

Earnings and Supplementary Benefits in Hospitals

PHILADELPHIA, PENNSYLVANIA
JULY 1956

Bulletin No. 1210-10

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

In cooperation with
THE WOMEN'S BUREAU
Alice K. Leopold, Director

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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Preface

This report on a survey of earnings and related benefits of nurses and other employees of Philadelphia hospitals is one of a series based on similar studies undertaken by the U. S. Department of Labor's Bureau of Labor Statistics and Women's Bureau during the fiscal years 1956 and 1957. A summary of the results of the Philadelphia survey was issued in March 1957; this report, however, provides more detailed information, both on wages and wage practices.

The surveys were designed to meet a variety of governmental and nongovernmental needs by providing areawide information on the level and distribution of earnings and on the nature of supplementary benefits received by personnel in occupations selected to represent the pattern of employment in hospitals. In the planning of the surveys, the Department of Labor received suggestions and guidance from other government agencies, hospital associations, and organizations representing professional and nonprofessional groups of hospital employees.

The surveys were made by field representatives of the Bureau of Labor Statistics' Division of Wages and Industrial Relations. Direction of the survey work was under the supervision of Lily Mary David, with the assistance of Jack A. Wilson.

Bulletins for the 16 cities included in this series of hospital surveys will be listed on the inside back cover of these bulletins as they become available.

Contents

	Page
Summary	1
Tables:	
A: Occupational earnings -	
A-1: Professional and technical occupations	3
A-2: Office occupations	4
A-3: Other nonprofessional occupations	4
B: Establishment practices and supplementary benefits -	
B-1: Perquisites	6
B-2: Minimum weekly salaries paid general duty nurses and staff dietitians	7
B-3: Minimum entrance rates for nonprofessional workers (except office clerical)	7
B-4: Shift differential provisions	8
B-5: Scheduled weekly hours	9
B-6: Weekly overtime pay practices	9
B-7: Paid vacations	10
B-8: Paid holidays	12
B-9: Sick leave, insurance, and pension plans	12
Appendixes:	
A: Scope and method of survey	13
B: Job descriptions	15

Earnings and Supplementary Benefits in Hospitals in Philadelphia, Pa., July 1956

Summary

Approximately 30,000 workers were employed in hospitals with 51 or more workers in the Philadelphia metropolitan area at the time of this survey. About 3 out of 4 were in private hospitals, about 6 percent in Federal government institutions and about 1 out of 5 worked in other government hospitals. Four broad groups of hospital workers were studied: Registered professional nurses, workers in certain other professional and technical positions, office clerical employees, and various nonprofessional employees engaged in auxiliary nursing, maintenance, custodial, and food preparation activities. Between a fifth and a sixth were employed in professional and technical positions including nursing,¹ about 1 out of 10 in office clerical positions and between a half and three-fifths in other nonprofessional jobs.

The range of earnings was substantial within most occupations. Typically, the level of earnings was higher in government than in privately operated hospitals.

Earnings and Perquisites.—Weekly salaries of women registered professional nurses in hospitals in the Philadelphia, Pa., area in July 1956 averaged from \$58.50 for general duty nurses to \$115 for directors of nursing. In private hospitals, their weekly pay averaged \$56.50 and \$111, respectively. Six out of 7 general duty nurses were paid \$50 but less than \$65 a week (table A-1).

In other professional and technical occupations surveyed, average weekly pay of women varied from \$56.50 for X-ray technicians to \$70 for medical record librarians. In private hospitals the range was from \$56 for medical technologists and X-ray technicians to \$68.50 for dietitians.

Women practical nurses averaged \$38 a week and nursing aides, \$35—about 93 and 83 cents an hour, respectively. Maintenance electricians were the highest paid nonprofessional workers, averaging \$1.72 an hour. The lowest average was 65 cents an hour for maids (table A-3).

Among women office employees studied, weekly salaries ranged from an average of \$41.50 for switchboard operator-receptionists to \$53 for transcribing-machine operators and \$53.50 for payroll clerks and technical stenographers (table A-2).

¹ A majority of Philadelphia hospitals employed some part-time nurses in addition to the full-time nurses whose salaries were studied, although in most institutions the proportion of such part-time nurses was small. In a few hospitals, members of religious orders were on the nursing staff and about half of the hospitals were also training student nurses.

In a majority of both professional and nonprofessional occupations studied, at least 2 out of 5 employees received at least 1 meal daily in addition to their cash pay (table B-1). Professional workers generally received 1 meal a day and dietary workers 2 meals. A small number of employees also were provided a room as part of their compensation. Meal provisions were relatively common for office workers as well. Meal provisions were more common in private than in public hospitals. Among the workers receiving perquisites were the lowest paid workers within most occupations. Laundry of uniforms or laundry and uniforms were provided fewer workers than were meals, although a majority of dietary workers received such benefits.

Many of the hospitals that did not provide meals in addition to cash salaries made them available by means of payroll deductions. Charges for meals in those instances for which data were available generally averaged about 45 to 65 cents. Payroll deductions for 3 meals and a room were generally \$25 to \$50 a month.

Entrance Rates and Rate Structure.—Most Philadelphia hospitals determined the pay of general duty nurses according to a formal rate structure instead of setting their rates on the basis of individual determination. Generally there was a range of rates for general duty nurses; the most common practice was to increase salaries every 6 months (typically by \$5 a month) for 2 or 3 years, but at some hospitals the increases were annual, in amounts of \$9 to \$12.50 a month, for 4 to 6 years.

More than half of the hospitals with an established minimum entrance rate for general duty nurses set it at \$50 but less than \$55 a week and almost a fourth had entrance rates of \$55 but less than \$60. About a third of the hospitals hiring general duty nurses at \$50 but less than \$55 provided 1 meal a day in addition as did several of the hospitals hiring at \$55 but less than \$60. Established hiring rates were less common for dietitians than for general duty nurses. Those hospitals with an established entrance salary for staff dietitians usually paid them \$65 but less than \$75 a week (table B-2).

Entrance rates for men nonprofessional workers varied from 40 cents to \$1.10 or more with 2 out of 3 hospitals with an established hiring rate paying 50 but less than 70 cents. For women nonprofessional workers, minimum hiring rates varied from 35 cents to \$1.05 or more, and were most commonly 40 but less than 50 and 60 but under 70 cents. Most hospitals hiring women for less than 60 cents also provided these workers 1, 2, or 3 meals a day (table B-3).

Extra Pay for Late-Shift Work and Other Types of Duty.—

About 4 out of 5 registered professional nurses on late shifts were paid extra for such assignments. The most common differential amounted to \$10 a month (\$2.30 a week) with the next most usual premium being \$20 a month (\$4.60 a week). About 2 out of 5 of the other professional and technical workers (all in private hospitals) and about 1 out of 7 nonprofessional workers employed on the twilight or night shift received extra pay for these hours (table B-4).

Rotation of workers among shifts was reported by a minority of Philadelphia hospitals. Most commonly, workers changed shifts every 4 weeks or once a month.

Some hospitals in Philadelphia provided extra pay ranging from \$5 to \$15 a month for nurses in the operating and/or delivery room. In a number of hospitals, nurses working in the tubercular or isolation wards received extra pay with the differential most usually varying from about \$1.05 to about \$2.20 a day.

Hours of Work and Overtime Pay.—All but about 1 percent of the nurses in Philadelphia hospitals had a 40-hour weekly work schedule as did almost 4 out of 5 of the other professional and technical workers and a majority of the office and other nonprofessional workers. Most of the remaining office and professional employees were on schedules of 38 hours or less, while the remaining nonprofessional workers were about equally divided between a 44- and a 48-hour week (table B-5).

A number of Philadelphia hospitals reported that some workers were employed on split shifts. This practice was most common for dietary maids, and kitchen workers, but in some cases it applied to nurses and attendants. No extra pay was reported for workers on divided shifts.

Most hospitals had a limited number of employees on call. Most commonly these were operating room nurses, anesthetists, X-ray and laboratory technicians. In most cases, extra pay was provided for time on call and in some cases additional pay was given those employees actually recalled to work. The extra pay for being on call in a number of hospitals was \$3.50 to \$5 a night.

All but about 1 out of 20 Philadelphia hospital employees were covered by formal policies providing pay for weekly overtime. Most frequently private hospital employees were paid straight-time for overtime, whereas time and one-half pay was the most usual practice in public institutions (table B-6).

Vacations and Holidays.—About 3 out of 4 nonprofessional workers other than clerical and about 9 out of 10 other Philadelphia hospital employees were eligible for 2 or more weeks' paid vacation after a year's service and almost as many were entitled to a minimum of 1 week after 6 months' employment. Paid vacations of 3 weeks or more were provided about half the nurses after a year's employment and approximately 90 percent of the nurses and slightly more than half of the nonprofessional workers after 10 years' service (table B-7).

Paid holidays were provided all Philadelphia hospital employees except 3 percent of the nonprofessional workers; approximately 3 out of 4 received 7 or more holidays annually. Private hospitals typically observed 6, 7, or 8 holidays (most often 7). Thirteen holidays were provided about 2 out of 3 employees in public hospitals (table B-8).

Equal time off for work on holidays was the practice followed for a majority of private hospital employees. In public hospitals most office employees and professional and technical workers other than nurses received straight-time pay in addition to their regular pay for work on holidays (a total of double time). Nurses and nonprofessional workers other than office employees in public hospitals typically received either double time or compensatory leave for holiday work.

