

Earnings and Supplementary Benefits in Hospitals

SAN FRANCISCO-OAKLAND, CALIFORNIA

NOVEMBER 1956

Bulletin No. 1210-13

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 San Francisco-Oakland hospitals is one of a series of reports 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 San Francisco-Oakland survey was issued in March 1957; this report provides more detailed information, both on wages and wage practices.

The surveys were designed to meet a variety of governmental and nongovernmental uses 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 staff 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 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 San Francisco-Oakland, Calif., November 1956

Summary

More than 28,000 workers were employed in hospitals with 51 or more workers in the San Francisco-Oakland metropolitan area at the time of this survey. More than 1 out of 4 were employed in Federal Government institutions and almost the same proportion in other government hospitals, while slightly more than two-fifths of the employees were in private (nongovernmental) hospitals in the area.

Four broad groups of hospital employees were included in the survey—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. Nurses and other professional and technical employees accounted for slightly more than a fourth of all workers at hospitals in the area,¹ office clerical employees for a tenth, and other nonprofessional workers, for more than two-fifths of all employees.

The range of earnings within each occupation was usually substantial. Typically, the level of earnings was higher in public than in privately operated hospitals.

Earnings and Perquisites.—Weekly salaries of women professional nurses in San Francisco-Oakland, Calif., hospitals in November 1956 ranged from an average of \$121.50 for directors of nursing to \$75.50 for those on general duty. In private or nongovernmental hospitals, the corresponding averages were \$117 and \$72, respectively (table A-1). Four out of 5 of all general duty nurses earned \$65 but less than \$80 a week. Among other professional and technical occupations surveyed, average weekly salaries for women ranged from \$95 for chief X-ray technicians to \$76 for other X-ray technicians (\$88 to \$73.50 in private hospitals).

Among the women office workers studied, payroll clerks averaged \$74.50 a week and switchboard operator-receptionists \$61.50 (table A-2). The highest paid nonprofessional workers studied were maintenance electricians, who earned an average of \$2.65 an hour. Lowest average was \$1.38 an hour for women dishwashers. Women practical nurses received \$63 and nursing aides \$59 a week—\$1.58 and \$1.48 an hour, respectively (table A-3).

¹ About three-fifths of the San Francisco hospitals employed some part-time nurses in addition to the full-time workers whose salaries are described in this bulletin, but the number of such part-time nurses was small. In most Federal hospitals in the area, most of the nursing staff were commissioned members of the Armed Forces; a few hospitals had members of a religious order on their staff. A substantial minority of the area hospitals were training student nurses.

In December 1956 and January 1957, salary increases were put into effect for nurses in most private hospitals in the San Francisco-Oakland area. The San Francisco Hospital Conference and the California State Nurses' Association agreed on increases in salaries of general duty nurses varying from \$15 to \$35 a month, effective December 1, 1956. Agreements on higher pay were also concluded by the Nurses' Association with some individual hospitals in the area, and before a dispute over certain contract terms was resolved for East Bay hospitals, the Associated Hospitals of the East Bay Area announced salary increases for general duty nurses ranging from \$25 to \$40 a month, effective January 1, 1957. It is estimated that these salary adjustments, subsequent to the date of the Bureau's survey, raised average pay approximately \$5.50 a week above the level of general duty nurses shown in table A-1 for private hospitals; since rates in public hospitals were not affected, the estimated average increase for general duty nurses in all hospitals in the area was slightly more than \$3 a week. Available information indicates that increases comparable to those for general duty nurses were put into effect for nurses in supervisory positions; the effect of these salary changes on pay levels in these positions, however, was not calculated.

Provision of meals and/or a room in addition to cash salaries was reported for virtually none of the San Francisco-Oakland hospital employees with the exception of those employed in the dietary department, most of whom received 2 or 3 meals a day. Laundry of uniforms or laundry and uniforms were provided for at least 1 out of 4 of the workers in most occupations in which uniforms were required; in the dietary department, about half the workers were provided both uniforms and laundry (table B-1).

About 2 out of 5 San Francisco-Oakland hospitals provided meals and/or rooms for their employees that could be purchased by means of payroll deductions. Charges varied from about 30 to about 50 cents a meal, with the latter amount being most common. When room facilities were available, nurses generally paid \$10 to \$20 monthly for a single room.

Entrance Rates and Rate Structure.—The vast majority of San Francisco-Oakland hospitals established rates of pay for general duty nurses in accordance with a formal rate structure rather than on the basis of individual determination. Typically, this rate structure provided for periodic increases in pay. The interval at which salaries were increased and the number of years for which increases were put into effect varied among hospitals, although most hospitals provided for increasing pay annually. Some hospitals continued these annual increases until a nurse had been employed 3 years (that is, the final

increases became effective at the beginning of the fourth year of employment). Others continued the increases for 5 years with the final increment due at the beginning of the sixth year of service.² The most common periodic increment was \$5 a month.

About three-fifths of the San Francisco hospitals reported a policy of hiring general duty nurses at \$65 but less than \$70 a week, and about a fifth at \$70 but less than \$75 weekly. The most common entrance rate for staff dietitians was \$75 but less than \$80 a week, and a number of hospitals supplemented the dietitians' pay by 1, 2, or 3 meals daily (table B-2).

