

OFFICE WORKERS

**salaries
hours of work
supplementary benefits**

Bulletin No. 995

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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 Chicago study was prepared in the Bureau's Division of Wage Statistics by George E. Votava, Regional Wage Analyst, Region IV, Chicago 6, Illinois. 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 OF OFFICE WORKERS IN CHICAGO, ILLINOIS, FEBRUARY 1950 1/

Salaries

Average weekly salaries of women office workers in 13 of 23 job categories surveyed in Chicago fell in the \$45-\$50 pay bracket in February 1950. Among the numerically important occupational groups at this salary level were general stenographers (\$48.50) and accounting clerks (\$46). Clerk-typists, second to stenographers in numbers employed, averaged \$41.50 a week. Clerks doing routine filing were paid \$37.50, on the average, or \$1 a week more than office girls, the lowest-paid job group in the survey. Women in 3 jobs averaged more than \$50 with the highest average salary (\$58) recorded for hand bookkeepers (table 1).

Among 14 classifications of men office workers, average salaries ranged from \$67 for hand bookkeepers to \$36.50 for office boys. Accounting clerks and order clerks, the 2 largest job groups, averaged \$58 and \$60. A comparison of average salaries paid to men and women engaged in similar work indicated that pay levels were about the same in routine jobs; among jobs involving acquisition of skills and knowledge of office procedures, however, men held a salary advantage of \$5 or more a week.

Salary levels varied among the 6 broad industry divisions covered in the study with the greatest earnings advantage indicated for office workers employed in the transportation, communication, and other public utilities group. Higher-than-average salaries were also paid in most jobs in wholesale trade and in offices of manufacturing establishments producing durable goods.

Although salaries for clerical workers are generally expressed in monthly or weekly terms, the Bureau converted the salaries to hourly rates to allow for differences in the length of the workweek. Due to the smaller number of hours of work averaged by office workers in the finance, insurance, and real estate industries, hourly earnings in this division compare more favorably with all-industry averages than was indicated in the examination of weekly salaries. Thus, although women general stenographers in this particular industry group averaged \$46.50, or \$2 less than the average for all industries combined, average hourly earnings (\$1.24) were identical in both groupings.

Salary rates varied widely in individual occupations with the greatest dispersion indicated in men's jobs (table 2). These variations are traceable to inter-industry differences in pay levels, to differences in salary rates paid among establishments in the same industry, and to rate differences reported in individual establishments. Although the lowest and highest salaries recorded in individual jobs typically differed by \$30 or more, the rates for a substantial proportion of the workers were grouped about the average. In the case of women general stenographers, for example, rates for more than half of the workers fell in the \$45-\$55 bracket.

Salaries in Chicago offices were slightly higher in February 1950 than in the same month of 1949. The average increase for all women workers studied was less than 2 percent over the year period.

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

SUPPLEMENTARY WAGE PRACTICES

Work schedules

The work schedule in the Chicago offices varied considerably among industries; however, the 40-hour, 5-day workweek was by far the most common (tables 3 and 4). Only about 1 percent of women office workers were scheduled to work more than 40 hours. In the finance, insurance, and real estate division, a tenth of the workers were on a 35-hour workweek and nearly three-fourths were scheduled to work less than 40 hours. Nearly two-fifths of the women office workers in the service industries also worked on schedules of less than 40 hours.

Paid vacations

Virtually all establishments visited reported formal provisions for paid vacations for office workers. Three-fifths of the workers were in offices granting at least one week after 6 months of service, and four-fifths of the total office force was concentrated in establishments that provided two weeks of paid vacation after a year of service (table 5).

Paid holidays

Chicago office workers, with few exceptions, received 6 or more paid holidays a year. The most liberal policies were reported in the finance, insurance, and real estate division in which nearly 40 percent of the workers received 11 paid holidays (table 6).

Paid sick leave

A fifth of the workers were employed in offices having formal provisions for sick leave with pay after 6 months of service. The proportion eligible for sick leave increased somewhat after a year of service (table 7). The number of days granted annually varied from less than 5 days to more than 20 days.

Sick leave granted on an informal basis as reported by many employers is not included in these estimates.

Nonproduction bonuses

Many employers in Chicago supplemented the basic pay of office workers with a non-production bonus, in nearly all cases in the form of a Christmas or year-end payment. The practice varied greatly among the industry divisions surveyed as indicated in table 8. The proportion of office workers employed in establishments granting Christmas or year-end bonuses ranged from a tenth in transportation, communication, and other public utilities to a half in finance, insurance, and real estate. Profit-sharing plans were also reported by a few establishments in most of the industry divisions.

Insurance and pension plans

Establishments employing nine-tenths of the Chicago office workers provided some type of insurance or pension plan for which the firms paid at least part of the premiums. The proportion of office workers employed in establishments reporting life insurance plans ranged from two-thirds in the service industries to over nine-tenths in manufacturing and the transportation, communication, and other public utilities division (table 9).

