

OFFICE WORKERS

**salaries
hours of work
supplementary benefits**

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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 Boston study was prepared in the Bureau's Division of Wage Statistics by Bernard J. Fahres, Regional Wage Analyst, Region I, Boston, Massachusetts. The planning and central direction of the project 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

Average weekly salaries of women office workers, among 23 occupational classifications surveyed in Boston, ranged from \$31.50 for office girls to \$48 for hand bookkeepers in January 1950. General stenographers and clerk-typists, the 2 largest groups studied, averaged \$39.50 and \$34.50, respectively (table 1). Accounting clerks were paid \$39 on the average; average weekly salaries in 15 of the women's jobs differed from this figure by \$3 or less.

Among the nine jobs studied for which data could be presented for men, average salaries ranged from \$31.00 a week for office boys to \$66.00 for hand bookkeepers. Accounting clerks, the largest group, averaged \$50 weekly and order clerks and general clerks, other important groups, averaged \$52.50 and \$61.00, respectively.

Comparisons of average salaries paid in the various jobs - among the six broad industry divisions and central offices covered in the survey - revealed an earnings advantage for workers employed in offices of manufacturing plants and in the transportation, communication, and other public utilities group. In manufacturing, the durable-goods industries generally paid higher salaries than the nondurable industries. 2/

Earnings of individual workers in the jobs studied ranged from less than \$25, for a few men and women in routine jobs, to nearly \$100 paid to a few men general clerks and pay-roll clerks. Pay rates varied widely in individual jobs as well, with the greatest dispersion indicated in men's jobs (table 2). Although rates paid to women stenographers, for example, ranged from about \$25 to \$65, nearly three-fifths of these workers were grouped in the \$35 to \$45 earnings bracket.

Salaries of clerical workers are generally expressed in monthly or weekly terms. In order to allow for differences in the length of the average workweek among establishments, earnings data are also presented on an hourly basis in table 1. The earnings advantage indicated for office workers in manufacturing, transportation, communication, and other public utilities was narrowed considerably when pay level comparisons were made in terms of average hourly earnings. Office workers in retail trade, finance, insurance, and real estate, and in central offices averaged fewer hours of work per week than in the other industry divisions.

Average salaries for most occupations studied in Boston increased moderately between January 1949 and January 1950. Although the extent to which salaries changed during the period varied from job to job, the majority rose between 50 cents and \$1.50 a week. Men generally registered somewhat greater salary gains during this period than did women workers.

SUPPLEMENTARY WAGE PRACTICES

Work schedules

The work schedules in Boston offices in January 1950 varied by industry division and, to a lesser extent, within each divisional grouping of establishments. A majority of the office workers in manufacturing and wholesale trade were on a 40-hour schedule. A third of the office workers in retail trade were also on a 40-hour week and a similar proportion worked in offices operating on a 38 3/4-hour schedule. Women employed in central offices were divided, in the ratio of 2 to 1, between a 35-hour and a 40-hour workweek (table 3). Comparatively few women worked more than 40 hours weekly.

Notwithstanding the degree of variation in weekly hours of work, 95 percent of the women office workers were employed on a 5-day week basis (table 4).

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

2/ A listing of durable and nondurable industries is provided in footnotes to the appendix table on page 18.

Paid vacations

More than two-thirds of the office workers were employed in establishments that granted vacations with pay to workers with 6 months of service. All of the 237 establishments studied in Boston provided paid vacations, typically of 2 weeks, after a year of service. After 5 years of employment practically all workers were entitled to paid vacations of at least 2 weeks duration and a fourth were granted vacations exceeding 2 weeks (table 5).

Vacation practices did not vary greatly among industry groups. The most liberal provisions for employees with longer service, however, applied to workers in retail trade and finance, insurance, and real estate where more than two-fifths of the workers were eligible for more than 2 weeks vacation leave after 5 years of service.

Paid holidays

Paid holidays were universally granted except in the retail trade group where about two-fifths of the office workers were employed in establishments providing no holiday pay. With the exception of about a tenth of the workers in the service industries, all employees in all industry groups receiving holiday pay were granted 6 or more days a year. Nearly four-fifths of all office workers received pay for 10 or more holidays annually (table 6).

Practices regarding the number of holidays paid for varied considerably among the industry groups. Nine-tenths of the workers in finance, insurance, and real estate were granted 11 or more days a year, while less than a fifth of the workers employed in manufacturing received 11 or more holidays with pay. A majority of employees in durable-goods manufacture received pay for 8 or less holidays a year. On the other hand, 7 out of 10 in the nondurable-goods industries and 9 of 10 in transportation, communication, and other public utilities were granted 9 or more paid holidays.

Paid sick leave

About a third of the workers were in offices having formal plans providing paid sick leave after a year of service. The amount of such leave ranged from 5 to over 20 days annually, the most common allowance being 10 days (table 2). Workers in manufacturing and in finance, insurance, and real estate generally fared better than those in other industry groups in terms of number of days allowed; more than a fourth of the workers in these two groups were in offices providing 10 or more days a year. Many workers not covered by formal sick leave arrangements were paid on an informal basis for time lost due to sickness. This was especially true in the central office group in which less than a tenth of the workers were employed in establishments having formal plans.

Nonproduction bonuses

About a third of the workers were employed in offices that supplemented regular salaries with some type of nonproduction bonus. These usually took the form of Christmas bonuses of year-end payments. Bonus payments were most prevalent in nondurable goods manufacture and in the trade groups. Over half of the workers in retail trade benefited from bonus payments. They were least common in central offices and in the transportation, communication, and public utilities group (table 8).

Insurance and pension plans

One or more types of insurance or pension plans financed in whole or in part by the employers were provided in establishments accounting for over nine-tenths of the Boston office workers. Life insurance plans constituted the most widespread form of benefit in seven of eight industry groups studied. More than half of the office workers were employed in establishments that reported retirement pension plans (table 9).