Insurance and Pensions.—Life insurance paid for at least in part by the hospital covered approximately a fifth of the employees. More than 9 out of 10 hospital employees were eligible for some kind of sick leave, typically at full pay without a waiting period. Hospitalization benefits were financed at least in part by institutions employing a majority of Philadelphia hospital workers. Surgical benefit provisions applied to approximately 1 in 4 employees and a larger proportion was covered by medical benefit programs (table B-9).

Some type of pension arrangement covered more than nine-tenths of the Philadelphia hospital employees. In private hospitals, about 3 out of 4 employees were under the Federal Old Age, Survivors' and Disability Insurance system with about a fourth (including some also covered by social security) being included in a private pension plan contributed to by the hospital. All public hospital employees were covered by retirement systems limited to government workers, although a few also were covered by social security.

A: Occupational Earnings

Table A-1: Professional and technical occupations

(Average straight-time weekly hours and earnings for selected occupations in Philadelphia, Pa., by hospital proprietorship, July 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																	
		Weekly hours 1/	Weekly earnings 2/	Under \$45.00	\$45.00 and under 50.00	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	125.00 and over
Nursing occupations																					
<u>Men</u>																					
Nursing instructors	7	40.0	\$79.50	-	-	-	-	-	-	2	3	1	-	-	-	1	-	-	-	-	-
<u>Women</u>																					
Directors of nursing	37	40.0	115.00	-	-	-	-	-	-	1	-	-	2	5	2	3	3	4	4	4	2/ 9
Nongovernmental hospitals	32	40.0	111.00	-	-	-	-	-	-	-	-	-	-	2	5	2	3	3	4	4	3
Supervisors of nurses	241	40.0	75.00	-	-	-	2	25	73	56	40	6	5	7	8	9	1	4	4	1	-
Governmental hospitals	38	40.0	100.00	-	-	-	-	1	-	-	3	-	-	7	8	9	1	4	4	1	-
Nongovernmental hospitals	203	40.0	70.50	-	-	-	2	24	73	56	37	6	5	-	-	-	-	-	-	-	-
Head nurses	661	40.0	66.00	-	9	4	95	305	105	44	60	15	8	7	1	2	2	3	-	1	-
Governmental hospitals	141	40.0	76.00	-	-	-	9	22	14	7	57	8	7	1	2	2	3	-	-	1	-
Nongovernmental hospitals	520	40.0	63.00	-	9	4	86	283	91	37	3	7	-	-	-	-	-	-	-	-	-
General duty nurses	2,181	40.0	58.50	33	50	541	853	452	80	26	80	48	3	12	3	-	-	-	-	-	-
Governmental hospitals	277	40.0	71.50	-	-	46	14	25	20	26	80	48	3	12	3	-	-	-	-	-	-
Nongovernmental hospitals	1,904	40.0	56.50	33	50	495	839	427	60	-	-	-	-	-	-	-	-	-	-	-	-
Nursing instructors	169	40.0	75.50	-	-	-	5	24	33	24	48	9	9	8	4	1	1	1	-	-	2
Nongovernmental hospitals	140	40.0	72.00	-	-	-	5	24	33	24	37	9	5	3	-	-	-	-	-	-	-
Other professional and technical occupations																					
<u>Men</u>																					
X-ray technicians, chief	11	39.5	83.00	-	-	-	-	1	1	3	-	1	2	1	-	2	-	-	-	-	-
X-ray technicians 3/	25	41.0	59.00	4	5	-	2	5	3	2	1	3	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	21	41.0	56.50	4	5	-	2	5	2	-	-	3	-	-	-	-	-	-	-	-	-
Medical technologists 3/	39	40.0	62.50	1	2	1	10	11	5	8	1	-	-	-	-	-	-	-	-	-	-
Governmental hospitals	9	39.5	66.00	-	-	-	2	1	4	2	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	30	40.0	61.50	1	2	1	8	10	1	6	1	-	-	-	-	-	-	-	1	-	-
Physical therapists 3/	16	39.5	74.50	-	-	-	-	2	6	1	1	5	-	-	-	-	-	-	-	-	-
Governmental hospitals	6	40.0	68.00	-	-	-	-	1	3	1	1	1	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	10	39.0	78.00	-	-	-	-	1	3	-	-	5	-	-	-	-	-	-	-	-	-
<u>Women</u>																					
X-ray technicians, chief	27	39.5	64.50	-	1	11	1	2	1	6	3	-	-	1	-	1	-	-	-	-	-
Nongovernmental hospitals	25	39.5	63.50	-	1	11	1	2	-	6	3	-	-	-	-	1	-	-	-	-	-
X-ray technicians 3/	140	40.0	56.50	8	25	32	33	23	5	-	6	6	1	1	-	-	-	-	-	-	-
Nongovernmental hospitals	128	40.0	56.00	8	25	31	31	20	2	-	3	6	1	1	-	-	-	-	-	-	-
Medical technologists 3/	408	39.5	57.00	1	87	88	84	77	39	23	8	-	1	-	-	-	-	-	-	-	-
Governmental hospitals	53	40.0	64.50	-	-	3	10	15	12	10	2	-	1	-	-	-	-	-	-	-	-
Nongovernmental hospitals	355	39.5	56.00	1	87	85	74	62	27	13	6	-	-	-	-	-	-	-	-	-	-
Medical record librarians	52	40.0	70.00	-	-	3	8	10	12	8	2	3	1	2	1	2	-	-	-	-	-
Governmental hospitals	6	40.0	84.50	-	-	-	-	-	2	1	-	-	-	1	-	-	-	-	-	-	-
Nongovernmental hospitals	46	40.0	68.00	-	-	3	8	10	10	7	2	3	1	1	1	-	-	-	-	-	-
Medical social workers 3/	78	39.5	68.00	-	6	12	17	3	7	4	4	16	2	5	1	-	1	-	-	-	-
Nongovernmental hospitals	52	39.5	61.50	-	6	12	14	3	7	3	1	1	1	4	-	-	-	-	-	-	-
Physical therapists 3/	29	39.0	69.00	-	-	2	4	6	6	4	3	-	3	1	-	-	-	-	-	-	-
Nongovernmental hospitals	26	39.0	67.50	-	-	2	4	6	5	4	2	-	3	-	-	-	-	-	-	-	-
Dietitians 3/	96	40.5	69.50	-	5	2	13	23	14	10	4	10	3	12	-	-	-	-	-	-	-
Governmental hospitals	11	39.5	78.00	-	-	-	-	-	4	2	-	1	2	2	-	-	-	-	-	-	-
Nongovernmental hospitals	85	40.5	63.50	-	5	2	13	23	10	8	4	9	1	10	-	-	-	-	-	-	-

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and the earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.
 2/ Workers were distributed as follows: 5 at \$125 to \$130; 1 at \$155 to \$160; 1 at \$160 to \$165; 1 at \$165 to \$170; 1 at \$180 to \$185.
 3/ Data for this occupation exclude chiefs in hospitals employing more than 1 worker in the occupation.

Table A-2: Office occupations

(Average straight-time weekly hours and earnings for women in selected occupations in Philadelphia, Pa., by hospital proprietorship, July 1956)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																
		Weekly hours 1/	Weekly earnings 1/	Under \$35.00	\$35.00 and under 37.50	\$37.50 and 40.00	\$40.00 and 42.50	\$42.50 and 45.00	\$45.00 and 47.50	\$47.50 and 50.00	\$50.00 and 52.50	\$52.50 and 55.00	\$55.00 and 57.50	\$57.50 and 60.00	\$60.00 and 62.50	\$62.50 and 65.00	\$65.00 and 67.50	\$67.50 and 70.00	\$70.00 and over	
Clerks, payroll	52	39.5	\$53.50	4	-	-	-	7	3	1	10	3	1	3	11	7	-	-	2	
Nongovernmental hospitals	47	39.5	52.50	4	-	-	-	5	3	1	10	3	1	3	10	7	-	-	-	
Stenographers, technical	154	39.5	53.50	6	1	2	10	7	23	11	22	4	11	4	20	15	1	11	6	
Governmental hospitals	32	38.0	62.50	-	-	-	-	-	3	3	3	2	4	-	2	6	1	6	5	
Nongovernmental hospitals	122	39.5	51.00	6	1	2	10	7	23	8	19	2	7	4	18	9	-	5	1	
Switchboard operators	193	39.5	44.50	27	16	21	21	12	45	13	2	7	3	1	9	5	4	1	6	
Governmental hospitals	31	38.5	59.00	-	-	-	2	2	3	1	-	2	2	1	5	5	1	1	6	
Nongovernmental hospitals	162	40.0	42.00	27	16	21	19	10	42	12	2	5	1	-	4	-	3	-	-	
Switchboard operator-receptionists	60	40.5	41.50	2	12	8	10	20	6	-	-	-	2	-	-	-	-	-	-	
Nongovernmental hospitals	56	40.0	41.00	2	12	8	10	20	4	-	-	-	-	-	-	-	-	-	-	
Transcribing-machine operators, technical	116	40.0	53.00	3	-	2	9	3	11	3	34	14	6	8	7	8	4	1	3	
Governmental hospitals	40	38.0	56.00	-	-	1	6	1	-	1	5	6	1	-	7	4	4	1	3	
Nongovernmental hospitals	76	41.0	51.00	3	-	1	3	2	11	2	29	8	5	8	-	4	-	-	-	

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and the earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.