For men and women hired for nonprofessional positions other than office clerical, the most frequent entrance rate, reported by about a third of the hospitals, was \$1.25 but less than \$1.30 an hour. These rates applied to dietary workers and a majority of these hospitals provided 2 or 3 meals to these employees (table B-3).

Extra pay for Late-Shift Work and Other Types of Duty.—In a few hospitals, registered professional nurses were required to rotate among shifts with the period between changes in shift assignments varying from a week to every 2 or 3 months.

More than 9 out of 10 registered professional nurses (including all those employed in private hospitals) on late shifts were paid extra for this work. The most common differential was about \$10 to \$11 a month (\$2.30 to \$2.50 a week).³ All the other professional and technical workers scheduled to work on late shifts received a differential, as did more than 4 out of 5 of the nonprofessional workers (other than office clerical) on late shifts (table B-4).

Extra pay for certain types of duty was provided in a majority of San Francisco hospitals. Most frequently, this pay was reported for nursing personnel (registered professional nurses and in some cases nursing attendants or practical nurses) in the operating room. In some cases, extra pay was provided nurses in the psychiatric ward, those working with acutely ill patients, or those employed in communicable disease wards. The most frequent premium for these various types of duty was \$10 a month.

² Beginning in December 1956 or January 1957, annual increments were increased to \$10 a month, and the period after which maximum salaries were reached was reduced from 5 years to 4 years in some hospitals. Those with a 3-year progression period did not change it.

³ After the date of the Bureau's survey, shift differentials were increased in most private hospitals in the area: The \$10-a-month differentials (\$2.30 a week) were increased to \$15 (about \$3.50 a week). Extra pay for those nurses receiving \$10.83 a month (\$2.50 a week) for work on the night shift was increased to \$19.50 (\$4.50 a week).

⁴ Shortly after this survey, a fourth week of vacation was added in most private hospitals for nurses with 10 or more years' service.

Hours of Work and Overtime Pay.—A 40-hour schedule was in effect for all employees studied in San Francisco-Oakland area hospitals. All employees were covered by formal policies regarding pay for weekly overtime. Most common provision, applicable to about 8 out of 10 workers and an even higher proportion in private hospitals, was time and one-half pay for work in excess of 40 hours (table B-6).

A number of San Francisco hospitals employed kitchen and food-service workers on divided shifts, with the interval elapsing between shifts being most often 2 to 3 hours. These hospitals generally paid 75 cents to \$1.50 a day extra to such workers because they were on split shifts.

Most hospitals required a small number of workers to be on call for some hours beyond their regular time on duty. This requirement most frequently applied to nurses employed on surgical duty, although frequently laboratory and in some cases X-ray technicians were subject to this type of assignment. In some cases, no pay was provided for being on call, although the workers were paid extra if they were called back. In other cases, time on call was paid for, generally at half the worker's regular rate.

Vacations and Holidays.—All employees were eligible for paid vacations after a year's service and about 2 out of 5 (mostly governmental employees) were entitled to vacations after 6 months' service (table B-7). All but about 5 percent received at least 2 weeks' vacation after a year's service and at least 3 weeks after 5 years' employment.⁴

At least 7 paid holidays annually were provided all employees within the scope of the survey. All private hospitals recognized 7 holidays, whereas in public institutions about 3 out of 4 nurses and about 90 percent of the other employees received 8 or more. Most commonly, employees required to work on holidays received equal time off, but more than a third of the workers in each occupational group except nurses received extra straight-time pay (a total of double time) for holiday work. Equal time off was the most usual provision in private hospitals (table B-8).

Insurance and Pensions.—Life insurance paid for at least in part by the hospital was provided about 1 out of 5 nurses and more than a third of the other hospital workers in the San Francisco-Oakland area. Almost the same proportions were covered by accidental death and dismemberment benefits. All employees were covered by sick-leave provisions, and about 9 out of 10 (including all governmental employees) were eligible for such leave at full pay without a waiting period. All employees in private hospitals and relatively small proportions of those in public hospitals received hospital and surgical benefits free or at reduced cost (table B-9).

Some type of pension arrangement covered all employees in government hospitals and all but about 7 percent in private hospitals. Three-fifths of the employees in private hospitals were under the Old-Age, Survivors, and Disability Insurance system with almost a third (including a few also covered by social security) being included in a private pension plan contributed to by the hospital.

