

# **OFFICE WORKERS**

**salaries  
hours of work  
supplementary benefits**

**Bulletin No. 999**

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## CONTENTS

	<u>Page Number</u>
Introduction .....	1
Salaries of Detroit Office Workers, April 1950 .....	1
Supplementary Wage Practices .....	2
 Tables:	
1. Salaries and weekly hours of work, by industry division .....	3
2. Salaries and weekly scheduled hours of work in the automobile industry ....	9
3. Percentage distribution, by weekly salaries .....	10
4. Scheduled weekly hours .....	15
5. Scheduled days in workweek .....	15
6. Vacations with pay .....	16
7. Paid holidays .....	16
8. Formal provisions for paid sick leave .....	17
9. Nonproduction bonuses .....	18
10. Insurance and pension plans .....	18
 Appendix A:	
Scope and method of survey .....	19
 Appendix B:	
Descriptions of occupations studied .....	21

## 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 Detroit study was prepared in the Bureau's Division of Wage Statistics by George E. Votava, Regional Wage Analyst, Region IV, Chicago, Illinois. The planning and central direction of the program was the responsibility of Toivo P. Kanninen and Louis E. Badenhoop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.



Salaries

Average weekly salaries of women general stenographers and clerk-typists, the 2 largest groups of women clerical workers among 22 job categories studied in Detroit, were \$50 and \$41, respectively, in April 1950. Average pay levels in 12 of the other jobs were within this range. Women in 5 jobs averaged more than \$50, with the highest average salary (\$63) recorded for hand bookkeepers. Average salaries of less than \$40 were paid to clerks doing routine filing work (\$37) and to office girls (\$36).

Although a third of the office workers in Detroit were men, they were greatly outnumbered by women in nearly all of the jobs surveyed. General clerks and accounting clerks, the 2 largest job groups, averaged \$62.50 and \$65.50 a week, respectively. Among 11 classifications of men workers, average salary levels ranged from \$83 for hand bookkeepers to \$37 for office boys. (table 1).

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 a knowledge of office procedures or a specialized field of activity, such as bookkeeping or pay-roll work, however, men held a salary advantage of \$10 or more a week. The differential was maintained when the comparison was limited to the manufacturing group of industries in which more than half of the office workers are employed.

Salary rates varied widely in individual occupations. 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. 2/ The highest and lowest rates recorded in individual job classifications typically differed by \$35 or more, with the greatest dispersion indicated in men's jobs (table 3). The salary range of the middle 50 percent of the workers in an earnings array, however, exceeded \$10 in only about a third of the women's jobs.

Manufacturing establishments as a group paid the highest salaries among the 6 broad industry divisions included in the study. Although the all-industry pay levels were determined in large part by rates paid in manufacturing, most of the job averages in this division exceeded the city-wide averages by \$2 or more. Above average pay levels were also found in most of the women's jobs in the wholesale trade group. Lower weekly salaries in some of the other industry divisions were at least partly offset by average weekly hours of work that were below the general level for the Detroit area.

Automotive manufacture (passenger cars, auto bodies, and parts and accessories) in the Detroit area accounts for two-thirds of the office worker employment in manufacturing industries and fully a third of all office workers within the scope of the study. 3/ Salary levels in Detroit offices are thus greatly influenced by rates paid in this industry. Average salaries paid in the automobile industry are presented for selected jobs in table 2. In most of the occupations, average salaries paid to office workers in the automotive industry exceeded those paid to office workers in other manufacturing industries; the salary advantage was greatest in the accounting clerk and pay-roll clerk jobs. Stenographers and typists averaged the same rates in offices of automotive manufacturers as they did in all manufacturing industries combined.

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

2/ An estimated 70 percent of the office workers within the scope of the survey were employed in establishments that had a formal rate range for the various office jobs. Few establishments reported a single-rate policy, and most of the remaining workers were employed in offices in which rates were set on the basis of individual determination.

3/ The study covered the Detroit Metropolitan Area (Macomb, Oakland, and Wayne Counties, Michigan).

## SUPPLEMENTARY WAGE PRACTICES

### Work schedules

The 40-hour, 5-day work schedule for women office workers was the prevailing practice in nearly all industries in Detroit in April 1950. The major exception to this schedule was found in the transportation, communication, and other public utilities group in which most of the women were scheduled to work 37 1/2 hours a week. Weekly hours in excess of 40 were scheduled for 15 percent of the women office workers in wholesale trade, 9 percent in retail trade, and a somewhat smaller proportion in the finance, insurance, and real estate group (tables 4 and 5).

### Paid vacations

Virtually all establishments visited reported formal provisions for paid vacations for office workers. Three-fifths of the workers were in offices in which they qualified for at least 1 week of leave upon completing 6 months of service and five-sixths of the total office force was concentrated in establishments that provided 2 weeks of paid vacation after a year of service. In some offices, more liberal leave allowances applied to workers with longer service records. About a third of the office workers in retail trade and the transportation, communication, and other public utilities groups became eligible for 3 weeks of vacation leave after 5 years of service (table 6).

### Paid holidays

Detroit office workers, with few exceptions, received 6 or more paid holidays a year. In the transportation, communication, and other public utilities division, 40 percent of the office staff received 7 paid holidays and employers of nearly half of the office workers in the finance, insurance, and real estate group provided 9 or more holidays (table 7).

### Paid sick leave

Formal provisions for sick leave with full pay without a waiting period specified were reported by about a third of the 254 establishments studied. As shown in table 8, an estimated 42 percent of the workers were employed in offices that provided paid sick leave to those who had completed a year of service. The number of days granted annually ranged from less than 5 days to over 20 days a year with a 10-day allowance commonly reported in most industry divisions.

These estimates do not include situations in which full pay is granted after a waiting period, part pay is provided, or in which sick leave is granted on an informal basis.

### Nonproduction bonuses

Many employers in Detroit, particularly in the trade, service, and finance, insurance, and real estate industries, supplemented the basic pay of office workers with a nonproduction bonus, in nearly all cases in the form of a Christmas or year-end payment. A few establishments reported a profit-sharing plan, an attendance bonus, or a policy of distributing a bonus semiannually. As shown in table 9, a third of all office workers were in offices that provided some form of bonus.

### Insurance and pension plans

Establishments employing nine-tenths of the Detroit 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 half in retail trade to nearly all in the transportation, communication, and other public utilities group (table 10).

Retirement pension plans were in effect in establishments accounting for two-fifths of the office workers. Measured in terms of employment, such plans also had the greatest coverage in the transportation, communication, and other public utilities group.

