

# Occupational Wage Survey

**CHICAGO, ILLINOIS**  
**APRIL 1957**

**Bulletin No. 1202-15**

**UNITED STATES DEPARTMENT OF LABOR**  
**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**  
**Ewan Clague, Commissioner**



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## Preface

### The Community Wage Survey Program

The Bureau of Labor Statistics regularly conducts areawide wage surveys in a number of important industrial centers. The studies, made from late fall to early spring, relate to occupational earnings and related supplementary benefits. A preliminary report is available on completion of the study in each area, usually in the month following the payroll period studied. This bulletin provides additional data not included in the earlier report. A consolidated analytical bulletin summarizing the results of all of the year's surveys is issued after completion of the final area bulletin for the current round of surveys.

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\* NOTE: Similar tabulations for most of these items are available in the Chicago area reports for April 1951, March 1952, March 1953, March 1954, April 1955, and April 1956. The 1954 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1955 report also includes data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

A current report on occupational earnings and supplementary wage practices is also available for the women's and misses' coats and suits industry in the Chicago area (February 1957). Union scales, indicative of prevailing pay levels in the Chicago area, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers.



# Occupational Wage Survey - Chicago, Ill.\*

## Introduction

The Chicago area is one of several important industrial centers in which the Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within six broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.<sup>1</sup> Wherever possible, separate tabulations are provided for each of the broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area, except for those below the minimum size studied.

### Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job (see appendix for listing of these descriptions). Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is

\* This report was prepared in the Bureau's regional office in Chicago, Ill., by Woodrow C. Linn, under the direction of George E. Votava, Regional Wage and Industrial Relations Analyst.

<sup>1</sup> See table 1 for minimum-size establishment covered.

to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because of differences in occupational structure among establishments, the estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not materially affect the accuracy of the earnings data.

### Establishment Practices and Supplementary Wage Provisions

Information is presented also (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term "office workers," as used in this bulletin, includes all office clerical employees and excludes administrative, executive, professional, and technical personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, professional, and technical employees, and force-account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries, but are included as plant workers in nonmanufacturing industries.

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>2</sup> presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Scheduled hours; paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office

<sup>2</sup> An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

workers if a majority of such workers are eligible or may eventually qualify for the practices listed.<sup>3</sup> Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The summary of vacation plans is limited to formal arrangements, excluding informal plans whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation allowances, payments not on a time basis were converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

Data are presented for all health, insurance, and pension plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation and social security. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which

<sup>3</sup> Scheduled weekly hours for office workers (first section of table B-3) are presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

have enacted temporary disability insurance laws which require employer contributions,<sup>4</sup> plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans<sup>5</sup> which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments or the remainder of the worker's life.

<sup>4</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>5</sup> An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Table 1: Establishments and workers within scope of survey and number studied in Chicago, Ill.,<sup>1</sup> by major industry division, April 1957

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>2</sup>	Studied	Within scope of study			Studied
				Total <sup>3</sup>	Office	Plant	
All divisions	-	3,148	433	1,130,800	235,800	708,400	540,010
Manufacturing	101	1,368	171	657,000	96,300	472,900	285,400
Nonmanufacturing	-	1,780	262	473,800	139,500	235,500	254,610
Transportation (excluding railroads), communication, and other public utilities <sup>4</sup>	101	132	33	90,600	24,100	46,600	70,040
Wholesale trade	51	565	62	85,300	25,100	40,800	24,100
Retail trade	101	217	46	136,300	24,200	97,400	97,150
Finance, insurance, and real estate	51	362	48	81,100	51,100	8,600	36,390
Services <sup>6</sup>	51	504	73	80,500	15,000	42,100	26,930

<sup>1</sup> The Chicago Area (Cook County). The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indexes to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the pay period studied, and (2) small establishments are excluded from the scope of the survey.

<sup>2</sup> Includes all establishments with total employment at or above the minimum-size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as 1 establishment.

<sup>3</sup> Includes executive, technical, professional, and other workers excluded from the separate office and plant categories.

<sup>4</sup> Also excludes taxicabs, and services incidental to water transportation. Chicago's transit system is municipally operated and, therefore, excluded by definition from the scope of the studies.

<sup>5</sup> Estimate relates to real estate establishments only.

<sup>6</sup> Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

### Wage Trends for Selected Occupational Groups

The table below presents indexes of salaries of office clerical workers and industrial nurses, and of average earnings of selected plant worker groups.

For office clerical workers and industrial nurses, the indexes relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, they measure changes in straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; key-punch operators; office girls; secretaries; stenographers, general; switchboard operators; switchboard operator-receptionists; tabulating-machine operators; transcribing-machine operators, general; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by the average of March 1953 and March 1954 employment in the job. These weighted earn-

ings for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for a given year to the aggregate for the base period (survey month, winter 1952-53) was computed and the result multiplied by the base year index (100) to get the index for the given year.

The indexes measure, principally, the effects of (1) general salary and wage changes; (2) merit or other increases in pay received by individual workers while in the same job; and (3) changes in the labor force such as labor turnover, force expansions, force reductions, and changes in the proportion of workers employed by establishments with different pay levels. Changes in the labor force can cause increases or decreases in the occupational averages without actual wage changes. For example, a force expansion might increase the proportion of lower paid workers in a specific occupation and result in a drop in the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. The movement of a high-paying establishment out of an area could cause the average earnings to drop, even though no change in rates occurred in other area establishments.

The use of constant employment weights eliminates the effects of changes in the proportion of workers represented in each job included in the data. Nor are the indexes influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

Indexes for the period 1953 to 1956 for workers in 15 major labor markets appeared in BLS Bull. 1188, Wages and Related Benefits, 17 Labor Markets, 1955-56.

Table 2: Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Chicago, Ill., April 1956 and April 1957 and percents of increase for selected periods

Industry and occupational group	Indexes (March 1953=100)		Percent increases from—					
	April 1957	April 1956	April 1956 to April 1957	April 1955 to April 1956	March 1954 to April 1955	March 1953 to March 1954	March 1952 to March 1953	March 1952 to April 1957
<b>All industries:</b>								
Office clerical (women) .....	120.5	114.3	5.4	4.3	3.6	5.8	5.7	27.3
Industrial nurses (women) .....	122.8	116.9	5.0	6.0	4.2	5.9	5.4	29.5
Skilled maintenance (men) .....	121.3	115.5	5.0	5.1	3.3	6.3	6.5	29.1
Unskilled plant (men) .....	119.0	114.4	4.0	4.6	3.5	5.7	4.9	24.9
<b>Manufacturing:</b>								
Office clerical (women) .....	120.6	114.4	5.4	4.2	3.4	6.2	5.2	26.8
Industrial nurses (women) .....	122.8	116.9	5.0	6.0	4.2	5.9	4.6	28.5
Skilled maintenance (men) .....	121.7	115.4	5.5	5.8	3.1	5.8	6.1	29.2
Unskilled plant (men) .....	118.5	113.0	4.9	5.0	2.7	4.8	6.6	26.4

