...	99.2	100.0	100.0	100.0	100.0	100.0	100.0	88.4
1 week	29.3	8.5	48.1	42.9	6.8	45.9	1.5	9.6
Over 1 and under 2 weeks .	.4	-	-	3.4	-	-	-	-
2 weeks	69.4	91.5	51.3	53.7	93.2	54.1	98.5	78.8
Over 2 weeks1	-	.6	-	-	-	-	-
Offices with no paid vacations	.8	-	-	-	-	-	-	11.6
<u>2 years of service</u>								
Offices with paid vacations ...	99.2	100.0	100.0	100.0	100.0	100.0	100.0	88.4
1 week	13.1	7.6	42.9	14.3	-	.1	1.5	9.6
Over 1 and under 2 weeks .	1.1	-	-	3.4	-	3.2	-	-
2 weeks	84.9	92.4	56.5	82.3	100.0	96.7	98.5	78.8
Over 2 weeks1	-	.6	-	-	-	-	-
Offices with no paid vacations	.8	-	-	-	-	-	-	11.6
<u>5 years of service</u>								
Offices with paid vacations ...	99.2	100.0	100.0	100.0	100.0	100.0	100.0	88.4
1 week	11.3	-	40.5	10.9	-	.1	-	9.6
2 weeks	87.1	100.0	58.9	82.6	100.0	99.9	100.0	78.8
Over 2 weeks8	-	.6	6.5	-	-	-	-
Offices with no paid vacations	.8	-	-	-	-	-	-	11.6

TABLE 6.—Paid holidays in Oklahoma City 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	Crude-petroleum and natural-gas production
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays	99.9	100.0	100.0	100.0	100.0	100.0	100.0	99.4
Number of holidays:								
18	-	-	-	-	-	-	11.6
21	-	-	.7	-	.1	-	-
2½4	-	-	3.4	-	-	-	-
38	7.7	-	-	-	-	-	-
49	-	2.0	-	.4	-	-	5.8
5	5.7	6.5	10.3	3.4	6.9	-	-	11.6
6	62.3	55.4	86.1	47.4	49.9	54.1	79.4	68.2
7	20.4	-	1.6	45.1	31.0	37.4	-	2.2
7½	1.9	-	-	-	-	8.4	-	-
8	6.6	30.4	-	-	11.8	-	20.6	-
Offices providing no paid holidays1	-	-	-	-	-	-	.6

TABLE 7.—Formal provisions for paid sick leave in Oklahoma City 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	Crude-petroleum and natural-gas production
All offices studied	100.0	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	18.6	-	13.5	-	-	47.3	45.8	34.3
Under 5 days5	-	2.3	-	-	-	-	-
5 days	4.3	-	.4	-	-	-	40.8	32.1
6 days	8.8	-	1.9	-	-	35.7	-	2.2
10 days	2.2	-	2.7	-	-	5.9	5.0	-
12 days	1.3	-	-	-	-	5.7	-	-
Over 20 days	1.5	-	6.2	-	-	-	-	-
Offices with no formal provisions for paid sick leave ..	81.4	100.0	86.5	100.0	100.0	52.7	54.2	65.7
<u>1 year of service</u>								
Offices with formal provisions for paid sick leave	38.1	30.4	61.4	-	7.3	48.3	45.8	83.2
Under 5 days5	-	2.3	-	-	-	-	-
5 days	12.8	30.4	36.5	-	-	-	10.8	9.0
6 days7	-	2.9	-	-	-	-	-
7 days9	-	-	-	-	-	-	12.2
8 days4	-	1.9	-	-	-	-	-
10 days	6.9	-	5.4	-	-	-	35.0	56.2
12 days	1.4	-	6.1	-	-	-	-	-
15 days	8.2	-	-	-	-	35.6	-	-
20 days	2.0	-	-	-	-	7.0	-	5.8
Over 20 days	4.3	-	6.3	-	7.3	5.7	-	-
Offices with no formal provisions for paid sick leave ..	61.9	69.6	38.6	100.0	92.7	51.7	54.2	16.8
<u>5 years of service</u>								
Offices with formal provisions for paid sick leave	39.8	30.4	61.4	16.3	7.3	48.3	45.8	83.2
Under 5 days5	-	2.3	-	-	-	-	-
5 days7	-	.4	-	-	-	-	9.0
6 days7	-	2.9	-	-	-	-	-
7 days7	-	-	-	-	-	-	10.0
10 days	6.4	30.4	5.4	-	-	-	5.0	24.1
11 days4	-	1.9	-	-	-	-	-
12 days	1.4	-	6.1	-	-	-	-	-
15 days	8.2	-	-	-	-	35.6	-	-
20 days	8.9	-	36.2	-	-	-	10.8	-
Over 20 days	11.9	-	6.2	16.3	7.3	12.7	30.0	40.1
Offices with no formal provisions for paid sick leave ..	60.2	69.6	38.6	83.7	92.7	51.7	54.2	16.8