TABLE 1.--Salaries 1/ and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 1950

Sex, occupation, and industry division <u>2/</u>	Estimated number of workers	Average -			Median <u>3/</u> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<b>Men</b>						
<u>Billers, machine (billing machine)</u> .....	43	\$48.00	40.0	\$1.20	\$44.50	\$42.50 - \$53.00
<u>Bookkeepers, hand <u>4/</u></u> .....	275	83.00	40.5	2.05	85.00	74.50 - 92.50
Manufacturing .....	147	86.00	40.0	2.15	85.00	80.00 - 94.00
Durable goods .....	113	87.00	40.0	2.18	85.50	80.50 - 95.50
Nondurable goods .....	34	81.00	39.5	2.05	80.00	70.00 - 90.00
Finance, insurance, and real estate .....	50	76.00	41.0	1.85	80.50	55.00 - 85.00
<u>Bookkeeping-machine operators, class B</u> .....	49	43.00	40.0	1.08	44.00	35.50 - 45.00
<u>Clerks, accounting <u>4/</u></u> .....	2,062	65.50	40.0	1.64	65.50	57.50 - 74.50
Manufacturing .....	1,426	69.00	40.0	1.73	69.00	61.50 - 77.50
Durable goods .....	1,150	69.50	40.0	1.74	69.00	62.00 - 77.50
Nondurable goods .....	276	67.50	40.0	1.69	69.00	57.50 - 74.50
Wholesale trade .....	218	57.50	40.0	1.44	58.00	55.00 - 63.50
Retail trade .....	99	57.50	40.0	1.44	57.00	50.00 - 64.00
Finance, insurance, and real estate .....	136	54.50	38.5	1.42	55.50	46.00 - 59.50
Transportation, communication, and other public utilities ..	166	61.00	40.0	1.53	59.50	46.00 - 75.00
<u>Clerks, file, class B</u> .....	103	37.50	39.5	.95	36.00	30.50 - 41.50
<u>Clerks, general <u>4/</u></u> .....	2,082	62.50	40.0	1.56	61.00	55.00 - 69.50
Manufacturing .....	1,634	63.50	40.0	1.59	62.00	55.00 - 69.50
Wholesale trade .....	90	59.50	41.5	1.43	56.00	52.50 - 63.50
Finance, insurance, and real estate .....	327	60.00	39.5	1.52	59.00	51.50 - 68.00
<u>Clerks, order <u>4/</u></u> .....	736	64.50	41.0	1.57	67.00	55.00 - 71.00
Manufacturing .....	144	67.00	40.0	1.68	70.50	52.50 - 74.50
Durable goods .....	96	69.50	40.0	1.74	74.50	65.50 - 74.50
Nondurable goods .....	48	61.50	39.5	1.56	69.00	49.50 - 71.50
Wholesale trade .....	546	64.50	41.5	1.55	67.00	57.00 - 69.50
<u>Clerks, pay roll <u>4/</u></u> .....	354	66.50	40.5	1.64	67.50	60.00 - 75.00
Manufacturing .....	315	66.50	40.0	1.66	67.00	60.00 - 75.00
Durable goods .....	255	67.50	40.0	1.69	68.00	61.00 - 76.00
Nondurable goods .....	60	63.00	40.0	1.58	64.50	57.50 - 65.50
Transportation, communication, and other public utilities ..	29	69.00	44.5	1.55	75.00	65.50 - 78.50
<u>Clerk-typists <u>4/</u></u> .....	109	48.50	40.0	1.21	48.50	36.50 - 55.00
Manufacturing .....	52	56.00	40.0	1.40	54.50	48.00 - 63.50
Transportation, communication, and other public utilities ..	25	45.50	40.5	1.12	48.00	44.00 - 50.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 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		
<b>Men - Continued</b>						
<u>Office boys 4/</u> .....	677	\$37.00	40.0	\$0.93	\$37.00	\$32.00 - \$40.00
<u>Manufacturing</u> .....	382	37.50	40.0	.94	37.00	34.50 - 40.50
Durable goods .....	279	37.50	40.0	.94	37.00	34.50 - 40.50
Nondurable goods .....	103	38.00	39.5	.96	39.00	34.00 - 42.00
Wholesale trade .....	41	36.50	40.0	.91	37.00	32.00 - 40.00
Retail trade .....	30	35.00	41.0	.85	34.00	30.00 - 37.00
Finance, insurance, and real estate .....	95	33.00	39.0	.85	32.00	29.50 - 34.50
Services .....	40	33.50	39.5	.85	32.00	31.00 - 34.50
<u>Stenographers, general</u> .....	96	59.00	41.0	1.44	57.50	53.00 - 64.00
<b>Women</b>						
<u>Billers, machine (billing machine) 4/</u> .....	466	46.00	39.5	1.16	47.00	40.00 - 52.00
<u>Manufacturing</u> .....	254	49.00	40.0	1.23	49.50	45.00 - 54.00
Durable goods .....	216	49.50	40.0	1.24	50.00	46.00 - 54.50
Nondurable goods .....	38	46.50	40.0	1.16	46.00	42.50 - 50.00
Wholesale trade .....	43	46.00	40.0	1.15	45.00	44.00 - 49.50
Retail trade .....	62	39.00	40.0	.98	38.50	34.50 - 47.00
Finance, insurance, and real estate .....	33	37.50	39.0	.96	38.00	34.50 - 38.50
Transportation, communication, and other public utilities ..	46	45.50	39.0	1.17	46.00	42.50 - 49.00
<u>Billers, machine (bookkeeping machine) 4/</u> .....	181	45.50	40.0	1.14	45.00	40.00 - 51.00
Retail trade .....	136	44.50	40.0	1.11	45.00	40.00 - 50.00
<u>Bookkeepers, hand 4/</u> .....	418	63.00	40.0	1.58	60.00	51.50 - 70.00
<u>Manufacturing</u> .....	120	63.50	40.0	1.59	63.00	54.00 - 69.50
Durable goods .....	82	62.00	40.0	1.55	63.50	50.50 - 74.00
Nondurable goods .....	38	66.50	40.0	1.66	62.00	60.00 - 66.00
Wholesale trade .....	80	66.50	41.0	1.62	70.00	50.00 - 80.50
Retail trade .....	62	62.00	40.5	1.53	54.00	47.00 - 72.00
Finance, insurance, and real estate .....	63	55.50	40.0	1.39	57.50	50.50 - 60.00
Services .....	73	66.50	40.0	1.66	67.00	56.00 - 74.50
<u>Bookkeeping-machine operators, class A 4/</u> .....	337	53.50	39.5	1.35	53.00	48.00 - 57.50
<u>Manufacturing</u> .....	122	54.50	39.5	1.38	54.00	50.50 - 57.50
Wholesale trade .....	74	58.00	39.5	1.47	55.00	50.00 - 68.00
Retail trade .....	64	49.50	40.0	1.24	49.50	45.00 - 54.50
Finance, insurance, and real estate .....	71	50.00	38.5	1.30	48.50	46.00 - 54.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Bookkeeping-machine operators, class B</u> .....	1,733	\$43.50	40.5	\$1.07	\$43.00	\$38.00 - \$48.50
<u>Manufacturing</u> .....	442	50.50	40.0	1.26	50.50	46.50 - 54.50
Durable goods .....	326	50.00	40.0	1.25	50.50	47.00 - 54.50
Nondurable goods .....	116	52.00	40.0	1.30	49.00	46.50 - 57.00
Wholesale trade .....	243	46.00	41.0	1.12	47.50	43.50 - 49.00
Retail trade .....	196	42.00	42.0	1.00	40.00	37.00 - 46.00
Finance, insurance, and real estate .....	731	38.50	40.0	.96	39.00	34.50 - 43.00
Transportation, communication, and other public utilities ..	68	44.50	40.5	1.10	44.50	41.00 - 47.50
Services .....	53	48.00	39.0	1.23	46.00	42.50 - 50.00
<u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u> .....	2,298	48.00	40.0	1.20	48.50	44.00 - 53.00
<u>Manufacturing</u> .....	1,561	50.00	40.0	1.25	50.50	46.00 - 54.50
Durable goods .....	1,451	50.00	40.0	1.25	50.50	46.00 - 54.50
Nondurable goods .....	110	49.00	40.0	1.23	51.00	45.50 - 51.50
Wholesale trade .....	174	45.50	40.5	1.12	45.00	40.00 - 49.50
Retail trade .....	398	44.00	40.5	1.09	44.00	38.00 - 51.00
Finance, insurance, and real estate .....	50	41.50	40.0	1.04	41.50	39.00 - 44.00
Services .....	31	44.50	39.5	1.13	45.00	42.50 - 46.50
<u>Calculating-machine operators (other than Comptometer type) <sup>4/</sup></u> ..	177	44.50	40.5	1.10	44.00	40.00 - 49.00
<u>Manufacturing</u> .....	46	47.00	40.0	1.18	46.00	44.50 - 49.50
Transportation, communication, and other public utilities ..	34	42.50	40.0	1.06	40.00	36.50 - 50.00
<u>Clerks, accounting</u> .....	3,032	46.00	40.0	1.15	45.00	40.00 - 52.00
<u>Manufacturing</u> .....	1,012	50.50	40.0	1.26	50.00	45.00 - 55.50
Durable goods .....	771	51.00	40.0	1.28	50.00	45.00 - 56.00
Nondurable goods .....	241	48.50	40.0	1.21	47.00	42.50 - 53.50
Wholesale trade .....	249	49.50	40.5	1.22	50.00	45.00 - 51.00
Retail trade .....	594	42.50	41.0	1.04	40.00	35.50 - 46.00
Finance, insurance, and real estate .....	488	41.50	40.0	1.04	40.50	34.50 - 47.00
Transportation, communication, and other public utilities ..	517	45.00	39.0	1.15	46.00	38.00 - 51.00
Services .....	172	46.00	39.5	1.16	45.00	39.00 - 52.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerk-typists</u> .....	4,749	\$41.00	39.5	\$1.04	\$40.50	\$35.50 - \$46.00
<u>Manufacturing</u> .....	1,730	44.00	40.0	1.10	43.00	39.00 - 48.50
Durable goods .....	1,390	44.00	40.0	1.10	43.00	40.00 - 48.00
Nondurable goods .....	340	43.00	40.0	1.08	42.50	37.50 - 49.50
Wholesale trade .....	422	40.50	40.0	1.01	40.00	35.50 - 44.50
Retail trade .....	611	36.50	40.5	.90	34.50	32.00 - 40.00
Finance, insurance, and real estate .....	1,226	38.50	39.0	.99	37.00	34.50 - 41.50
Transportation, communication, and other public utilities ..	523	44.50	39.0	1.14	45.00	40.00 - 50.00
Services .....	237	39.50	39.5	1.00	39.00	34.50 - 45.00
<u>Office girls <sup>4/</sup></u> .....	468	36.00	39.5	.91	35.50	31.00 - 39.50
Manufacturing .....	163	37.50	40.0	.94	36.00	34.00 - 41.50
Wholesale trade .....	25	38.50	40.0	.96	41.00	36.00 - 42.00
Retail trade .....	45	31.00	40.0	.78	30.00	29.50 - 32.00
Finance, insurance, and real estate .....	103	32.00	40.0	.80	31.00	30.00 - 34.00
<u>Stenographers, general</u> .....	6,361	50.00	40.0	1.25	50.00	45.00 - 54.50
<u>Manufacturing</u> .....	3,580	51.00	40.0	1.28	50.50	47.00 - 54.50
Durable goods .....	3,069	51.00	40.0	1.28	50.50	47.00 - 54.50
Nondurable goods .....	511	50.50	40.0	1.26	50.50	46.00 - 55.50
Wholesale trade .....	622	51.00	40.5	1.26	49.00	46.00 - 57.00
Retail trade .....	416	47.50	40.0	1.19	48.50	40.00 - 55.00
Finance, insurance, and real estate .....	881	46.00	39.5	1.16	46.00	42.00 - 51.00
Transportation, communication, and other public utilities ..	461	51.00	39.0	1.31	52.00	46.00 - 57.50
Services .....	401	47.50	38.5	1.23	46.00	42.00 - 52.50
<u>Stenographers, technical</u> .....	67	51.50	39.5	1.30	50.50	48.00 - 55.50
<u>Switchboard operators <sup>4/</sup></u> .....	831	45.50	40.5	1.12	46.00	40.00 - 51.50
<u>Manufacturing</u> .....	334	51.00	40.0	1.28	50.50	46.50 - 54.50
Durable goods .....	276	50.00	40.0	1.25	50.00	46.00 - 53.50
Nondurable goods .....	58	55.50	39.5	1.41	56.00	49.50 - 60.50
Wholesale trade .....	75	45.50	40.0	1.14	45.00	42.00 - 50.50
Retail trade .....	163	41.50	41.0	1.01	40.50	37.50 - 46.50
Finance, insurance, and real estate .....	140	42.00	43.0	.98	41.50	38.00 - 44.50
Transportation, communication, and other public utilities ..	52	44.00	41.0	1.07	44.00	39.00 - 49.50