A: Occupational Earnings

Table A-1: Professional and technical occupations

(Average straight-time weekly hours and earnings for selected occupations in San Francisco-Oakland, Calif., by hospital proprietorship, November 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—															
		Weekly hours	Weekly earnings	Under \$5.00	\$5.00 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 and over	
				1/	1/														
Nursing occupations																			
Men																			
General duty nurses	14	40.0	\$90.00	-	-	2	4	-	3	-	1	-	2	-	-	2	-	-	
Women																			
Directors of nursing	56	40.0	121.50	-	-	3	-	-	-	7	2	-	2	6	-	15	1	20	
Governmental hospitals	20	40.0	130.50	-	-	-	-	-	-	-	-	-	-	3	-	8	1	8	
Nongovernmental hospitals	36	40.0	117.00	-	-	3	-	-	-	7	2	-	2	3	-	7	-	12	
Supervisors of nurses	225	40.0	93.00	-	-	-	14	38	53	35	25	26	17	5	9	3	-	-	
Governmental hospitals	108	40.0	100.50	-	-	-	-	-	9	25	22	20	17	5	7	3	-	-	
Nongovernmental hospitals	117	40.0	86.00	-	-	-	14	38	44	10	3	6	-	-	2	-	-	-	
Head nurses	529	40.0	85.50	3	-	86	165	71	45	12	28	95	15	4	1	4	-	-	
Governmental hospitals	214	40.0	87.50	-	-	-	5	11	39	12	28	95	15	4	1	4	-	-	
Nongovernmental hospitals	315	40.0	77.50	3	-	86	160	60	6	-	-	-	-	-	-	-	-	-	
General duty nurses	3,715	40.0	75.50	3	852	1,219	892	298	261	101	49	19	17	2	-	2	-	-	
Governmental hospitals	1,587	40.0	80.00	-	150	271	485	230	261	101	49	19	17	2	-	2	-	-	
Nongovernmental hospitals	2,128	40.0	72.00	3	702	948	407	68	-	-	-	-	-	-	-	-	-	-	
Nursing instructors	69	40.0	95.50	-	-	-	8	7	8	18	10	5	7	1	-	-	3	2	
Governmental hospitals	13	40.0	110.50	-	-	-	-	-	-	2	3	-	4	1	-	-	1	2	
Nongovernmental hospitals	56	40.0	92.00	-	-	-	8	7	8	16	7	5	3	-	-	-	2	-	
Other professional and technical occupations																			
Men																			
X-ray technicians, chief	22	40.0	100.00	-	-	-	-	-	3	4	7	4	-	2	-	2	-	-	
Governmental hospitals	11	40.0	97.00	-	-	-	-	-	1	1	7	2	-	-	-	-	-	-	
Nongovernmental hospitals	11	40.0	102.50	-	-	-	-	-	2	3	-	2	-	2	-	2	-	-	
X-ray technicians 3/	93	40.0	82.50	-	12	10	16	22	10	19	-	2	-	2	-	-	-	-	
Governmental hospitals	49	40.0	82.50	-	10	1	9	6	4	19	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	44	40.0	82.00	-	2	9	7	16	6	-	-	2	-	2	-	-	-	-	
Medical technologists 2/	88	40.0	81.50	-	-	9	28	24	20	3	4	-	-	-	-	-	-	-	
Governmental hospitals	33	40.0	82.00	-	-	8	7	7	5	2	4	-	-	-	-	-	-	-	
Nongovernmental hospitals	55	40.0	81.50	-	-	1	21	17	15	1	-	-	-	-	-	-	-	-	
Women																			
X-ray technicians, chief	10	40.0	95.00	-	-	-	-	3	-	5	-	-	-	-	1	1	-	-	
Nongovernmental hospitals	7	40.0	88.00	-	-	-	-	3	-	4	-	-	-	-	-	-	-	-	
X-ray technicians 2/	93	40.0	76.00	7	14	16	30	15	9	1	1	-	-	-	-	-	-	-	
Governmental hospitals	35	40.0	80.00	-	-	7	12	7	7	1	1	-	-	-	-	-	-	-	
Nongovernmental hospitals	58	40.0	73.50	7	14	9	18	8	2	-	-	-	-	-	-	-	-	-	
Medical technologists 2/	279	40.0	80.50	2	6	50	83	64	51	10	5	3	3	1	-	1	-	-	
Governmental hospitals	120	40.0	81.50	-	4	22	34	22	20	6	5	2	3	1	-	1	-	-	
Nongovernmental hospitals	159	40.0	80.00	2	2	28	49	42	31	4	-	1	-	-	-	-	-	-	
Medical record librarians	69	40.0	84.50	-	4	3	15	25	6	5	2	6	1	1	-	1	-	-	
Governmental hospitals	28	40.0	88.50	-	2	-	1	11	3	5	1	3	-	1	-	1	-	-	
Nongovernmental hospitals	41	40.0	82.00	-	2	3	14	14	3	-	1	3	1	-	-	-	-	-	
Medical social workers 3/	49	40.0	92.00	1	2	-	1	6	12	8	3	8	8	-	-	-	-	-	
Governmental hospitals	34	40.0	95.50	-	-	-	-	2	10	5	2	8	7	-	-	-	-	-	
Nongovernmental hospitals	15	40.0	84.00	1	2	-	1	4	2	3	1	-	1	-	-	-	-	-	
Physical therapists 3/	60	40.0	83.50	-	1	8	16	11	6	8	4	6	-	-	-	-	-	-	
Governmental hospitals	27	40.0	90.50	-	-	-	4	3	3	8	4	5	-	-	-	-	-	-	
Nongovernmental hospitals	33	40.0	78.00	-	1	8	12	8	3	-	1	-	-	-	-	-	-	-	
Dietitians 3/	107	40.0	81.00	-	1	16	34	23	18	10	4	-	1	-	-	-	-	-	
Governmental hospitals	39	40.0	85.00	-	-	6	6	3	15	4	4	-	1	-	-	-	-	-	
Nongovernmental hospitals	68	40.0	79.00	-	1	10	28	20	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: 2 at \$130 to \$135; 5 at \$135 to \$140; 3 at \$140 to \$145; 8 at \$150 to \$155; 1 at \$155 to \$160; 1 at \$160 to \$165.
 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 San Francisco-Oakland, Calif., by hospital proprietorship, November 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 \$55.00	\$55.00 and under 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 and over	
Clerks, payroll	54	40.0	\$74.50	-	-	-	2	-	1	14	3	3	23	8	
Governmental hospitals	36	40.0	74.50	-	-	-	2	-	1	7	2	3	17	4	
Nongovernmental hospitals	18	40.0	75.00	-	-	-	-	-	-	7	1	-	6	4	
Stenographers, technical	220	40.0	70.00	-	-	6	15	27	26	45	41	8	39	13	
Governmental hospitals	157	40.0	69.00	-	-	2	14	23	21	29	32	7	29	-	
Nongovernmental hospitals	63	40.0	72.50	-	-	4	1	4	5	16	9	1	10	13	
Switchboard operators	159	40.0	63.00	7	15	36	31	26	12	10	10	-	12	-	
Governmental hospitals	53	40.0	64.50	-	6	6	12	12	1	1	7	-	8	-	
Nongovernmental hospitals	106	40.0	62.00	7	9	30	19	14	11	9	3	-	4	-	
Switchboard operator-receptionists	124	40.0	61.50	11	43	15	5	23	3	4	12	3	5	-	
Governmental hospitals	66	40.0	63.50	-	35	-	2	2	3	4	12	3	5	-	
Nongovernmental hospitals	58	40.0	59.00	11	8	15	3	21	-	-	-	-	-	-	
Transcribing-machine operators, technical	131	40.0	67.00	-	-	-	40	14	21	16	22	8	6	4	
Governmental hospitals	94	40.0	66.00	-	-	-	32	13	17	7	21	2	2	-	
Nongovernmental hospitals	37	40.0	69.50	-	-	-	8	1	4	9	1	6	4	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.