Retirement pension plans were reported by establishments accounting for more than half of the office workers. Measured in terms of employment, such plans had the greatest coverage in the transportation, communication, and other public utilities.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Chicago, Ill., 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>Billers, machine (billing machine) ^{4/}</u>	227	\$50.00	40.0	\$1.25	\$49.50	\$45.00 - \$58.00
Wholesale trade	141	48.50	40.5	1.20	46.00	44.00 - 58.00
Transportation, communication, and other public utilities ..	81	52.50	40.0	1.31	50.00	48.00 - 58.00
<u>Bookkeepers, hand</u>	1,313	67.00	39.5	1.70	65.00	57.50 - 74.50
Manufacturing	434	76.00	40.0	1.90	70.00	66.50 - 81.00
Durable goods	187	70.00	40.0	1.75	69.00	65.00 - 79.00
Nondurable goods	247	80.50	39.5	2.04	76.50	66.50 - 95.00
Wholesale trade	225	65.50	40.0	1.64	60.00	52.50 - 75.00
Retail trade	45	67.00	41.5	1.61	65.00	55.00 - 75.00
Finance, insurance, and real estate	517	59.00	39.0	1.51	57.50	51.50 - 66.00
Transportation, communication, and other public utilities ..	37	71.50	39.5	1.81	62.00	62.00 - 79.50
Services	55	70.00	39.0	1.79	72.50	63.00 - 75.00
<u>Bookkeeping-machine operators, class B ^{4/}</u>	241	45.50	37.5	1.21	44.00	40.00 - 48.00
Wholesale trade	28	59.00	40.0	1.48	54.00	45.00 - 71.50
Finance, insurance, and real estate	177	42.00	36.5	1.15	41.50	38.00 - 46.50
<u>Clerks, accounting</u>	3,587	58.00	39.5	1.47	57.50	50.00 - 65.00
Manufacturing	1,862	60.00	39.5	1.52	60.00	52.50 - 67.00
Durable goods	1,171	59.50	40.0	1.49	59.00	53.00 - 66.00
Nondurable goods	691	61.50	39.0	1.58	62.00	51.50 - 69.50
Wholesale trade	720	58.50	39.5	1.48	58.00	49.50 - 65.00
Retail trade	212	59.50	40.0	1.49	60.00	51.50 - 64.50
Finance, insurance, and real estate	472	50.50	38.5	1.31	50.00	42.50 - 59.50
Transportation, communication, and other public utilities ..	205	57.50	39.5	1.46	56.00	50.00 - 64.50
Services	116	52.00	39.0	1.33	50.50	44.00 - 58.00
<u>Clerks, file, class A</u>	40	51.00	39.0	1.31	49.00	47.00 - 54.50
<u>Clerks, file, class B</u>	116	38.50	39.5	.97	37.00	34.50 - 42.00
<u>Clerks, general</u>	1,827	58.00	39.5	1.47	56.50	50.00 - 64.50
Manufacturing	770	57.50	40.0	1.44	56.50	51.00 - 63.50
Durable goods	579	57.00	40.0	1.43	56.50	51.00 - 63.50
Nondurable goods	191	58.00	40.0	1.45	57.50	51.00 - 64.50
Wholesale trade	550	54.50	39.0	1.40	54.00	46.00 - 59.50
Retail trade	65	60.50	39.5	1.53	64.00	55.00 - 64.50
Finance, insurance, and real estate	137	60.00	39.5	1.52	59.00	51.50 - 71.50
Transportation, communication, and other public utilities ..	261	65.50	39.5	1.66	67.00	57.00 - 75.50
Services	44	54.00	39.0	1.38	52.00	40.00 - 63.50

See footnotes at end of table.

TABLE 1.—Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Chicago, Ill., 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>Men - Continued</u>						
<u>Clerks, order</u> ^{4/}	2,028	\$60.00	40.0	\$1.50	\$62.00	\$52.50 - \$66.50
Manufacturing	606	61.00	39.5	1.54	61.00	54.00 - 66.50
Durable goods	431	63.50	39.5	1.61	62.00	57.50 - 69.50
Nondurable goods	175	55.00	39.5	1.39	55.50	51.50 - 60.00
Wholesale trade	1,257	60.50	40.5	1.49	62.00	52.00 - 67.00
<u>Clerks, pay roll</u> ^{4/}	761	57.00	39.5	1.44	55.50	50.50 - 61.00
Manufacturing	574	56.00	40.0	1.40	55.00	50.50 - 59.00
Durable goods	476	56.00	39.5	1.42	55.00	49.50 - 59.00
Nondurable goods	98	55.50	40.0	1.39	57.50	52.50 - 58.00
Wholesale trade	71	54.00	39.0	1.38	53.00	49.00 - 58.00
Transportation, communication, and other public utilities .	36	61.00	39.5	1.54	63.50	50.00 - 70.50
Services	38	65.50	39.0	1.68	65.00	57.50 - 81.00
<u>Clerk-typists</u> ^{4/}	303	45.50	39.5	1.15	44.00	42.50 - 48.50
Wholesale trade	147	47.00	40.5	1.16	44.00	42.50 - 51.00
Transportation, communication, and other public utilities .	30	50.50	39.5	1.28	52.00	43.50 - 55.00
<u>Office boys</u>	1,581	36.50	39.0	.94	36.00	33.50 - 39.50
Manufacturing	542	37.00	39.0	.95	37.00	34.00 - 39.50
Durable goods	257	38.50	39.5	.97	38.00	34.50 - 41.50
Nondurable goods	285	36.00	39.0	.92	35.00	34.00 - 38.00
Wholesale trade	230	37.00	39.5	.94	37.00	32.50 - 40.50
Retail trade	108	38.00	39.5	.96	37.00	35.00 - 40.00
Finance, insurance, and real estate	271	36.50	38.5	.95	35.50	34.50 - 39.00
Transportation, communication, and other public utilities .	142	36.50	39.5	.92	37.00	33.50 - 39.50
Services	288	34.50	39.5	.87	34.50	30.00 - 36.00
<u>Stenographers, general</u> ^{4/}	133	55.00	40.5	1.36	53.00	50.00 - 60.00
Wholesale trade	113	55.00	40.5	1.36	53.00	48.00 - 60.00
<u>Typists, class A</u>	48	49.50	40.0	1.24	50.00	46.00 - 52.00
<u>Typists, class B</u> ^{4/}	30	40.50	40.5	1.00	41.00	39.50 - 41.50
Wholesale trade	26	40.50	41.0	.99	40.50	39.50 - 41.50
<u>Women</u>						
<u>Billers, machine (billing machine)</u>	1,876	46.50	39.5	1.18	45.50	42.50 - 50.00
Manufacturing	717	46.50	39.5	1.18	45.00	43.50 - 49.50
Durable goods	513	47.50	40.0	1.19	46.00	44.00 - 50.00
Nondurable goods	204	44.00	39.5	1.11	44.00	40.00 - 46.00
Wholesale trade	644	47.50	39.5	1.20	46.00	43.50 - 51.00
Retail trade	224	44.00	39.0	1.13	44.50	39.00 - 47.00
Finance, insurance, and real estate	162	43.50	37.5	1.16	43.00	40.00 - 46.50
Transportation, communication, and other public utilities .	95	51.00	40.0	1.28	51.00	49.00 - 56.00
Services	34	50.00	39.0	1.28	50.00	47.50 - 51.00