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerks, file, class A <sup>4/</sup></u> .....	247	\$48.00	39.5	\$1.22	\$46.00	\$43.50 - \$53.00
Manufacturing .....	128	51.00	40.0	1.28	51.00	46.00 - 55.50
Wholesale trade .....	57	44.50	40.0	1.11	44.00	43.50 - 45.00
Finance, insurance, and real estate .....	36	42.00	38.0	1.11	41.50	39.00 - 46.50
<u>Clerks, file, class B <sup>4/</sup></u> .....	1,822	37.00	40.0	.93	36.00	32.00 - 41.50
Manufacturing .....	837	39.50	40.0	.99	41.00	34.50 - 44.00
Wholesale trade .....	122	37.50	40.0	.94	37.50	33.00 - 41.50
Retail trade .....	159	33.50	41.5	.81	33.00	30.00 - 36.00
Finance, insurance, and real estate .....	507	33.50	39.5	.85	32.50	30.00 - 36.00
Transportation, communication, and other public utilities ..	120	40.00	39.0	1.03	40.50	36.50 - 44.00
<u>Clerks, general</u> .....	2,194	51.00	40.0	1.28	50.50	46.50 - 56.00
Manufacturing .....	1,428	53.00	40.0	1.33	52.00	48.00 - 56.50
Wholesale trade .....	74	51.00	41.5	1.23	50.50	48.00 - 58.50
Retail trade .....	88	45.00	40.0	1.13	43.50	40.00 - 47.50
Finance, insurance, and real estate .....	468	45.50	39.0	1.17	44.00	40.00 - 48.50
Transportation, communication, and other public utilities ..	26	63.50	38.5	1.65	60.00	60.00 - 82.00
Services .....	110	51.00	39.0	1.31	55.00	41.00 - 60.00
<u>Clerks, order <sup>4/</sup></u> .....	571	49.00	40.0	1.23	49.00	44.00 - 53.50
Manufacturing .....	234	49.50	40.0	1.24	50.00	43.00 - 54.50
Durable goods .....	127	52.50	40.0	1.31	50.00	46.00 - 58.00
Nondurable goods .....	107	46.00	40.5	1.14	45.00	40.00 - 51.50
Wholesale trade .....	128	51.00	41.0	1.24	50.00	46.00 - 53.50
Retail trade .....	124	44.50	40.0	1.11	41.50	37.50 - 51.00
<u>Clerks, pay roll <sup>4/</sup></u> .....	1,221	50.50	40.0	1.26	50.50	44.50 - 58.00
Manufacturing .....	800	52.00	40.0	1.30	52.00	46.00 - 58.00
Durable goods .....	616	52.00	40.0	1.30	53.00	45.50 - 58.00
Nondurable goods .....	184	50.50	40.0	1.26	51.00	46.00 - 53.50
Wholesale trade .....	123	50.50	40.5	1.25	50.00	44.00 - 52.00
Retail trade .....	138	47.00	40.0	1.18	47.50	40.00 - 52.50
Finance, insurance, and real estate .....	43	51.00	40.5	1.26	48.50	41.00 - 58.00
Transportation, communication, and other public utilities ..	96	47.00	39.0	1.21	46.00	40.00 - 52.00