Table A-3: Other nonprofessional occupations

(Average straight-time weekly hours and earnings for average hourly earnings or selected occupations in San Francisco-Oakland, Calif., by hospital proprietorship, November 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 \$50.00	\$50.00 and under 52.50	\$52.50 55.00	\$55.00 57.50	\$57.50 60.00	\$60.00 62.50	\$62.50 65.00	\$65.00 67.50	\$67.50 70.00	\$70.00 72.50	\$72.50 75.00	\$75.00 80.00	\$80.00 85.00	\$85.00 90.00	\$90.00 and over	
Men																			
Nursing aides	629	40.0	\$62.50	7	-	7	150	85	91	49	97	58	77	8	-	-	-	-	
Governmental hospitals	405	40.0	63.00	-	-	-	76	27	84	48	97	58	15	-	-	-	-	-	
Nongovernmental hospitals	224	40.0	62.00	7	-	7	74	58	7	1	-	-	62	8	-	-	-	-	
Practical nurses	381	40.0	67.50	-	4	2	2	18	45	59	61	31	101	19	39	-	-	-	
Women																			
Nursing aides	1,995	40.0	59.00	84	152	207	376	554	101	160	151	98	66	46	-	-	-	-	
Governmental hospitals	740	40.0	63.00	-	55	49	67	42	84	160	151	98	6	28	-	-	-	-	
Nongovernmental hospitals	1,255	40.0	57.00	84	97	158	309	512	17	-	-	-	60	18	-	-	-	-	
Practical nurses	1,495	40.0	63.00	3	86	172	149	81	227	199	158	85	238	23	74	-	-	-	
Governmental hospitals	847	40.0	67.50	-	-	-	10	34	113	113	157	85	238	23	74	-	-	-	
Nongovernmental hospitals	648	40.0	57.00	3	86	172	139	47	114	86	1	-	-	-	-	-	-	-	
Housekeepers, chief	28	40.0	84.00	-	-	-	-	-	-	3	-	2	-	1	9	1	6	2/ 6	
Governmental hospitals	12	40.0	86.50	-	-	-	-	-	-	-	-	-	-	7	1	1	1	3	
Nongovernmental hospitals	16	40.0	32.50	-	-	-	-	-	-	3	-	2	-	1	2	-	5	3	

See footnotes at end of table.