The extent and types of plans in effect varied somewhat among industry groups. Four-fifths of the office workers employed in transportation, communication, and other public utilities, compared with only about a third in manufacturing, wholesale trade, services, and central offices were in establishments that reported pension plans. With the exception of the central office group, a fourth or more of the workers in each industry division were employed in offices with health insurance plans.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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>	250	\$66.00	38.5	\$1.70	\$66.00	\$59.50 - \$76.50
Manufacturing	40	72.00	40.0	1.80	75.50	64.00 - 79.00
Wholesale trade	45	60.50	40.0	1.52	60.00	58.00 - 69.00
Retail trade	28	58.00	39.0	1.49	60.00	57.50 - 61.00
Finance, insurance, and real estate	108	67.50	37.5	1.80	66.00	59.50 - 76.50
<u>Bookkeeping-machine operators, class B</u>	57	39.00	38.0	1.02	40.00	32.00 - 40.00
<u>Clerks, accounting ^{4/}</u>	1,093	50.00	38.5	1.30	47.00	41.50 - 58.00
Manufacturing	205	57.00	39.5	1.44	57.00	48.50 - 64.50
Durable goods	125	58.50	40.0	1.47	58.50	49.50 - 64.50
Nondurable goods	80	55.00	39.0	1.40	56.50	47.00 - 64.00
Wholesale trade	273	46.00	40.0	1.15	43.00	38.00 - 52.00
Retail trade	40	42.00	37.5	1.12	40.00	37.50 - 40.00
Finance, insurance, and real estate	433	48.50	37.5	1.29	45.00	40.50 - 56.00
Transportation, communication, and other public utilities ..	61	55.00	38.0	1.44	60.50	50.00 - 62.50
Central offices	78	54.50	36.0	1.50	55.00	45.00 - 62.50
<u>Clerks, file, class B ^{4/}</u>	100	31.00	37.5	.82	30.00	29.50 - 31.00
Finance, insurance, and real estate	78	31.00	37.0	.84	30.00	28.00 - 31.00
<u>Clerks, general ^{4/}</u>	276	61.00	39.0	1.56	63.50	50.00 - 70.00
Manufacturing	75	66.50	40.0	1.67	64.50	60.50 - 71.50
Wholesale trade	44	60.50	41.0	1.48	52.00	52.00 - 76.00
<u>Clerks, order ^{4/}</u>	439	52.50	39.0	1.34	50.00	44.00 - 60.00
Manufacturing	41	64.00	40.0	1.61	69.00	54.00 - 72.00
Wholesale trade	296	48.00	40.0	1.21	47.00	40.50 - 53.00
Central offices	33	54.00	36.0	1.50	56.50	43.50 - 64.50
<u>Clerks, pay roll ^{4/}</u>	122	57.50	39.0	1.46	59.50	50.00 - 63.50
Manufacturing	71	62.00	40.0	1.55	60.00	56.00 - 64.00
<u>Clerk-typists</u>	80	34.50	40.0	.86	29.00	29.00 - 38.50
<u>Office boys</u>	964	31.00	39.0	.80	30.00	30.00 - 32.00
Manufacturing	153	34.50	39.5	.86	36.50	30.00 - 37.00
Durable goods	18	36.00	40.0	.90	36.00	30.50 - 41.00
Nondurable goods	135	34.00	39.5	.86	36.50	30.00 - 37.00
Wholesale trade	275	30.50	39.5	.77	30.00	30.00 - 30.00
Retail trade	60	30.00	39.5	.77	30.00	30.00 - 31.00
Finance, insurance, and real estate	256	30.50	37.5	.82	30.00	28.50 - 31.50
Transportation, communication, and other public utilities ..	45	33.50	39.0	.86	34.00	30.00 - 35.00
Services	146	30.50	39.0	.78	30.00	30.00 - 30.00
Central offices	29	30.00	37.0	.81	30.00	28.00 - 30.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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</u>						
<u>Billers, machine (billing machine)</u>						
Manufacturing	936	\$36.00	39.0	\$0.92	\$35.00	\$33.00 - \$39.00
Wholesale trade	218	36.50	39.0	.94	35.50	32.00 - 41.00
Retail trade	251	36.50	40.5	.91	35.00	34.00 - 38.00
Finance, insurance, and real estate	228	33.00	39.0	.85	35.00	30.00 - 35.00
Transportation, communication, and other public utilities ..	122	37.00	38.5	.96	38.00	32.00 - 39.50
Services	33	39.50	42.0	.94	38.00	36.00 - 44.00
Central offices	41	40.50	39.0	1.04	38.00	35.00 - 48.50
	43	38.00	35.5	1.07	38.50	33.00 - 42.00
<u>Billers, machine (bookkeeping machine) ^{4/}</u>						
Retail trade	311	38.50	38.0	1.02	38.00	33.00 - 43.00
Finance, insurance, and real estate	112	35.50	39.0	.91	34.00	32.00 - 39.00
	102	37.00	36.5	1.01	37.00	32.50 - 39.00
<u>Bookkeepers, hand ^{4/}</u>						
Manufacturing	819	48.00	38.0	1.27	47.00	43.00 - 53.00
Durable goods	210	50.00	38.0	1.30	50.00	45.00 - 52.00
Nondurable goods	83	51.50	38.0	1.36	51.00	46.50 - 52.50
Wholesale trade	127	48.50	38.5	1.27	48.00	45.00 - 50.00
Retail trade	112	49.00	38.5	1.28	45.00	43.00 - 50.00
Finance, insurance, and real estate	123	47.50	39.5	1.20	48.50	45.00 - 53.00
Transportation, communication, and other public utilities ..	107	44.00	36.0	1.22	40.00	39.00 - 50.00
Services	35	54.00	40.0	1.35	52.50	47.00 - 60.00
	219	47.50	37.0	1.28	45.00	40.00 - 55.00
<u>Bookkeeping-machine operators, class A ^{4/}</u>						
Manufacturing	246	47.50	38.5	1.23	47.50	41.50 - 52.00
Retail trade	134	47.50	38.5	1.24	50.00	41.50 - 52.00
	39	45.50	38.5	1.18	48.50	42.00 - 51.00
<u>Bookkeeping-machine operators, class B ^{4/}</u>						
Manufacturing	2,096	37.00	38.5	.96	37.00	34.00 - 40.00
Durable goods	210	40.00	38.5	1.03	39.00	36.00 - 42.50
Nondurable goods	51	39.00	38.0	1.04	39.00	39.00 - 40.50
Wholesale trade	159	40.50	39.0	1.03	38.50	36.00 - 43.00
Retail trade	533	38.50	39.5	.97	38.00	35.00 - 40.50
Finance, insurance, and real estate	265	35.00	39.0	.90	35.00	33.00 - 39.00
	1,002	36.00	38.0	.95	36.00	33.00 - 38.50