2/ Workers were distributed as follows: 7 at \$25 to \$27.50; 10 at \$30 to \$32.50; 10 at \$32.50 to \$35.

Table A-3: Other nonprofessional occupations

(Average straight-time weekly hours and earnings or average hourly earnings for selected occupations in Philadelphia, Pa., by hospital proprietorship, July 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																			
		Weekly hours 1/	Weekly earnings 1/	Under \$20.00	\$20.00 and 22.50	\$22.50 and 25.00	\$25.00 and 27.50	\$27.50 and 30.00	\$30.00 and 32.50	\$32.50 and 35.00	\$35.00 and 37.50	\$37.50 and 40.00	\$40.00 and 42.50	\$42.50 and 45.00	\$45.00 and 47.50	\$47.50 and 50.00	\$50.00 and 52.50	\$52.50 and 55.00	\$55.00 and 57.50	\$57.50 and 60.00	\$60.00 and 62.50	\$62.50 and 65.00	\$65.00 and over
Men																							
Nursing aides	1,074	41.5	\$43.00	-	4	21	19	105	202	76	30	40	10	11	80	42	169	92	88	20	65	-	-
Governmental hospitals	606	40.5	51.50	-	-	-	-	-	37	3	14	2	2	-	73	41	169	92	88	20	65	-	-
Nongovernmental hospitals	468	43.0	32.00	-	4	21	19	105	165	73	16	38	8	11	7	1	-	-	-	-	-	-	-
Practical nurses	230	42.5	50.50	-	-	3	6	-	3	8	24	4	14	9	12	32	5	19	13	-	28	36	14
Nongovernmental hospitals	158	43.5	44.50	-	-	3	6	-	3	8	24	4	14	9	12	32	5	19	13	-	6	-	-
Women																							
Nursing aides	2,718	42.0	35.00	96	140	391	174	265	575	218	149	22	22	7	20	25	176	94	129	53	150	-	12
Governmental hospitals	921	42.0	49.50	-	-	-	-	-	123	67	60	6	5	1	20	25	176	94	129	53	150	-	12
Nongovernmental hospitals	1,797	41.5	27.50	96	140	391	174	265	452	151	89	16	17	6	-	-	-	-	-	-	-	-	-
Practical nurses	1,738	41.0	38.00	-	51	33	51	178	240	196	214	163	179	91	90	69	117	28	27	-	42	4	15
Nongovernmental hospitals	1,526	41.0	35.50	-	51	33	51	178	240	196	214	163	179	88	89	14	7	12	4	-	4	-	3
Housekeepers, chief	46	41.0	64.50	-	-	-	-	-	-	-	-	-	-	3	4	5	2	-	-	13	-	1	2/ 18
Nongovernmental hospitals	42	41.0	63.50	-	-	-	-	-	-	-	-	-	-	3	4	5	2	-	-	13	-	1	14

See footnotes at end of table.

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table A-3: Other nonprofessional occupations - Continued

(Average straight-time weekly hours and earnings or average hourly earnings for selected occupations in Philadelphia, Pa., by hospital proprietorship, July 1956)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$0.45	\$0.45 and under .50	.50	.55	.60	.65	.70	.75	.80	.85	.90	.95	1.00	1.05	1.10	1.15	1.20	1.25	1.30	1.35	1.40	1.50	1.60	1.70	1.80	1.90	2.00 and over	
Men																														
Dishwashers, machine	158	\$0.86	-	5	18	19	14	14	2	5	7	14	10	12	2	2	6	2	7	3	5	1	1	-	-	-	-	-	-	-
Governmental hospitals	42	1.29	-	-	-	-	-	-	-	-	-	-	-	-	-	2	6	2	7	3	5	1	1	-	-	-	-	-	-	
Nongovernmental hospitals	116	.71	-	5	18	19	14	14	2	2	7	14	7	12	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electricians, maintenance	118	1.72	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	7	-	-	3	8	-	3	18	7	8	20	3	32
Governmental hospitals	33	2.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	1	-	-	-	5	2	
Nongovernmental hospitals	85	1.58	-	-	-	-	-	-	-	-	-	-	-	-	1	-	7	-	-	3	8	-	3	16	6	8	15	1	17	
Engineers, stationary	201	1.55	-	-	-	-	-	-	-	-	-	-	2	7	5	1	2	25	2	10	18	22	26	7	7	14	13	5	35	
Governmental hospitals	33	2.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-	8	1	4	
Nongovernmental hospitals	168	1.46	-	-	-	-	-	-	-	-	-	-	2	7	5	1	2	25	2	10	18	22	26	3	7	6	12	1	19	
Kitchen helpers	431	.92	3	33	39	26	67	39	1	11	22	11	6	10	20	5	7	5	17	16	12	4	25	24	4	21	3	-	-	
Governmental hospitals	148	1.40	-	-	-	-	-	-	-	4	-	-	3	1	-	3	6	5	17	16	12	4	25	24	4	21	3	-	-	
Nongovernmental hospitals	283	.67	3	33	39	26	67	39	1	7	22	11	3	9	20	2	1	-	-	-	-	-	-	-	-	-	-	-	-	
Porters	906	.79	27	22	76	82	104	125	105	44	63	59	13	12	10	4	29	17	18	-	37	12	28	9	-	-	-	-	-	
Governmental hospitals	191	1.21	-	-	-	-	21	3	3	-	2	3	-	-	-	1	29	15	18	-	37	12	28	9	-	-	-	-	-	
Nongovernmental hospitals	715	.68	27	22	76	82	83	122	102	44	61	56	13	12	10	3	2	-	-	-	-	-	-	-	-	-	-	-	-	
Washers, machine	74	1.04	-	-	-	-	3	6	2	3	4	2	7	7	4	4	6	4	6	9	-	1	6	-	-	-	-	-	-	
Governmental hospitals	10	1.37	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	1	1	-	1	6	-	-	-	-	-	-	-	
Nongovernmental hospitals	64	.98	-	-	-	-	3	6	2	3	4	2	7	7	4	3	6	3	5	9	-	-	-	-	-	-	-	-	-	
Women																														
Dishwashers, machine	28	.69	-	-	-	1	7	14	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	28	.69	-	-	-	1	7	14	4	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Kitchen helpers	899	.80	34	76	85	65	103	74	27	93	26	128	11	-	13	6	17	12	34	13	17	7	12	6	-	35	-	-	-	
Governmental hospitals	168	1.35	-	-	-	-	-	-	-	4	-	2	3	-	-	6	17	12	34	13	17	7	12	6	-	35	-	-	-	
Nongovernmental hospitals	731	.67	34	76	85	65	108	74	27	89	26	126	8	-	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laundry finishers, flatwork, machine	358	.74	9	55	35	66	41	18	6	18	3	15	9	4	7	5	13	-	52	-	2	-	-	-	-	-	-	-	-	
Governmental hospitals	83	1.19	-	-	-	-	-	-	-	1	-	3	4	3	5	13	-	52	-	2	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	275	.60	9	55	35	66	41	18	6	18	2	15	6	-	4	-	6	-	4	-	2	-	-	-	-	-	-	-	-	
Maids	1,201	.65	96	115	117	225	292	74	41	14	86	37	7	8	5	13	6	5	44	3	7	1	2	-	-	3	-	-	-	
Governmental hospitals	87	1.23	-	-	-	-	-	-	-	-	-	-	-	7	2	7	6	5	44	3	7	1	2	-	-	3	-	-	-	
Nongovernmental hospitals	1,114	.61	96	115	117	225	292	74	41	14	86	37	7	1	3	6	-	-	-	-	-	-	-	-	-	-	-	-	-	

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and the earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.

2/ Workers were distributed as follows: 1 at \$67.50 to \$70; 1 at \$70 to \$72.50; 2 at \$75 to \$80; 9 at \$80 to \$85; 1 at \$85 to \$90; 2 at \$90 to \$95; 2 at \$95 to \$100.

3/ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts as well as the cash value of room, board, or other perquisites provided in addition to cash salaries.

4/ Workers were distributed as follows: 12 at \$2 to \$2.05; 6 at \$2.10 to \$2.15; 1 at \$2.20 to \$2.25; 13 at \$2.40 to \$2.45.

5/ Workers were distributed as follows: 6 at \$2 to \$2.05; 6 at \$2.05 to \$2.10; 3 at \$2.10 to \$2.15; 4 at \$2.20 to \$2.25; 4 at \$2.25 to \$2.40; 6 at \$2.40 to \$2.45; 6 at \$2.50 to \$2.60.