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 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 San Francisco-Oakland, Calif., by hospital proprietorship, November 1956)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings 2/	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																
			Under \$1.20	\$1.20 and under 1.25	\$1.25 - 1.30	\$1.30 - 1.35	\$1.35 - 1.40	\$1.40 - 1.45	\$1.45 - 1.50	\$1.50 - 1.60	\$1.60 - 1.70	\$1.70 - 1.80	\$1.80 - 1.90	\$1.90 - 2.00	\$2.00 - 2.10	\$2.10 - 2.20	\$2.20 - 2.30	\$2.30 - 2.40	\$2.40 - 2.50
Men																			
Dishwashers, machine	154	\$1.49	-	2	24	27	10	37	8	7	3	12	2	22	-	-	-	-	-
Governmental hospitals	80	1.54	-	-	12	14	10	8	2	5	3	2	22	-	-	-	-	-	-
Nongovernmental hospitals	74	1.43	-	2	12	13	-	29	6	2	10	-	-	-	-	-	-	-	-
Electricians, maintenance	34	2.65	-	-	-	-	-	-	-	-	-	-	1	4	-	-	10	8	4/ 11
Engineers, stationary	223	2.32	-	-	-	-	-	-	-	-	-	-	2	26	16	117	9	14	5/ 39
Governmental hospitals	110	2.39	-	-	-	-	-	-	-	-	-	-	2	-	6	51	8	12	31
Nongovernmental hospitals	113	2.26	-	-	-	-	-	-	-	-	-	-	-	26	10	66	1	2	8
Kitchen helpers	471	1.45	18	21	91	57	51	41	21	26	82	19	26	18	-	-	-	-	-
Governmental hospitals	320	1.53	-	17	33	43	2	39	21	26	82	13	26	18	-	-	-	-	-
Nongovernmental hospitals	151	1.31	18	4	58	14	49	2	-	-	6	-	-	-	-	-	-	-	-
Porters	903	1.52	9	-	20	126	94	168	57	140	167	42	80	-	-	-	-	-	-
Governmental hospitals	516	1.57	-	-	-	5	40	58	50	136	167	42	18	-	-	-	-	-	-
Nongovernmental hospitals	387	1.44	9	-	20	121	54	110	7	4	-	-	62	-	-	-	-	-	-
Washers, machine	78	1.58	6	-	-	4	-	9	-	27	6	17	7	2	-	-	-	-	-
Governmental hospitals	30	1.73	-	-	-	-	-	1	-	5	3	16	3	2	-	-	-	-	-
Nongovernmental hospitals	48	1.49	6	-	-	4	-	8	-	22	3	1	4	-	-	-	-	-	-
Women																			
Dishwashers, machine	58	1.38	-	-	28	2	-	5	21	-	-	2	-	-	-	-	-	-	-
Nongovernmental hospitals	37	1.33	-	-	28	2	-	5	-	-	2	-	-	-	-	-	-	-	-
Kitchen helpers	852	1.41	14	75	188	43	183	83	93	56	51	6	54	1	-	-	-	-	-
Governmental hospitals	396	1.52	-	12	23	30	-	73	90	56	51	6	54	1	-	-	-	-	-
Nongovernmental hospitals	456	1.31	14	63	165	13	188	10	3	-	-	-	-	-	-	-	-	-	-
Laundry finishers, flatwork, machine	360	1.43	27	4	17	53	24	110	51	21	29	4	20	-	-	-	-	-	-
Governmental hospitals	183	1.46	3	1	9	13	22	36	45	21	29	4	-	-	-	-	-	-	-
Nongovernmental hospitals	177	1.40	24	3	8	40	2	74	6	-	-	20	-	-	-	-	-	-	-
Maids	857	1.39	57	22	145	153	34	239	78	38	62	29	-	-	-	-	-	-	-
Governmental hospitals	221	1.51	-	-	4	20	11	19	76	38	24	29	-	-	-	-	-	-	-
Nongovernmental hospitals	636	1.34	57	22	141	133	23	220	2	-	38	-	-	-	-	-	-	-	-

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: 2 at \$95 to \$100; 1 at \$100 to \$105; 3 at \$105 and over.

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: 2 at \$2.80 to \$2.90; 3 at \$3.30 to \$3.40; 6 at \$3.50 to \$3.60.

5/ Workers were distributed as follows: 4 at \$2.50 to \$2.60; 18 at \$2.60 to \$2.70; 11 at \$2.70 to \$2.80; 6 at \$2.90 and over.