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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</u>						
(Comptometer type)	1,909	\$38.00	38.5	\$0.98	\$37.00	\$35.00 - \$40.50
Manufacturing	836	39.50	38.5	1.02	39.00	35.00 - 43.00
Durable goods	170	41.50	40.0	1.03	41.00	38.00 - 44.00
Nondurable goods	666	39.00	38.0	1.02	37.00	35.00 - 43.00
Wholesale trade	361	39.00	39.5	.98	38.00	35.00 - 40.00
Retail trade	439	34.50	39.0	.88	34.00	30.50 - 37.50
Finance, insurance, and real estate	161	35.50	38.0	.93	34.50	30.50 - 38.50
Transportation, communication, and other public utilities .	63	41.50	38.5	1.07	40.00	37.50 - 43.00
Services	31	40.00	38.0	1.06	39.00	37.00 - 43.00
Central offices	18	40.50	37.2	1.09	38.00	37.00 - 45.00
<u>Calculating-machine operators (other than Comptometer type) ^{4/}</u>						
Manufacturing	241	36.00	38.0	.95	37.00	30.00 - 40.00
Finance, insurance, and real estate	47	38.50	38.5	1.00	37.50	35.00 - 43.00
Finance, insurance, and real estate	60	37.00	37.0	1.00	37.00	35.00 - 38.50
<u>Clerks, accounting</u>						
Manufacturing	3,206	39.00	38.5	1.01	38.00	34.00 - 43.00
Durable goods	677	41.00	39.5	1.05	41.00	35.00 - 45.00
Nondurable goods	347	44.00	40.0	1.10	44.00	39.50 - 48.50
Wholesale trade	330	38.00	38.5	.98	36.00	31.00 - 43.00
Retail trade	717	37.00	39.5	.94	36.00	33.00 - 40.00
Finance, insurance, and real estate	392	36.00	38.5	.94	35.00	31.00 - 39.00
Transportation, communication, and other public utilities .	895	38.00	37.0	1.02	37.00	33.00 - 41.50
Services	240	46.50	39.0	1.18	45.50	42.00 - 51.00
Central offices	233	39.00	38.0	1.03	37.00	35.00 - 40.00
Central offices	52	49.00	38.0	1.28	44.50	43.00 - 57.00
<u>Clerks, file, class A ^{4/}</u>						
Manufacturing	401	40.00	38.0	1.05	37.00	35.00 - 43.00
Finance, insurance, and real estate	55	44.50	39.0	1.14	41.00	40.00 - 52.50
Services	234	39.50	37.5	1.05	37.00	35.00 - 42.00
Central offices	82	38.50	39.5	.97	36.00	34.00 - 42.50
Central offices	19	40.00	37.5	1.07	38.50	33.00 - 44.50
<u>Clerks, file, class B</u>						
Manufacturing	2,380	32.00	38.5	.83	31.00	30.00 - 33.50
Durable goods	226	36.00	39.5	.91	36.00	32.00 - 39.50
Nondurable goods	161	37.50	40.0	.94	38.50	34.00 - 41.00
Wholesale trade	65	33.00	39.0	.85	32.00	30.00 - 36.00
Retail trade	216	31.50	40.0	.79	30.00	30.00 - 33.00
Finance, insurance, and real estate	89	30.00	38.0	.78	30.00	29.00 - 31.00
Transportation, communication, and other public utilities .	1,244	31.00	38.0	.82	30.00	29.00 - 32.00
Services	35	34.50	38.5	.89	34.00	31.00 - 36.50
Central offices	534	32.00	38.5	.83	32.00	30.00 - 34.00
Central offices	36	34.00	36.0	.94	31.00	30.00 - 36.00