## A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under \$45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over	
<b>Men</b>																						
Clerks, accounting, class A	2,593	39.0	\$ 91.00	-	-	-	-	2	29	76	121	312	245	403	500	323	207	185	86	51	53	
Manufacturing	1,257	39.0	93.00	-	-	-	-	-	-	40	46	68	111	209	264	173	101	146	55	22	22	
Nonmanufacturing	1,336	39.0	88.50	-	-	-	-	2	29	36	75	244	134	194	236	150	106	39	31	29	31	
Public utilities*	156	39.0	96.00	-	-	-	-	-	-	2	6	26	17	15	27	14	10	10	2	4	23	
Wholesale trade	567	40.0	89.50	-	-	-	-	-	-	9	24	106	54	104	84	81	59	20	20	3	3	
Retail trade	159	39.0	87.00	-	-	-	-	1	4	12	50	25	11	10	15	7	3	2	18	1		
Finance**	357	38.0	86.50	-	-	-	-	2	8	18	21	55	36	45	94	37	21	6	6	4	4	
Clerks, accounting, class B	1,169	39.5	71.50	-	-	6	36	107	193	213	160	202	81	81	38	17	23	12	-	-	-	
Manufacturing	372	39.0	78.50	-	-	-	4	24	28	20	59	75	39	54	26	15	16	12	-	-	-	
Nonmanufacturing	797	39.5	68.50	-	-	6	32	83	165	193	101	127	42	27	12	2	7	-	-	-	-	
Wholesale trade	310	40.0	70.00	-	-	-	10	38	74	37	50	46	18	21	11	1	4	-	-	-	-	
Retail trade	102	39.5	70.00	-	-	-	3	11	43	11	21	3	3	3	1	-	3	-	-	-	-	
Clerks, order	1,691	39.5	89.00	-	-	-	1	29	37	106	138	139	230	192	238	155	129	96	72	68	61	
Manufacturing	569	39.5	88.00	-	-	-	-	3	20	17	75	43	68	89	66	98	13	44	2	19	12	
Nonmanufacturing	1,122	39.5	90.00	-	-	-	1	26	17	89	63	96	162	103	172	57	116	52	70	49	49	
Wholesale trade	982	39.5	91.00	-	-	-	-	22	13	65	62	64	134	82	159	57	113	52	70	40	49	
Clerks, payroll	503	39.5	86.50	-	-	-	3	-	16	36	26	95	37	79	80	37	60	11	13	9	1	
Manufacturing	398	39.5	87.00	-	-	-	3	-	16	20	22	64	30	67	75	35	35	11	12	8	-	
Nonmanufacturing	105	39.5	85.00	-	-	-	-	-	-	16	4	31	7	12	5	2	25	-	1	1	1	
Office boys	1,809	38.5	55.00	9	146	309	510	353	312	111	16	20	15	2	6	-	-	-	-	-	-	
Manufacturing	577	39.0	55.50	5	45	87	140	120	122	22	11	2	15	2	6	-	-	-	-	-	-	
Nonmanufacturing	1,232	38.0	54.50	4	101	222	370	233	190	89	5	18	-	-	-	-	-	-	-	-	-	
Public utilities*	109	39.5	59.50	-	-	13	15	14	55	12	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	179	39.0	53.50	-	-	49	62	43	12	5	4	4	-	-	-	-	-	-	-	-	-	
Finance**	599	37.5	55.00	4	80	75	160	115	96	54	1	14	-	-	-	-	-	-	-	-	-	
Services	269	38.0	52.50	-	20	70	100	43	22	14	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	1,881	39.0	81.50	-	-	-	3	58	177	191	223	255	217	185	247	88	143	38	23	7	26	
Manufacturing	884	39.0	82.50	-	-	-	1	11	76	83	118	122	100	82	131	42	72	23	8	1	14	
Nonmanufacturing	997	39.0	81.00	-	-	-	2	47	101	108	105	133	117	103	116	46	71	15	15	6	12	
Public utilities*	140	40.0	88.50	-	-	-	-	1	6	6	11	13	24	7	30	12	18	-	10	1	1	
Wholesale trade	217	39.5	83.50	-	-	-	-	14	28	20	14	23	23	11	27	9	32	2	3	1	10	
Finance**	420	38.0	76.50	-	-	-	-	23	51	67	49	73	43	59	30	14	8	2	-	-	1	
<b>Women</b>																						
Billers, machine (billing machine)	1,295	39.5	65.00	-	-	6	107	229	297	270	271	40	41	6	14	14	-	-	-	-	-	
Manufacturing	647	40.0	64.00	-	-	1	92	116	154	118	112	16	19	1	4	14	-	-	-	-	-	
Nonmanufacturing	648	39.0	66.00	-	-	5	15	113	143	152	159	24	22	5	10	-	-	-	-	-	-	
Public utilities*	197	40.0	68.00	-	-	-	-	13	35	49	98	2	-	-	-	-	-	-	-	-	-	
Wholesale trade	289	38.5	68.00	-	-	-	4	36	68	84	51	10	21	5	10	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	446	38.5	64.50	-	-	10	33	53	167	72	44	33	34	-	-	-	-	-	-	-	-	
Nonmanufacturing	372	38.5	63.00	-	-	10	33	53	161	50	25	14	26	-	-	-	-	-	-	-	-	
Retail trade	105	40.0	57.00	-	-	10	20	31	39	5	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	1,004	38.5	77.00	-	-	-	-	12	74	148	137	217	138	163	93	11	2	9	-	-	-	
Manufacturing	388	39.0	76.50	-	-	-	-	11	31	42	35	117	98	31	23	-	-	-	-	-	-	
Nonmanufacturing	616	38.0	78.00	-	-	-	-	1	43	106	102	100	40	132	70	11	2	9	-	-	-	
Wholesale trade	222	39.0	78.00	-	-	-	-	-	13	26	40	42	22	57	16	6	-	-	-	-	-	

See footnote at end of table.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Occupational Wage Survey, Chicago, Ill., April 1957  
U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>1</sup> (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over	
<b>Women - Continued</b>																						
Bookkeeping-machine operators, class B	3,737	38.5	65.00	-	3	96	154	540	1235	740	506	258	133	65	7	-	-	-	-	-	-	
Manufacturing	1,017	39.0	69.00	-	-	13	60	56	124	279	261	106	47	64	7	-	-	-	-	-	-	
Nonmanufacturing	2,720	38.0	64.00	-	3	83	94	484	1111	461	245	152	86	1	-	-	-	-	-	-	-	
Wholesale trade	331	40.5	65.00	-	-	4	12	45	100	80	57	33	-	-	-	-	-	-	-	-	-	
Retail trade	303	40.0	64.00	-	-	16	22	40	64	73	63	16	9	-	-	-	-	-	-	-	-	
Finance**	1,906	37.5	63.00	-	-	63	54	393	914	251	105	93	33	-	-	-	-	-	-	-	-	
Services	143	38.0	69.50	-	3	-	6	6	21	44	17	2	44	-	-	-	-	-	-	-	-	
Clerks, accounting, class A	2,406	39.0	79.00	-	-	-	21	28	121	223	425	469	465	218	247	80	30	39	33	2	5	
Manufacturing	849	39.0	81.50	-	-	-	-	4	25	39	102	191	203	69	137	46	16	8	6	-	3	
Nonmanufacturing	1,557	39.0	78.00	-	-	-	21	24	96	184	323	278	262	149	110	34	14	31	27	2	2	
Wholesale trade	494	39.5	81.50	-	-	-	-	-	15	46	92	83	96	57	42	8	4	25	26	-	-	
Finance**	485	38.0	75.00	-	-	-	-	10	69	58	83	94	118	29	16	7	1	-	-	-	-	
Clerks, accounting, class B	5,379	39.0	65.00	-	12	219	601	810	1172	956	708	491	239	123	31	16	1	-	-	-	-	
Manufacturing	1,816	39.0	68.00	-	-	8	141	237	288	347	329	225	182	39	13	6	1	-	-	-	-	
Nonmanufacturing	3,563	39.0	63.00	-	12	211	460	573	884	609	379	266	57	84	18	10	-	-	-	-	-	
Public utilities*	274	39.5	64.50	-	-	-	11	34	89	85	45	9	1	-	-	-	-	-	-	-	-	
Wholesale trade	942	40.0	67.00	-	-	-	50	137	285	138	124	126	40	31	1	10	-	-	-	-	-	
Retail trade	982	39.5	61.00	-	12	49	175	159	229	162	132	45	7	10	2	-	-	-	-	-	-	
Finance**	1,061	38.0	61.50	-	-	150	136	216	208	176	65	64	1	30	15	-	-	-	-	-	-	
Services	304	38.5	62.00	-	-	12	88	27	73	48	13	22	8	13	-	-	-	-	-	-	-	
Clerks, file, class A	1,417	38.5	66.00	-	-	6	128	189	373	303	197	111	65	12	27	5	1	-	-	-	-	
Manufacturing	596	39.0	66.50	-	-	-	29	66	170	126	129	32	34	4	4	2	-	-	-	-	-	
Nonmanufacturing	821	38.5	65.50	-	-	6	99	123	203	177	68	79	31	8	23	3	1	-	-	-	-	
Wholesale trade	158	39.0	66.50	-	-	-	11	4	56	37	23	21	5	-	1	-	-	-	-	-	-	
Finance**	488	38.0	65.50	-	-	5	50	93	103	122	36	41	13	4	20	-	1	-	-	-	-	
Clerks, file, class B	6,242	39.0	53.50	12	516	1237	2234	1112	737	276	74	38	4	2	-	-	-	-	-	-	-	
Manufacturing	1,679	39.0	56.00	-	37	186	563	426	301	88	44	30	2	2	-	-	-	-	-	-	-	
Nonmanufacturing	4,563	38.5	52.50	12	479	1051	1671	686	436	188	30	8	2	-	-	-	-	-	-	-	-	
Wholesale trade	649	39.5	57.00	-	-	96	171	116	161	72	25	6	2	-	-	-	-	-	-	-	-	
Retail trade	554	40.0	52.00	12	86	112	163	73	89	18	1	-	-	-	-	-	-	-	-	-	-	
Finance**	2,524	38.0	50.50	-	393	742	907	355	97	30	-	-	-	-	-	-	-	-	-	-	-	
Services	381	39.0	53.00	-	-	77	222	59	17	2	2	2	-	-	-	-	-	-	-	-	-	
Clerks, order	1,833	39.0	65.50	-	5	101	211	270	405	269	212	83	131	66	64	8	8	-	-	-	-	
Manufacturing	689	38.5	68.00	-	-	24	36	82	110	143	129	30	95	38	2	-	-	-	-	-	-	
Nonmanufacturing	1,144	39.5	64.00	-	5	77	175	188	295	126	83	53	36	28	62	8	8	-	-	-	-	
Wholesale trade	642	39.0	69.00	-	-	-	46	67	180	104	71	42	26	28	62	8	8	-	-	-	-	
Retail trade	450	40.0	56.00	-	5	74	123	117	104	14	8	3	2	-	-	-	-	-	-	-	-	
Clerks, payroll	2,495	39.0	73.00	-	6	19	53	139	371	450	390	428	250	226	75	34	35	12	-	2	5	
Manufacturing	1,442	39.0	72.50	-	-	1	26	73	254	261	240	248	141	113	48	21	16	-	-	-	-	
Nonmanufacturing	1,053	39.0	73.50	-	6	18	27	66	117	189	150	180	109	113	27	13	19	12	-	2	5	
Wholesale trade	300	39.5	76.00	-	-	-	-	8	37	47	43	57	41	48	3	12	4	-	-	-	-	
Finance**	157	37.5	76.50	-	-	-	-	7	4	16	33	59	10	19	1	-	4	4	-	-	-	
Services	175	38.5	76.00	-	-	-	9	9	20	32	5	20	28	25	13	1	11	-	-	2	-	