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Chicago, Ill., 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>Billers, machine (bookkeeping machine ^{4/}</u>	483	\$45.00	39.0	\$1.15	\$44.50	\$42.00 - \$49.00
Wholesale trade	47	46.00	39.5	1.16	44.00	42.00 - 48.50
Retail trade	184	42.00	39.5	1.06	42.50	40.00 - 45.00
<u>Bookkeepers, hand ^{4/}</u>	1,192	58.00	39.0	1.49	56.00	50.00 - 61.50
Manufacturing	340	61.50	40.0	1.54	59.00	57.50 - 65.00
Durable goods	200	62.50	40.5	1.54	57.50	57.50 - 61.50
Nondurable goods	140	60.00	39.5	1.52	60.00	57.50 - 65.00
Wholesale trade	237	61.50	39.5	1.56	55.00	50.00 - 65.00
Retail trade	127	54.00	40.0	1.35	52.50	50.00 - 56.00
Finance, insurance, and real estate	375	54.50	38.0	1.43	50.50	47.00 - 58.00
Services	91	57.50	39.0	1.47	57.50	52.50 - 62.50
<u>Bookkeeping-machine operators, class A ^{4/}</u>	621	54.50	39.5	1.38	53.00	50.00 - 58.00
Manufacturing	252	53.00	39.5	1.34	53.00	50.00 - 56.00
Durable goods	154	54.00	39.5	1.37	53.00	50.00 - 56.00
Nondurable goods	98	52.50	39.5	1.33	50.00	50.00 - 55.00
Wholesale trade	169	56.50	40.5	1.40	57.50	52.00 - 60.00
Retail trade	105	48.50	39.5	1.23	49.00	42.50 - 51.00
Finance, insurance, and real estate	70	63.00	39.0	1.62	57.50	50.00 - 77.00
<u>Bookkeeping-machine operators, class B ^{4/}</u>	2,778	44.50	38.5	1.16	45.00	40.50 - 48.00
Manufacturing	1,030	45.50	39.5	1.15	46.00	43.50 - 49.00
Durable goods	527	43.50	40.0	1.09	44.50	40.00 - 48.00
Nondurable goods	503	47.50	39.0	1.22	47.00	45.00 - 50.00
Wholesale trade	426	47.00	40.0	1.18	47.00	43.50 - 51.00
Retail trade	210	45.00	39.5	1.14	45.00	42.00 - 47.50
Finance, insurance, and real estate	1,014	42.50	37.5	1.13	42.50	39.00 - 46.50
Services	59	46.00	39.0	1.18	45.00	40.00 - 45.00
<u>Calculating-machine operators (Comptometer type)</u>	4,211	47.50	39.5	1.20	47.00	43.00 - 51.00
Manufacturing	1,677	48.50	40.0	1.21	48.00	45.00 - 52.00
Durable goods	785	49.50	39.5	1.25	49.50	46.00 - 53.00
Nondurable goods	892	47.00	40.0	1.18	47.00	43.00 - 51.50
Wholesale trade	735	48.50	39.0	1.24	48.50	45.00 - 53.00
Retail trade	1,084	46.00	39.5	1.16	45.00	40.00 - 50.00
Finance, insurance, and real estate	146	42.00	38.5	1.09	40.50	38.00 - 44.50
Transportation, communication, and other public utilities ..	123	50.00	39.5	1.27	50.00	47.00 - 53.00
Services	446	45.50	39.5	1.15	45.00	42.00 - 49.00

See footnotes at end of table.

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

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Calculating-machine operators</u>						
(other than Comptometer type) ^{4/}	446	\$45.50	39.5	\$1.15	\$45.00	\$40.00 - \$49.50
Manufacturing	106	47.00	39.0	1.21	47.00	45.00 - 50.00
Wholesale trade	85	45.50	40.5	1.12	45.00	40.00 - 52.00
Retail trade	77	50.50	40.0	1.26	51.00	43.00 - 64.50
Finance, insurance, and real estate	145	43.50	38.5	1.13	44.00	40.00 - 46.50
Services	29	41.50	40.0	1.04	42.00	40.00 - 43.00
<u>Clerks, accounting</u>						
Manufacturing	6,636	46.00	39.5	1.16	45.00	40.00 - 50.00
Durable goods	2,016	49.00	39.5	1.24	48.50	42.50 - 54.00
Nondurable goods	1,291	50.00	39.5	1.27	49.50	44.00 - 54.50
Wholesale trade	725	47.50	39.5	1.20	46.00	40.00 - 51.50
Retail trade	1,205	45.50	40.0	1.14	44.50	40.00 - 50.00
Finance, insurance, and real estate	1,304	44.50	39.5	1.13	45.00	40.00 - 48.00
Transportation, communication, and other public utilities ..	1,282	43.00	38.0	1.13	41.50	38.50 - 46.50
Services	288	50.50	39.0	1.29	50.50	44.00 - 54.50
Services	541	48.00	38.5	1.25	46.00	41.00 - 50.00
<u>Clerks, file, class A</u>						
Manufacturing	1,144	44.50	39.0	1.14	44.00	40.00 - 48.00
Durable goods	383	48.00	39.5	1.22	48.00	43.00 - 52.00
Nondurable goods	259	49.50	39.5	1.25	48.00	44.00 - 52.00
Wholesale trade	124	45.50	39.5	1.15	46.50	42.50 - 48.50
Retail trade	263	44.50	40.0	1.11	45.00	40.50 - 47.00
Finance, insurance, and real estate	187	38.00	39.5	.96	38.50	35.00 - 39.50
Transportation, communication, and other public utilities ..	214	44.50	38.0	1.17	44.00	42.00 - 47.00
Services	43	50.00	39.0	1.28	48.00	44.00 - 55.00
Services	54	43.50	38.5	1.13	40.00	40.00 - 44.00
<u>Clerks, file, class B</u>						
Manufacturing	4,122	37.50	39.0	.96	37.00	34.50 - 40.00
Durable goods	1,213	39.00	39.5	.99	38.00	36.00 - 41.00
Nondurable goods	686	39.00	39.5	.99	38.00	36.50 - 41.00
Wholesale trade	527	38.50	39.0	.99	38.00	36.00 - 41.50
Retail trade	587	38.00	40.0	.95	38.00	35.00 - 40.00
Finance, insurance, and real estate	386	36.50	39.5	.92	35.50	34.00 - 39.50
Transportation, communication, and other public utilities ..	1,519	35.50	38.0	.93	35.00	32.50 - 37.50
Services	167	41.00	39.5	1.04	41.00	36.50 - 43.00
Services	250	36.00	38.5	.94	35.00	34.00 - 39.50