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Detroit, Mich., by industry division, April 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Switchboard operator-receptionists <sup>4/</sup></u> .....	860	\$45.50	40.0	\$1.14	\$45.00	\$42.00 - \$49.00
<u>Manufacturing</u> .....	313	48.00	40.0	1.20	46.00	44.00 - 51.00
Durable goods .....	219	48.50	40.0	1.21	46.00	44.00 - 51.50
Nondurable goods .....	94	47.00	40.0	1.18	46.00	43.50 - 50.00
Wholesale trade .....	273	46.00	40.5	1.14	46.50	44.50 - 48.50
Finance, insurance, and real estate .....	130	39.00	41.0	.95	38.50	35.00 - 40.50
Transportation, communication, and other public utilities ..	35	42.50	39.5	1.08	41.50	40.00 - 44.00
Services .....	87	46.00	38.5	1.19	45.00	42.50 - 49.50
<u>Transcribing-machine operators, general <sup>4/</sup></u> .....	450	47.50	40.0	1.19	46.50	40.00 - 52.00
Manufacturing .....	173	51.00	40.0	1.28	49.50	46.00 - 54.50
Wholesale trade .....	102	51.50	40.0	1.29	52.00	44.50 - 63.50
Retail trade .....	58	41.00	40.0	1.03	40.50	39.00 - 43.00
Finance, insurance, and real estate .....	73	43.00	39.5	1.09	39.50	38.00 - 49.50
<u>Typists, class A <sup>4/</sup></u> .....	2,186	48.50	40.0	1.21	48.50	44.50 - 52.00
Manufacturing .....	1,906	48.50	40.0	1.21	48.50	44.50 - 52.00
Durable goods .....	1,864	48.50	40.0	1.21	48.50	44.50 - 52.00
Nondurable goods .....	42	51.00	40.0	1.28	51.00	50.50 - 53.00
Services .....	175	46.50	40.0	1.16	46.00	41.00 - 53.00
<u>Typists, class B</u> .....	1,629	40.50	40.0	1.01	40.50	36.50 - 44.00
Manufacturing .....	650	42.00	40.0	1.05	42.00	38.00 - 45.00
Durable goods .....	589	41.50	40.0	1.04	41.50	38.00 - 45.00
Nondurable goods .....	61	43.00	40.0	1.08	43.00	39.50 - 47.00
Wholesale trade .....	283	44.00	40.0	1.10	43.00	40.00 - 47.00
Retail trade .....	112	36.00	42.5	.85	36.50	34.00 - 39.00
Finance, insurance, and real estate .....	256	36.00	39.5	.91	35.50	32.00 - 39.00
Transportation, communication, and other public utilities ..	238	42.50	38.5	1.10	43.00	40.00 - 45.00
Services .....	90	37.50	40.0	.94	39.00	34.50 - 40.00

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

<sup>2/</sup> 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 wholesales trade, finance, insurance, real estate and selected service industries (business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations).

<sup>3/</sup> Value above and below which half of workers' salaries fell.

<sup>4/</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in the automobile industry <sup>2/</sup> in Detroit, Mich., April 1950

Sex and occupation	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men</u>						
Clerks, accounting .....	748	\$71.50	40.0	\$1.79	\$72.50	\$65.50 - \$77.50
Clerks, pay roll .....	198	69.00	40.0	1.73	68.00	62.00 - 77.50
Office boys .....	196	39.00	40.0	.97	37.50	37.00 - 41.50
<u>Women</u>						
Billers, machine (billing machine) .....	78	50.50	40.0	1.27	51.50	48.50 - 53.00
Bookkeeping-machine operators, class B .....	184	52.00	40.0	1.30	53.00	48.50 - 55.50
Calculating-machine operators (Comptometer type) .....	1,183	51.00	40.0	1.27	51.50	47.00 - 55.50
Clerks, accounting .....	227	55.50	40.0	1.39	55.50	50.50 - 60.00
Clerks, pay roll .....	252	56.00	40.0	1.40	57.50	53.00 - 60.00
Stenographers, general .....	2,082	51.00	40.0	1.28	51.50	48.50 - 54.00
Switchboard operators .....	198	50.00	40.0	1.25	50.50	47.00 - 53.00
Transcribing-machine operators, general .....	49	49.50	40.0	1.24	48.50	45.50 - 52.50
Typists, class A .....	1,794	48.50	40.0	1.22	48.50	45.00 - 52.00
Typists, class B .....	380	42.00	40.0	1.05	41.50	38.00 - 45.00

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

<sup>2/</sup> Establishments manufacturing or assembling motor-vehicles, passenger-car bodies, and motor-vehicle parts and accessories.