See footnote at end of table.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
<b>Women - Continued</b>																					
Comptometer operators .....	3,809	39.5	68.50	-	3	32	147	372	902	629	843	438	213	178	49	3	-	-	-	-	-
Manufacturing .....	1,462	39.5	71.00	-	-	-	29	57	325	222	349	253	134	53	37	3	-	-	-	-	-
Nonmanufacturing .....	2,347	39.5	67.00	-	3	32	118	315	577	407	494	185	79	125	12	-	-	-	-	-	-
Public utilities * .....	139	39.5	69.00	-	-	-	8	16	22	19	29	32	7	4	2	-	-	-	-	-	-
Wholesale trade .....	674	39.5	72.00	-	-	-	16	52	115	103	152	72	37	117	10	-	-	-	-	-	-
Retail trade .....	864	39.5	63.50	-	3	20	58	145	267	167	153	37	14	-	-	-	-	-	-	-	-
Finance ** .....	262	37.5	62.00	-	-	12	33	58	80	69	-	6	-	4	-	-	-	-	-	-	-
Services .....	408	40.0	68.50	-	-	-	3	44	93	49	160	38	21	-	-	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto) .....	461	39.0	60.50	-	12	18	109	78	87	101	23	27	4	2	-	-	-	-	-	-	-
Manufacturing .....	291	39.0	59.50	-	12	5	77	60	57	54	12	10	4	-	-	-	-	-	-	-	-
Nonmanufacturing .....	170	39.0	62.50	-	-	13	32	18	30	47	11	17	-	2	-	-	-	-	-	-	-
Key-punch operators .....	4,208	39.0	67.00	-	1	50	187	547	932	976	756	436	252	36	19	4	2	5	5	-	-
Manufacturing .....	1,847	39.0	68.00	-	-	-	46	217	378	447	389	190	149	9	8	2	2	5	5	-	-
Nonmanufacturing .....	2,361	38.5	66.00	-	1	50	141	330	554	529	367	246	103	27	11	2	-	-	-	-	-
Public utilities * .....	307	39.5	68.50	-	-	-	14	24	69	79	50	34	28	6	1	2	-	-	-	-	-
Retail trade .....	264	39.5	62.00	-	1	10	36	51	57	64	39	4	2	-	-	-	-	-	-	-	-
Finance ** .....	1,022	38.0	64.50	-	-	24	30	152	340	259	135	58	20	4	-	-	-	-	-	-	-
Office girls .....	1,305	39.5	54.00	-	5	54	200	536	294	138	53	23	1	1	-	-	-	-	-	-	-
Manufacturing .....	458	39.0	55.50	-	5	14	38	196	67	89	28	19	1	1	-	-	-	-	-	-	-
Nonmanufacturing .....	847	39.5	53.50	-	40	162	340	227	49	25	4	-	-	-	-	-	-	-	-	-	-
Wholesale trade .....	158	40.0	55.50	-	2	35	30	58	19	10	4	-	-	-	-	-	-	-	-	-	-
Finance ** .....	387	39.0	53.50	-	10	49	195	121	3	9	-	-	-	-	-	-	-	-	-	-	-
Secretaries .....	10,668	39.0	83.00	-	-	1	24	75	325	908	1026	2128	1976	1516	1093	616	358	233	216	46	127
Manufacturing .....	4,829	39.0	84.50	-	-	-	2	8	68	339	393	984	854	731	565	344	189	158	130	33	31
Nonmanufacturing .....	5,839	38.5	82.00	-	-	1	22	67	257	569	633	1144	1122	785	528	272	169	75	86	13	96
Public utilities * .....	486	39.5	89.00	-	-	-	-	5	11	20	50	64	90	67	40	34	27	18	34	5	21
Wholesale trade .....	980	39.0	85.00	-	-	-	-	6	32	25	90	197	191	160	89	62	69	18	15	3	23
Retail trade .....	1,219	40.0	78.50	-	-	1	8	38	91	97	165	196	289	223	68	23	7	2	-	-	11
Finance ** .....	1,976	38.0	80.00	-	-	-	-	4	106	318	220	408	290	222	213	103	33	27	25	4	3
Services .....	1,178	37.5	82.50	-	-	-	14	14	17	109	108	279	262	113	118	50	33	10	12	1	38
Stenographers, general .....	10,328	38.5	70.00	-	-	23	230	885	2091	2013	1755	1648	942	484	207	26	17	6	1	-	-
Manufacturing .....	5,140	39.0	70.50	-	-	13	102	460	939	906	1083	722	519	293	75	14	10	4	-	-	-
Nonmanufacturing .....	5,188	38.5	70.00	-	-	10	128	425	1152	1107	672	926	423	191	132	12	7	2	1	-	-
Public utilities * .....	485	39.5	74.00	-	-	-	4	38	57	87	70	93	67	24	39	2	1	2	1	-	-
Wholesale trade .....	1,136	39.0	71.00	-	-	-	14	54	257	206	154	328	51	41	30	1	-	-	-	-	-
Retail trade .....	487	40.0	66.00	-	-	9	32	63	113	91	97	49	24	9	-	-	-	-	-	-	-
Finance ** .....	2,094	37.5	68.00	-	-	1	72	226	543	524	226	324	108	36	34	-	-	-	-	-	-
Services .....	986	37.5	73.00	-	-	-	6	44	182	199	125	132	173	81	29	9	6	-	-	-	-
Stenographers, technical .....	536	38.5	78.00	-	-	-	-	3	22	68	94	147	108	43	28	2	17	-	4	-	-

See footnote at end of table.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																	
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00-50.00	\$50.00-55.00	\$55.00-60.00	\$60.00-65.00	\$65.00-70.00	\$70.00-75.00	\$75.00-80.00	\$80.00-85.00	\$85.00-90.00	\$90.00-95.00	\$95.00-100.00	\$100.00-105.00	\$105.00-110.00	\$110.00-115.00	\$115.00-120.00	\$120.00 and over
<b>Women - Continued</b>																					
Switchboard operators .....	1,999	40.0	\$ 65.50	-	3	263	124	277	295	367	251	212	125	48	28	-	1	4	-	-	1
Manufacturing .....	513	39.0	70.50	-	-	15	7	114	116	90	110	50	4	6	-	1	-	-	-	-	-
Nonmanufacturing .....	1,486	40.0	63.50	-	3	263	109	270	181	251	161	102	75	44	22	-	-	4	-	-	1
Public utilities* .....	170	40.0	72.00	-	-	6	6	17	18	37	18	16	30	20	1	-	-	-	-	-	-
Wholesale trade .....	207	40.0	72.50	-	-	-	1	12	11	65	52	34	15	17	-	-	-	-	-	-	-
Retail trade .....	209	40.0	58.50	-	3	26	24	62	43	23	27	-	1	-	-	-	-	-	-	-	-
Finance** .....	322	37.5	68.00	-	-	-	3	91	46	72	40	21	25	5	15	-	-	4	-	-	-
Services .....	578	41.0	57.00	-	-	231	75	88	63	54	24	31	4	2	6	-	-	-	-	-	-
Switchboard operator-receptionists .....	2,082	39.0	66.50	-	12	55	55	234	561	500	270	267	52	41	34	-	-	1	-	-	-
Manufacturing .....	1,107	39.0	67.00	-	-	12	32	125	288	270	110	205	15	28	22	-	-	-	-	-	-
Nonmanufacturing .....	975	38.5	65.50	-	12	43	23	109	273	230	160	62	37	13	12	-	-	1	-	-	-
Wholesale trade .....	469	39.0	66.00	-	-	25	-	59	116	122	75	31	29	12	-	-	-	-	-	-	-
Finance** .....	178	37.0	62.50	-	-	18	15	15	63	46	21	-	-	-	-	-	-	-	-	-	-
Services .....	103	39.0	67.00	-	-	-	-	2	52	17	13	15	1	-	3	-	-	-	-	-	-
Tabulating-machine operators .....	943	38.0	74.00	-	3	-	14	31	165	136	147	170	118	72	62	12	13	-	-	-	-
Nonmanufacturing .....	464	38.5	73.50	-	3	-	10	30	69	72	57	77	70	47	12	6	11	-	-	-	-
Transcribing-machine operators, general .....	1,853	38.5	67.50	-	-	1	49	252	450	398	339	243	69	38	7	1	6	-	-	-	-
Manufacturing .....	702	39.0	68.00	-	-	-	80	57	213	132	161	87	29	13	4	-	6	-	-	-	-
Nonmanufacturing .....	1,151	38.5	67.00	-	-	1	49	195	237	266	178	156	40	25	3	1	-	-	-	-	-
Wholesale trade .....	470	38.5	66.00	-	-	-	1	106	106	99	95	51	5	6	1	-	-	-	-	-	-
Finance** .....	402	38.0	66.00	-	-	-	22	65	87	116	41	63	6	-	2	-	-	-	-	-	-
Typists, class A .....	5,006	38.5	67.50	-	-	-	80	420	1509	1332	855	470	220	67	52	-	1	-	-	-	-
Manufacturing .....	2,599	39.0	68.00	-	-	-	20	226	684	752	431	306	120	27	32	-	1	-	-	-	-
Nonmanufacturing .....	2,407	38.0	67.00	-	-	-	60	194	825	580	424	164	100	40	20	-	-	-	-	-	-
Public utilities* .....	184	39.5	73.50	-	-	-	1	3	32	44	28	18	40	12	6	-	-	-	-	-	-
Wholesale trade .....	214	40.0	72.00	-	-	-	-	12	50	30	50	28	22	20	2	-	-	-	-	-	-
Finance** .....	1,387	37.5	65.50	-	-	-	49	112	568	336	251	54	11	6	-	-	-	-	-	-	-
Services .....	378	38.5	69.00	-	-	-	-	21	97	113	52	57	24	2	12	-	-	-	-	-	-
Typists, class B .....	10,753	39.0	58.50	-	34	551	2374	3417	2853	898	377	173	62	13	1	-	-	-	-	-	-
Manufacturing .....	3,845	39.0	59.50	-	-	76	635	1320	1095	493	151	47	22	6	-	-	-	-	-	-	-
Nonmanufacturing .....	6,908	38.5	57.50	-	34	475	1739	2097	1758	405	226	126	40	7	1	-	-	-	-	-	-
Wholesale trade .....	1,177	39.0	59.00	-	-	47	294	349	254	119	55	46	11	1	1	-	-	-	-	-	-
Retail trade .....	1,172	40.0	56.50	-	11	152	372	191	338	40	67	1	-	-	-	-	-	-	-	-	-
Finance** .....	3,197	38.0	57.00	-	23	270	703	1242	823	130	5	1	-	-	-	-	-	-	-	-	-
Services .....	1,006	38.5	61.50	-	-	1	173	255	293	93	79	77	29	6	-	-	-	-	-	-	-