TABLE 8.--Nonproduction bonuses in Oklahoma City offices, February 1950

Type of bonus	Percent of office workers employed in offices in -							
	All industries	Manufacturing	Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services	Crude-petroleum and natural-gas production
All offices studies	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses <u>1/</u>	43.6	32.1	61.7	82.1	52.3	3.0	74.6	30.0
Christmas or year-end ...	27.6	12.9	57.5	39.1	27.0	1.2	24.2	23.4
Profit-sharing	10.3	11.6	4.2	-	25.3	1.8	50.4	.8
Other	5.7	7.6	-	43.0	-	-	-	5.8
Offices with no nonproduction bonuses	56.4	67.9	38.3	17.9	47.7	97.0	25.4	70.0

1/ Unduplicated total.

TABLE 9.--Insurance and pension plans in Oklahoma City 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	Crude-petroleum and natural-gas production
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans <u>1/</u>	87.3	79.9	89.3	80.9	77.6	99.9	90.4	86.8
Life insurance	75.3	77.2	82.0	75.8	72.2	67.5	89.4	75.2
Health insurance	23.3	12.5	28.9	44.4	21.0	16.4	43.7	4.2
Retirement pension	64.0	65.3	47.3	59.6	56.9	88.9	50.6	72.5
Hospitalization	60.1	59.8	74.7	70.9	42.1	61.9	44.2	55.4
Other	-	-	-	-	-	-	-	-
Offices with no insurance or pension plans	12.7	20.1	10.7	19.1	22.4	.1	9.6	13.2

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 seven 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 Oklahoma City, 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		256	109	37,700	22,330	6,320
Manufacturing	101	25	14	8,400	5,230	720
Wholesale trade	26	99	27	6,500	1,770	630
Retail trade	101	28	12	6,700	2,290	370
Finance, insurance, and real estate	26	53	22	3,600	2,310	1,330
Transportation, communication, and other public utilities 3/	101	15	11	8,300	7,400	2,400
Services 4/	26	18	11	2,300	1,920	320
Crude-petroleum and natural-gas production	26	18	12	1,900	1,410	550
<u>Size of establishment</u>						
All size groups		256	109	37,700	22,330	6,320
501 and over		14	11	15,200	11,700	2,760
251 - 500		11	7	3,600	2,170	460
101 - 250		79	40	12,300	6,100	1,960
26 - 100		152	51	6,600	2,360	1,140

1/ Number of plant and office workers.
 2/ Plant and office employment in the Oklahoma City Metropolitan Area (Oklahoma 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 Biller, Machine), cost distributions, expense distributions, inventory control, etc. In addition, may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CALCULATING-MACHINE OPERATOR

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

Comptometer type

Other than Comptometer type

CLERK, ACCOUNTING

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

CLERK, FILE

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

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

CLERK, GENERAL

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

CLERK, ORDER

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

CLERK, PAY-ROLL

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

CLERK-TYPIST

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

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.