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Chicago, Ill., 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, general</u>	3,104	\$49.00	39.5	\$1.24	\$48.00	\$44.00 - \$53.00
Manufacturing	1,486	48.50	40.0	1.21	48.00	44.00 - 52.00
Durable goods	962	49.00	40.0	1.23	48.50	44.50 - 52.00
Nondurable goods	524	47.50	39.5	1.20	46.00	42.50 - 53.00
Wholesale trade	318	51.00	40.0	1.28	49.00	48.00 - 55.00
Retail trade	362	47.00	39.5	1.19	43.00	38.00 - 52.00
Finance, insurance, and real estate	290	48.50	38.5	1.26	47.00	44.00 - 52.00
Transportation, communication, and other public utilities ..	467	50.00	39.5	1.27	48.50	45.00 - 55.50
Services	181	52.50	37.0	1.42	49.50	40.00 - 67.50
<u>Clerks, order ^{4/}</u>	2,197	43.00	39.5	1.09	42.00	39.00 - 46.50
Manufacturing	906	43.00	39.5	1.09	42.00	38.00 - 46.50
Durable goods	274	48.50	40.0	1.21	45.00	42.50 - 52.00
Nondurable goods	632	41.00	39.0	1.05	40.00	36.50 - 44.00
Wholesale trade	464	46.00	40.0	1.15	44.50	40.00 - 49.00
Retail trade	639	39.00	39.5	.99	37.50	37.00 - 40.00
Finance, insurance, and real estate	160	46.00	37.0	1.24	46.00	44.00 - 49.50
<u>Clerks, pay roll</u>	2,742	49.00	39.5	1.24	48.50	44.00 - 53.50
Manufacturing	1,781	48.50	39.5	1.23	48.00	44.00 - 53.50
Durable goods	1,115	48.50	40.0	1.21	48.00	43.00 - 53.50
Nondurable goods	666	49.00	39.0	1.26	48.50	45.00 - 53.00
Wholesale trade	242	49.00	40.0	1.23	48.50	44.00 - 53.00
Retail trade	364	48.00	40.0	1.20	46.00	43.00 - 51.00
Finance, insurance, and real estate	114	50.00	38.0	1.32	50.50	44.50 - 54.50
Transportation, communication, and other public utilities ..	171	54.50	39.5	1.38	55.00	49.50 - 60.00
Services	70	56.00	39.0	1.44	50.50	50.00 - 57.50
<u>Clerk-typists</u>	8,391	41.50	39.0	1.06	40.50	37.50 - 44.50
Manufacturing	3,023	42.50	39.5	1.08	41.50	39.00 - 45.00
Durable goods	1,662	43.50	40.0	1.09	43.00	40.00 - 47.00
Nondurable goods	1,361	41.00	39.0	1.05	40.50	38.00 - 44.00
Wholesale trade	1,343	41.50	40.0	1.04	40.00	38.00 - 44.00
Retail trade	1,034	39.00	40.0	.98	37.50	36.00 - 41.00
Finance, insurance, and real estate	2,251	40.50	37.5	1.08	40.00	36.50 - 43.50
Transportation, communication, and other public utilities ..	165	46.00	40.0	1.15	45.00	41.00 - 51.50
Services	575	42.50	39.0	1.09	40.50	37.50 - 46.00

See footnotes at end of table.

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

Sex, occupation, and industry division ^{2/}	Estimated number of workers	Average -			Median ^{3/} weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Office girls</u>	1,319	\$36.50	39.5	\$0.92	\$36.00	\$32.00 - \$40.00
Manufacturing	419	37.50	39.5	.95	37.00	34.50 - 40.50
Durable goods	193	38.50	39.5	.97	38.00	34.00 - 42.50
Nondurable goods	226	37.00	39.0	.95	37.00	34.50 - 39.50
Wholesale trade	170	37.00	40.0	.93	36.00	32.00 - 41.00
Retail trade	132	37.00	39.5	.94	35.00	35.00 - 41.00
Finance, insurance, and real estate	393	34.00	39.0	.87	32.00	31.00 - 37.00
Transportation, communication, and other public utilities ..	118	39.50	40.0	.99	40.00	37.00 - 41.00
Services	87	37.50	39.5	.95	37.00	34.50 - 38.50
<u>Stenographers, general</u>	12,702	48.50	39.0	1.24	47.50	44.00 - 52.50
Manufacturing	5,108	49.50	39.5	1.25	48.00	44.50 - 53.50
Durable goods	2,825	49.00	39.5	1.24	48.00	44.50 - 52.50
Nondurable goods	2,283	50.00	39.5	1.27	49.00	44.50 - 55.00
Wholesale trade	2,158	49.00	40.0	1.23	48.50	45.00 - 52.00
Retail trade	837	45.50	39.5	1.15	45.00	42.00 - 48.00
Finance, insurance, and real estate	2,728	46.50	37.5	1.24	46.00	42.50 - 51.00
Transportation, communication, and other public utilities ..	557	51.50	39.0	1.32	50.50	46.00 - 55.50
Services	1,314	49.50	39.0	1.27	48.50	45.00 - 52.50
<u>Stenographers, technical ^{4/}</u>	1,117	54.50	39.0	1.40	53.00	49.50 - 59.00
Manufacturing	705	55.50	39.5	1.41	54.00	50.00 - 61.50
Finance, insurance, and real estate	160	52.00	37.5	1.39	51.50	49.50 - 55.50
Services	150	50.00	38.5	1.30	50.00	46.00 - 54.00
<u>Switchboard operators</u>	1,550	46.00	39.0	1.18	45.00	41.00 - 50.00
Manufacturing	463	48.00	39.5	1.22	47.00	42.50 - 52.00
Durable goods	302	48.50	39.5	1.23	47.00	42.50 - 52.50
Nondurable goods	161	46.50	39.0	1.19	46.00	41.00 - 50.00
Wholesale trade	169	45.00	40.0	1.13	43.00	41.00 - 46.50
Retail trade	277	44.00	40.0	1.10	42.00	39.00 - 47.00
Finance, insurance, and real estate	369	45.00	38.0	1.18	43.50	40.00 - 47.00
Transportation, communication, and other public utilities ..	156	50.50	39.5	1.28	51.00	43.50 - 58.00
Services	116	43.50	39.5	1.10	42.50	40.00 - 46.50
<u>Switchboard operator-receptionists ^{4/}</u>	2,139	45.50	39.5	1.15	44.50	40.00 - 48.50
Manufacturing	1,044	44.50	39.5	1.13	44.00	40.50 - 47.50
Durable goods	591	45.00	40.0	1.13	44.00	40.50 - 49.50
Nondurable goods	453	44.00	38.5	1.14	45.00	40.00 - 47.00
Wholesale trade	464	46.50	39.5	1.18	45.00	42.00 - 50.00
Retail trade	129	46.50	39.5	1.18	44.50	42.50 - 48.00
Finance, insurance, and real estate	143	41.00	37.5	1.09	40.50	38.00 - 44.50
Services	192	44.50	39.5	1.13	44.00	40.00 - 47.00

See footnotes at end of table.