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																							
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>2</sup> (Standard)	Under \$65.00	\$65.00 and under 70.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00	\$165.00 and over		
																										\$65.00	\$70.00
<b>Men</b>																											
Draftsmen, leader	620	39.5	\$133.50	-	-	-	1	1	2	4	-	7	34	10	55	111	96	33	78	34	23	47	6	26	52		
Manufacturing	263	39.5	\$131.00	-	-	-	1	1	2	4	-	7	14	10	13	61	31	23	41	9	12	2	1	7	24		
Draftsmen, senior	3,827	39.5	\$115.00	-	4	16	23	104	138	308	246	516	260	345	271	424	224	193	301	143	100	94	55	54	8		
Manufacturing	2,290	39.5	\$113.00	-	7	14	67	115	237	187	286	166	199	149	233	136	60	217	72	42	61	1	41	-	-		
Nonmanufacturing	1,537	39.5	\$118.00	-	4	9	9	37	23	71	59	230	94	146	122	191	88	133	84	71	58	33	54	13	8		
Public utilities*	90	39.0	\$112.00	-	-	-	3	7	7	7	5	6	10	3	14	21	9	-	2	-	3	-	-	-	-		
Draftsmen, junior	2,422	39.5	\$81.50	126	279	309	410	407	318	182	178	130	28	34	10	8	-	2	-	-	1	-	-	-	-		
Manufacturing	1,866	39.5	\$80.00	108	258	253	375	321	214	102	124	56	17	20	10	7	-	1	-	-	-	-	-	-	-		
Nonmanufacturing	556	39.5	\$87.00	18	21	56	35	86	104	80	54	74	11	14	-	1	-	1	-	-	1	-	-	-	-		
Public utilities*	82	39.5	\$94.00	2	1	3	9	1	4	16	15	26	4	-	-	1	-	-	-	-	-	-	-	-	-		
Tracers	260	40.0	\$66.00	97	117	23	18	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	189	40.0	\$66.00	68	94	20	2	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Women</b>																											
Nurses, industrial (registered)	676	39.5	\$83.50	6	18	93	162	118	93	84	62	17	8	14	1	-	-	-	-	-	-	-	-	-	-		
Manufacturing	549	39.5	\$83.50	1	8	78	140	102	78	62	49	13	5	12	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	127	39.5	\$83.50	5	10	15	22	16	15	22	13	4	3	2	-	-	-	-	-	-	-	-	-	-	-		

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Workers were distributed as follows: 2 at \$50 to \$55; 33 at \$55 to \$60; and 62 at \$60 to \$65.<sup>3</sup> Workers were distributed as follows: 20 at \$55 to \$60; 48 at \$60 to \$65.

\* Transportation (excluding railroads), communication, and other public utilities.

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings for men in selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																						
			Under \$1.70	\$1.70 and under 1.80	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70 and over	
																									\$1.70
Carpenters, maintenance	1,232	\$2.65	-	-	12	9	58	63	96	166	119	156	153	71	16	25	4	5	17	255	1	3	3	-	
Manufacturing	813	2.47	-	-	12	4	41	63	92	100	106	153	124	67	12	22	-	2	3	11	1	-	-	-	
Nonmanufacturing	419	3.01	-	-	-	5	17	-	4	66	13	3	29	4	4	3	14	244	-	3	3	-	-		
Retail trade	154	2.85	-	-	-	2	16	-	3	48	-	1	-	-	1	-	3	14	60	-	3	3	-		
Finance**	153	3.33	-	-	-	-	-	-	-	-	-	-	1	2	-	4	-	146	-	-	-	-	-		
Electricians, maintenance	3,272	2.77	-	-	-	2	14	42	130	163	324	338	332	803	269	298	117	17	40	16	224	66	71	6	
Manufacturing	2,624	2.72	-	-	-	2	5	41	124	139	301	261	303	745	262	176	37	12	18	15	74	64	39	6	
Nonmanufacturing	648	2.98	-	-	-	-	9	1	6	24	23	77	29	58	7	122	80	5	22	1	150	2	32	-	
Retail trade	94	2.80	-	-	-	1	-	-	9	8	-	38	3	25	1	-	-	1	6	1	1	1	-	-	
Finance**	228	3.23	-	-	-	-	-	-	1	3	3	1	2	1	84	-	5	-	-	-	121	-	7	-	
Services	131	2.82	-	-	-	-	7	-	2	10	65	-	1	-	-	-	-	22	-	23	1	-	-	-	
Engineers, stationary	2,354	2.75	-	-	-	59	44	55	90	122	124	137	181	173	470	590	185	49	8	19	-	13	9	26	
Manufacturing	1,201	2.67	-	-	-	22	42	53	46	58	88	105	151	129	195	176	88	34	6	8	-	-	-	-	
Nonmanufacturing	1,153	2.83	-	-	-	37	2	2	44	64	36	32	30	44	275	414	97	15	2	11	-	13	9	26	
Wholesale trade	150	2.75	-	-	-	-	1	-	27	14	3	2	3	2	10	10	78	-	-	-	-	-	-	-	
Retail trade	228	2.77	-	-	-	1	1	1	11	10	2	10	4	-	152	32	2	2	-	-	-	-	-	-	
Finance**	351	2.93	-	-	-	-	-	-	2	-	-	-	-	-	87	262	-	-	-	-	-	-	-	-	
Services	382	2.83	-	-	-	35	-	-	-	-	38	28	20	-	36	24	110	17	13	2	11	-	13	9	26

See footnote at end of table.

\*\* Finance, insurance, and real estate.