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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, general ^{4/}</u>	982	\$47.00	39.0	\$1.21	\$48.50	\$42.50 - \$51.50
Manufacturing	176	48.50	38.5	1.26	50.00	44.00 - 51.00
Durable goods	94	51.50	38.5	1.34	50.50	50.00 - 53.50
Nondurable goods	82	45.00	38.5	1.16	44.00	40.00 - 50.00
Retail trade	29	45.50	38.5	1.17	45.00	44.50 - 47.00
Finance, insurance, and real estate	245	45.00	38.5	1.16	45.00	34.00 - 52.00
Transportation, communication, and other public utilities ..	306	49.50	39.0	1.27	49.00	47.00 - 52.50
<u>Clerks, order ^{4/}</u>	649	39.50	39.5	.99	39.00	35.00 - 43.00
Manufacturing	187	40.50	39.5	1.03	40.00	35.00 - 45.00
Durable goods	70	41.50	39.0	1.05	39.00	35.00 - 47.50
Nondurable goods	117	40.00	39.5	1.02	40.50	34.00 - 45.00
Wholesale trade	305	39.00	39.5	.99	40.00	35.00 - 42.00
Retail trade	102	33.00	39.5	.84	32.50	31.00 - 35.50
<u>Clerks, pay roll ^{4/}</u>	1,642	41.50	39.0	1.07	41.00	36.00 - 46.00
Manufacturing	1,000	41.50	39.0	1.05	41.00	36.00 - 45.00
Durable goods	352	44.00	39.5	1.11	44.00	43.00 - 47.00
Nondurable goods	648	39.50	39.0	1.02	40.00	35.00 - 43.00
Wholesale trade	116	47.50	40.5	1.18	42.00	38.50 - 60.00
Retail trade	239	38.00	38.5	.99	39.00	34.00 - 43.00
Finance, insurance, and real estate	96	40.50	37.0	1.10	39.50	37.00 - 47.00
Transportation, communication, and other public utilities ..	126	45.50	39.0	1.17	45.00	42.00 - 49.50
Services	56	43.50	39.0	1.11	37.50	36.50 - 50.00
<u>Clerk-typists ^{4/}</u>	4,079	34.50	38.0	.91	34.00	30.00 - 38.00
Manufacturing	991	36.50	38.5	.94	36.00	32.00 - 40.00
Durable goods	572	37.50	38.5	.97	38.00	31.00 - 41.50
Nondurable goods	419	35.00	39.0	.90	35.00	32.00 - 37.00
Wholesale trade	694	35.00	39.5	.90	34.50	31.00 - 39.00
Retail trade	274	32.00	40.5	.80	32.00	30.00 - 33.00
Finance, insurance, and real estate	1,591	33.50	37.0	.90	32.50	30.00 - 35.00
Services	301	33.50	37.5	.90	33.00	30.00 - 35.00
<u>Office girls ^{4/}</u>	542	31.50	38.0	.82	30.00	28.00 - 32.00
Manufacturing	130	35.00	39.5	.88	33.50	32.00 - 40.50
Durable goods	110	35.00	39.5	.89	34.00	32.00 - 41.00
Nondurable goods	20	34.00	40.0	.85	33.50	30.50 - 37.00
Wholesale trade	91	31.50	39.5	.80	30.00	30.00 - 32.00
Retail trade	68	29.00	38.0	.77	29.00	28.00 - 30.00
Finance, insurance, and real estate	191	29.50	37.0	.79	28.50	28.00 - 31.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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, general</u>	5,207	\$39.50	38.0	\$1.04	\$38.50	\$35.00 - \$42.00
Manufacturing	1,086	43.00	39.0	1.10	44.00	38.00 - 47.00
Durable goods	604	44.00	39.5	1.12	45.00	41.00 - 47.00
Nondurable goods	482	42.00	38.5	1.08	40.00	36.50 - 45.00
Wholesale trade	1,031	41.00	39.0	1.04	40.00	37.00 - 43.00
Retail trade	456	35.00	37.5	.93	35.00	33.00 - 38.00
Finance, insurance, and real estate	1,466	36.50	37.0	.98	34.50	33.50 - 39.00
Transportation, communication, and other public utilities ..	233	44.50	38.5	1.15	44.00	41.00 - 48.50
Services	697	39.50	38.0	1.04	38.50	35.00 - 44.00
Central offices	238	42.50	36.5	1.17	42.00	38.00 - 47.00
<u>Stenographers, technical ^{4/}</u>	190	45.00	38.0	1.17	44.50	42.00 - 47.50
Manufacturing	72	44.00	38.5	1.15	42.50	40.50 - 48.00
Finance, insurance, and real estate	25	41.50	37.0	1.12	42.50	39.00 - 44.00
Services	82	45.00	38.5	1.17	45.00	42.50 - 47.00
<u>Switchboard operators ^{4/}</u>	860	39.50	38.5	1.02	38.50	35.00 - 43.50
Manufacturing	126	45.50	39.5	1.15	45.50	40.00 - 50.00
Durable goods	56	45.00	40.5	1.12	45.50	41.00 - 49.50
Nondurable goods	70	46.00	39.0	1.18	45.00	40.00 - 54.00
Wholesale trade	154	36.00	39.5	.91	35.00	31.00 - 37.00
Retail trade	190	37.00	39.0	.95	35.00	33.00 - 42.00
Finance, insurance, and real estate	289	40.00	37.5	1.07	40.00	36.00 - 43.00
Transportation, communication, and other public utilities ..	47	43.50	39.5	1.10	46.00	35.00 - 48.50
Services	39	34.00	39.0	.87	33.00	30.00 - 33.00
<u>Switchboard operator-receptionists ^{4/}</u>	952	38.50	39.0	.98	37.00	34.00 - 41.50
Manufacturing	296	38.50	39.5	.97	36.00	34.50 - 40.00
Durable goods	94	38.50	40.0	.96	36.00	34.00 - 38.00
Nondurable goods	202	38.50	39.5	.98	36.00	35.00 - 44.50
Wholesale trade	292	37.50	39.5	.95	36.00	30.00 - 40.00
Retail trade	71	34.00	38.5	.88	35.00	30.00 - 36.00
Finance, insurance, and real estate	94	39.00	37.5	1.04	41.00	36.00 - 42.50
Services	161	40.00	38.0	1.05	40.00	35.00 - 42.00

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Boston, Mass., by industry division, January 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>Transcribing-machine operators, general ^{4/}</u>	834	\$37.50	38.5	\$0.98	\$37.00	\$33.50 - \$41.00
Manufacturing	227	39.00	40.0	.98	39.00	35.00 - 41.00
Durable goods	117	42.50	40.0	1.07	40.00	39.00 - 47.00
Nondurable goods	110	35.50	40.0	.89	35.00	30.00 - 40.00
Wholesale trade	55	37.00	39.0	.94	35.00	35.00 - 38.00
Finance, insurance, and real estate	378	37.00	37.5	.99	37.00	32.50 - 41.00
Services	91	38.00	37.5	1.01	38.00	35.00 - 40.50
Central offices	26	40.00	37.0	1.09	39.50	35.00 - 46.00
<u>Transcribing-machine operators, technical</u>	89	39.00	39.5	.99	37.00	34.00 - 42.50
<u>Typists, class A ^{4/}</u>	434	41.00	38.5	1.06	40.50	36.00 - 45.00
Manufacturing	154	41.50	39.5	1.05	43.00	38.00 - 45.00
Finance, insurance, and real estate	140	40.00	37.5	1.07	39.00	36.00 - 45.00
Services	73	40.00	38.0	1.05	38.00	36.00 - 44.00
<u>Typists, class B ^{4/}</u>	2,647	32.50	38.5	.85	32.00	30.00 - 35.00
Manufacturing	306	37.00	39.5	.94	37.00	33.50 - 43.00
Durable goods	186	40.00	40.0	.99	41.00	36.00 - 43.00
Nondurable goods	120	33.00	39.0	.85	31.00	30.00 - 35.00
Wholesale trade	244	35.50	40.0	.88	35.00	33.00 - 37.00
Retail trade	57	35.00	38.0	.92	35.00	31.00 - 37.00
Finance, insurance, and real estate	1,509	31.50	37.5	.84	31.00	29.50 - 33.00
Transportation, communication, and other public utilities ..	39	38.50	39.0	.98	37.50	33.50 - 44.50
Services	477	31.50	40.0	.79	30.00	30.00 - 32.00