<sup>3/</sup> Value above and below which half of workers' salaries fell.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in Detroit, Mich., April 1950

Weekly salaries $\frac{1}{2}$	Percent of men -						
	Billers, machine (billing machine)	Book-keepers, hand	Clerks, account- ing	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll
\$20.00 - \$22.49 .....	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	-	-	5.8	-	-	-
\$30.00 - \$32.49 .....	-	-	0.3	25.2	-	-	-
\$32.50 - \$34.99 .....	-	-	.2	12.6	-	0.5	-
\$35.00 - \$37.49 .....	11.6	-	.8	11.7	0.1	2.6	-
\$37.50 - \$39.99 .....	-	-	.3	6.8	1.1	-	3.4
\$40.00 - \$42.49 .....	11.6	-	1.6	17.5	.9	1.8	.8
\$42.50 - \$44.99 .....	34.9	-	3.1	9.7	.8	2.2	1.1
\$45.00 - \$47.49 .....	4.7	-	2.0	2.9	2.1	1.0	1.1
\$47.50 - \$49.99 .....	11.6	-	1.8	-	3.7	4.3	.6
\$50.00 - \$52.49 .....	-	4.4	5.6	1.9	6.5	6.7	2.5
\$52.50 - \$54.99 .....	2.3	.4	1.5	2.9	8.2	5.8	3.4
\$55.00 - \$57.49 .....	2.3	.4	5.7	-	8.1	4.8	5.4
\$57.50 - \$59.99 .....	2.3	.7	11.2	1.0	14.0	3.8	5.9
\$60.00 - \$62.49 .....	4.7	.4	5.9	1.0	8.9	4.2	7.3
\$62.50 - \$64.99 .....	14.0	1.5	8.3	1.0	8.6	2.6	8.5
\$65.00 - \$67.49 .....	-	2.9	5.6	-	7.4	20.0	9.9
\$67.50 - \$69.99 .....	-	6.9	8.7	-	7.4	11.0	13.3
\$70.00 - \$72.49 .....	-	4.0	4.8	-	6.1	8.3	3.7
\$72.50 - \$74.99 .....	-	3.6	7.8	-	4.3	7.7	5.1
\$75.00 - \$79.99 .....	-	4.7	13.0	-	4.6	4.8	17.0
\$80.00 - \$84.99 .....	-	18.2	8.8	-	3.8	2.7	7.9
\$85.00 - \$89.99 .....	-	20.7	2.1	-	1.7	3.0	2.8
\$90.00 - \$94.99 .....	-	9.1	.4	-	.8	.3	-
\$95.00 - \$99.99 .....	-	10.9	.3	-	.3	-	.3
\$100.00 - \$104.99 .....	-	9.8	.1	-	.4	1.8	-
\$105.00 and over .....	-	1.4	.1	-	.2	.1	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	43	275	2,062	103	2,082	736	354
Average weekly salary $\frac{1}{2}$ .....	\$48.00	\$83.00	\$65.50	\$37.50	\$62.50	\$64.50	\$66.50

See footnotes at end of table.

TABLE 3.--Percentage distribution of workers in selected office occupations by weekly salaries  $\frac{1}{2}$  in Detroit, Mich., April 1950 - Continued

Weekly salaries $\frac{1}{2}$	Percent of men -			Percent of women -		
	Clerk-typists	Office boys	Stenographers, 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 .....	-	0.1	-	-	-	-
\$27.50 - \$29.99 .....	-	12.3	-	0.4	1.1	-
\$30.00 - \$32.49 .....	5.5	16.0	-	2.6	-	-
\$32.50 - \$34.99 .....	5.5	12.6	-	3.9	2.8	-
\$35.00 - \$37.49 .....	18.3	16.0	-	7.5	13.8	-
\$37.50 - \$39.99 .....	-	15.2	-	7.5	5.0	-
\$40.00 - \$42.49 .....	.9	12.9	1.0	7.7	13.3	1.0
\$42.50 - \$44.99 .....	5.5	7.7	1.0	9.9	3.3	.7
\$45.00 - \$47.49 .....	3.7	3.4	6.3	14.6	24.8	6.7
\$47.50 - \$49.99 .....	21.2	1.6	5.2	13.5	3.9	3.3
\$50.00 - \$52.49 .....	7.3	.6	11.5	10.5	13.8	14.7
\$52.50 - \$54.99 .....	3.7	.9	6.3	9.0	8.8	3.1
\$55.00 - \$57.49 .....	5.5	.1	8.3	7.7	5.0	5.0
\$57.50 - \$59.99 .....	4.6	.3	21.8	2.8	4.4	7.9
\$60.00 - \$62.49 .....	-	.3	4.2	2.4	-	12.3
\$62.50 - \$64.99 .....	11.0	-	11.5	-	-	4.1
\$65.00 - \$67.49 .....	.9	-	7.3	-	-	8.1
\$67.50 - \$69.99 .....	-	-	6.3	-	-	2.6
\$70.00 - \$72.49 .....	6.4	-	1.0	-	-	7.4
\$72.50 - \$74.99 .....	-	-	1.0	-	-	3.8
\$75.00 - \$79.99 .....	-	-	7.3	-	-	5.7
\$80.00 - \$84.99 .....	-	-	-	-	-	9.1
\$85.00 - \$89.99 .....	-	-	-	-	-	.2
\$90.00 - \$94.99 .....	-	-	-	-	-	2.2
\$95.00 - \$99.99 .....	-	-	-	-	-	-
\$100.00 - \$104.99 .....	-	-	-	-	-	1.9
\$105.00 and over .....	-	-	-	-	-	.2
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	109	677	96	466	181	418
Average weekly salary $\frac{1}{2}$ .....	\$48.50	\$37.00	\$59.00	\$46.00	\$45.50	\$63.00

See footnotes at end of table.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in Detroit, Mich., April 1950 - Continued