Occupational Wage Survey, Chicago, Ill., April 1957  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table A-3: Maintenance and Powerplant Occupations - Continued

(Average hourly earnings for men in selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																							
			Under \$1.70	\$1.70 and under 1.80	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.70 and over	
Firemen, stationary boiler .....	1,058	2.20	66	78	68	99	100	61	108	122	102	142	96	12	-	-	4	-	-	-	-	-	-	-	-	-
Manufacturing .....	766	2.11	66	78	64	91	71	38	106	121	22	42	51	12	-	-	4	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	292	2.42	-	-	4	8	29	23	2	1	80	100	45	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade .....	77	2.34	-	-	4	8	1	7	-	-	49	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, trades, maintenance .....	2,417	2.11	56	62	221	231	626	580	291	109	124	61	6	1	6	43	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	1,918	2.09	38	54	218	205	570	445	146	65	69	52	6	1	6	43	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	499	2.17	18	8	3	26	56	135	145	44	55	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom .....	2,888	2.59	-	-	-	24	65	43	199	298	218	639	463	440	153	207	102	20	9	8	-	-	-	-	-	-
Manufacturing .....	2,888	2.59	-	-	-	24	65	43	199	298	218	639	463	440	153	207	102	20	9	8	-	-	-	-	-	-
Machinists, maintenance .....	3,290	2.75	-	-	-	6	7	10	81	114	272	423	275	865	506	303	155	17	27	28	171	23	1	6	-	-
Manufacturing .....	3,117	2.74	-	-	-	6	7	8	81	109	272	416	251	857	497	292	56	16	25	25	169	23	1	6	-	-
Nonmanufacturing .....	173	2.90	-	-	-	-	-	2	-	5	-	7	24	8	9	11	99	1	2	3	2	-	-	-	-	-
Mechanics, automotive (maintenance) .....	1,936	2.59	6	-	6	-	20	54	75	57	197	236	725	362	197	1	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	480	2.50	-	-	-	-	9	12	43	9	137	156	83	26	5	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	1,456	2.63	6	-	6	-	11	42	32	48	60	80	642	336	192	1	-	-	-	-	-	-	-	-	-	-
Public utilities* .....	1,028	2.66	6	-	6	-	8	12	14	31	25	18	480	236	192	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade .....	265	2.58	-	-	-	-	-	20	10	10	20	10	101	94	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade .....	137	2.51	-	-	-	-	3	10	5	4	15	32	61	6	-	1	-	-	-	-	-	-	-	-	-	-
Mechanics, maintenance .....	3,939	2.49	-	1	4	62	255	315	385	347	515	580	542	605	71	141	113	-	1	-	2	-	-	-	-	-
Manufacturing .....	3,459	2.48	-	-	4	45	211	290	376	295	432	513	539	591	55	107	5	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	480	2.55	-	1	4	17	44	25	9	52	83	67	3	14	16	34	108	-	1	-	2	-	-	-	-	-
Millwrights .....	1,795	2.60	-	-	-	8	18	32	37	132	242	291	526	418	35	14	9	1	31	1	-	-	-	-	-	-
Manufacturing .....	1,726	2.60	-	-	-	8	18	32	37	130	242	289	463	417	35	14	9	1	31	-	-	-	-	-	-	-
Oilers .....	1,234	2.09	40	71	75	159	245	317	179	75	40	31	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing .....	1,141	2.06	39	69	75	156	241	314	177	31	37	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	93	2.37	1	2	-	3	4	3	2	44	3	30	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance .....	978	2.76	-	-	-	7	18	87	53	98	90	55	133	26	15	32	2	2	354	3	-	3	-	-	-	-
Manufacturing .....	472	2.50	-	-	-	6	18	51	35	78	80	48	72	24	15	22	2	1	17	-	-	3	-	-	-	-
Nonmanufacturing .....	506	3.01	-	-	-	1	-	36	18	20	10	7	61	2	-	10	-	1	337	3	-	-	-	-	-	-
Public utilities* .....	81	2.59	-	-	-	1	-	-	4	2	10	5	59	-	-	-	-	-	-	-	-	-	-	-	-	-
Pipefitters, maintenance .....	1,330	2.68	-	-	-	-	2	31	73	53	171	198	239	251	31	107	49	24	69	32	-	-	-	-	-	-
Manufacturing .....	1,198	2.64	-	-	-	-	2	31	71	48	170	196	223	245	29	104	8	2	69	-	-	-	-	-	-	-
Nonmanufacturing .....	132	3.02	-	-	-	-	-	-	2	5	1	2	16	6	2	3	41	22	-	32	-	-	-	-	-	-
Plumbers, maintenance .....	114	2.78	-	-	2	1	-	3	7	17	8	11	6	2	13	-	1	16	15	10	2	-	-	-	-	-
Sheet-metal workers, maintenance .....	487	2.69	-	-	-	-	2	-	13	21	33	42	124	157	32	58	2	1	1	1	-	-	-	-	-	-
Manufacturing .....	462	2.69	-	-	-	-	2	-	11	20	33	40	121	142	30	58	2	1	1	1	-	-	-	-	-	-
Tool and die makers .....	4,337	2.92	-	-	-	-	-	-	26	25	90	228	329	466	1043	536	486	429	441	195	33	10	-	-	-	-
Manufacturing .....	4,337	2.92	-	-	-	-	-	-	26	25	90	228	329	466	1043	536	486	429	441	195	33	10	-	-	-	-

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

\* Transportation (excluding railroads), communication, and other public utilities.

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings for selected occupations studied on an area basis in Chicago, Ill., by industry division, April 1957)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																																		
			Under \$1.00	\$1.00 and under 1.10	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00 and over													
Elevator operators, passenger (men)	2,052	1.97	8	28	17	14	87	6	2	33	21	59	22	1735	15	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	1,936	1.97	8	28	17	14	87	6	2	31	11	55	12	1647	13	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	132	1.74	8	12	1	-	1	4	2	1	11	45	-	47	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance**	1,538	2.05	-	-	-	-	-	-	-	-	-	-	-	1520	9	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Elevator operators, passenger (women)	529	1.25	11	154	72	82	160	9	16	7	13	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	508	1.23	11	154	72	82	160	9	15	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	199	1.18	11	56	56	30	27	9	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards	2,850	1.94	-	-	-	5	23	122	323	286	216	267	269	303	421	335	226	17	1	36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	1,895	1.98	-	-	-	-	-	5	180	197	157	177	213	191	294	218	209	17	1	36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	955	1.84	-	-	-	5	23	117	143	89	59	90	56	112	127	117	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance**	581	1.83	-	-	-	-	5	23	59	120	40	17	70	27	58	120	38	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (men)	14,788	1.69	99	418	835	782	659	965	1747	1447	1150	1819	1542	2793	261	157	66	28	5	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9
Manufacturing	8,517	1.73	-	59	59	303	216	609	1387	1094	930	1606	1285	567	176	146	62	12	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	6,271	1.64	99	359	776	479	443	356	360	353	220	213	257	2226	85	11	4	16	1	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	9	
Public utilities*	720	1.76	-	22	24	58	12	20	59	67	51	55	88	255	3	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	532	1.61	-	-	26	67	-	71	94	60	56	89	43	2	5	2	4	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	1,727	1.39	22	92	366	269	292	214	172	45	91	51	11	93	7	2	4	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	1,967	1.97	-	4	100	2	6	25	14	13	9	5	21	1697	62	1	-	3	1	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	1,325	1.43	77	241	260	83	133	26	21	168	13	13	94	179	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9		
Janitors, porters, and cleaners (women)	5,381	1.51	26	121	178	187	198	215	3971	172	115	127	44	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	804	1.57	-	16	9	74	105	126	65	133	107	126	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	4,577	1.50	26	105	169	113	93	89	3906	39	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities*	110	1.52	-	-	-	3	-	26	71	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	411	1.31	26	42	75	30	57	37	140	3	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance**	3,086	1.53	-	-	-	11	10	9	3032	21	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	886	1.49	-	38	84	58	21	12	643	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling	23,595	1.86	16	20	37	482	632	1185	2034	2243	2855	2897	3856	1583	1804	3395	237	224	40	13	42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	13,694	1.82	-	2	-	206	457	962	1025	1128	2058	2378	2933	505	467	1328	125	81	36	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	9,901	1.91	16	18	37	276	175	223	1009	1115	797	519	923	1078	1337	2067	112	143	4	12	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities*	2,641	2.21	-	-	-	-	-	-	8	12	14	4	17	24	523	1883	40	66	-	10	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	4,490	1.84	-	-	-	141	66	80	780	371	512	246	833	793	529	53	72	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	2,669	1.74	16	18	37	122	99	141	182	728	261	260	62	258	285	131	-	63	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Order fillers	7,282	1.87	-	52	100	127	276	278	334	851	727	691	836	1255	843	503	279	96	14	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	3,065	1.88	-	-	-	18	17	50	160	394	580	417	549	332	272	84	91	68	14	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	4,217	1.87	-	52	100	109	259	228	174	457	147	274	287	923	571	419	188	28	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	2,927	1.87	-	-	100	83	138	118	104	333	110	175	276	789	490	189	6	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	1,265	1.87	-	52	-	26	121	-108	70	121	32	96	9	128	78	230	181	12	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Packers, shipping (men)	6,664	1.79	-	1	133	164	348	491	659	762	748	884	540	1026	576	94	47	24	17	76	19	14	4	37	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	4,441	1.83	-	-	109	76	152	275	436	557	486	661	366	436	576	74	46	24	17	76	19	14	4	37	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,223	1.72	-	1	24	88	196	216	223	205	262	223	174	590	-	20	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	1,640	1.76	-	-	-	36	125	148	142	119	224	149	135	562	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	537	1.58	-	1	24	48	65	66	77	86	35	71	27	16	-	20	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Packers, shipping (women)	2,239	1.66	13	9	13	100	428	205	220	148	242	330	348	104	60	-	-	6	1	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	1,772																																				