^{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). "Central offices" includes central administrative offices or general offices of all industries except finance, insurance, and real estate.

^{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 Boston, Mass., January 1950

Weekly salaries <u>1/</u>	Percent of men -						
	Book-keepers, hand	Bookkeeping-machine operators, class B	Clerks, accounting	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	1.0	-	-	-
\$27.50 - \$29.99	-	21.0	0.7	46.0	-	0.2	-
\$30.00 - \$32.49	-	5.3	6.0	40.0	-	-	0.8
\$32.50 - \$34.99	-	19.3	1.7	6.0	-	.2	.8
\$35.00 - \$37.49	-	-	4.0	2.0	-	2.3	4.1
\$37.50 - \$39.99	-	-	7.2	-	-	5.0	.8
\$40.00 - \$42.49	2.8	38.6	11.6	2.0	8.0	15.7	5.8
\$42.50 - \$44.99	2.4	-	11.9	1.0	.4	7.3	11.5
\$45.00 - \$47.49	1.2	-	7.8	2.0	7.6	9.9	-
\$47.50 - \$49.99	-	3.5	3.3	-	2.9	2.5	-
\$50.00 - \$52.49	5.6	-	8.1	-	18.5	10.9	12.3
\$52.50 - \$54.99	2.0	-	2.7	-	2.2	12.3	3.3
\$55.00 - \$57.494	-	6.9	-	3.6	5.9	4.9
\$57.50 - \$59.99	11.6	-	6.1	-	1.4	2.3	24.6
\$60.00 - \$62.49	18.0	7.0	4.8	-	5.1	3.4	4.9
\$62.50 - \$64.99	2.4	-	5.2	-	6.9	.7	6.6
\$65.00 - \$67.49	12.0	5.3	3.1	-	16.0	8.7	1.6
\$67.50 - \$69.99	6.4	-	.9	-	2.5	1.1	1.6
\$70.00 - \$72.49	3.6	-	1.6	-	1.8	7.1	-
\$72.50 - \$74.994	-	1.3	-	2.2	-	-
\$75.00 - \$79.99	16.0	-	1.6	-	14.5	3.6	13.1
\$80.00 - \$84.99	14.8	-	3.4	-	2.9	.9	-
\$85.00 - \$89.994	-	-	-	1.4	-	-
\$90.00 - \$94.99	-	-	.1	-	1.4	-	-
\$95.00 - \$99.99	-	-	-	-	.7	-	3.3
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	250	57	1,093	100	276	439	122
Average weekly salary <u>1/</u>	\$66.00	\$39.00	\$50.00	\$31.00	\$61.00	\$52.50	\$57.50

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries $\frac{1}{2}$ in Boston, Mass., January 1950 - Continued