Weekly salaries <sup>1/</sup>	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
\$20.00 - \$22.49 .....	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-
\$27.50 - \$29.99 .....	-	2.9	0.1	-	3.1
\$30.00 - \$32.49 .....	-	4.3	.2	0.6	3.2
\$32.50 - \$34.99 .....	-	7.4	2.3	5.1	5.5
\$35.00 - \$37.49 .....	-	9.3	6.0	7.3	6.5
\$37.50 - \$39.99 .....	0.6	9.6	3.5	2.8	5.9
\$40.00 - \$42.49 .....	1.8	11.2	6.8	27.6	10.7
\$42.50 - \$44.99 .....	5.9	12.8	11.0	9.0	8.5
\$45.00 - \$47.49 .....	14.2	12.3	12.9	14.7	14.1
\$47.50 - \$49.99 .....	11.9	10.0	13.6	11.3	6.0
\$50.00 - \$52.49 .....	11.0	9.5	16.2	13.6	14.4
\$52.50 - \$54.99 .....	14.2	2.9	9.3	2.3	4.2
\$55.00 - \$57.49 .....	14.9	3.5	8.8	4.0	6.6
\$57.50 - \$59.99 .....	9.2	2.5	7.7	-	4.0
\$60.00 - \$62.49 .....	5.0	.1	.7	1.1	2.8
\$62.50 - \$64.99 .....	1.5	.9	.3	.6	1.7
\$65.00 - \$67.49 .....	.9	.8	.3	-	1.0
\$67.50 - \$69.99 .....	3.3	-	.3	-	.6
\$70.00 - \$72.49 .....	5.6	-	-	-	.2
\$72.50 - \$74.99 .....	-	-	-	-	.2
\$75.00 - \$79.99 .....	-	-	(2/)	-	.5
\$80.00 - \$84.99 .....	-	-	-	-	.3
\$85.00 - \$89.99 .....	-	-	-	-	-
\$90.00 - \$94.99 .....	-	-	-	-	-
\$95.00 - \$99.99 .....	-	-	-	-	-
\$100.00 - \$104.99 .....	-	-	-	-	(2/)
\$105.00 and over .....	-	-	-	-	-
Total .....	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	337	1,733	2,298	177	3,032
Average weekly salary <sup>1/</sup> .....	\$53.50	\$43.50	\$48.00	\$44.50	\$46.00

See footnotes at end of table.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Detroit, Mich., April 1950 - Continued

Weekly salaries 1/	Percent of women -						
	Clerks, file, class A	Clerks, file, class B	Clerks, general	Clerks, order	Clerks, pay roll	Clerk-typists	Office girls
\$20.00 - \$22.49 .....	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	0.5	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	8.7	-	-	0.7	1.4	13.7
\$30.00 - \$32.49 .....	-	23.4	0.1	3.2	.5	7.4	17.5
\$32.50 - \$34.99 .....	-	12.2	1.2	.9	1.6	11.5	13.2
\$35.00 - \$37.49 .....	3.6	13.9	1.6	2.1	2.5	14.5	18.6
\$37.50 - \$39.99 .....	4.9	7.7	1.9	5.4	4.5	9.6	13.5
\$40.00 - \$42.49 .....	12.1	14.1	8.5	11.0	7.0	16.8	13.2
\$42.50 - \$44.99 .....	19.5	8.1	8.0	4.9	9.7	11.3	4.1
\$45.00 - \$47.49 .....	16.6	5.8	5.7	16.3	15.4	9.3	3.0
\$47.50 - \$49.99 .....	7.3	2.7	15.7	6.8	5.0	5.3	1.5
\$50.00 - \$52.49 .....	8.9	1.2	17.6	20.9	11.5	7.2	1.7
\$52.50 - \$54.99 .....	8.5	1.6	10.8	10.0	9.1	2.8	-
\$55.00 - \$57.49 .....	5.7	.1	8.3	3.2	6.8	1.8	-
\$57.50 - \$59.99 .....	6.5	-	10.6	8.6	12.0	.6	-
\$60.00 - \$62.49 .....	1.2	-	5.0	3.0	4.3	.4	-
\$62.50 - \$64.99 .....	2.0	-	1.7	-	5.0	.1	-
\$65.00 - \$67.49 .....	.4	-	1.6	-	1.6	(2/)	-
\$67.50 - \$69.99 .....	1.2	-	.9	1.2	.9	(2/)	-
\$70.00 - \$72.49 .....	.8	-	.3	.4	.8	(2/)	-
\$72.50 - \$74.99 .....	.4	-	-	.2	.4	-	-
\$75.00 - \$79.99 .....	-	-	-	1.9	-	-	-
\$80.00 - \$84.99 .....	.4	-	.4	-	.5	-	-
\$85.00 - \$89.99 .....	-	-	.1	-	.2	-	-
\$90.00 - \$94.99 .....	-	-	-	-	-	-	-
\$95.00 - \$99.99 .....	-	-	-	-	-	-	-
\$100.00 - \$104.99 .....	-	-	-	-	-	-	-
\$105.00 and over .....	-	-	-	-	-	-	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	247	1,822	2,194	571	1,221	4,749	468
Average weekly salary 1/ .....	\$48.00	\$37.00	\$51.00	\$49.00	\$50.50	\$41.00	\$36.00

See footnotes at end of table.

TABLE 3.--Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in Detroit, Mich., April 1950 - Continued

Weekly salaries <sup>1/</sup>	Percent of women -						
	Stenographers, general	Stenographers, technical	Switch-board operators	Switch-board operator-receptionists	Transcribing-machine operators, general	Typists, class A	Typists, class B
\$20.00 - \$22.49 .....	-	-	-	-	-	-	-
\$22.50 - \$24.99 .....	-	-	-	-	-	-	-
\$25.00 - \$27.49 .....	-	-	-	-	-	-	-
\$27.50 - \$29.99 .....	0.3	-	-	-	0.2	-	1.2
\$30.00 - \$32.49 .....	.5	-	6.1	-	.2	-	7.2
\$32.50 - \$34.99 .....	1.3	-	2.0	4.7	1.1	-	7.4
\$35.00 - \$37.49 .....	1.8	-	4.0	2.4	6.9	0.6	13.8
\$37.50 - \$39.99 .....	2.5	-	9.3	9.4	14.4	2.5	13.2
\$40.00 - \$42.49 .....	7.8	1.5	13.4	9.3	10.9	3.5	14.7
\$42.50 - \$44.99 .....	8.3	9.0	12.0	14.8	9.1	23.8	19.2
\$45.00 - \$47.49 .....	13.2	6.0	13.5	24.4	12.0	13.0	14.8
\$47.50 - \$49.99 .....	13.8	31.2	8.5	16.0	9.8	18.7	3.3
\$50.00 - \$52.49 .....	14.3	7.5	9.3	7.3	11.1	16.8	3.2
\$52.50 - \$54.99 .....	12.5	19.4	11.2	5.7	6.7	15.5	1.8
\$55.00 - \$57.49 .....	10.1	16.4	4.2	2.6	6.9	4.4	.1
\$57.50 - \$59.99 .....	6.6	6.0	2.3	.9	1.8	.9	.1
\$60.00 - \$62.49 .....	3.5	1.5	2.0	1.3	.2	.2	-
\$62.50 - \$64.99 .....	1.1	1.5	1.1	.7	5.8	.1	-
\$65.00 - \$67.49 .....	1.2	-	.4	.1	.7	-	-
\$67.50 - \$69.99 .....	.4	-	.6	.3	-	-	-
\$70.00 - \$72.49 .....	.6	-	.1	.1	2.2	-	-
\$72.50 - \$74.99 .....	.1	-	-	-	-	-	-
\$75.00 - \$79.99 .....	.1	-	-	-	-	-	-
\$80.00 - \$84.99 .....	( <sup>2/</sup> )	-	-	-	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-	-
\$90.00 - \$94.99 .....	-	-	-	-	-	-	-
\$95.00 - \$99.99 .....	-	-	-	-	-	-	-
\$100.00 - \$104.99 .....	-	-	-	-	-	-	-
\$105.00 and over .....	-	-	-	-	-	-	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers ....	6,361	67	831	860	450	2,186	1,629
Average weekly salary <sup>1/</sup> .....	\$50.00	\$51.50	\$45.50	\$45.50	\$47.50	\$48.50	\$40.50