Table A-4: Custodial and Material Movement Occupations - Continued

(Average hourly earnings for selected occupations studied on an area basis  
in Chicago, Ill., by industry division, April 1957)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.00	\$1.00 and under 1.10	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00 and over						
			1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00							
Shipping clerks .....	1,602	2.11	-	-	3	10	12	37	36	93	65	109	135	219	297	212	149	78	18	20	20	55	2	32						
Manufacturing .....	887	2.24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Nonmanufacturing .....	715	1.94	-	-	3	10	12	37	36	93	32	89	77	63	102	68	72	6	-	1	1	1	1	11						
Wholesale trade .....	462	1.98	-	-	-	-	-	26	23	65	3	74	24	51	90	43	49	4	-	-	-	-	-	10						
Retail trade .....	203	1.84	-	-	3	10	12	11	13	16	19	11	53	9	10	23	7	1	-	1	1	1	1	1						
Shipping and receiving clerks .....	1,283	2.06	-	-	-	9	-	15	32	71	164	97	205	140	190	111	102	61	6	31	5	-	14	30						
Manufacturing .....	694	2.06	-	-	-	-	-	-	52	128	24	159	60	93	49	54	10	-	-	31	-	-	14	20						
Nonmanufacturing .....	589	2.05	-	-	-	9	-	15	32	19	36	73	46	80	97	62	48	51	6	-	5	-	-	10						
Wholesale trade .....	332	2.10	-	-	-	-	-	-	14	12	28	15	-	65	94	49	16	31	4	-	4	-	-	-						
Retail trade .....	119	1.86	-	-	-	-	-	8	18	3	8	36	20	3	1	8	12	1	-	1	-	-	-	-						
Truckdrivers <sup>3</sup> .....	13,372	2.38	-	-	-	-	25	21	1	29	10	19	12	143	292	3202	3784	3405	253	2176	-	-	-	-						
Manufacturing .....	2,250	2.43	-	-	-	-	-	-	-	6	10	-	-	22	149	362	508	216	15	955	-	-	-	-						
Nonmanufacturing .....	11,122	2.37	-	-	-	-	25	21	1	23	-	19	5	121	143	2840	3276	3189	238	1221	-	-	-	-						
Public utilities* .....	6,557	2.37	-	-	-	-	-	-	-	-	-	-	-	-	-	1823	2283	2329	92	30	-	-	-	-						
Wholesale trade .....	2,722	2.42	-	-	-	-	25	-	-	-	-	-	-	114	134	466	606	221	44	1112	-	-	-	-						
Retail trade .....	1,690	2.35	-	-	-	-	-	20	-	23	-	16	-	7	3	415	387	638	102	79	-	-	-	-						
Truckdrivers, light (under 1½ tons) .....	2,145	2.36	-	-	-	-	25	21	1	29	-	16	8	125	50	513	573	-	8	776	-	-	-	-						
Manufacturing .....	919	2.53	-	-	-	-	-	-	-	6	-	-	7	21	49	65	3	-	-	768	-	-	-	-						
Nonmanufacturing .....	1,226	2.23	-	-	-	-	25	21	1	23	-	16	1	104	1	448	570	-	8	8	-	-	-	-						
Truckdrivers, medium (1½ to and including 4 tons) .....	4,168	2.33	-	-	-	-	-	-	-	-	10	3	4	17	89	2139	1080	352	16	458	-	-	-	-						
Manufacturing .....	749	2.34	-	-	-	-	-	-	-	-	10	-	-	80	215	294	12	-	-	138	-	-	-	-						
Nonmanufacturing .....	3,419	2.33	-	-	-	-	-	-	-	-	-	3	4	17	9	1924	786	340	16	320	-	-	-	-						
Public utilities* .....	2,014	2.29	-	-	-	-	-	-	-	-	-	-	-	-	-	1511	323	180	-	-	-	-	-	-						
Wholesale trade .....	1,180	2.40	-	-	-	-	-	-	-	-	-	-	-	10	4	262	448	160	-	296	-	-	-	-						
Truckdrivers, heavy (over 4 tons, trailer type) .....	5,349	2.44	-	-	-	-	-	-	-	-	-	-	-	-	5	293	1366	2885	163	637	-	-	-	-						
Manufacturing .....	277	2.42	-	-	-	-	-	-	-	-	-	-	-	-	3	15	46	188	8	19	-	-	-	-						
Nonmanufacturing .....	5,072	2.44	-	-	-	-	-	-	-	-	-	-	-	-	2	278	1320	2697	157	618	-	-	-	-						
Public utilities* .....	3,386	2.43	-	-	-	-	-	-	-	-	-	-	-	-	-	50	1083	2149	74	30	-	-	-	-						
Wholesale trade .....	811	2.53	-	-	-	-	-	-	-	-	-	-	-	-	-	154	-	61	20	576	-	-	-	-						
Retail trade .....	875	2.41	-	-	-	-	-	-	-	-	-	-	-	2	74	237	487	63	12	-	-	-	-	-						
Truckdrivers, heavy (over 4 tons, other than trailer type) .....	1,444	2.40	-	-	-	-	-	-	-	-	-	-	-	-	1	206	699	167	66	305	-	-	-	-						
Nonmanufacturing .....	1,225	2.40	-	-	-	-	-	-	-	-	-	-	-	-	1	190	551	151	57	275	-	-	-	-						
Truckers, power (forklift) .....	4,462	2.08	-	-	-	-	4	42	64	264	494	444	759	1185	651	200	169	176	2	2	2	2	2	2						
Manufacturing .....	3,869	2.08	-	-	-	-	-	32	63	250	492	419	602	1027	550	113	147	168	2	2	-	-	-	-						
Nonmanufacturing .....	593	2.14	-	-	-	-	4	4	10	1	14	2	25	157	158	101	87	22	8	-	-	-	-	-						
Wholesale trade .....	368	2.10	-	-	-	-	-	-	10	-	1	22	151	151	-	2	22	8	-	-	-	-	-	-						
Retail trade .....	213	2.21	-	-	-	-	4	4	-	1	13	1	-	5	7	93	85	-	-	-	-	-	-	-						
Truckers, power (other than forklift) .....	806	2.02	-	-	-	-	18	52	67	26	54	135	41	251	24	53	85	-	-	-	-	-	-	-						
Manufacturing .....	696	2.00	-	-	-	-	18	42	66	22	43	134	41	241	4	-	85	-	-	-	-	-	-	-						
Watchmen .....	5,102	1.31	55	323	2766	121	273	270	232	272	146	215	210	131	21	7	-	12	48	-	-	-	-	-						
Manufacturing .....	1,238	1.69	-	41	-	52	133	165	102	136	90	208	131	111	3	6	-	12	48	-	-	-	-	-						
Nonmanufacturing .....	3,864	1.18	55	282	2766	69	140	105	130	136	56	7	79	20	18	1	-	-	-	-	-	-	-	-						
Retail trade .....	314	1.42	-	47	10	18	58	56	27	69	21	4	4	-	-	-	-	-	-	-	-	-	-	-						
Services .....	2,912	1.11	55	27	2723	19	41	15	20	4	4	-	-	4	-	-	-	-	-	-	-	-	-	-						

<sup>1</sup> Data limited to men workers except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> Includes all drivers regardless of size and type of truck operated.

\* Transportation (excluding railroads), communication, and other public utilities.

## B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differential Provisions<sup>1</sup>

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	91.5	81.2	19.2	6.1
With shift pay differential .....	90.5	80.2	18.8	6.0
Uniform cents (per hour) .....	44.9	34.8	9.2	3.2
Under 5 cents .....	.5	.4	.1	†
5 cents .....	4.6	1.1	.7	-
6 cents .....	6.6	.1	1.9	-
7 or 7½ cents .....	3.7	1.0	.9	.2
8 or 8½ cents .....	.9	.7	.2	.1
9 cents .....	.6	6.5	.1	1.3
9½ cents .....	3.7	3.0	.4	.1
10 cents .....	16.9	9.0	3.0	.6
11 cents .....	-	.7	-	†
12 or 12½ cents .....	1.4	1.5	.4	.2
13 cents .....	.9	.9	.2	-
14 or 14½ cents .....	.4	.5	.2	.1
15 cents .....	1.2	8.0	.2	.5
Over 15 cents .....	3.3	1.4	.9	.1
Uniform percentage .....	41.8	38.1	8.6	2.1
5 percent .....	8.4	.6	2.1	-
7 percent .....	.5	.5	.1	†
7½ percent .....	-	3.0	-	.2
10 percent .....	31.0	27.9	6.0	1.4
12½ percent .....	1.4	2.1	.3	.1
15 percent .....	.5	4.0	.1	.3
Full day's pay for reduced hours .....	.9	-	.2	†
Full day's pay for reduced hours, plus cents or percentage differential .....	-	3.1	-	-
Other .....	2.9	4.2	.9	.7
No shift pay differential .....	1.0	1.0	.4	.1

<sup>1</sup> Shift differential data are presented in terms of (a) establishment policy, and (b) workers actually employed on late shifts at the time of the survey. An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

† Less than 0.05 percent.