B: Establishment Practices and Supplementary Benefits

Table B-1: Perquisites

Occupation and sex	Percent of workers in all hospitals who receive in addition to cash salary -									Percent of workers in governmental hospitals who receive in addition to cash salary -						Percent of workers in nongovernmental hospitals who receive in addition to cash salary -																						
	All workers	1 meal			2 meals		3 meals		Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	Neither laundry nor uniforms	All workers	1 meal		2 meals		3 meals		Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	Neither laundry nor uniforms	All workers	1 meal		2 meals		3 meals		Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	Neither laundry nor uniforms	
		1	2	3	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	Neither laundry nor uniforms	1	3 meals and room	Neither meals nor room		Laundry only	Laundry and uniforms	Neither laundry nor uniforms	1	2	3	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms		Neither laundry nor uniforms	1	2	3	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	Neither laundry nor uniforms		
Professional occupations																																						
Nursing occupations																																						
Directors of nursing (women)	100	24	-	-	22	54	24	-	-	76	-	-	-	-	-	100	25	-	-	25	50	25	-	-	75	-	-	-	-	-	-	-	-	-	-	-	75	
Supervisors of nurses (women)	100	41	-	-	*	53	21	-	-	79	100	11	-	90	32	-	68	100	47	-	-	52	19	-	-	81	-	-	-	-	-	-	-	-	-	-	81	
Head nurses (women)	100	32	-	-	5	63	20	-	-	79	100	6	9	86	30	-	70	100	39	-	-	5	57	17	-	*	82	-	-	-	-	-	-	-	-	-	82	
General duty nurses (women)	100	30	-	-	4	66	16	-	-	84	100	*	-	99	24	-	77	100	34	-	-	5	62	15	-	-	85	-	-	-	-	-	-	-	-	-	85	
Nursing instructors (men)	100	-	-	-	-	100	14	-	-	86	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nursing instructors (women)	100	36	-	-	*	64	22	-	-	78	-	-	-	-	-	-	-	100	43	-	-	*	56	24	-	-	76	-	-	-	-	-	-	-	-	-	76	
Other professional and technical occupations																																						
X-ray technicians, chief (men)	100	64	-	-	-	36	9	-	9	82	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
X-ray technicians, chief (women)	100	30	-	-	-	70	-	-	-	100	-	-	-	-	-	-	-	100	32	-	-	-	63	-	-	-	-	-	-	-	-	-	-	-	-	-	100	
X-ray technicians (men)	100	60	-	-	12	28	24	-	16	60	-	-	-	-	-	-	-	100	71	-	-	14	29	-	-	-	-	-	-	-	-	-	-	-	-	-	71	
X-ray technicians (women)	100	49	-	-	10	41	*	-	5	93	-	-	-	-	-	-	-	100	54	-	-	11	35	*	-	3	95	-	-	-	-	-	-	-	-	-	95	
Medical technologists (men)	100	56	-	-	-	44	21	-	8	72	100	44	-	56	-	33	67	100	60	-	-	-	40	27	-	-	73	-	-	-	-	-	-	-	-	-	73	
Medical technologists (women)	100	38	-	-	*	61	10	-	3	88	100	6	-	94	-	21	79	100	43	-	-	*	56	11	-	-	89	-	-	-	-	-	-	-	-	-	89	
Medical record librarians (women)	100	46	-	-	-	52	4	-	-	96	100	-	-	100	-	-	100	1/100	52	-	-	-	46	4	-	-	96	-	-	-	-	-	-	-	-	-	96	
Medical social workers (women)	100	51	4	-	-	45	3	-	-	97	-	-	-	-	-	-	-	100	71	6	-	-	23	4	-	-	96	-	-	-	-	-	-	-	-	-	96	
Physical therapists (men)	100	44	-	-	-	56	6	-	-	94	100	50	-	50	-	-	-	100	40	-	-	-	60	10	-	-	90	-	-	-	-	-	-	-	-	-	90	
Physical therapists (women)	100	38	-	-	-	62	17	-	-	83	100	-	-	-	-	-	-	100	42	-	-	-	58	19	-	-	81	-	-	-	-	-	-	-	-	-	81	
Dietitians (women)	100	8	50	10	5	26	21	3	7	69	100	27	9	64	9	-	91	100	6	57	12	5	21	22	4	8	66	-	-	-	-	-	-	-	-	-	66	
Nonprofessional occupations																																						
Nursing aides (men)	100	11	6	4	11	68	38	-	19	42	100	3	7	90	46	4	50	100	21	14	9	17	39	28	-	39	33	-	-	-	-	-	-	-	-	-	33	
Nursing aides (women)	100	31	7	*	7	54	32	-	14	54	100	24	5	72	53	*	47	100	34	10	-	8	46	21	-	21	57	-	-	-	-	-	-	-	-	-	57	
Practical nurses (men)	100	16	-	-	10	74	10	-	31	59	-	-	-	-	-	-	-	100	23	-	-	14	63	14	-	-	86	-	-	-	-	-	-	-	-	-	-	86
Practical nurses (women)	100	35	-	-	*	63	9	-	*	90	-	-	-	-	-	-	-	100	41	-	-	*	58	10	-	*	89	-	-	-	-	-	-	-	-	-	89	
Housekeepers, chief (women)	100	9	*	15	17	57	*	-	7	91	-	-	-	-	-	-	-	100	10	*	17	19	52	*	-	5	93	-	-	-	-	-	-	-	-	-	93	
Dishwashers, machine (men)	100	3	50	4	4	40	17	3	32	48	100	-	14	86	45	-	55	100	3	68	5	-	23	7	4	44	45	-	-	-	-	-	-	-	-	-	45	
Dishwashers, machine (women)	100	-	43	-	-	57	-	-	43	57	-	-	-	-	-	-	-	100	-	43	-	-	57	-	-	43	57	-	-	-	-	-	-	-	-	-	57	
Electricians, maintenance (men)	100	14	14	*	-	68	12	-	3	85	100	-	-	100	-	-	100	1/100	20	20	*	-	55	17	-	5	79	-	-	-	-	-	-	-	-	-	79	
Engineers, stationary (men)	100	15	14	*	-	69	8	-	8	85	100	-	-	100	-	-	100	100	19	17	*	-	63	9	-	10	82	-	-	-	-	-	-	-	-	-	82	
Kitchen helpers (men)	100	11	29	7	*	50	24	3	38	36	100	-	5	95	44	30	26	100	17	45	11	*	27	13	4	42	41	-	-	-	-	-	-	-	-	-	41	
Kitchen helpers (women)	100	7	31	8	*	55	19	3	39	40	100	*	4	95	31	5	64	100	8	38	9	-	46	16	4	46	34	-	-	-	-	-	-	-	-	-	34	
Laundry finishers, flatwork, machine (women)	100	7	10	6	3	75	7	-	24	69	100	5	4	92	5	*	93	100	8	13	8	*	70	8	-	31	62	-	-	-	-	-	-	-	-	62		
Porters	100	12	7	28	3	51	6	*	24	69	100	5	12	83	12	12	76	100	14	9	35	-	42	5	*	28	67	-	-	-	-	-	-	-	-	67		
Maids	100	30	14	9	-	47	15	5	14	66	100	-	-	100	-	*	99	100	32	15	10	-	43	16	5	15	64	-	-	-	-	-	-	-	-	-	64	
Washers, machine (men)	100	18	15	10	3	55	5	-	28	66	100	-	-	100	-	10	90	100	20	17	11	3	48	6	-	31	63	-	-	-	-	-	-	-	-	63		

1/ Includes less than 5 percent who receive 1 meal and room.
* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

NOTE: Dashes in "All workers" columns indicate either no workers or too few workers to justify presentation of data.

Table B-2: Minimum weekly salaries paid general duty nurses and staff dietitians¹

Minimum weekly salary	Number of hospitals with established minimum weekly salaries for general duty nurses in -			Number of hospitals with established minimum weekly salaries for staff dietitians in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All hospitals	65	11	54	65	11	54
Hospitals having an established minimum	53	11	42	24	9	15
\$45.00 and under \$50.00	2/ 7	-	2/ 7	-	-	-
\$50.00 and under \$55.00	3/ 28	4	3/ 24	-	-	-
\$55.00 and under \$60.00	4/ 12	5/ 4	3/ 8	7/ 3	7/ 3	8/ 4
\$60.00 and under \$65.00	7/ 3	-	2/ 3	8/ 4	-	9/ 5
\$65.00 and under \$70.00	-	-	-	9/ 5	-	7
\$70.00 and under \$75.00	2	2	-	-	5	2
\$75.00 and under \$80.00	1	1	-	-	-	-
\$85.00 and under \$90.00	-	-	-	1	1	-
\$90.00 and under \$95.00	-	-	-	10/ 4	-	10/ 4
Hospitals having no established minimum	8	-	8	25	1	24
Hospitals that did not employ workers in this category	4	-	4	16	1	15

- 1/ All salaries are paid for a 40-hour week.
2/ In 4 hospitals, workers receive 3 meals and a room in addition to their cash salary.
3/ In 9 hospitals, workers receive 1 meal in addition to their cash salary.
4/ In 5 hospitals, workers receive 1 meal in addition to their cash salary.
5/ In 4 hospitals, workers receive 1 meal in addition to their cash salary.
6/ In 1 hospital, workers receive 1 meal in addition to their cash salary.
7/ Workers receive 1 meal in addition to their cash salary.
8/ In 3 hospitals, workers receive 1 meal and in 1 hospital, workers receive 2 meals in addition to their cash salary.
9/ In 4 hospitals, workers receive 1 meal and in 1 hospital, workers receive 2 meals in addition to their cash salary.
10/ workers receive 2 meals in addition to their cash salary.