TABLE 1.--Salaries ^{1/} and weekly scheduled hours of work for selected office occupations in Chicago, Ill., 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>Transcribing-machine operators, general ^{4/}</u>	1,521	\$45.00	39.0	\$1.15	\$44.50	\$40.50 - \$48.00
Manufacturing	549	46.00	40.0	1.15	45.00	42.00 - 50.00
Durable goods	340	47.00	39.5	1.19	47.00	45.00 - 50.00
Nondurable goods	209	44.00	40.0	1.10	42.00	40.00 - 47.00
Wholesale trade	258	44.00	39.5	1.11	42.50	40.00 - 47.50
Retail trade	90	44.00	39.5	1.11	44.50	42.00 - 48.00
Finance, insurance, and real estate	500	44.00	38.5	1.14	44.00	40.50 - 46.50
Services	108	44.00	40.0	1.10	44.00	40.00 - 46.00
<u>Transcribing-machine operators, technical</u>	44	48.50	38.5	1.26	49.50	43.50 - 52.00
<u>Typists, class A</u>	1,813	47.00	39.0	1.21	47.00	43.50 - 49.50
Manufacturing	792	48.00	39.5	1.22	47.50	44.00 - 50.50
Durable goods	658	48.00	39.5	1.22	47.50	46.00 - 50.50
Nondurable goods	134	46.50	39.5	1.18	45.00	40.00 - 51.00
Wholesale trade	268	47.50	40.0	1.19	47.00	44.50 - 50.50
Retail trade	171	44.50	39.5	1.13	44.50	41.00 - 48.00
Finance, insurance, and real estate	234	46.00	38.0	1.21	46.00	42.50 - 49.00
Transportation, communication, and other public utilities ..	81	49.00	38.0	1.29	48.00	40.00 - 55.00
Services	267	45.00	39.0	1.15	45.00	41.50 - 48.50
<u>Typists, class B</u>	5,459	40.50	39.0	1.04	40.00	37.00 - 43.50
Manufacturing	1,089	42.50	40.0	1.06	41.50	40.00 - 47.00
Durable goods	681	43.50	40.0	1.09	43.00	40.00 - 47.00
Nondurable goods	408	41.50	40.0	1.04	40.00	38.00 - 44.00
Wholesale trade	598	41.50	40.0	1.04	40.00	38.00 - 44.50
Retail trade	711	39.00	40.0	.98	38.00	35.00 - 42.00
Finance, insurance, and real estate	2,205	39.00	38.0	1.03	39.00	36.50 - 41.50
Transportation, communication, and other public utilities ..	251	43.50	39.5	1.10	43.00	40.00 - 44.50
Services	605	40.00	39.0	1.03	40.00	37.50 - 42.00

^{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 50 workers in wholesale trade, finance, real estate, insurance, and selected service industries (business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations).

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

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

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

Weekly salaries $\frac{1}{2}$	Percent of men -						
	Billers, machine (billing machine)	Bookkeepers, hand	Bookkeeping-machine operators, class B	Clerks, accounting	Clerks, file, class B	Clerks, general	Clerks, order
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	-	-	-	-	-	-	-
\$30.00 - \$32.49	-	-	-	0.3	9.5	-	-
\$32.50 - \$34.99	-	-	0.8	.3	19.0	0.4	-
\$35.00 - \$37.49	8.8	-	.8	1.5	30.1	.5	0.1
\$37.50 - \$39.99	5.7	-	19.9	1.1	8.6	.8	-
\$40.00 - \$42.499	1.5	18.7	3.9	8.6	3.7	5.0
\$42.50 - \$44.99	5.3	.7	17.0	5.1	7.8	2.8	1.7
\$45.00 - \$47.49	18.6	2.2	16.2	6.1	9.5	9.6	6.6
\$47.50 - \$49.99	11.0	3.9	2.1	6.2	6.0	6.5	2.5
\$50.00 - \$52.49	15.9	7.9	7.5	10.3	-	9.7	8.9
\$52.50 - \$54.99	2.2	4.3	.8	3.5	-	9.2	5.0
\$55.00 - \$57.49	4.8	4.0	10.8	8.6	-	9.7	5.2
\$57.50 - \$59.99	7.9	9.5	.4	9.5	-	8.3	11.1
\$60.00 - \$62.49	16.7	6.2	-	8.0	.9	7.1	12.2
\$62.50 - \$64.99	-	7.8	-	9.1	-	9.0	10.8
\$65.00 - \$67.49	-	9.1	.8	7.3	-	4.3	9.3
\$67.50 - \$69.99	2.2	7.5	-	4.8	-	4.4	4.3
\$70.00 - \$72.49	-	5.5	2.1	3.7	-	2.3	4.3
\$72.50 - \$74.99	-	5.1	-	2.1	-	2.8	2.5
\$75.00 - \$79.99	-	8.3	-	3.6	-	6.3	8.3
\$80.00 - \$84.99	-	6.2	2.1	2.6	-	1.2	.3
\$85.00 - \$89.99	-	2.2	-	.7	-	.5	1.7
\$90.00 - \$94.99	-	.9	-	1.5	-	.6	-
\$95.00 - \$99.99	-	3.1	-	.1	-	.1	-
\$100.00 and over	-	4.1	-	.1	-	.2	.2
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	227	1,313	241	3,587	116	1,827	2,028
Average weekly salary $\frac{1}{2}$	\$50.00	\$67.00	\$45.50	\$58.00	\$38.50	\$58.00	\$60.00

See footnote at end of table.

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

Weekly salaries <u>1/</u>	Percent of men -				Percent of women -		
	Clerks, pay roll	Clerk- typists	Office boys	Stenog- raphers, general	Billers, machine (billing machine)	Billers, machine (book- keeping machine)	Book- keepers, hand
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	-	-	3.2	-	-	-	-
\$30.00 - \$32.49	-	-	15.4	-	0.2	0.8	-
\$32.50 - \$34.99	-	0.3	21.5	-	.8	3.1	-
\$35.00 - \$37.49	0.9	9.2	24.2	-	2.1	5.6	-
\$37.50 - \$39.99	1.1	7.3	12.7	-	5.5	5.2	0.4
\$40.00 - \$42.49	2.9	5.6	11.8	-	14.7	15.9	3.0
\$42.50 - \$44.99	6.7	35.6	6.5	-	18.5	24.2	2.5
\$45.00 - \$47.49	2.9	13.9	3.1	15.0	19.7	16.6	8.0
\$47.50 - \$49.99	8.8	4.0	.9	9.8	10.8	5.0	8.5
\$50.00 - \$52.49	7.0	7.6	.5	19.5	14.3	15.7	15.1
\$52.50 - \$54.99	10.3	2.3	-	17.3	5.7	1.0	5.5
\$55.00 - \$57.49	16.1	2.6	-	2.3	2.9	1.7	10.9
\$57.50 - \$59.99	15.8	8.3	.1	2.3	1.4	2.1	13.0
\$60.00 - \$62.49	3.5	3.3	-	15.0	1.5	3.1	9.2
\$62.50 - \$64.99	6.2	-	-	3.0	.6	-	3.4
\$65.00 - \$67.49	3.7	-	.1	7.5	.1	-	5.5
\$67.50 - \$69.99	1.1	-	-	8.3	.1	-	2.4
\$70.00 - \$72.49	2.0	-	-	-	1.1	-	2.5
\$72.50 - \$74.998	-	-	-	-	-	.9
\$75.00 - \$79.99	5.3	-	-	-	-	-	2.5
\$80.00 - \$84.99	3.7	-	-	-	-	-	3.1
\$85.00 - \$89.99	1.1	-	-	-	-	-	-
\$90.00 - \$94.991	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	.8
\$100.00 and over	-	-	-	-	-	-	2.8
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	761	303	1,581	133	1,876	483	1,192
Average weekly salary <u>1/</u>	\$57.00	\$45.50	\$36.50	\$55.00	\$46.50	\$45.00	\$58.00

See footnote at end of table.