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Table E-2: Minimum Entrance Rates for Women Office Workers<sup>1</sup>

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—							Number of establishments with specified minimum hiring rate in—						
	All industries	Manufacturing			Nonmanufacturing			All industries	Manufacturing			Nonmanufacturing		
		Based on standard weekly hours <sup>2</sup> of—							Based on standard weekly hours <sup>2</sup> of—					
		All schedules	37½	40	All schedules	37½	40		All schedules	37½	40	All schedules	37½	40
Establishments studied .....	433	171	xxx	xxx	262	xxx	xxx	433	171	xxx	xxx	262	xxx	xxx
	For Inexperienced Typists							For Other Inexperienced Clerical Workers <sup>3</sup>						
Establishments having a specified minimum .....	235	103	14	80	132	21	87	250	102	14	78	148	23	99
Under \$35.00 .....	1	-	-	-	1	-	-	1	-	-	-	1	-	-
\$35.00 and under \$37.50 .....	1	-	-	-	1	-	1	1	-	-	-	1	-	1
\$37.50 and under \$40.00 .....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$40.00 and under \$42.50 .....	7	1	-	1	6	-	6	13	1	-	1	12	-	10
\$42.50 and under \$45.00 .....	6	2	1	1	4	-	2	11	5	2	3	6	-	5
\$45.00 and under \$47.50 .....	17	2	-	2	15	1	10	35	7	2	4	28	4	17
\$47.50 and under \$50.00 .....	29	15	5	8	14	3	7	31	15	3	8	16	4	10
\$50.00 and under \$52.50 .....	72	28	4	22	44	9	29	71	26	4	18	45	12	26
\$52.50 and under \$55.00 .....	26	9	2	7	17	5	8	23	9	1	8	14	2	9
\$55.00 and under \$57.50 .....	31	16	-	13	15	2	11	21	12	-	12	9	-	7
\$57.50 and under \$60.00 .....	14	8	1	6	6	1	4	13	7	1	5	6	1	5
\$60.00 and under \$62.50 .....	19	12	-	11	7	-	7	17	10	-	10	7	-	7
\$62.50 and under \$65.00 .....	4	3	1	2	1	-	1	4	3	1	2	1	-	1
\$65.00 and under \$67.50 .....	4	4	-	4	-	-	-	6	5	-	5	1	-	-
\$67.50 and under \$70.00 .....	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$70.00 and over .....	4	3	-	3	1	-	1	3	2	-	2	1	-	1
Establishments having no specified minimum .....	101	47	xxx	xxx	54	xxx	xxx	109	44	xxx	xxx	65	xxx	xxx
Establishments which did not employ workers in this category .....	96	21	xxx	xxx	75	xxx	xxx	73	25	xxx	xxx	48	xxx	xxx
Not available .....	1	-	xxx	xxx	1	xxx	xxx	1	-	xxx	xxx	1	xxx	xxx

<sup>1</sup> Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.

<sup>2</sup> Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweeks reported.

<sup>3</sup> Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.

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Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE <sup>1</sup> WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries <sup>2</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	†	†	-	-	-	-	6	-	-	-	-	-	-
35 hours	3	†	†	3	-	6	12	†	†	-	-	-	†
36 hours	†	-	-	-	-	†	-	†	-	-	-	-	†
36 1/4 hours	3	†	-	3	†	8	3	†	3	-	-	-	†
Over 36 1/4 under 37 1/2 hours	4	5	-	†	-	6	7	†	-	-	-	-	3
37 1/2 hours	16	15	3	17	4	31	13	3	4	-	†	-	†
Over 37 1/2 and under 38 3/4 hours	†	†	†	†	-	9	3	†	-	-	-	-	†
38 3/4 hours	8	14	†	-	-	9	7	†	†	-	-	-	-
Over 38 3/4 and under 40 hours	†	†	-	-	-	-	†	-	-	-	-	-	-
40 hours	61	60	94	68	93	31	46	83	84	100	83	77	66
Over 40 and under 44 hours	†	†	†	†	†	-	†	†	-	-	†	3	3
44 hours	†	-	-	4	-	-	†	†	†	-	†	†	7
Over 44 and under 48 hours	†	-	-	†	†	-	-	3	†	-	8	8	9
48 hours	†	†	-	-	-	-	-	4	3	-	†	12	9
Over 48 hours	-	-	-	-	-	-	-	†	†	-	3	-	4

<sup>1</sup> Data relate to women workers only.

<sup>2</sup> Includes data for real estate in addition to those industry divisions shown separately.

† Less than 2.5 percent.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Table B-4: Paid Holidays<sup>1</sup>

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries <sup>2</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	99	100	99	100	100	99	98	99	98	97	96	88
Less than 6 holidays	†	†	-	-	-	-	†	6	3	-	†	7	52
6 holidays	38	35	14	47	96	13	64	42	33	33	62	82	31
6 holidays plus 1 half day	4	6	-	5	-	4	4	†	†	-	†	-	†
6 holidays plus 2 half days	6	14	†	5	†	-	†	12	17	-	4	-	†
6 holidays plus 3 half days	†	-	-	-	-	4	†	-	-	-	-	-	-
6 holidays plus 6 half days	†	-	-	-	-	3	†	-	-	-	-	-	-
7 holidays	26	35	60	32	†	5	14	28	34	39	20	6	3
7 holidays plus 1 or 2 half days	†	†	3	-	-	3	†	-	-	-	-	-	-
7 holidays plus 5 or 6 half days	†	-	-	-	-	†	5	†	-	-	-	-	†
8 holidays	5	8	†	9	†	4	†	7	10	-	4	†	†
8 holidays plus 1 half day	†	-	-	-	-	5	-	-	-	-	-	-	-
8 holidays plus 2 half days	†	-	-	†	-	5	-	†	-	-	†	-	-
9 holidays	3	†	21	-	-	3	5	†	-	25	-	-	-
9 holidays plus 1 or 2 half days	†	-	-	-	†	4	-	-	-	-	-	†	-
10 holidays	†	-	-	-	-	†	-	-	-	-	-	-	-
10 holidays plus 1 half day	†	-	-	-	-	†	-	-	-	-	-	-	-
11 holidays	8	-	-	-	-	35	-	†	†	-	†	-	†
11 holidays plus 1 half day	†	-	-	-	-	5	3	-	-	-	-	-	-
11 holidays plus 2 half days	†	-	-	-	-	3	-	-	-	-	-	-	-
Workers in establishments providing no paid holidays	†	†	-	†	-	-	†	†	†	†	3	4	12

<sup>1</sup> Estimates relate to holidays provided annually.

<sup>2</sup> Includes data for real estate in addition to those industry divisions shown separately.

† Less than 2.5 percent.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

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Table B-5: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance**	Services	All industries <sup>1</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>METHOD OF PAYMENT</b>													
Workers in establishments providing													
paid vacations .....	99	100	100	100	100	99	100	99	100	100	98	100	100
Length-of-time payment .....	99	99	100	100	96	99	100	93	90	100	98	94	99
Percentage payment .....	†	†	-	-	4	-	-	6	8	-	-	6	-
Flat-sum payment .....	-	-	-	-	-	-	-	†	-	-	-	-	†
Other .....	-	-	-	-	-	-	-	†	†	-	-	-	-
Workers in establishments providing													
no paid vacations .....	†	-	-	-	-	†	-	†	-	-	†	-	-
<b>AMOUNT OF VACATION PAY AND SERVICE PERIOD<sup>2</sup></b>													
1 week or more .....	99	100	100	100	100	99	100	99	99	100	98	100	99
6 months .....	64	66	53	51	26	91	57	14	11	5	22	31	5
1 year .....	99	100	100	100	100	99	100	99	99	100	97	100	99
2 weeks or more .....	99	100	100	100	99	99	99	99	99	100	98	98	98
6 months .....	5	6	-	-	†	11	-	†	-	-	-	†	-
1 year .....	80	83	88	74	31	98	75	18	12	32	42	36	12
2 years .....	97	96	98	93	99	99	99	51	38	70	72	90	58
3 years .....	99	99	100	98	99	99	99	72	61	100	84	93	90
5 years .....	99	100	100	100	99	99	99	98	98	100	98	98	98
10 years .....	99	100	100	100	99	99	99	99	99	100	98	98	98
3 weeks or more .....	88	91	90	76	87	94	60	84	89	99	80	81	22
1 year .....	†	†	-	-	-	-	7	3	5	-	-	-	†
2 years .....	3	5	-	-	-	-	7	4	6	-	-	-	†
3 years .....	3	5	-	-	-	-	17	4	6	-	-	-	†
5 years .....	6	7	-	3	3	3	26	7	8	-	†	9	3
10 years .....	37	40	3	37	59	31	48	30	31	4	40	40	8
15 years .....	85	89	90	75	84	89	56	82	87	99	78	77	18
20 years .....	86	91	90	75	87	89	57	84	89	99	78	81	22
25 years .....	88	91	90	76	87	94	60	84	89	99	80	81	22
4 weeks or more .....	32	28	25	32	73	30	10	24	19	55	33	41	†
10 years .....	†	3	-	3	-	-	†	†	-	-	†	-	†
15 years .....	†	3	-	3	-	†	4	†	-	†	†	-	†
20 years .....	11	9	18	13	12	9	5	10	6	48	8	17	†
25 years .....	32	28	25	32	73	30	10	24	19	55	33	41	†

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.