Table B-3: Minimum entrance rates for nonprofessional workers (except office clerical)

Minimum hourly rate	Number of hospitals with established minimum rates for -					
	Men			Women		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All hospitals	65	9	56	65	9	56
Hospitals having an established minimum	59	9	50	59	9	50
\$0.35 and under \$0.40	-	-	-	1	-	1
\$0.40 and under \$0.45	1/ 5	-	1/ 5	2/ 13	-	2/ 13
\$0.45 and under \$0.50	3	-	3	3/ 13	-	3/ 13
\$0.50 and under \$0.55	4/ 8	-	4/ 8	4/ 4	-	4/ 4
\$0.55 and under \$0.60	5/ 9	-	5/ 9	6/ 3	-	6/ 3
\$0.60 and under \$0.65	7/ 13	8/ 3	3/ 10	10/ 12	-	10/ 12
\$0.65 and under \$0.70	11/ 8	-	11/ 8	8/ 7	8/ 3	8/ 4
\$0.75 and under \$0.80	8/ 1	3/ 1	-	8/ 1	3/ 1	-
\$0.80 and under \$0.85	12/ 3	-	12/ 3	-	-	-
\$0.85 and under \$0.90	8/ 4	-	8/ 4	-	-	-
\$0.95 and under \$1.00	-	-	-	2	2	-
\$1.00 and under \$1.05	-	1	-	1	1	-
\$1.05 and under \$1.10	2	2	-	2	2	-
\$1.10 and under \$1.15	2	2	-	-	-	-
Hospitals having no established minimum	6	-	6	6	-	6

- 1/ In 1 hospital, workers receive 1 meal and in 1 hospital, workers receive 3 meals in addition to their cash salary.
2/ In 3 hospitals, workers receive 1 meal; in 1 hospital, workers receive 2 meals; and in 4 hospitals, workers receive 3 meals in addition to their cash salary.
3/ In 8 hospitals, workers receive 1 meal in addition to their cash salary.
4/ In 1 hospital, workers receive 1 meal and in 2 hospitals, workers receive 2 meals in addition to their cash salary.
5/ In 7 hospitals, workers receive 1 meal and in 2 hospitals, workers receive 3 meals and a room in addition to their cash salary.
6/ In 1 hospital, workers receive 1 meal and in 2 hospitals, workers receive 3 meals and a room in addition to their cash salary.
7/ In 5 hospitals, workers receive 1 meal in addition to their cash salary.
8/ Workers receive 1 meal in addition to their cash salary.
9/ In 2 hospitals, workers receive 1 meal in addition to their cash salary.
10/ In 2 hospitals, workers receive 2 meals in addition to their cash salary.
11/ In 2 hospitals, workers receive 3 meals in addition to their cash salary.
12/ Workers receive 2 meals in addition to their cash salary.

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-4: Shift differential provisions

Type of worker and shift differential	Percent of workers on late shifts in -					
	All hospitals		Governmental hospitals		Nongovernmental hospitals	
	Second shift	Third or other shift	Second shift	Third or other shift	Second shift	Third or other shift
All registered professional nurses employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	83.4	79.3	13.0	8.2	92.1	94.4
Uniform amount per week	82.4	78.6	10.1	4.5	92.1	94.4
Under \$2.50	42.0	56.6	10.1	4.5	46.3	67.7
\$2.50 and under \$5.00	35.8	22.0	-	-	40.6	26.8
\$5.00 and under \$7.50	4.6	-	-	-	5.2	-
Uniform percentage9	.7	7.9	3.7	-	-
10 percent between 6 p. m. and 6 a. m.9	.7	7.9	3.7	-	-
No shift pay differential	16.6	20.7	82.0	91.8	7.9	5.6
Other professional and technical workers employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	42.9	40.7	-	-	65.2	52.4
Uniform amount per week	42.9	40.7	-	-	65.2	52.4
\$2.50 and under \$5.00	42.9	40.7	-	-	65.2	52.4
No shift pay differential	57.1	59.3	100.0	100.0	34.8	47.6
All nonprofessional workers (except office clerical) employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	16.4	10.3	21.1	11.3	13.8	9.7
Uniform amount per week	15.2	9.3	17.8	8.6	13.8	9.7
Under \$2.50	6.1	5.4	9.1	6.7	4.5	4.6
\$2.50 and under \$5.00	9.1	3.1	8.7	-	9.3	5.1
\$7.50 and under \$10.00	-	.8	-	1.9	-	-
Uniform percentage	1.1	1.0	3.3	2.7	-	-
10 percent between 6 p. m. and 6 a. m.	1.1	1.0	3.3	2.7	-	-
No shift pay differential	83.7	89.7	78.9	88.7	86.2	90.3

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-5: Scheduled weekly hours ¹

Weekly hours	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Under 37 hours	-	-	-	3	*	3	7	6	7	-	-	-
37 hours	-	-	-	9	-	11	4	-	5	-	-	-
37½ hours	-	-	-	-	-	-	17	53	7	-	-	-
38 hours	-	-	-	7	-	3	4	-	5	-	-	-
40 hours	99	100	99	78	99	73	52	41	55	59	85	49
42 hours	-	-	-	-	-	-	9	-	12	*	5	-
44 hours	-	-	-	3	-	4	7	-	8	20	-	27
43 hours	*	-	*	-	-	-	-	-	-	21	11	24

^{1/} Based on scheduled weekly hours for women.

* Less than 2.5 percent.

Table B-6: Weekly overtime pay practices

Weekly overtime policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing overtime pay	98	86	100	91	100	89	96	100	95	97	100	96
Straight time	40	3	45	40	8	49	36	6	43	49	15	61
Time and one-half after 40 hours	26	54	22	19	81	3	32	76	20	22	57	10
Equal time off	16	24	15	16	11	17	13	11	13	22	27	20
Straight time or equal time off	11	-	12	13	-	17	15	-	18	4	-	5
Time and one-half or equal time off	-	-	-	3	-	3	-	-	-	-	-	-
Other	5	-	6	-	-	-	*	7	-	-	-	-
Workers in hospitals providing no overtime pay or having no formal policy	*	14	-	9	-	11	4	-	5	3	-	4

* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-7: Paid vacations

Vacation policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Amount of vacation pay												
<u>After 6 months of service</u>												
Workers in hospitals providing paid vacations	88	100	86	90	100	88	92	100	90	87	100	83
Under 1 week	13	-	16	8	-	9	8	-	11	18	-	24
1 week	29	48	26	60	57	60	66	53	69	48	43	50
Over 1 and under 2 weeks	19	37	16	22	43	17	17	47	9	21	57	8
2 weeks	13	-	15	-	-	-	-	-	-	-	-	-
Over 2 and under 3 weeks	7	14	6	*	-	*	*	-	*	-	-	-
3 weeks	6	-	6	-	-	-	-	-	-	-	-	-
Workers in hospitals providing no paid vacations	12	-	14	10	-	12	8	-	10	13	-	17
<u>After 1 year of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
1 week	3	-	9	4	-	5	3	-	3	27	-	37
2 weeks	43	48	42	77	65	80	87	59	95	62	58	63
Over 2 and under 3 weeks	*	5	-	5	23	-	6	30	-	4	14	-
3 weeks	24	24	24	7	11	6	*	11	-	7	27	-
4 weeks and over	24	22	24	8	-	10	*	-	*	-	-	-
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 2 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	20	-	27
Over 1 and under 2 weeks	-	-	-	-	-	-	-	-	-	4	-	5
2 weeks	51	48	52	81	65	85	90	59	98	65	58	68
Over 2 and under 3 weeks	*	5	-	5	23	-	6	30	-	4	14	-
3 weeks	24	24	24	7	11	6	*	11	-	7	27	-
4 weeks and over	24	22	24	8	-	10	*	-	*	-	-	-
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 3 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	9	-	12
Over 1 and under 2 weeks	-	-	-	-	-	-	-	-	-	4	-	5
2 weeks	36	48	34	72	65	73	88	59	96	75	58	81
Over 2 and under 3 weeks	6	-	7	-	-	-	-	-	-	-	-	-
3 weeks	33	24	35	16	11	17	4	11	*	8	27	*
4 weeks and over	25	27	24	12	23	10	8	30	*	4	14	-
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 5 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
2 weeks	17	48	12	53	65	50	69	59	72	76	58	82
3 weeks	58	24	63	35	11	40	23	11	26	20	27	17
4 weeks and over	25	27	24	12	23	10	8	30	*	5	14	*
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-7: Paid vacations - Continued

Vacation policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
Amount of vacation pay - Continued												
<u>After 10 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
2 weeks	11	-	12	30	8	35	44	6	54	47	15	58
3 weeks	42	73	37	47	69	42	40	64	34	44	70	34
4 weeks and over	47	27	50	23	23	23	16	30	12	9	14	8
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 15 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
2 weeks	11	-	12	23	8	27	35	6	43	41	15	50
3 weeks	42	73	37	54	69	50	49	64	45	49	70	42
4 weeks and over	47	27	50	23	23	23	16	30	12	9	14	8
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 20 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
2 weeks	11	-	12	22	-	27	29	-	37	32	-	43
3 weeks	39	73	33	46	77	38	51	70	46	55	86	44
4 weeks and over	51	27	55	32	23	35	19	30	17	14	14	13
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-
<u>After 25 years of service</u>												
Workers in hospitals providing paid vacations	99	100	99	100	100	100	100	100	100	100	100	100
2 weeks	11	-	12	18	-	23	23	-	29	29	-	39
3 weeks	39	73	33	46	77	38	51	70	46	58	86	43
4 weeks and over	51	27	55	36	23	39	25	30	24	14	14	13
Workers in hospitals providing no paid vacations	*	-	*	-	-	-	-	-	-	-	-	-

* Less than 2.5 percent.