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

Weekly salaries $\frac{1}{2}$	Percent of women -					
	Bookkeep- ing- machine operators, class A	Bookkeep- ing- machine operators, class B	Calculating- machine operators (Comptometer type)	Calculating- machine operators (other than Comptometer type)	Clerks, account- ing	Clerks, file, class A
\$20.00 - \$22.49	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-
\$27.50 - \$29.99	-	-	-	-	-	-
\$30.00 - \$32.49	-	1.7	0.2	0.9	0.4	1.0
\$32.50 - \$34.99	-	6.1	.9	1.1	2.2	1.7
\$35.00 - \$37.49	-	2.7	2.1	3.6	5.2	6.3
\$37.50 - \$39.99	-	8.4	5.0	7.0	10.0	8.7
\$40.00 - \$42.49	3.2	11.6	14.0	20.9	17.4	21.1
\$42.50 - \$44.99	3.5	17.3	12.0	11.2	10.8	17.3
\$45.00 - \$47.49	5.5	21.5	17.6	23.7	14.7	14.1
\$47.50 - \$49.99	6.1	12.9	14.8	8.3	10.2	11.0
\$50.00 - \$52.49	26.8	11.3	15.1	11.4	11.6	9.5
\$52.50 - \$54.99	7.4	3.5	6.5	4.9	5.3	2.1
\$55.00 - \$57.49	14.7	2.2	6.2	1.6	3.6	2.4
\$57.50 - \$59.99	14.3	.6	1.5	-	3.2	1.5
\$60.00 - \$62.49	8.4	.1	1.0	-	1.2	2.4
\$62.50 - \$64.99	4.8	.1	3.0	5.4	1.4	.3
\$65.00 - \$67.49	1.6	-	.1	-	1.2	.3
\$67.50 - \$69.99	-	-	(2/)	-	1.0	.3
\$70.00 - \$72.495	-	-	-	.1	-
\$72.50 - \$74.99	-	-	-	-	.3	-
\$75.00 - \$79.99	1.6	-	-	-	.2	-
\$80.00 - \$84.99	-	-	-	-	-	-
\$85.00 - \$89.99	-	-	-	-	(2/)	-
\$90.00 - \$94.99	-	-	-	-	-	-
\$95.00 - \$99.99	1.6	-	-	-	-	-
\$100.00 and over	-	-	-	-	(2/)	-
Total	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	621	2,778	4,211	446	6,636	1,144
Average weekly salary $\frac{1}{2}$	\$54.50	\$44.50	\$47.50	\$45.50	\$46.00	\$44.50

See footnotes at end of table.

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

Weekly salaries <u>1/</u>	Percent of women -						
	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls	Stenographers, general
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	1.2	-	-	-	0.1	4.5	(2/)
\$30.00 - \$32.49	11.6	0.1	1.8	-	1.1	21.3	(2/)
\$32.50 - \$34.99	16.0	1.0	4.0	0.1	5.5	14.9	0.4
\$35.00 - \$37.49	25.4	2.2	16.8	2.0	14.4	21.2	1.5
\$37.50 - \$39.99	18.5	5.5	16.8	3.8	15.9	12.3	2.8
\$40.00 - \$42.49	18.2	9.6	15.3	11.9	25.3	14.5	9.8
\$42.50 - \$44.99	4.9	13.2	12.3	8.4	13.6	6.9	14.4
\$45.00 - \$47.49	3.2	16.8	11.9	16.0	10.9	3.0	19.3
\$47.50 - \$49.995	13.2	6.9	12.5	5.8	1.1	13.5
\$50.00 - \$52.494	10.3	7.2	14.4	3.9	.1	13.0
\$52.50 - \$54.991	9.7	1.8	10.7	1.6	-	8.7
\$55.00 - \$57.49	(2/)	6.2	.3	7.7	1.0	.2	6.3
\$57.50 - \$59.99	(2/)	2.0	1.5	3.6	.5	-	4.0
\$60.00 - \$62.49	-	3.7	2.0	4.8	.1	-	2.7
\$62.50 - \$64.99	-	2.8	.2	2.1	.2	-	1.3
\$65.00 - \$67.49	-	.5	.5	.6	(2/)	-	1.0
\$67.50 - \$69.99	(2/)	1.4	.1	.2	.1	-	.7
\$70.00 - \$72.49	-	.1	.1	-	-	-	.1
\$72.50 - \$74.99	-	.7	-	.1	-	-	.2
\$75.00 - \$79.99	-	.8	-	1.0	-	-	.1
\$80.00 - \$84.99	-	.1	-	(2/)	-	-	.2
\$85.00 - \$89.99	-	.1	.5	.1	-	-	-
\$90.00 - \$94.99	-	-	-	(2/)	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
\$100.00 and over	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	4,122	3,104	2,197	2,742	8,391	1,319	12,702
Average weekly salary <u>1/</u>	\$37.50	\$49.00	\$43.00	\$49.00	\$41.50	\$36.50	\$48.50

See footnotes at end of table.