<sup>1/</sup> Excludes pay for overtime.  
<sup>2/</sup> Less than 0.05 of 1 percent.

TABLE 4.—Scheduled weekly hours of women in Detroit offices, April 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 .....	0.7	-	-	-	-	-	2.1	0.8	5.3
Over 35 and under 37½ hours .....	.2	-	-	-	1.9	-	.3	-	-
37½ hours .....	8.9	1.0	0.5	4.4	3.5	-	7.0	56.2	15.0
Over 37½ and under 40 hours .....	4.3	1.0	.9	1.7	3.7	0.6	19.7	-	4.7
40 hours .....	82.4	97.0	98.3	88.8	75.6	90.2	63.8	41.9	73.8
Over 40 and under 44 hours .....	1.0	.7	-	5.1	2.7	4.5	-	.9	.1
44 hours .....	1.5	-	-	-	6.4	.6	6.0	.2	.4
Over 44 and under 48 hours .....	.6	.3	.3	-	5.6	-	.8	-	-
48 hours .....	.4	-	-	-	.6	4.1	.3	-	.7

TABLE 5.—Scheduled days in workweek of women in Detroit offices, April 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 .....	94.6	99.3	100.0	94.8	82.8	82.3	84.6	99.8	98.4
5½ days .....	3.2	.6	-	4.2	10.4	6.3	10.3	.2	.7
6 days .....	.4	-	-	-	.6	4.1	.3	-	.7
Other .....	1.8	.1	-	1.0	6.2	7.3	4.8	-	.2

TABIE 6.--Vacations with pay in Detroit offices, April 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 of service</u>									
Offices with paid vacations .....	63.8	77.2	77.4	75.6	39.6	38.5	70.2	13.7	79.4
Under 1 week .....	2.0	1.7	1.7	1.4	-	-	5.6	-	4.5
1 week .....	59.7	74.1	74.1	74.2	39.6	38.5	58.4	12.5	68.1
Over 1 and under 2 weeks .....	.8	-	-	-	-	-	5.2	-	-
2 weeks .....	1.3	1.4	1.6	-	-	-	1.0	1.2	6.8
Information not available .....	(1/)	-	-	-	-	-	-	-	.7
Offices with no paid vacations .....	36.2	22.8	22.6	24.4	60.4	61.5	29.8	86.3	19.9
<u>1 year of service</u>									
Offices with paid vacations .....	100.0	100.0	100.0	99.6	100.0	100.0	100.0	100.0	99.3
1 week .....	14.2	3.9	3.1	9.1	40.0	58.7	8.9	36.9	5.4
Over 1 and under 2 weeks .....	.9	-	-	-	-	14.9	-	-	-
2 weeks .....	84.9	96.1	96.9	90.5	59.4	26.4	91.1	63.1	93.9
3 weeks .....	(1/)	-	-	-	.6	-	-	-	-
Information not available .....	(1/)	-	-	-	-	-	-	-	.7
Offices with no paid vacations .....	(1/)	(1/)	-	.4	-	-	-	-	-
<u>2 years of service</u>									
Offices with paid vacations .....	100.0	100.0	100.0	99.6	100.0	100.0	100.0	100.0	99.3
1 week .....	3.1	2.7	1.9	7.9	9.5	10.7	1.1	1.8	.2
Over 1 and under 2 weeks .....	.4	-	-	-	-	6.4	-	-	-
2 weeks .....	95.8	97.3	98.1	91.7	89.9	82.9	95.0	98.2	96.5
Over 2 and under 3 weeks .....	.1	-	-	-	-	-	-	-	2.6
3 weeks .....	.6	-	-	-	.6	-	3.9	-	-
Information not available .....	(1/)	-	-	-	-	-	-	-	.7
Offices with no paid vacations .....	(1/)	(1/)	-	.4	-	-	-	-	-
<u>5 years of service</u>									
Offices with paid vacations .....	100.0	100.0	100.0	99.6	100.0	100.0	100.0	100.0	99.3
1 week .....	.5	-	-	-	-	5.0	1.1	-	.2
2 weeks .....	89.9	97.4	99.2	85.7	91.7	58.4	94.4	68.0	77.0
Over 2 and under 3 weeks .....	.6	.6	.7	-	-	-	-	-	7.1
3 weeks .....	9.0	2.0	.1	13.9	8.3	36.6	4.5	32.0	15.0
Information not available .....	(1/)	-	-	-	-	-	-	-	.7
Offices with no paid vacations .....	(1/)	(1/)	-	.4	-	-	-	-	-

1/ Less than 0.05 of 1 percent.

TABIE 7.--Paid holidays in Detroit offices, April 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	99.3	99.2	100.0	100.0	99.5	99.4	100.0	99.5
Number of holidays:									
1 to 5 .....	.1	-	-	-	-	-	.2	.1	.7
6 .....	84.0	99.3	99.2	100.0	86.7	97.0	43.1	56.5	82.0
6 1/2 .....	1.1	-	-	-	6.6	-	-	3.4	6.2
7 .....	6.1	-	-	-	2.7	.6	6.2	40.0	2.6
8 .....	.9	-	-	-	1.7	1.9	2.2	-	8.0
9 .....	6.3	-	-	-	.1	-	41.9	-	-
11 .....	.9	-	-	-	-	-	5.8	-	-
13 or more .....	.1	-	-	-	2.2	-	-	-	-
Offices providing no paid holidays .....	.5	.7	.8	-	-	.5	.6	-	.5