Table B-8: Paid holidays

Item	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing paid holidays	100	100	100	100	100	100	100	100	100	97	100	96
5 holidays	*	-	*	-	-	-	*	-	*	*	-	3
6 holidays	18	-	21	17	-	22	21	-	26	22	-	29
7 holidays	52	-	61	46	-	57	41	-	52	28	-	38
8 holidays	18	20	18	21	23	20	22	30	20	21	14	23
9 holidays	*	-	*	*	-	*	*	-	*	*	-	*
10 holidays	-	-	-	*	*	-	*	3	-	-	-	-
12 holidays	*	7	-	*	7	-	*	4	-	4	15	-
13 holidays	10	73	-	14	69	-	13	64	-	18	70	-
Workers in hospitals providing no paid holidays	-	-	-	-	-	-	-	-	-	3	-	4
Workers in hospitals with formal provisions regarding pay for work on paid holidays	98	100	98	93	100	91	99	100	98	95	100	93
Straight time	11	-	13	15	-	13	14	-	17	12	-	16
Time and one-half total	8	-	10	*	-	3	7	-	8	11	-	15
Double time total (regular pay plus straight time) ...	12	54	5	16	81	-	14	67	-	13	50	-
Equal time off	62	46	65	57	19	66	64	33	73	56	50	58
Other	5	-	6	3	-	3	-	-	-	3	-	4
Workers in hospitals providing no paid holidays or having no formal provisions regarding paid holidays ...	*	-	*	7	-	9	*	-	*	5	-	7

* Less than 2.5 percent.

Table B-9: Sick leave, insurance, and pension plans

Type of plan	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing:												
Life insurance	16	27	15	27	31	25	21	36	17	23	30	20
Accidental death and dismemberment insurance	5	19	3	11	23	8	6	30	-	4	14	-
Sick leave	91	100	90	96	100	95	96	100	95	92	100	90
Full pay, no waiting period	86	100	83	92	100	91	90	100	87	89	100	85
Partial pay or waiting period	6	-	7	4	-	5	6	-	7	4	-	5
Hospitalization insurance	20	48	16	22	57	13	23	53	15	14	43	4
Hospitalization provided outside of group insurance	30	-	34	34	-	42	27	-	34	29	-	39
Hospitalization at reduced cost	10	-	11	11	-	14	12	-	15	10	-	14
Surgical insurance	7	48	-	12	57	-	11	53	-	11	43	-
Surgical benefits provided outside of group insurance	13	-	15	14	-	17	12	-	15	20	-	28
Medical insurance	9	48	3	18	57	8	15	53	5	17	43	8
Medical benefits provided outside of group insurance	26	-	30	27	-	34	22	-	28	23	-	31
Retirement pension or social security or both	90	100	88	91	100	89	94	100	92	94	100	92
Retirement pension (other than social security) ...	39	100	30	50	100	38	46	100	32	41	100	20
Social security	63	8	72	55	8	67	61	6	75	63	15	80

Earnings and Supplementary Benefits in Hospitals, Philadelphia, Pa., July 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Appendix A: Scope and Method of Survey

The Philadelphia, Pa., area¹ is one of 16 major metropolitan areas in which the U. S. Department of Labor's Bureau of Labor Statistics, in cooperation with the Women's Bureau, has conducted surveys of salaries and working conditions of hospital personnel. Data were obtained by personal visits of Bureau of Labor Statistics field staff to representative hospitals, selected on the basis of size, type of service (e. g., general, mental and allied, tuberculosis), and proprietorship (Federal, State, or local government, or nongovernmental organizations). Hospitals having fewer than 51 employees were omitted since they employ relatively few workers in the occupations studied.

A summary of the number of hospitals studied and their size is presented in the table below.

To improve the reliability of the data, a greater proportion of large than of small hospitals was studied. In combining the data, however, all hospitals were given their appropriate weight. The estimates thus relate to all hospitals of 51 or more employees rather than to those actually visited.

Occupations and Earnings

The occupations selected for study are common to most hospitals within the scope of the survey, regardless of their size or type of service. Occupational classification was based on a uniform set of job descriptions designed to take account of the fact duties within the same occupation may vary somewhat among hospitals. (These descriptions are presented in appendix B.)

¹ For purposes of this survey, the Philadelphia area includes Philadelphia and Delaware Counties, Pa., and Camden County, N. J.

Earnings data are presented for occupations within the following groups:

1. Registered professional nurses.
2. Other professional and technical employees. (This term includes employees in occupations such as X-ray technicians, medical technologists, dietitians, physical therapists, medical librarians, medical record librarians, medical social workers, and occupational therapists.)
3. Office clerical employees. (This group includes employees doing clerical work throughout the hospital in such places as the business office and the medical record library.)
4. Other nonprofessional employees (including practical nurses, nursing aides, orderlies, maids, kitchen help, unskilled laboratory help, maintenance, laundry, and similar workers).

Data are shown for full-time employees; i. e., those hired to work the regular schedule for the given occupational classification. Students were not considered as employees. All occupational information excludes not only part-time employees but members of religious orders and members of the Armed Forces.

Earnings data exclude premium pay for overtime, for work on holidays and late shifts, and for time on call, as well as the cash value of room, board, and any other perquisites provided in addition to cash salaries. The earnings, however, include any cost-of-living bonuses as well as extra pay for work performed in certain units such as TB, psychiatric, or communicable disease wards, operating or delivery rooms.

Number of hospitals and workers within scope of survey (limited to hospitals with 51 or more workers)

Type of hospital proprietorship	Number of hospitals		Workers in hospitals				
	Within scope of study	Studied	Within scope of study			Studied	
			Total workers ¹	Professional and technical workers (includes R.N.'s)	Office clerical workers	Other non-professional workers	Total
All hospitals -----	65	30	29,570	5,510	2,720	16,110	19,120
Federal Government -----	2	2	1,770	180	170	600	1,770
Other governmental agency ----	7	5	5,390	690	400	3,610	5,010
Nongovernmental -----	56	23	22,410	4,630	2,150	11,910	12,350

¹ Includes some workers (for example, those in administrative positions) not included in the occupational groups shown separately.

Average weekly earnings data refer to employees' straight-time salaries for their regular workweek (rounded to the nearest half dollar). Average weekly hours, where presented, have been rounded to the nearest half hour and refer to the workweek for which employees receive these salaries.

Occupational employment estimates represent the total in all hospitals within the scope of the study and not the number actually surveyed. Because of differences in occupational structure among hospitals, the estimates of occupational employment obtained from the sample of hospitals studied serve only to indicate the relative importance of the jobs studied.

Hospital Practices and Supplementary Benefits

Information was obtained on selected hospital practices and supplementary benefits as these relate to registered professional nurses, other professional and technical workers, office clerical, and other nonprofessional employees. (All of the information on supplementary benefits excludes members of religious orders and of the Armed Forces as well as part-time employees.) To a considerable extent, differences among these groups in the proportions receiving various benefits reflect variations in the extent to which these groups are employed in various hospitals rather than differences in practice within the same hospital.

Scheduled hours; overtime pay practices; paid holidays; rates of pay for work on holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the assumption that such benefits apply to all those employed within the occupational group in a given hospital if a majority of such employees are eligible for or may eventually qualify for the practice. Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The length of vacation shown after 6 months of service refers to the total amount of vacation workers can take after this amount of service, not to their annual rate of vacation; however, vacation provisions shown for workers with 1 or more years of service refer to their annual rate. For example, Veterans Administration nurses receive $2\frac{1}{2}$ calendar days of vacation per month and at the end of

6 months would have earned 15 days of vacation. Hence, they are shown as being eligible for 2 but less than 3 weeks of paid vacation after 6 months of service even though they accumulate vacation credits at the same rate after this amount of service as after a year or more of employment.

The summary of insurance and pension plans includes not only formal arrangements that are underwritten by an insurance company or pooled fund and for which the hospital pays at least part of the cost but also formal hospital policies providing for benefits to be paid out of current operating income. Death benefits are included as a form of life insurance. Medical insurance refers to plans providing for complete or partial payment of doctors' fees.

Tabulations of pension plans are limited to those plans that provide monthly payments for the remainder of the retired worker's life. Data on the extent to which hospital employees are covered by Old-Age, Survivors' and Disability Insurance (social security) are presented, since most hospitals are not automatically covered by the Federal Social Security System.

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. Paid sick-leave plans which provide full pay or a portion of the employee's pay during absence from work because of illness are included in the survey of paid sick leave. In addition to the proportion of workers who are provided sickness and accident insurance or paid sick leave, the table showing such benefits presents an unduplicated total of employees who receive either or both types of benefits.

The value of any perquisites received by hospital employees has not been added to the earnings data. Separate information is shown, however, on the extent to which hospital employees receive room, board, and other perquisites in addition to their cash salaries. Limited information is also included on arrangements whereby employees purchase meals or rent a room from the hospital through payroll deductions.

Appendix B: 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 hospital to hospital 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 interhospital and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those used in individual hospitals or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives were instructed to exclude students, members of religious orders, and of the Armed Forces, and part-time workers. Supervisors of other workers in the same occupation were omitted except where the job descriptions provide contrary instructions.