<sup>2</sup> Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years. Estimates are cumulative. Thus, the proportion receiving 3 weeks' or more pay after 5 years includes those who receive 3 weeks' or more pay after fewer years of service.

† Less than 2.5 percent.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

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NOTE: In the tabulations of vacation allowances by years of service, payments other than "length of time," such as percentage of annual earnings or flat-sum payments, were converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay.

Table B-5: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries <sup>1</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
<b>PREDOMINANT PAY PRACTICES FOR SELECTED YEARS OF SERVICE <sup>3</sup></b>													
1 year or less: 1 week -----	xxx	xxx	xxx	xxx	69	xxx	xxx	79	84	64	55	64	86
2 weeks -----	78	81	88	70	xxx	98	67	xxx	xxx	xxx	xxx	xxx	xxx
2 years or less: 1 week -----	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	55	xxx	xxx	xxx	xxx
2 weeks -----	94	91	98	89	99	99	89	46	xxx	70	71	90	56
3 years or less: 2 weeks -----	95	92	100	93	99	99	80	65	52	99	83	93	88
5 years or less: 2 weeks -----	89	88	100	91	95	88	72	87	85	99	95	84	94
10 years or less: 2 weeks -----	55	54	81	56	xxx	53	51	54	51	76	52	50	90
3 weeks -----	xxx	xxx	xxx	xxx	59	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
15 years or less: 2 weeks -----	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	81
3 weeks -----	81	86	74	72	84	87	51	79	85	78	78	77	xxx
20 years or less: 2 weeks -----	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	77
3 weeks -----	75	81	71	62	75	78	52	72	79	xxx	70	64	xxx
25 years or less: 2 weeks -----	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	77
3 weeks -----	55	62	65	44	xxx	67	50	58	67	45	46	xxx	xxx
4 weeks -----	xxx	xxx	xxx	xxx	73	xxx	xxx	xxx	xxx	xxx	xxx	41	xxx

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.

<sup>3</sup> The pay provision applicable to more workers than any other single provision, for service up to and including the indicated number of years. Excludes workers who receive more or less pay for the indicated service period.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Table B-6: Health, Insurance, and Pension Plans

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Finance **	Services	All industries <sup>1</sup>	Manufacturing	Public utilities *	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance -----	95	99	96	86	91	98	74	92	96	99	88	78	84
Accidental death and dismemberment insurance -----	41	49	22	48	36	38	24	47	54	35	51	29	30
Sickness and accident insurance or sick leave or both <sup>2</sup> -----	80	88	92	77	94	62	49	89	94	99	74	76	78
Sickness and accident insurance -----	46	67	30	44	33	28	23	75	86	55	57	46	74
Sick leave (full pay and no waiting period) -----	39	44	33	48	7	48	28	5	†	31	19	†	11
Sick leave (partial pay or waiting period) -----	15	8	50	3	60	†	4	15	11	36	6	34	†
Hospitalization insurance -----	80	85	44	81	95	83	68	88	91	62	79	90	85
Surgical insurance -----	80	85	44	79	90	86	67	87	91	62	78	84	83
Medical insurance -----	53	61	22	53	22	70	42	59	63	34	53	45	73
Catastrophe insurance -----	24	14	26	18	42	41	5	10	7	27	7	17	†
Retirement pension -----	75	79	88	69	72	75	42	65	70	96	56	50	25
No health, insurance, or pension plan -----	†	†	†	†	†	†	6	†	†	-	6	3	9

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.

<sup>2</sup> Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick leave allowances determined on an individual basis are excluded.

† Less than 2.5 percent.

\* Transportation (excluding railroads), communication, and other public utilities.

\*\* Finance, insurance, and real estate.

Occupational Wage Survey, Chicago, Ill., April 1957  
U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

## Appendix: Job Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from establishment to establishment and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

### Office

#### BILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

Biller, machine (billing machine) - 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 fanfold machine.

Biller, machine (bookkeeping machine) - 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 customers' 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.

#### BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of business transactions.

#### BOOKKEEPING-MACHINE OPERATOR - Continued

Class A - Keeps a set of records 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 - Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, customers' accounts (not including a simple type of billing described under biller, machine), cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

#### CLERK, ACCOUNTING

Class A - Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries; may direct class B accounting clerks.

Class B - Under supervision, performs one or more routine accounting operations such as posting simple journal vouchers, accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers. This job does not require a knowledge of accounting and bookkeeping principles but is found in offices in which the more routine accounting work is subdivided on a functional basis among several workers.

CLERK, FILE

Class A - Responsible for maintaining an established filing system. 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 - Performs routine filing, usually of material that has already been classified, or locates or assists in locating material in the files. May perform incidental clerical duties.

CLERK, ORDER

Receives customers' orders for material or merchandise by mail, phone, or personally. 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 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, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' earnings based on time or production records; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out paychecks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

COMPTOMETER OPERATOR

Primary duty is to operate a Comptometer to perform mathematical computations. This job is not to be confused with that of statistical or other type of clerk, which may involve frequent use of a Comptometer but, in which, use of this machine is incidental to performance of other duties.

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwritten matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

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 an alphabetical or a numerical key-punch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. Keeps files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work.

SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include 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 (where transcribing machine is not used) either in shorthand or by stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

Primary duty 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 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

Primary duty 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.

SWITCHBOARD OPERATOR

Operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intraplant or office calls. May record toll calls and take messages. May give information to persons who call in, or occasionally take telephone orders. For workers who also act as receptionists see switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

In addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and may also type or perform 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.

TABULATING-MACHINE OPERATOR

Operates machine that automatically analyzes and translates information punched in groups of tabulating cards and prints translated data on forms or accounting records; sets or adjusts machine; does simple wiring of plugboards according to established practice or diagrams; places cards to be tabulated in feed magazine and starts machine. May file cards after they are tabulated. May, in addition, operate auxiliary machines.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

included. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer, general.

TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A - 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 layout of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May type routine form letters, varying details to suit circumstances.

Class B - 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.

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

Draws to scale units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, or perform other duties under direction of a draftsman.

DRAFTSMAN, LEADER

Plans and directs activities of one or more draftsmen in preparation of working plans and detail drawings from rough or preliminary sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Interpreting blueprints, sketches, and written or verbal orders; determining work procedures; assigning duties to subordinates and inspecting their work; performing more difficult problems. May assist subordinates during

DRAFTSMAN, LEADER - Continued

emergencies or as a regular assignment, or perform related duties of a supervisory or administrative nature.

DRAFTSMAN, SENIOR

Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve a combination of the following: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; conducting physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant

NURSE, INDUSTRIAL (REGISTERED) - Continued

environment, or other activities affecting the health, welfare, and safety of all personnel.

TRACER

Copies plans and drawings prepared by others, by placing tracing cloth or paper over drawing and tracing with pen or pencil. Uses T-square, compass, and other drafting tools. May prepare simple drawings and do simple lettering.

Maintenance and PowerplantCARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ELECTRICIAN, MAINTENANCE

Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in an establishment. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment in which employed with power, heat, refrigeration, or air conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers and boiler-fed water pumps; making equipment repairs; keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. Head or chief engineers in establishments employing more than one engineer are excluded.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; checks water and safety valves. May clean, oil, or assist in repairing boiler-room equipment.

HELPER, TRADES, MAINTENANCE

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines in the construction of machine-shop tools, gauges, jigs, fixtures, or dies. Work involves most of the following: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling and operation sequence; making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, buses, motortrucks, and tractors of an establishment. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

Repairs machinery or mechanical equipment of an establishment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment, and parts to be used; installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning

SHEET-METAL WORKER, MAINTENANCE - Continued

and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Diemaker; jig maker; toolmaker; fixture maker; gauge maker)

Constructs and repairs machine-shop tools, gauges, jigs, fixtures or dies for forgings, punching and other metal-forming work. Work involves most of the following: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments; understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

Transports passengers between floors of an office building, apartment house, department store, hotel or similar establishment. Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. Includes gatemen who are stationed at gate and check on identity of employees and other persons entering.

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve one or more of the following: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. Longshoremen, who load and unload ships are excluded.

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock, or report short supplies to supervisor, and perform other related duties.

PACKER, SHIPPING

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; applying labels or entering identifying data on container. Packers who also make wooden boxes or crates are excluded.

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipment of merchandise or other materials. Shipping work involves: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or

SHIPPING AND RECEIVING CLERK - Continued

other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk  
Shipping clerk  
Shipping and receiving clerk

TRUCKDRIVER

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Driver-salesmen and over-the-road drivers are excluded.

For wage study purposes, truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailer should be rated on the basis of trailer capacity.)

Truckdriver (combination of sizes listed separately)  
Truckdriver, light (under 1½ tons)  
Truckdriver, medium (1½ to and including 4 tons)  
Truckdriver, heavy (over 4 tons, trailer type)  
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)  
Trucker, power (other than forklift)

WATCHMAN

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.



## Bulletins in This Series

Occupational wage surveys are being conducted in 17 major labor markets during late 1956 and early 1957. Bulletins for the following areas are now available and may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or from any of the regional sales offices listed below. As additional bulletins become available, they will be listed in subsequent issues.

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