TABLE B.--Formal provisions for paid sick leave in Detroit offices, April 1950

Provisions for paid sick leave	Percent of workers employed in offices in -								Services
	All industries	Manufacturing			Wholesale trade	Retail trade	Finance, insurance, and real estate	Transportation, communication, and other public utilities	
		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 .....	34.9	35.6	36.5	29.6	39.5	46.5	21.6	44.2	22.7
Under 5 days .....	2.4	2.1	2.4	-	6.6	1.2	3.8	.3	4.9
5 days .....	6.8	7.3	6.7	11.7	13.3	20.8	-	.3	14.0
6 days .....	3.1	2.4	2.8	-	2.7	13.0	4.4	1.2	-
7 days .....	.3	.1	.2	-	-	-	1.2	-	-
8 days .....	.7	.1	-	1.0	-	10.2	-	-	-
9 days .....	.4	.6	.7	-	-	-	-	-	-
10 days .....	8.9	3.9	2.1	15.7	8.9	-	7.5	40.7	-
11 days .....	(1/)	-	-	-	.5	-	-	-	-
12 days .....	1.2	-	-	-	7.1	-	4.7	-	-
14 days .....	.2	-	-	-	-	-	-	-	3.8
15 days .....	.1	.2	-	1.2	-	-	-	-	-
16 days .....	.2	-	-	-	-	-	-	1.7	-
20 days .....	(1/)	-	-	-	.4	-	-	-	-
Over 20 days .....	10.6	18.9	21.6	-	-	1.3	-	-	-
Offices with no formal provisions for paid sick leave .....	65.1	64.4	63.5	70.4	60.5	53.5	78.4	55.8	77.3
<u>1 year of service</u>									
Offices with formal provisions for paid sick leave .....	42.3	37.6	38.6	31.0	55.1	64.1	37.6	57.0	29.8
Under 5 days .....	.4	-	-	-	6.6	-	-	-	.5
5 days .....	3.7	3.7	2.4	11.7	1.2	21.6	-	.3	6.6
6 days .....	3.4	2.5	2.9	-	6.4	12.6	3.8	.3	4.7
7 days .....	1.9	.1	.2	-	3.3	-	1.2	11.4	-
8 days .....	.7	.1	-	1.0	-	10.2	-	-	-
9 days .....	.5	.6	.7	-	-	-	-	1.4	.3
10 days .....	10.6	10.7	9.9	15.8	18.2	3.6	16.9	.6	13.9
12 days .....	2.8	.1	.1	-	9.9	-	11.7	2.9	-
14 days .....	.2	-	-	-	-	-	-	-	3.8
15 days .....	1.1	.9	.7	2.5	-	-	4.0	-	-
20 days .....	5.4	-	-	-	8.6	-	-	40.1	-
Over 20 days .....	11.6	18.9	21.7	-	.9	16.1	-	-	-
Offices with no formal provisions for paid sick leave .....	57.7	62.4	61.4	69.0	44.9	35.9	62.4	43.0	70.2
<u>5 years of service</u>									
Offices with formal provisions for paid sick leave .....	46.8	37.6	38.6	31.0	55.1	71.0	37.6	88.8	35.7
5 days .....	3.4	3.7	2.4	11.7	1.2	21.6	-	.3	-
6 days .....	2.3	.8	.9	-	6.4	10.1	3.8	.3	5.2
7 days .....	1.9	.1	.2	-	3.3	-	1.2	11.4	-
8 days .....	.7	.1	-	1.0	-	10.2	-	-	-
9 days .....	.5	.6	.7	-	-	-	-	1.4	.3
10 days .....	8.4	10.7	9.9	15.8	15.9	3.6	3.5	.6	15.3
12 days .....	3.8	1.8	2.1	-	16.6	2.4	7.0	2.9	4.5
14 days .....	.2	-	-	-	-	-	-	-	3.8
15 days .....	1.2	.2	-	1.2	-	-	7.4	-	-
20 days .....	9.3	-	-	-	3.5	-	-	71.9	6.6
Over 20 days .....	15.1	19.6	22.4	1.3	8.2	23.1	14.7	-	-
Offices with no formal provisions for paid sick leave .....	53.2	62.4	61.4	69.0	44.9	29.0	62.4	11.2	64.3

1/ Less than 0.05 of 1 percent.

TABLE 9.—Nonproduction bonuses in Detroit offices, April 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 1/ .....	33.5	18.9	19.5	15.5	63.5	72.9	74.3	8.7	58.4
Christmas or year-end .....	30.7	16.3	16.4	15.5	62.3	68.6	68.7	7.9	57.8
Profit-sharing .....	.8	.6	.7	-	1.2	4.3	-	.8	.7
Other .....	4.0	2.0	2.3	-	4.5	-	15.3	-	6.6
Offices with no nonproduction bonuses .....	66.5	81.1	80.5	84.5	36.5	27.1	25.7	91.3	41.6

1/ Unduplicated total.

TABLE 10.—Insurance and pension plans in Detroit offices, April 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 1/ .....	91.7	94.7	96.5	83.4	81.6	80.9	86.0	97.9	83.8
Life insurance .....	83.4	88.2	94.0	51.1	71.5	50.6	78.8	96.1	59.3
Health insurance .....	56.5	77.9	85.6	27.8	36.1	26.2	1.9	61.8	18.1
Retirement pension .....	41.6	32.6	27.5	65.9	25.5	50.8	44.1	86.8	33.8
Other .....	67.6	81.3	87.0	44.3	57.8	26.0	50.2	63.6	27.5
Offices with no insurance or pension plans .....	8.3	5.3	3.5	16.6	18.4	19.1	14.0	2.1	16.2

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 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 Detroit, and number studied by the Bureau of Labor Statistics, April 1950

Item	Minimum size of establishment 1/	Number of establishments		Employment		
		Estimated total	Studied	Estimated total 2/	In establishments studied	
					Total	Office
<b>Industry division</b>						
All divisions .....		1,331	254	657,900	504,380	70,530
Manufacturing .....	101	385	90	499,000	409,990	44,690
Durable goods 3/ .....	101	269	57	448,600	380,130	40,400
Nondurable goods 4/ .....	101	116	33	50,400	29,860	4,290
Wholesale trade .....	26	418	43	24,000	6,660	2,030
Retail trade .....	101	111	30	60,900	39,300	3,630
Finance, insurance, and real estate .....	26	198	36	20,100	9,490	7,820
Transportation, communication, and other public utilities 5/ .....	101	62	19	41,200	32,730	10,610
Services 6/ .....	26	157	36	12,700	6,210	1,750
<b>Size of establishment</b>						
All size groups .....		1,331	254	657,900	504,380	70,530
501 and over .....		146	98	524,700	479,950	64,130
251 - 500 .....		130	34	45,400	11,790	2,550
101 - 250 .....		408	64	61,500	9,930	2,580
26 - 100 .....		647	58	26,300	2,710	1,270

1/ Number of plant and office workers.

2/ Plant and office employment in the Detroit Metropolitan Area (Macomb, Oakland and Wayne Counties, Michigan).

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 services; 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

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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.