B: Establishment Practices and Supplementary Benefits

Table B-1: Perquisites

Occupation and sex	All workers	Percent of workers in all hospitals who receive in addition to cash salary -								All workers	Percent of workers in governmental hospitals who receive in addition to cash salary -								All workers	Percent of workers in nongovernmental hospitals who receive in addition to cash salary -							
		1 meal	2 meals	3 meals	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms		Neither laundry nor uniforms	1 meal	2 meals	3 meals	Neither meals nor room	Laundry only	Laundry and uniforms	Neither laundry nor uniforms		1 meal	2 meals	3 meals	3 meals and room	Neither meals nor room	Laundry only	Laundry and uniforms	Neither laundry nor uniforms
		Professional occupations																									
Nursing occupations																											
Directors of nursing (women)	100	-	-	-	-	100	18	-	4	79	100	-	-	-	100	25	10	65	100	-	-	-	-	100	14	-	86
Supervisors of nurses (women)	100	-	-	-	-	100	20	-	9	72	100	-	-	-	100	37	17	46	100	-	-	-	-	100	3	*	95
Head nurses (women)	100	-	-	-	-	100	15	-	14	72	100	-	-	-	100	35	27	38	100	-	-	-	-	100	*	5	94
General duty nurses (men)	100	-	-	-	-	100	-	-	36	64	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General duty nurses (women)	100	-	-	-	-	100	16	*	11	72	100	-	-	-	100	26	24	50	100	1/	-	-	-	100	9	*	88
Nursing instructors (women)	100	-	-	-	-	100	7	-	12	81	100	-	-	-	100	39	62	-	100	-	-	-	-	100	-	-	100
Other professional and technical occupations																											
X-ray technicians, chief (men)	100	-	-	-	-	100	9	-	18	73	100	-	-	-	100	-	27	73	100	-	-	-	-	100	18	9	73
X-ray technicians, chief (women)	100	-	-	-	-	100	30	-	-	70	-	-	-	-	-	-	-	-	100	-	-	-	-	100	29	-	71
X-ray technicians (men)	100	-	-	-	-	100	14	-	24	62	100	-	-	-	100	6	43	51	100	-	-	-	-	100	23	*	75
X-ray technicians (women)	100	-	-	-	-	100	14	-	9	77	100	-	-	-	100	3	-	97	100	-	-	-	-	100	21	14	66
Medical technologists (men)	100	-	-	-	-	100	18	-	28	53	100	-	-	-	100	6	39	55	100	-	-	-	-	100	26	22	53
Medical technologists (women)	100	-	-	-	-	100	13	-	14	74	100	-	-	-	100	6	20	74	100	-	-	-	-	100	18	9	73
Medical record librarians (women)	100	-	-	-	-	100	-	-	-	100	100	-	-	-	100	-	-	100	100	-	-	-	-	100	-	-	100
Medical social workers (women)	100	4	-	-	-	96	-	-	22	78	100	-	-	-	100	-	32	68	100	13	-	-	-	87	-	-	100
Physical therapists (women)	100	3	-	-	-	97	3	-	18	78	100	-	-	-	100	7	41	52	100	6	-	-	-	94	-	-	100
Dietitians (women)	100	13	21	19	*	46	8	-	12	80	100	8	10	15	67	5	33	62	100	16	27	21	3	34	9	-	91
Nonprofessional occupations																											
Nursing aides (men)	100	-	-	-	-	100	12	-	46	42	100	-	-	-	100	*	68	31	100	-	-	-	-	100	31	7	62
Nursing aides (women)	100	-	-	-	-	100	17	-	11	72	100	-	-	-	100	15	22	63	100	-	-	-	-	100	19	4	78
Practical nurses (men)	100	-	-	-	-	100	23	-	56	21	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Practical nurses (women)	100	-	-	-	-	100	24	-	9	67	100	-	-	-	100	40	17	44	100	-	-	-	-	100	*	-	98
Housekeepers, chief (women)	100	-	-	-	-	100	4	-	7	89	100	-	-	-	100	8	17	75	100	-	-	-	-	100	-	-	100
Dishwashers, machine (men)	100	3	20	31	-	47	9	-	53	38	100	-	31	-	69	-	75	25	100	5	7	65	-	23	19	30	51
Dishwashers, machine (women)	100	12	72	14	-	*	3	-	38	59	-	-	-	-	-	-	-	-	100	19	57	22	-	3	5	60	35
Electricians, maintenance (men)	100	-	-	-	-	100	6	-	-	94	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineers, stationary (men)	100	-	-	-	-	100	4	-	-	96	100	-	-	-	100	7	-	93	100	-	-	-	-	100	-	-	100
Kitchen helpers (men)	100	*	16	42	-	41	5	-	47	49	100	-	19	30	52	-	58	42	100	4	11	68	-	17	15	23	63
Kitchen helpers (women)	100	8	29	38	-	26	4	-	33	63	100	-	37	19	43	-	36	64	100	15	21	53	-	11	7	31	62
Laundry finishers, flatwork, machine (women)	100	-	-	-	-	100	-	-	6	94	100	-	-	-	100	-	11	89	100	-	-	-	-	100	-	-	100
Porters	100	-	-	-	-	100	13	-	14	73	100	-	-	-	100	4	12	85	100	-	-	-	-	100	26	17	57
Maids	100	-	-	4	-	96	21	-	8	70	100	-	-	-	100	*	13	85	100	-	-	6	-	94	28	7	65
Washers, machine (men)	100	-	-	-	-	100	-	-	9	91	100	-	-	-	100	-	23	77	100	-	-	-	-	100	-	-	100

1/ Includes less than 2.5 percent who receive uniforms only.
* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 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 dietitians

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	71	29	42	71	29	42
Hospitals having an established minimum	69	29	40	26	15	11
\$45.00 and under \$50.00	3	-	3	-	-	-
\$65.00 and under \$70.00	42	9	33	1	-	1
\$70.00 and under \$75.00	16	14	2	2/6	2	2/4
\$75.00 and under \$80.00	8	6	2	2/16	4/10	2/6
\$85.00 and under \$90.00	-	-	-	3	3	-
Hospitals having no established minimum	-	-	-	28	7	21
Hospitals that did not employ workers in this category ...	2	-	2	17	7	10

1/ All salaries are paid for a 40-hour week.

2/ In 4 hospitals, workers receive 3 meals in addition to their cash salary.

3/ In 3 hospitals, workers receive 1 meal; in 5 hospitals, workers receive 2 meals; and in 4 hospitals, workers receive 3 meals in addition to their cash salary.

4/ In 3 hospitals, workers receive 1 meal; in 2 hospitals, workers receive 2 meals; and in 2 hospitals, workers receive 3 meals in addition to their cash salary.

5/ In 3 hospitals, workers receive 2 meals; and in 2 hospitals, workers receive 3 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	71	29	42	71	29	42
Hospitals having an established minimum	71	29	42	71	29	42
\$0.95 and under \$1.00	-	-	-	3	-	3
\$1.00 and under \$1.05	3	-	3	-	-	-
\$1.05 and under \$1.10	-	-	-	-	-	-
\$1.10 and under \$1.15	-	-	-	1/2	-	1/2
\$1.15 and under \$1.20	2/6	2	2/5	6	3	3
\$1.20 and under \$1.25	2/7	4/2	2/5	5/12	4/2	6/10
\$1.25 and under \$1.30	7/23	8/6	2/17	10/24	8/5	11/19
\$1.30 and under \$1.35	10	-	10	4	1	3
\$1.35 and under \$1.40	5	5	-	5	5	-
\$1.40 and under \$1.45	9	9	-	12/9	12/9	-
\$1.45 and under \$1.50	-	-	-	-	-	-
\$1.50 and under \$1.55	2	2	-	4	4	-
\$1.55 and under \$1.60	-	-	-	-	-	-
\$1.60 and under \$1.65	2	2	-	1/2	-	1/2
\$1.65 and under \$1.70	2	2	-	-	-	-
\$1.70 and over	2	-	2	-	-	-

1/ Workers receive 3 meals in addition to their cash salary.