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

Weekly salaries ^{1/}	Percent of women -						
	Stenog- raphers, technical	Switch- board opera- tors	Switch- board opera- reception- ists	Tran- scribing- machine operators, general	Tran- scribing- machine operators, technical	Typists, class A	Typists, class B
\$20.00 - \$22.49	-	-	-	-	-	-	-
\$22.50 - \$24.99	-	-	-	-	-	-	-
\$25.00 - \$27.49	-	-	-	-	-	-	-
\$27.50 - \$29.99	-	0.1	-	-	-	-	0.4
\$30.00 - \$32.49	-	1.0	0.5	0.1	-	-	1.3
\$32.50 - \$34.99	-	.5	.8	.8	-	-	6.9
\$35.00 - \$37.49	-	2.3	1.8	2.3	2.3	1.7	17.3
\$37.50 - \$39.99	0.2	11.3	9.0	10.7	-	3.4	18.2
\$40.00 - \$42.495	18.4	24.3	23.0	13.6	12.6	25.2
\$42.50 - \$44.99	4.1	16.0	14.0	17.4	13.6	18.2	15.9
\$45.00 - \$47.49	10.6	16.9	16.3	15.2	13.6	22.0	7.3
\$47.50 - \$49.99	11.9	6.1	12.3	11.5	15.9	17.5	3.8
\$50.00 - \$52.49	18.5	8.7	7.6	10.1	29.6	11.6	2.7
\$52.50 - \$54.99	14.7	5.6	4.3	3.2	4.5	6.5	.5
\$55.00 - \$57.49	11.7	4.2	5.1	4.3	2.3	3.0	.3
\$57.50 - \$59.99	4.3	3.2	1.1	.8	-	1.7	.1
\$60.00 - \$62.49	11.5	2.1	.6	.2	2.3	1.4	.1
\$62.50 - \$64.99	2.7	2.0	.8	.2	-	.3	(2/)
\$65.00 - \$67.49	2.3	.7	1.5	.1	2.3	-	-
\$67.50 - \$69.99	4.5	-	(2/)	.1	-	-	-
\$70.00 - \$72.49	1.3	.1	-	-	-	-	-
\$72.50 - \$74.996	.7	-	-	-	.1	-
\$75.00 - \$79.995	-	-	-	-	-	-
\$80.00 - \$84.991	-	-	-	-	-	-
\$85.00 - \$89.99	-	.1	-	-	-	-	-
\$90.00 - \$94.99	-	-	-	-	-	-	-
\$95.00 - \$99.99	-	-	-	-	-	-	-
\$100.00 and over	-	-	-	-	-	-	-
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers	1,117	1,550	2,139	1,521	44	1,813	5,459
Average weekly salary ^{1/} .	\$54.50	\$46.00	\$45.50	\$45.00	\$48.50	\$47.00	\$40.50

^{1/} Excludes pay for overtime.
^{2/} Less than 0.05 of 1 percent.

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

Weekly hours	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
35 hours	3.8	-	-	-	2.7	1.3	10.1	5.4	8.5
Over 35 and under 37½ hours	5.1	2.9	2.2	3.9	1.1	-	16.8	-	3.7
37½ hours	10.0	11.5	4.5	21.7	5.2	5.5	15.4	4.8	10.3
Over 37½ and under 40 hours	12.4	9.4	13.0	4.1	8.3	.8	30.6	1.8	15.9
40 hours	67.4	75.3	78.8	70.3	77.1	91.3	27.1	86.5	61.6
Over 40 and under 44 hours3	.4	.6	-	-	.4	-	1.5	-
44 hours7	.5	.9	-	4.0	.2	-	-	-
Over 44 and under 48 hours3	-	-	-	1.6	.5	-	-	-

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

Days in week	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
5 days	95.1	97.4	96.8	98.2	92.3	97.5	91.0	98.3	93.8
5½ days	2.1	1.8	2.4	.9	5.6	.9	1.4	1.5	3.1
6 days3	-	-	-	1.3	.6	-	-	-
Other	2.5	.8	.8	.9	.8	1.0	7.6	.2	3.1

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

Vacation policy	Percent of workers employed in offices in -									
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services	
		All 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	
<u>6 months service</u>										
Offices with paid vacations	61.3	61.5	65.2	55.2	65.6	22.7	78.3	54.6	65.5	
Under 1 week7	1.6	.8	2.9	-	.9	-	-	-	
1 week	56.8	56.9	62.0	48.3	62.5	21.8	68.8	54.6	65.1	
2 weeks	3.8	3.0	2.4	4.0	3.1	-	9.5	-	.4	
Offices with no paid vacations	38.7	38.5	34.8	44.8	34.4	77.3	21.7	45.4	34.5	
<u>1 year of service</u>										
Offices with paid vacations	99.8	99.6	99.4	100.0	100.0	100.0	99.9	100.0	99.9	
1 week	20.0	19.1	21.0	15.9	20.3	65.6	6.5	3.0	14.6	
2 weeks	79.7	80.5	78.4	84.1	79.7	34.4	93.4	97.0	84.5	
3 weeks1	-	-	-	-	-	-	-	.8	
Offices with no paid vacations2	.4	.6	-	-	-	.1	-	.1	
<u>2 years of service</u>										
Offices with paid vacations	99.8	99.6	99.4	100.0	100.0	100.0	99.9	100.0	99.9	
1 week	5.1	7.2	7.8	6.0	7.2	6.3	.9	1.4	7.5	
Over 1 and under 2 weeks2	-	-	-	2.1	-	-	-	-	
2 weeks	94.0	91.2	91.0	91.8	90.7	93.7	99.0	98.6	91.6	
Over 2 and under 3 weeks1	.4	.6	-	-	-	-	-	-	
3 weeks4	.8	-	2.2	-	-	-	-	.8	
Offices with no paid vacations2	.4	.6	-	-	-	.1	-	.1	
<u>5 years of service</u>										
Offices with paid vacations	99.8	99.6	99.4	100.0	100.0	100.0	99.9	100.0	99.9	
1 week8	-	-	-	.7	.5	.9	1.2	4.2	
2 weeks	91.1	95.4	97.5	91.8	96.3	95.2	79.8	98.8	85.0	
Over 2 and under 3 weeks	4.3	1.2	1.9	-	3.0	-	14.5	-	-	
3 weeks	3.6	3.0	-	8.2	-	4.3	4.7	-	10.7	
Offices with no paid vacations2	.4	.6	-	-	-	.1	-	.1	

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

Number of paid holidays	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
Offices providing paid holidays	99.5	99.2	99.4	98.8	100.0	100.0	100.0	100.0	98.0
Number of holidays:									
1 to 52	.4	.7	-	-	-	-	-	-
6	63.4	89.1	98.7	72.8	83.7	96.8	12.6	22.9	62.5
6½	1.9	-	-	-	-	-	6.3	-	4.8
7	10.4	3.1	-	8.3	12.8	3.2	7.6	46.5	22.9
7½	2.8	-	-	-	1.2	-	11.0	-	-
8	4.9	6.6	-	17.7	-	-	8.0	-	7.0
8½	1.1	-	-	-	-	-	4.7	-	-
9	4.5	-	-	-	-	-	8.4	30.6	-
9½5	-	-	-	-	-	2.3	-	-
103	-	-	-	2.3	-	-	-	-
11	9.5	-	-	-	-	-	39.1	-	.8
Offices providing no paid holidays .	.5	.8	.6	1.2	-	-	-	-	2.0