Weekly salaries $\frac{1}{2}$	Percent of men -		Percent of women -				
	Clerk-typists	Office boys	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand	Bookkeep-ing-machine operators, class A	Bookkeep-ing-machine operators, class B
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	7.5	0.2	1.1	-	-	-	-
\$25.00 - \$27.49	7.5	2.4	3.2	-	-	-	0.4
\$27.50 - \$29.99	37.5	24.2	2.9	6.1	-	-	4.6
\$30.00 - \$32.49	3.8	51.6	15.2	18.4	1.2	-	12.8
\$32.50 - \$34.99	-	5.4	9.6	10.0	.4	3.7	12.5
\$35.00 - \$37.49	-	11.2	33.1	13.5	3.7	5.3	24.2
\$37.50 - \$39.99	21.4	3.2	11.1	14.8	8.2	3.7	20.3
\$40.00 - \$42.49	10.0	.8	12.6	9.3	4.6	17.9	13.9
\$42.50 - \$44.99	2.5	1.0	5.1	9.0	17.7	3.7	5.9
\$45.00 - \$47.49	2.5	-	2.8	9.0	14.8	15.8	1.2
\$47.50 - \$49.99	2.5	-	1.8	4.8	8.1	6.9	2.0
\$50.00 - \$52.49	1.2	-	.9	-	14.4	22.3	2.0
\$52.50 - \$54.99	1.2	-	.6	1.9	6.3	-	.2
\$55.00 - \$57.49	-	-	-	3.2	7.9	10.6	-
\$57.50 - \$59.99	-	-	-	-	2.1	9.7	-
\$60.00 - \$62.49	1.2	-	-	-	3.9	.4	-
\$62.50 - \$64.99	1.2	-	-	-	3.3	-	-
\$65.00 - \$67.49	-	-	-	-	1.0	-	-
\$67.50 - \$69.99	-	-	-	-	2.2	-	-
\$70.00 - \$72.49	-	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	.2	-	-
\$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 .	80	964	936	311	819	246	2,096
Average weekly salary $\frac{1}{2}$	\$34.50	\$31.00	\$36.00	\$38.50	\$48.00	\$47.50	\$37.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Boston, Mass., January 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -					
	Calculating-machine operators (Comptometer type)	Calculating-machine operators (other than Comptometer type)	Clerks, accounting	Clerks, file, class A	Clerks, file, class B	Clerks, general
\$20.00 - \$22.49	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	0.3	-	0.2	-
\$25.00 - \$27.49	1.3	15.0	.4	-	1.0	-
\$27.50 - \$29.99	3.2	4.6	4.5	-	29.2	-
\$30.00 - \$32.49	9.4	6.7	11.5	4.8	40.3	8.8
\$32.50 - \$34.99	10.2	3.3	10.7	17.5	12.1	.6
\$35.00 - \$37.49	28.6	27.4	20.3	28.7	10.2	1.9
\$37.50 - \$39.99	15.5	14.5	9.7	8.2	2.6	1.9
\$40.00 - \$42.49	11.7	14.1	15.3	15.7	3.2	11.8
\$42.50 - \$44.99	8.9	9.1	7.4	5.2	.6	9.0
\$45.00 - \$47.49	5.6	3.7	7.1	3.5	.6	13.6
\$47.50 - \$49.99	1.5	-	5.1	4.2	-	14.0
\$50.00 - \$52.49	2.0	.8	3.3	7.8	-	19.3
\$52.50 - \$54.995	.4	1.9	1.2	-	4.5
\$55.00 - \$57.49	1.1	-	1.4	2.0	-	6.9
\$57.50 - \$59.993	.4	.3	1.2	-	4.8
\$60.00 - \$62.49	-	-	.5	-	-	.3
\$62.50 - \$64.991	-	-	-	-	.1
\$65.00 - \$67.49	-	-	.2	-	-	2.5
\$67.50 - \$69.991	-	-	-	-	-
\$70.00 - \$72.49	-	-	-	-	-	-
\$72.50 - \$74.99	-	-	-	-	-	-
\$75.00 - \$79.99	-	-	.1	-	-	-
\$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
Estimated number of workers	1,909	241	3,206	401	2,380	982
Average weekly salary <u>1/</u>	\$38.00	\$36.00	\$39.00	\$40.00	\$32.00	\$47.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Boston, Mass., January 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -					
	Clerks, order	Clerks, pay roll	Clerk- typists	Office girls	Stenog- raphers, general	Stenog- raphers, technical
\$20.00 - \$22.49	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	0.3	0.7	-	-
\$25.00 - \$27.49	0.9	0.6	2.0	4.2	1.0	-
\$27.50 - \$29.998	.7	11.5	28.8	2.8	-
\$30.00 - \$32.49	8.0	8.8	26.0	43.2	6.4	0.5
\$32.50 - \$34.99	10.3	6.6	16.5	9.8	12.7	.5
\$35.00 - \$37.49	22.8	12.3	15.8	3.8	17.6	1.6
\$37.50 - \$39.99	10.2	8.4	10.0	2.6	13.6	5.8
\$40.00 - \$42.49	18.8	18.8	10.3	6.3	16.6	21.1
\$42.50 - \$44.99	14.5	12.1	3.7	.6	8.9	21.1
\$45.00 - \$47.49	3.5	16.0	2.1	-	10.3	24.7
\$47.50 - \$49.99	3.5	4.1	.8	-	2.8	13.7
\$50.00 - \$52.49	2.2	2.9	.9	-	4.3	6.3
\$52.50 - \$54.99	1.4	2.5	.1	-	1.1	.5
\$55.00 - \$57.49	2.2	2.6	-	-	1.2	4.2
\$57.50 - \$59.993	1.2	-	-	.5	-
\$60.00 - \$62.495	1.4	-	-	-	-
\$62.50 - \$64.99	-	.4	-	-	.2	-
\$65.00 - \$67.491	.1	-	-	-	-
\$67.50 - \$69.99	-	-	-	-	-	-
\$70.00 - \$72.49	-	.1	-	-	-	-
\$72.50 - \$74.99	-	.2	-	-	-	-
\$75.00 - \$79.99	-	.1	-	-	-	-
\$80.00 - \$84.99	-	.1	-	-	-	-
\$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
Estimated number of workers	649	1,642	4,079	542	5,207	190
Average weekly salary <u>1/</u>	\$39.50	\$41.50	\$34.50	\$31.50	\$39.50	\$45.00

See footnote at end of table.

TABLE 2.—Percentage distribution of workers in selected office occupations by weekly salaries ^{1/} in Boston, Mass., January 1950 - Continued

Weekly salaries ^{1/}	Percent of women -					
	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Transcribing-machine operators, technical	Typists, class A	Typists, class B
\$20.00 - \$22.49	-	-	-	-	-	-
\$22.50 - \$24.99	1.2	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-
\$27.50 - \$29.996	0.4	1.9	-	-	23.7
\$30.00 - \$32.49	11.0	16.0	14.6	11.2	1.6	37.4
\$32.50 - \$34.99	9.9	11.9	19.2	24.7	10.4	14.8
\$35.00 - \$37.49	22.3	24.4	16.4	22.5	19.8	11.0
\$37.50 - \$39.99	10.5	11.2	15.2	-	15.0	5.7
\$40.00 - \$42.49	17.1	14.3	15.2	14.6	12.2	3.1
\$42.50 - \$44.99	6.2	6.4	6.4	5.6	11.5	3.3
\$45.00 - \$47.49	6.5	6.9	7.4	7.9	22.1	.5
\$47.50 - \$49.99	6.2	3.0	.9	1.1	2.1	.5
\$50.00 - \$52.49	4.5	2.2	.4	12.4	2.1	-
\$52.50 - \$54.99	1.6	.6	-	-	1.6	-
\$55.00 - \$57.49	1.9	1.5	2.4	-	1.1	-
\$57.50 - \$59.99	-	-	-	-	.5	-
\$60.00 - \$62.492	1.1	-	-	-	-
\$62.50 - \$64.992	.1	-	-	-	-
\$65.00 - \$67.49	-	-	-	-	-	-
\$67.50 - \$69.991	-	-	-	-	-
\$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
Estimated number of workers	860	952	834	89	434	2,647
Average weekly salary ^{1/}	\$39.50	\$38.50	\$37.50	\$39.00	\$41.00	\$32.50

^{1/} Excludes pay for overtime.