Professional and Technical - Nursing

DIRECTOR OF NURSING

A registered professional nurse who directs and supervises all nursing services concerned with care of patients in the hospital: Plans the nursing services needed to achieve the objective of the hospital. Is responsible for maintaining such nursing service in accordance with accepted standards. Analyzes and evaluates nursing and related services to improve quality of patient care and to plan better utilization of staff time and abilities. Plans and directs the orientation and in-service educational program for nursing personnel. Interprets hospital personnel policies. Administers the budget for the nursing department and may assist in its preparation. May participate in community health education programs. May be responsible for the administration of a school of nursing if such a school is operated by the hospital. May delegate any of these responsibilities to an assistant. May assume the functions of a supervisor in a small hospital. May select and recommend appointment of nursing personnel. Nurses whose primary responsibility is administration of the hospital and assistant directors who may be delegated the responsibility for either nursing service or the school of nursing are excluded.

SUPERVISOR OF NURSES

A registered professional nurse who directs and supervises the nursing service in one or more organized nursing units: Evaluates the nursing service in her unit or units and relates these activities to other hospital departments and to the total nursing service. Interprets responsibilities and hospital policy to nursing personnel. Assists in the evaluation of nursing personnel. Participates in the orientation and in-service education programs for nursing personnel. May direct

SUPERVISOR OF NURSES - Continued

the procurement of supplies and equipment for her unit or units. May spend part of time instructing student nurses or auxiliary nursing personnel or planning instruction for these groups. May perform the functions of the head nurse when there is no head nurse. May be in charge of more than one medical, surgical, psychiatric, or other unit, or more than one operating room, or may be in charge of a combination of these units such as a medical ward and a surgical ward. Evening or night supervisors, nurses who spend more than half their time in instruction in the classroom or on the organized nursing unit, nurses assigned to central supply more than half time, and assistant directors who are responsible for certain types of functions (e.g., personnel, budget, nursing education, nursing service) as distinguished from certain services (e.g., surgical, medical, etc.) and who perform functions of director as delegated by her (such as coordinating nursing service with that of other services) are excluded.

HEAD NURSE

A registered professional nurse who is responsible for the nursing service and patient care on one organized nursing unit: Assigns patient care duties to (professional and nonprofessional) nursing personnel and supervises and evaluates work performance. Periodically visits patients to insure optimal care and to ascertain need for additional or modified services. Supervises the execution of doctors' orders and related treatments and the maintenance of nursing records. Assists in the orientation of new personnel to the unit. Insures the availability of supplies and equipment. Identifies nursing service problems and assists in their solution. May give direct nursing care in

HEAD NURSE - Continued

selected situations (i. e., performs duties of general duty nurse). May assist in the in-service education and guidance of nursing personnel. May spend part of time supervising or instructing student nurses. May be responsible for ward 24 hours a day in the sense evening and night nurses report to her and she is responsible for assigning duties on other shifts. Nurses who spend more than half their time in the central supply unit or in instruction in the classroom or on an organized nursing unit, and those who are given the title of assistant head nurse who receive extra pay as assistant supervisor are excluded.

GENERAL DUTY NURSE

A registered professional nurse who gives nursing care to patients within an organized nursing unit: Utilizes special skill, knowledge, and judgment in observing and reporting symptoms and condition of patient. Administers highly specialized therapy with complicated equipment. Gives medication and notes reactions. Maintains records on patient's condition, medication, and treatment. Assists the physician with treatment. May set up equipment, prepare the patient, etc. May supervise professional and other nursing personnel who are working as members of a nursing team in caring for a group of patients. May spend part time instructing, supervising, or assigning duties to student nurses, practical nurses, and nursing aides. May instruct patients and family. May assume some or all of the functions of the head nurse in her absence. May bathe and feed acutely ill patients. May take and record temperatures, respiration, and pulse. Nurse anesthetists, those who are given extra compensation as assistant

GENERAL DUTY NURSE - Continued

head nurses, specialized intravenous nurses, those who spend more than half their time in the central supply department or in instruction in the classroom or on the organized nursing unit are excluded.

NURSING INSTRUCTOR¹

A registered professional nurse who instructs student, professional, or practical nurses in theory and practical aspects of nursing art and science: Assists in planning and preparing curriculum and outline for course. Lectures to students and demonstrates accepted methods of nursing service, such as carrying out medical and surgical treatments, observing and recording symptoms, and applying principles of asepsis and antisepsis. Collaborates with nursing supervisors to supplement classroom training with practical experience in various departments. Renders individual training assistance wherever needed, and observes performance of students in actual nursing situations. May prepare, administer, and grade examinations to determine student progress and achievement. May make recommendations relative to improved teaching and nursing techniques. May assist in carrying out hospital in-service training program by initiating new procedures and practices and training graduate nurses in their application. May conduct refresher training courses for graduate nurses in theory and practice of general nursing care or clinical specialties. May train auxiliary workers in administration of nonprofessional aspects of nursing care. May teach practical nursing techniques to classes of lay persons. Nurses who spend less than half of their time on such duties are excluded.

Professional and Technical - OtherDIETITIAN

A worker who organizes, administers, and directs one or more phases of the hospital food service program and applies the principles of nutrition to the feeding of individuals and groups. Does at least one of the following: (a) Plans menus, (b) plans modifications of the normal diet for persons needing special diet treatment, or (c) instructs patients and/or hospital personnel in principles of nutrition and in modifications of the normal diet. In addition, usually performs several or all of the following duties: Purchasing or requesting food, equipment, and supplies; supervising food preparation; supervising the serving of food to patients and hospital personnel; selecting, training, and supervising nonprofessional personnel; maintaining food cost controls; inspecting work areas and storage facilities for sanitation and safety. Normally, dietitians will have a college degree with a major in foods, nutrition, or institutional management plus a dietetic internship. Food service supervisors who are concerned with

DIETITIAN - Continued

the day-to-day operations of preparing and serving meals but who do not apply the principles of nutrition to meal planning (other than to modify diets according to established patterns) and, in hospitals that have staff dietitians, chief and assistant chief dietitians are excluded.

MEDICAL RECORD LIBRARIAN

A worker who is responsible for the activities of the department in which the medical records maintained on hospital or clinic patients are filed. These duties include several or all of the following: Reviewing patients' records for completeness and accuracy according

¹ This occupation was not studied in Portland, Oreg.

MEDICAL RECORD LIBRARIAN - Continued

to standards established by the accrediting agencies of hospitals; coding or verifying coding of diseases, operations, and special therapy according to recognized nomenclature and classification systems; indexing diseases, operations, and other special study material; preparing or supervising preparation of periodic statistical reports such as on morbidity, births, and deaths, utilization of facilities; assisting the medical staff in research involving medical records; abstracting case histories for special reports; selecting and tabulating information from patients' records for specific purposes of the hospital or clinic and the community; answering inquiries for information recorded in patients' records in accordance with prescribed hospital policies; filing or supervising filing of records; participating in staff meetings representing a professional service; taking medical or surgical dictation. Selects and trains any other employees in the department and assigns their duties. In addition, this worker may prepare the budget for the department and may serve as the hospital medical librarian. May direct program for training medical record library students. Medical record librarians in hospitals below the level of chief are excluded unless they are registered by the American Association of Medical Record Librarians.

MEDICAL SOCIAL WORKER

A person who provides direct service to patients by helping them resolve personal and environmental difficulties that interfere with obtaining maximum benefits from medical care or that predispose toward illness. Performs a variety of services such as counseling on social problems and arranging for posthospital care at home or in institutions, for placement of children in foster homes or adults in nursing homes, and for financial assistance during illness; utilizes resources such as family and community agencies to assist patient to resume life in community or to learn to live within disability. Prepares and keeps current a social case record. Provides attending physician and others with pertinent information to add to understanding of patient. May supervise social work students and beginning case workers. Social workers assigned primarily to psychiatric wards and clinics; workers engaged primarily in financial screening of patients and rate setting; those workers classified as case aides; and in hospitals where more than one social worker is employed, the head of the social service department and other supervisors of medical social workers unless they spend at least 80 percent of their time in direct service to patients (including related clerical and other duties) are excluded.

MEDICAL TECHNOLOGIST

A worker who performs various chemical, microscopic, and/or bacteriologic tests to obtain data used in diagnosis and treatment of patients. Applies techniques used in fields of bacteriology or mycology, parasitology, histopathology, hematology, serology, allergy, and/or chemical, radioactive, or morphological examinations. Is responsible for carrying procedures to completion (and a numerical answer). Records laboratory test results (but does not prepare diagnostic reports). May prepare tissues for microscopic pathological

MEDICAL TECHNOLOGIST - Continued

study. May, under supervision of a pathologist, engage in research and teaching activities. May supervise laboratory assistants, or where no laboratory assistants are employed, perform their duties. May also perform some duties of X-ray technicians, take electrocardiograms and determine basal metabolic rate. In large hospitals and those engaged in research, medical technologists may be responsible for testing and examination in only one of several fields of clinical pathology. In small hospitals, they may perform clinical tests in any one or a combination of these fields. Performs duties normally requiring 12 months' training in an approved school for medical technologists following at least 2 years of college. May be registered by registering agency. Chief technologists where more than one medical technologist is employed; tissue technicians who merely do routine preparation of tissue for study; those who perform only routine (qualitative rather than quantitative) tests such as urinalysis for PH factor or sugar by noting color change, testing hemoglobin by color, doing rough screening, or who perform only a limited range of tests within one field; and workers holding specialist certificates from the Registry of the American Society of Clinical Pathologists are excluded.