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

Provisions for paid sick leave	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
<u>6 months of service</u>									
Offices with formal provisions for paid sick leave	20.5	20.0	25.8	10.2	23.9	11.7	26.4	9.9	23.4
Under 5 days	3.2	4.3	3.3	5.9	-	7.5	3.4	-	-
5 days	4.7	2.3	3.7	-	10.0	2.1	8.5	2.9	3.7
5½ days3	-	-	-	2.5	-	-	-	-
6 days	4.6	4.1	6.5	-	4.1	.9	3.6	6.0	13.5
7 days4	-	-	-	-	-	-	1.0	3.8
7½ days4	-	-	-	-	-	1.5	-	-
9 days	1.2	-	-	-	-	-	4.9	-	-
10 days	4.1	6.3	9.1	1.7	6.6	-	3.5	-	2.4
12 days7	1.4	.7	2.6	-	1.2	-	-	-
15 days2	-	-	-	-	-	1.0	-	-
20 days1	-	-	-	.7	-	-	-	-
Over 20 days6	1.6	2.5	-	-	-	-	-	-
Offices with no formal provisions for paid sick leave	79.5	80.0	74.2	89.8	76.1	88.3	73.6	90.1	76.6
<u>1 year of service</u>									
Offices with formal provisions for paid sick leave	28.8	34.7	36.4	31.7	30.7	12.4	28.0	26.4	28.4
Under 5 days7	-	-	-	-	2.8	1.4	-	-
5 days	6.1	7.7	7.2	8.7	9.5	.8	2.5	10.0	7.7
5½ days3	-	-	-	2.5	-	-	-	-
6 days	3.1	2.0	2.2	1.5	6.5	5.0	3.4	-	2.8
7 days1	.2	-	.5	-	-	-	1.0	-
9 days	1.0	1.6	-	4.4	-	-	-	-	4.8
10 days	5.6	9.0	10.7	5.9	8.0	2.4	3.2	1.3	3.1
11 days	1.1	-	-	-	-	-	4.8	-	-
12 days	4.2	5.1	6.6	2.6	-	1.2	3.6	6.0	10.0
13 - 18 days	2.1	1.3	1.8	.4	.5	.2	6.4	-	-
20 days	3.0	5.2	3.7	7.7	.7	-	1.7	8.1	-
Over 20 days	1.5	2.6	4.2	-	3.0	-	1.0	-	-
Offices with no formal provisions for paid sick leave	71.2	65.3	63.6	68.3	69.3	87.6	72.0	73.6	71.6
<u>5 years of service</u>									
Offices with formal provisions for paid sick leave	32.9	37.0	38.8	33.9	30.7	37.6	28.0	30.7	28.6
Under 5 days3	-	-	-	-	2.8	-	-	-
5 days	4.4	3.6	5.7	-	9.5	.8	2.5	9.3	7.0
5½ days3	-	-	-	2.5	-	-	-	-
6 days	3.5	2.0	2.2	1.5	6.5	5.0	4.8	-	2.8
7 days1	.2	-	.5	-	-	-	1.0	-
9 days6	1.6	-	4.4	-	-	-	-	-
10 days	2.9	5.1	7.4	1.2	.8	.7	1.8	1.3	3.8
12 days	2.9	3.5	4.0	2.6	-	1.2	1.6	7.8	6.1
15 - 18 days	2.3	-	-	-	2.5	.2	6.4	-	4.8
20 days	3.4	5.6	7.6	2.2	-	5.1	1.7	-	4.1
Over 20 days	12.2	15.4	11.9	21.5	8.9	21.8	9.2	11.3	-
Offices with no formal provisions for paid sick leave	67.0	63.0	61.2	66.1	69.3	62.4	72.0	68.7	71.4
Information not available1	-	-	-	-	-	-	.6	-

TABLE 8.--Nonproduction bonuses in Chicago offices, February 1950

Type of bonus	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
Offices with nonproduction bonuses <u>1/</u>	40.8	42.9	44.3	40.5	50.8	15.9	55.1	9.7	41.4
Christmas or year-end	35.8	34.7	35.6	33.2	43.0	15.6	50.9	9.7	40.5
Profit-sharing	4.5	7.6	7.8	7.2	7.0	-	1.7	-	5.8
Other	2.2	2.1	3.0	.6	2.4	.3	4.3	-	.9
Offices with no nonproduction bonuses	59.2	57.1	55.7	59.5	49.2	84.1	44.9	90.3	58.6

1/ Unduplicated total.

TABLE 9.--Insurance and pension plans in Chicago offices, February 1950

Type of plan	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All 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
Offices with insurance or pension plans <u>1/</u>	90.8	96.2	97.5	94.1	89.8	78.7	92.5	98.6	72.2
Life insurance	82.1	91.3	95.3	84.7	78.5	74.2	74.0	98.4	65.5
Health insurance	35.6	45.7	61.5	18.9	40.8	25.4	19.9	60.5	19.7
Retirement pension	55.0	60.0	57.3	64.4	49.1	44.7	58.4	78.9	23.8
Other	66.9	76.0	87.3	56.8	79.5	64.9	55.6	62.1	49.2
Offices with no insurance or pension plans	9.2	3.8	2.5	5.9	10.2	21.3	7.4	1.4	27.8
Information not available	(<u>2/</u>)	-	-	-	-	-	.1	-	-

1/ Unduplicated total.

2/ Less than 0.05 of 1 percent.

APPENDIX A

Scope and Method of Survey

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

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

The study covered six broad industry divisions and in each division only establishments above a certain size were studied. Office employment in smaller establishments was not considered sufficiently great to warrant inclusion of such establishments in the survey. A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers that could be surveyed with available resources. Each group of establishments of a certain size, however, was given only its proper influence on the information presented. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed are summarized below.

Establishments and workers in major industry divisions in Chicago, 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		2,692	360	901,200	396,980	101,550
Manufacturing	101	1,263	112	530,100	182,640	32,870
Durable goods 3/	101	725	65	327,400	115,630	20,830
Nondurable goods 4/	101	538	47	202,700	67,010	12,040
Wholesale trade	51	562	60	70,600	15,200	5,560
Retail trade	101	189	51	127,400	88,950	18,070
Finance, insurance, and real estate	51	335	54	56,300	25,720	24,060
Transportation, communication, and other public utilities 5/	101	109	35	87,700	71,610	14,380
Services 6/	51	234	48	29,100	12,860	6,610
<u>Size of establishment</u>						
All size groups		2,692	360	901,200	396,980	101,550
501 and over		329	134	539,000	351,330	83,220
251 - 500		381	75	127,400	26,070	9,820
101 - 250		1,283	102	189,900	16,380	6,810
51 - 100		699	49	44,900	3,200	1,700

1/ Number of plant and office workers.

2/ Plant and office employment in Cook County.

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 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.