TABLE 3.—Scheduled weekly hours of women in Boston offices, January 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	Central offices
		All manufacturing	Durable goods	Non-durable goods						
All offices employing women	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
35 hours	7.9	7.8	11.6	4.2	0.9	5.0	9.9	1.5	8.7	64.6
Over 35 and under 37½ hours	17.8	-	-	-	3.4	14.9	36.9	.5	13.7	4.3
37½ hours	16.5	14.9	3.1	25.9	17.3	5.0	15.1	48.7	18.2	-
Over 37½ and under 40 hours	18.3	9.2	1.3	16.6	10.0	37.2	24.9	5.2	9.7	-
40 hours	37.1	66.4	80.5	53.3	61.4	32.6	13.2	43.4	44.2	31.1
Over 40 and under 44 hours3	-	-	-	.4	1.7	-	-	-	-
44 hours	1.6	1.7	3.5	-	6.6	3.6	-	-	-	-
48 hours5	-	-	-	-	-	-	.7	5.5	-

TABLE 4.—Scheduled days in workweek of women in Boston offices, January 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	Central offices
		All manufacturing	Durable goods	Non-durable goods						
All offices employing women	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days	94.8	92.9	95.2	90.7	91.0	93.7	98.6	98.5	84.3	100.0
5½ days	3.9	7.1	4.8	9.3	7.3	6.0	1.4	.3	3.0	-
6 days1	-	-	-	-	-	-	.7	-	-
Other	1.2	-	-	-	1.7	.3	-	.5	12.7	-

TABLE 5.—Vacations with pay in Boston offices, January 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	Central offices
All manufacturing		Durable goods	Non-durable goods							
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>6 months of service</u>										
Offices with paid vacations	68.9	67.7	68.0	67.4	69.6	64.9	75.3	44.7	62.4	56.9
Under 1 week	3.4	2.3	4.3	-	4.9	-	2.9	16.1	-	-
1 week	34.5	47.2	44.1	50.7	57.3	64.0	15.4	27.5	38.8	39.6
Over 1 and under 2 weeks	2.7	11.0	17.1	4.4	-	-	-	-	5.7	11.9
2 weeks	28.0	7.2	2.5	12.3	7.4	.9	56.7	1.1	14.5	5.4
Over 2 weeks3	-	-	-	-	-	.3	-	3.4	-
Offices with no paid vacations	31.1	32.3	32.0	32.6	30.4	35.1	24.7	55.3	37.6	43.1
<u>1 year of service</u>										
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	7.2	6.3	1.6	11.4	11.7	21.9	-	17.4	15.1	10.5
2 weeks	84.1	90.2	91.7	88.6	88.3	78.1	84.4	82.6	67.1	81.1
Over 2 weeks	8.7	3.5	6.7	-	-	-	15.6	-	17.8	8.4
Offices with no paid vacations	-	-	-	-	-	-	-	-	-	-
<u>2 years of service</u>										
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	2.0	4.9	1.6	8.5	3.2	-	-	.5	9.5	-
2 weeks	87.5	91.6	91.7	91.5	96.8	100.0	81.1	99.5	67.6	91.6
Over 2 weeks	10.5	3.5	6.7	-	-	-	18.9	-	22.9	8.4
Offices with no paid vacations	-	-	-	-	-	-	-	-	-	-
<u>5 years of service</u>										
Offices with paid vacations	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
1 week	1.6	2.9	1.6	4.3	3.2	-	-	-	9.5	-
2 weeks	72.1	88.9	91.7	85.9	96.8	58.9	56.3	100.0	66.3	87.4
Over 2 weeks	26.3	8.2	6.7	9.8	-	41.1	43.7	-	24.2	12.6
Offices with no paid vacations	-	-	-	-	-	-	-	-	-	-

TABLE 6.—Paid holidays in Boston offices, January 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	Central offices
All manufacturing		Durable goods	Non-durable goods							
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices providing paid holidays	96.0	100.0	100.0	100.0	100.0	59.4	100.0	100.0	100.0	100.0
Number of holidays:										
1 to 56	-	-	-	-	-	-	-	9.5	-
6	3.7	18.0	25.5	9.9	-	.2	-	2.3	-	-
7	3.1	10.8	4.2	17.9	-	3.3	-	2.9	4.9	13.2
7½	1.0	5.4	10.3	-	-	-	-	-	-	-
8	4.6	8.2	14.5	1.4	-	15.6	-	-	21.8	3.0
8½5	-	-	-	1.8	-	-	3.9	-	-
9	4.4	7.2	.9	14.0	13.7	2.5	1.6	1.0	2.7	4.1
10	20.6	32.1	40.8	22.7	36.9	11.9	7.8	54.4	13.6	40.4
10½1	-	-	-	-	1.0	-	-	-	-
11	53.8	16.5	3.8	30.4	46.4	24.9	86.0	35.5	32.2	39.3
11½2	-	-	-	1.2	-	-	-	-	-
12 or 12½	1.7	.5	-	1.0	-	-	3.6	-	-	-
13 or more	1.7	1.3	-	2.7	-	-	1.0	-	15.3	-
Offices providing no paid holidays	4.0	-	-	-	-	40.6	-	-	-	-