2/ In 2 hospitals, workers receive 3 meals in addition to their cash salary.

3/ In 1 hospital, workers receive 2 meals; and in 2 hospitals, workers receive 3 meals in addition to their cash salary.

4/ In 1 hospital, workers receive 2 meals in addition to their cash salary.

5/ In 1 hospital, workers receive 2 meals; in 3 hospitals, workers receive 1 meal; and in 2 hospitals, workers receive 3 meals in addition to their cash salary.

6/ In 3 hospitals, workers receive 1 meal; and in 2 hospitals, workers receive 3 meals in addition to their cash salary.

7/ In 5 hospitals, workers receive 2 meals; and in 9 hospitals, workers receive 3 meals in addition to their cash salary.

8/ In 2 hospitals, workers receive 2 meals in addition to their cash salary.

9/ In 3 hospitals, workers receive 2 meals; and in 9 hospitals, workers receive 3 meals in addition to their cash salary.

10/ In 12 hospitals, workers receive 2 meals; and in 9 hospitals, workers receive 3 meals in addition to their cash salary.

11/ In 10 hospitals, workers receive 2 meals; and in 9 hospitals, workers receive 3 meals in addition to their cash salary.

12/ In 7 hospitals, workers receive 2 meals in addition to their cash salary.

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 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	94.6	94.9	86.7	87.8	100.0	100.0
Uniform amount per week	73.0	70.2	39.1	28.8	100.0	100.0
Under \$2.50	26.5	26.5	-	-	44.4	45.6
\$2.50 and under \$5.00	46.5	43.7	39.1	28.8	55.5	54.4
Uniform percentage	20.7	23.5	51.3	56.2	-	-
5.0 percent	9.6	9.5	23.7	22.7	-	-
6.2 percent	7.3	9.5	18.2	22.7	-	-
10.0 percent between 6 p. m. and 6 a. m.	3.8	4.5	9.4	10.8	-	-
Other9	1.2	2.2	2.8	-	-
No shift pay differential	5.4	5.1	13.3	12.2	-	-
All 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	100.0	100.0	100.0	100.0	100.0	100.0
Uniform amount per week	88.6	96.2	-	-	100.0	100.0
Under \$2.50	71.4	19.2	-	-	80.6	20.0
\$2.50 and under \$5.00	17.1	76.9	-	-	19.4	80.0
Uniform percentage	11.4	3.8	100.0	100.0	-	-
5.0 percent	5.7	-	50.0	-	-	-
10.0 percent between 6 p. m. and 6 a. m.	5.7	3.8	50.0	100.0	-	-
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	88.4	82.7	82.7	76.2	93.9	89.9
Uniform amount per week	54.3	45.1	13.7	4.0	93.9	89.9
Under \$2.50	17.6	11.8	-	-	34.4	24.6
\$2.50 and under \$5.00	32.6	31.7	4.3	1.0	59.5	65.2
\$7.50 and under \$10.00	4.6	1.5	9.4	3.0	-	-
Uniform percentage	30.5	33.1	62.5	63.5	-	-
5.0 percent	6.5	5.1	13.3	9.7	-	-
6.2 percent	11.2	15.1	22.9	29.0	-	-
10.0 percent between 6 p. m. and 6 a. m.	12.8	12.9	26.3	24.8	-	-
Other	3.2	4.5	6.5	8.7	-	-
No shift pay differential	11.6	17.3	17.3	23.8	6.1	10.1

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-5: Scheduled weekly hours

Workers in all hospitals were scheduled to work a 40-hour week.

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	100	100	100	100	100	100	100	100	100	100	100	100
Straight time	3	6	-	*	4	-	*	4	-	11	19	-
Time and one-half after 40 hours	76	57	88	82	68	100	76	65	96	82	71	96
Equal time off	22	37	12	16	29	-	20	32	-	7	10	4
Straight time or equal time off	-	-	-	-	-	-	*	-	4	-	-	-

* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 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	35	70	11	42	68	8	55	81	12	45	73	10
1 week	14	17	11	4	-	8	4	-	12	5	-	10
Over 1 and under 2 weeks	13	33	-	38	68	-	51	81	-	40	73	-
Over 2 and under 3 weeks	8	20	-	-	-	-	-	-	-	-	-	-
Workers in hospitals providing no paid vacations	65	30	89	58	32	92	45	19	88	55	27	90
<u>After 1 year of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
1 week	-	-	-	5	-	12	4	-	11	4	-	9
Over 1 and under 2 weeks	*	4	-	*	3	-	*	*	-	5	10	-
2 weeks	79	48	100	57	32	88	45	19	89	56	27	91
Over 2 and under 3 weeks	4	9	-	20	36	-	29	46	-	24	44	-
3 weeks	8	20	-	17	30	-	21	33	-	11	19	-
4 weeks and over	8	20	-	-	-	-	-	-	-	-	-	-
<u>After 2 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
Over 1 and under 2 weeks	*	4	-	7	3	12	6	*	11	5	10	-
2 weeks	79	48	100	57	32	88	45	19	89	60	27	100
Over 2 and under 3 weeks	4	9	-	20	36	-	29	46	-	24	44	-
3 weeks	8	20	-	17	30	-	21	33	-	11	19	-
4 weeks and over	3	20	-	-	-	-	-	-	-	-	-	-
<u>After 3 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
Over 1 and under 2 weeks	*	4	-	*	3	-	*	*	-	5	10	-
2 weeks	72	30	100	62	32	100	49	19	100	60	27	100
Over 2 and under 3 weeks	*	4	-	6	11	-	8	13	-	5	10	-
3 weeks	15	37	-	17	30	-	21	33	-	11	19	-
4 weeks and over	10	25	-	14	25	-	21	33	-	19	34	-

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 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 5 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	4	-	7	5	-	12	5	-	12	7	-	17
3 weeks	77	54	93	75	64	88	67	54	88	68	56	83
4 weeks and over	18	46	-	20	36	-	29	46	-	24	44	-
<u>After 10 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	4	-	7	5	-	12	5	-	12	7	-	17
3 weeks	54	54	54	61	59	62	55	47	69	53	51	55
4 weeks and over	42	46	39	34	41	25	40	53	18	40	49	28
<u>After 15 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	*	-	*	*	-	*	*	-	*	3	-	8
3 weeks	58	54	60	66	59	74	60	47	81	57	51	64
4 weeks and over	42	46	39	34	41	25	40	53	18	40	49	28
<u>After 20 years of service 1/</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	*	-	*	*	-	*	*	-	*	3	-	8
3 weeks	49	40	56	49	33	69	33	17	73	43	39	53
4 weeks and over	50	60	44	51	67	30	61	83	26	49	61	34

1/ No change in length of vacation with longer periods of service.
 * 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	100	100	100
7 holidays	71	28	100	49	9	100	46	13	100	49	9	100
8 holidays	12	29	-	20	36	-	29	46	-	24	44	-
10 holidays	5	14	-	15	26	-	18	29	-	7	12	-
11 holidays	12	30	-	17	30	-	7	11	-	20	36	-
Workers in hospitals with formal provisions regarding pay for work on paid holidays	100	100	100	100	100	100	100	100	100	100	100	100
Time and one-half total	3	-	5	7	-	16	7	-	19	6	-	15
Double time total (regular pay plus straight time)	14	35	*	36	63	*	35	55	*	42	70	8
Double time and one-half total	6	-	9	8	-	17	10	7	16	7	5	8
Equal time off	70	47	86	47	32	66	48	38	64	45	25	70
Other (hospital gave either equal time off or extra day's pay)	7	17	-	3	5	-	-	-	-	-	-	-

* 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	21	29	16	34	36	32	41	46	32	37	44	29
Accidental death and dismemberment insurance	21	29	16	32	36	27	37	46	23	31	44	16
Sickness and accident insurance or sick leave or both	100	100	100	100	100	100	100	100	100	100	100	100
Sickness and accident insurance	*	-	*	14	-	31	12	-	33	14	-	32
Sick leave (full pay, no waiting period)	84	100	73	90	100	77	94	100	83	89	100	74
Sick leave (partial pay or waiting period)	16	-	27	10	-	23	6	-	17	11	-	26
Hospitalization insurance	67	28	93	43	9	88	42	13	89	45	9	91
Hospitalization provided outside group insurance	4	-	7	5	-	12	4	-	11	4	-	9
Hospitalization at reduced cost	24	-	41	15	-	35	14	-	37	14	-	32
Surgical insurance	67	28	93	43	9	88	42	13	89	45	9	91
Surgical benefits provided outside group insurance	4	-	7	5	-	12	4	-	11	4	-	9
Surgical benefits at reduced cost	14	-	24	8	-	18	3	-	8	6	-	13
Medical insurance	67	28	93	40	4	88	37	6	88	39	3	83
Medical benefits provided outside group insurance	4	-	7	5	-	12	4	-	11	4	-	9
Medical benefits at reduced cost	14	-	24	8	-	18	3	-	8	6	-	13
Retirement pension or social security or both	93	100	88	97	100	93	99	100	96	98	100	95
Retirement pension (other than social security)	48	83	24	68	95	33	70	93	31	68	95	35
Social security	46	17	65	30	5	61	29	7	66	31	5	62

* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, San Francisco-Oakland, Calif., November 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Appendix A: Scope and Method of Survey

The San Francisco-Oakland, Calif., area ¹ is 1 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 organization). 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 San Francisco-Oakland area includes Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Solano Counties.

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				Studied
	Within scope of study	Studied	Within scope of study			Total	
			Total workers ¹	Professional and technical workers (includes R. N.'s)	Office clerical workers		Other non-professional workers
All hospitals -----	71	35	28,230	7,490	2,870	12,050	19,340
Federal Government -----	11	8	7,810	1,070	830	2,940	6,370
Other governmental agency ----	18	8	7,780	2,320	970	3,780	5,850
Nongovernmental -----	42	19	12,640	4,100	1,080	5,340	7,120

¹ Includes some workers (for example, those 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 eggnogs 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.