PHYSICAL THERAPIST

A person who treats disabilities, injuries, and diseases through the use of massage, exercise, and effective properties of air, water, heat, cold radiant energy, and electricity, according to prescription of a physician. May instruct students, interns, and nurses in methods and objective of physical therapy and may supervise physical therapy aides. May consult with other therapists to coordinate therapeutic programs for individual patients. Normally requires training in approved school of physical therapy. In hospitals with more than one physical therapist, the chief therapist and those who spend over 20 percent of their time supervising other physical therapists are excluded.

X-RAY TECHNICIAN

Takes X-ray photographs of various portions of body to assist physician in detection of foreign bodies and diagnoses of diseases and injuries, and/or assists in treating diseased or affected areas under supervision of radiologist. Prepares patient for roentgenographic examination, fluoroscopy or therapy requested by the physician, performing such duties as positioning patient, and administering chemical mixtures to increase opaqueness of organs. Sets up and operates stationary and mobile X-ray equipment. Develops exposed film or supervises its development by darkroom helper. Prepares and maintains records or supervises their preparation by clerical helpers. May maintain equipment in efficient operating condition, including correction of minor faults, and may clean apparatus. May perform duties in other departments, such as physical therapy, basal metabolism, and electrocardiography. May, under radiologist's direction, instruct nurses, interns, and students in X-ray techniques. Data for chief X-ray technicians in hospitals where more than one X-ray technician is employed are presented separately.

OfficeBILLER, MACHINE²

A worker who 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.

CLERK, PAYROLL

A worker who computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating worker's 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.

STENOGRAPHER, TECHNICAL

A worker whose 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 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

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

SWITCHBOARD OPERATOR-RECEPTIONIST

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and 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.

TRANSCRIBING-MACHINE OPERATOR, TECHNICAL

A worker whose primary duty is to transcribe dictation involving a technical vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer.

Other NonprofessionalCARPENTER, MAINTENANCE²

A worker who 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 a hospital. 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.

DISHWASHER, MACHINE

A worker who operates a dishwashing machine and performs most of the following duties: Cleans dishes, glassware, and silverware by machine. Receives tableware from dining room and/or patients' rooms, or stacks tableware for transporting to dishwasher. Scrapes food from dishes. Transports cleaned and dried ware to proper places. May also clean working area, steam tables, and kitchen equipment, arrange dining tables and chairs, polish fixtures, and perform other duties. May remove garbage from dishwashing area.

ELECTRICIAN, MAINTENANCE

A worker who 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 a hospital. Work involves most of the following: Installing or repairing

² These occupations were studied only in Baltimore, Md., Buffalo, N. Y., Portland, Oreg., and St. Louis, Mo.

ELECTRICIAN, MAINTENANCE - Continued

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.

ELEVATOR OPERATOR, PASSENGER³

A worker who operates a passenger elevator. Supplies information to passengers regarding location of wards and offices. Assists patients in and out of elevator and may push in wheelchairs and carriages to or from elevator. May move freight in and out of elevator. May distribute mail.

ENGINEER, STATIONARY

A worker who operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the hospital 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 hospitals employing more than one engineer are excluded.

EXTRACTOR OPERATOR⁴

A worker who removes surplus moisture from materials (such as wet cloth, clothing, knit goods, and yarn) by operating a centrifugal extractor. Work involves most of the following: Loading material into perforated drum of machine by hand or hoist; closing lid and starting machine, allowing it to run a predetermined time or until fluid stops flowing from drain; removing partly dried materials; hand trucking materials within the department. May assist the washer in loading, operating, or unloading the washing machine.

³ These occupations were studied only in Baltimore, Md., Buffalo, N. Y., and St. Louis, Mo.

⁴ These occupations were studied only in Baltimore, Md., Buffalo, N. Y., Portland, Oreg., and St. Louis, Mo.

FINISHER, FLATWORK, MACHINE

A worker who performs flatwork finishing operations by machine. Work involves one or more of the following: Shaking out the creases in semidry washing to prepare it for the flatwork ironing machine; feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers; catching or receiving articles as they emerge from the machine and partially folding them.

HOUSEKEEPER, CHIEF

A worker who is charged with the responsibility for housekeeping activities, which include maintenance of clean and sanitary conditions in all areas of the hospital except for engineering and dietetic areas; conduct of studies for better housekeeping products and equipment. In this capacity, the housekeeper formulates and implements procedures for effective utilization of housekeeping personnel, supplies, and equipment; sets standards for cleaning, sanitation, and preservation of floor and wall surfaces; conducts continuing program to improve housekeeping techniques and practices; makes budget estimates; schedules activities and makes inspection to determine whether established standards of sanitation and cleanliness are being met. Supervises housekeeping personnel, including conduct of in-service training, interviewing and final selection of personnel, recommending promotions and discharge of employees. May give advice to management on selection of color scheme, type of draperies, rugs, upholstery, and furniture to be used when needed for replacement.

KITCHEN HELPER

A worker who performs one or more of the following unskilled kitchen duties: Cleans worktables, meat blocks, refrigerator, and grease trays; sweeps and mops kitchen floors, obtains and distributes supplies and utensils; watches and stirs cooking foods to prevent burning. Carries dirty utensils to be washed and returns cleaned utensils and polished silver to proper place in kitchen. Cleans pots and kitchen utensils. Carries out garbage. Delivers food trays to floor diet kitchens and collects dirty dishes from trays. Assists in setting up trays. Dishes up food. Cuts, peels, and washes fruits and vegetables. Makes toast and beverages. Workers who work with patients in mental hospitals or who perform tasks such as making salad dressing or soup stock; preparing special beverages such as egg-nogs or milk shakes; cooking or frying eggs; weighing, measuring, and mixing ingredients for bakery products, etc., are excluded.

MAID OR PORTER

A worker who cleans and services hospital premises: Performs one or more of the following duties: Cleans, mops, and waxes floors. Dusts furniture and equipment. Cleans window sills, empties

MAID OR PORTER - Continued

trash baskets, and arranges furniture and equipment in an orderly fashion. Scours and polishes bathtubs, sinks, mirrors, and similar equipment, replenishing supplies of soap and towels. Polishes brass and cleans and polishes glass panels in doors and partitions. Keeps utility storage rooms in good order by cleaning lockers and equipment, arranging supplies, and sweeping and mopping floor. Performs a variety of related duties. May be assigned to specific areas, such as wards, offices, or surgery. Those workers who work with patients in mental hospitals are excluded.

MEDICAL LABORATORY ASSISTANT⁵

A worker who assists one or more medical technologists or workers of equivalent status by performing one or more of the following duties: Preparing, under instruction, sterile media for use in growing cultures (does not identify bacteria); sorting bacterial cultures prior to examination by medical technologists; preparing solutions, non-critical reagents (i. e., those not requiring a high degree of accuracy—such as salt solutions or dye solutions), or stains, following standard laboratory formulas and procedures. May clean and sterilize laboratory equipment, glassware, and instruments. May do charting under supervision. May collect some types of specimens from patients. Does not perform tests.

NURSING AIDE

A worker who assists the nursing staff by performing routine duties in the care of hospital patients. Performs several of the following patient care services: Bathes bed patients or assists them in bathing. Cares for patients' hair and nails. Feeds or assists patients to eat and brings patients between-meal nourishment. Assists patients with bedpans and urinals. Keeps records of patients' food intake and output when ordered. Assists patients in undressing and provides hospital clothing, storing patients' clothing and valuables. Assists patients in walking and transports patients to various hospital rooms by means of wheelchair or stretcher. Cleans and sterilizes instru-

⁵ These occupations were studied only in Baltimore, Md., Buffalo, N. Y., and St. Louis, Mo.

NURSING AIDE - Continued

ments and equipment. May clean rooms or equipment upon discharge of patients. Makes occupied beds. May take and record temperature, pulse, and respiration rate. May escort newly admitted patients from admitting office to hospital room or ward. May or may not be licensed. May be called orderly and may transport and arrange portable X-ray, oxygen, or heavy equipment. In mental hospitals or psychiatric units will have very limited responsibility for participation in care of patients, being limited to physical care rather than socializing and will work under close supervision.

PRACTICAL NURSE

A person who, under supervision of a professional nurse, performs selected and delegated nursing tasks in care of patients. Performs three or more of the following duties: Measures and administers simple medications as directed; applies simple dressings; administers enemas, douches, perineal care, and other treatments as directed; reports general observation of patients' condition; sets up treatment trays; keeps under constant surveillance patients recovering from anesthesia or receiving prolonged intravenous or subcutaneous injections, notifying professional nurse of unusual reactions; takes and records temperature, pulse, and respiration. In a mental hospital, may be called a psychiatric aide or attendant and may have duties such as socializing and custodial functions peculiar to mental hospitals. Some workers called orderlies may perform these duties and are included. May be licensed and may also perform duties of a nursing aide. Those regularly supervising other practical nurses or nursing aides and those supervising units to which no professional nurses are assigned are excluded.

WASHER, MACHINE

A worker who operates one or more washing machines to wash hospital linens, garments, curtains, draperies, and other articles. Work involves the following: Manipulating valves, switches, and levers to start and stop the machine and to control the amount and temperature of water for the sudsing and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions; loading and unloading the washing machine, if not done by loaders or unloaders (pullers). May make minor repairs to washing machine.