TABLE 7.--Formal provisions for paid sick leave in Boston offices, January 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	Central offices
All manufacturing		Durable goods	Non-durable goods							
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
<u>1 year of service</u>										
Offices with formal provisions for paid sick leave	35.0	36.7	42.1	30.8	36.6	21.4	39.0	25.5	37.7	7.1
5 days	7.7	11.3	10.1	12.7	4.3	5.1	7.0	9.4	12.5	-
6 days	2.4	-	-	-	-	13.7	1.6	-	4.9	3.0
7 - 8 - 9 days	1.3	-	-	-	10.2	-	-	-	-	-
10 days	10.4	18.3	18.5	18.1	5.3	-	11.6	14.1	2.4	4.1
10½ - 11 days7	-	-	-	3.6	-	-	-	2.9	-
12 days	8.2	-	-	-	1.3	2.6	16.3	1.2	9.9	-
15 - 15½ days	2.4	2.3	4.3	-	7.2	-	2.5	-	-	-
20 days	1.4	3.1	5.9	-	4.7	-	-	-	3.4	-
Over 20 days5	1.7	3.3	-	-	-	-	.8	1.7	-
Offices with no formal provisions for paid sick leave	65.0	63.3	57.9	69.2	63.4	78.6	61.0	74.5	62.3	92.9
<u>2 years of service</u>										
Offices with formal provisions for paid sick leave	35.0	36.7	42.1	30.8	36.6	21.4	39.0	25.5	37.7	7.1
5 days	4.1	10.7	10.1	11.3	4.3	.9	.4	6.2	12.5	-
6 days	1.9	-	-	-	-	8.3	1.6	-	4.9	3.0
7 - 8 - 9 days	1.3	-	-	-	10.1	-	-	-	-	-
10 days	13.6	18.9	18.5	19.5	2.9	4.2	18.2	15.6	2.4	4.1
10½ - 11 days5	-	-	-	3.6	-	-	-	-	-
12 days	8.6	-	-	-	1.3	8.0	16.3	-	9.9	-
15 - 15½ days	1.9	-	-	-	4.9	-	2.5	-	2.9	-
20 days	2.1	3.1	5.9	-	9.5	-	-	1.7	3.4	-
Over 20 days	1.0	4.0	7.6	-	-	-	-	2.0	1.7	-
Offices with no formal provisions for paid sick leave	65.0	63.3	57.9	69.2	63.4	78.6	61.0	74.5	62.3	92.9
<u>5 years of service</u>										
Offices with formal provisions for paid sick leave	36.4	36.7	42.1	30.8	36.6	35.6	39.0	25.5	37.7	7.1
5 days	4.1	10.7	10.1	11.3	4.3	.8	.4	6.2	12.5	-
6 days	1.6	-	-	-	-	5.2	1.6	-	4.9	3.0
7 - 8 - 9 days	1.3	-	-	-	10.2	-	-	-	-	-
10 days	9.2	16.0	14.1	18.2	2.9	.1	11.5	7.1	2.4	4.1
10½ - 11 days4	-	-	-	3.6	-	-	-	-	-
12 days	8.4	-	-	-	1.3	5.7	16.3	-	9.9	-
15 - 15½ days	3.5	-	-	-	4.9	-	6.7	-	-	-
20 days	2.7	5.4	10.3	-	2.5	-	2.5	-	3.4	-
Over 20 days	5.2	4.6	7.5	1.3	6.9	23.8	-	12.2	4.6	-
Offices with no formal provisions for paid sick leave	63.6	63.3	57.9	69.2	63.4	64.4	61.0	74.5	62.3	92.9

TABLE 8.--Nonproduction bonuses in Boston offices, January 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	Central offices
		All manufacturing	Durable goods	Non-durable goods						
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with nonproduction bonuses ^{1/}	35.2	36.8	28.2	46.2	46.0	51.6	32.4	12.6	31.3	18.6
Christmas or year-end	28.1	30.0	16.1	46.2	42.0	37.4	23.3	12.6	31.3	11.7
Profit-sharing	2.1	5.7	5.4	6.1	2.4	-	1.6	-	-	-
Other	5.8	4.4	6.7	1.9	1.6	14.4	7.5	-	-	6.9
Offices with no nonproduction bonuses	64.8	63.2	71.8	53.8	54.0	48.4	67.6	87.4	68.7	81.4

^{1/} Unduplicated total.

TABLE 9.--Insurance and pension plans in Boston offices, January 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	Central offices
		All manufacturing	Durable goods	Non-durable goods						
All offices studied	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Offices with insurance or pension plans ^{1/}	91.6	92.0	97.5	85.9	80.6	92.1	97.3	90.6	78.3	86.8
Life insurance	78.1	79.7	86.3	72.6	64.8	77.1	91.9	42.2	45.1	81.8
Health insurance	34.9	48.2	55.6	40.0	30.5	49.7	26.6	44.4	26.8	4.9
Retirement pension	53.2	36.8	38.6	34.9	33.0	42.9	68.6	82.6	33.8	35.8
Other	60.1	62.8	63.4	62.0	49.5	55.5	72.2	36.9	28.6	41.9
Offices with no insurance or pension plans	8.4	8.0	2.5	14.1	19.4	7.9	2.7	9.4	21.7	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 six broad industry divisions (and central offices) 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 Boston, and number studied by the Bureau of Labor Statistics, January 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		1,748	237	358,700	148,510	38,760
Manufacturing	101	456	52	168,800	63,330	7,520
Durable goods 3/	101	150	18	65,700	37,100	5,130
Nondurable goods 4/	101	306	34	103,100	26,230	2,390
Wholesale trade	26	492	42	37,300	7,660	2,220
Retail trade	101	167	39	60,400	30,600	4,530
Finance, insurance, and real estate	26	321	40	43,100	18,770	17,480
Transportation, communication, and other public utilities 5/	101	66	20	31,000	21,440	4,300
Services 6/	26	222	29	16,300	5,210	1,560
Central offices	26	24	15	1,800	1,500	1,150
<u>Size of establishment</u>						
All size groups		1,748	237	358,700	148,510	38,760
501 and over		110	63	158,000	119,630	29,960
251 - 500		179	36	61,300	13,030	2,730
101 - 250		627	78	100,500	12,980	4,510
26 - 100		832	60	38,900	2,870	1,560

1/ Number of plant and office workers.

2/ Plant and office employment in the Boston Metropolitan Area (as defined by the Bureau of the Budget).

3/ Metalworking; lumber, furniture, and other wood products; stone, clay and glass products; professional, scientific and controlling instruments; optical goods; watches and clocks; and miscellaneous manufacturing.

4/ Food and kindred products; tobacco; textiles; apparel and other finished products made from fabrics; paper and paper products; printing and publishing; chemicals; products of petroleum and coal; rubber products; and leather and leather products.

5/ Excludes railroads.

6/ 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 Billor, 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.