

Earnings and Supplementary Benefits in Hospitals

**NEW YORK, NEW YORK
FEBRUARY 1957**

Bulletin No. 1210-16

**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 New York City hospitals is the final 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 New York City survey was issued in May 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 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 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.

The 16 cities included in this series of hospital surveys are listed on the inside back cover of this bulletin.

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Earnings and Supplementary Benefits in Hospitals in New York, N. Y., February 1957

Summary

About 100,000 workers were employed in hospitals with 51 or more workers in the New York City metropolitan area at the time of this survey. Of these, slightly more than 50 percent worked in private (nongovernmental) hospitals, fewer than 8 percent in Federal Government hospitals, and the remaining 40 percent in other government hospitals.

Four broad groups of 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. Almost a fourth of the employees were in professional and technical positions,¹ about 1 out of 12 in office clerical jobs and slightly more than half in other nonprofessional jobs.

The range of earnings within each occupation was usually substantial. Typically, earnings were higher in public than in privately operated hospitals although there were jobs in which the reverse was true.

Earnings and Perquisites.—The average salaries of women professional nurses in New York City hospitals in February 1957 ranged from \$69.50 a week for general duty nurses to \$117 a week for directors of nursing. In private hospitals the corresponding averages were \$67.50 and \$112.50 a week. Almost half of the general duty nurses, including more than half of those employed in government hospitals, earned \$65 but less than \$70 a week (table A-1).

Among other professional and technical jobs studied, average salary levels for women ranged from \$65 for medical technologists to \$83 a week for chief X-ray technicians. In private hospitals, the average earnings of women in these professional and technical occupations ranged from \$65 for medical technologists to \$86 for medical social workers.

In the office jobs surveyed, earnings of women ranged from an average of \$47.50 for switchboard operator-receptionists to \$62.50 for technical stenographers (\$43 and \$61 in private hospitals). (See table A-2.)

¹ A majority of hospitals in the area employed part-time nurses in addition to the full-time workers whose salaries are discussed in this survey. Typically, the number of part-time nurses was small compared with the number of full-time employees. A few hospitals also had members of a religious order on their nursing staffs and a substantial minority were training student nurses.

Women practical nurses averaged \$57.50 a week, while nursing aides averaged \$40 weekly (about \$1.43 and \$1 an hour, respectively). (See table A-3). Highest paid nonprofessional workers surveyed were men chief housekeepers earning \$94.50 a week (\$2.30 an hour) and stationary engineers averaging \$2.34 an hour. Lowest paid were dishwashers, with women in this job averaging 81 cents and men 87 cents an hour.

A fifth or more of the workers in most nonprofessional and a few professional jobs surveyed in New York City hospitals received some meals, frequently 2 or 3 a day, in addition to their cash salaries. These workers were almost all employed in private hospitals. A small number also received living quarters and substantial proportions in most nonprofessional and some professional jobs received uniforms and laundry service or laundry service alone (table B-1).

The lowest paid workers in many of the jobs surveyed received meals and, in some cases, living quarters as well. Thus, all of the men dishwashers earning less than 65 cents an hour and kitchen helpers earning under 70 cents an hour received meals, with a few of the kitchen helpers also receiving rooms; in fact, almost all of the men kitchen helpers earning up to 80 cents were provided meals. The porters earning less than 60 cents an hour were provided 1 or more meals daily, while the washers earning less than 90 cents received 2 or 3 meals. Among women, the dishwashers paid less than 90 cents, the kitchen helpers and laundry finishers earning less than 70 cents and the maids earning less than 60 cents all received meals. Pay of the men nursing aides paid less than \$30 a week was supplemented by meals as was that of most of the men aides paid less than \$32.50 and the men chief housekeepers paid less than \$95 a week. The women practical nurses paid less than \$40 a week typically, received 3 meals and a room; nursing aides earning less than \$30 a week also received meals.

Among professional workers, the directors of nursing receiving under \$85 a week, the supervisors of nursing paid less than \$70, and the head nurses under \$57.50 all received meals, generally 2 a day; the 2 general duty nurses in private hospitals paid less than \$55 a week were provided 3 meals and a room. The 2 X-ray technicians earning less than \$47.50 received 1 meal a day, while the medical record librarians earning less than \$62.50, the medical social workers paid less than \$47.50, and the physical therapists earning less than \$45 received perquisites with the latter being provided 3 meals and a room. Almost all of the dietitians earning less than \$57.50 a week were provided 2 meals a day. Among office workers, there was no

marked tendency for the lowest paid to be given meals. Most of the women chief housekeepers earning less than \$55 received perquisites.

About half the New York City hospitals had arrangements whereby some of their employees could rent living quarters and/or purchase meals by means of payroll deductions. Municipal hospital employees could purchase breakfast for 10 cents a day, lunch for 15 cents, and dinner for 20 cents.² Charges at other hospitals were frequently about 50 to 70 cents a meal, although some meal charges were as low as 25 cents. Single rooms for registered nurses often rented for about \$20 to \$40 a month.

Entrance Rates and Rate Structure.—The vast majority of New York City hospitals had formal rate structures for general duty nurses. Generally, they provided for increasing rates with length of service. Some hospitals (less than 1 out of 10) did not have a formal rate structure for determining the pay of general duty nurses after they had been on the staff for some time, but had an established minimum hiring rate.

The most common entrance rates for general duty nurses, reported by about two-thirds of the hospitals with established minimum rates for this job, were \$60 but less than \$70 a week. Half of the hospitals did not have an established hiring rate for dietitians. Of those that did have a formal entrance salary for dietitians, the largest number hired workers for this job at \$70 but less than \$75 a week (table B-2).

More than 1 out of 4 hospitals with established minimum rates hired men for nonprofessional jobs (other than clerical) for 75 but less than 85 cents an hour and about a third started women in these jobs at 70 but less than 85 cents. All hospitals hiring men for less than 65 cents and most of those hiring women for less than this rate provided such workers with 2 or 3 meals in addition, as did some with higher entrance rates (table B-3).

Extra Pay for Late-Shift Work and Other Types of Duty.—More than 85 percent of the registered professional nurses employed on twilight or night shifts in New York City hospitals received extra pay for this assignment, with the most common shift differentials amounting to about \$20 a month (about \$4.60 a week) or \$10 a month (\$2.30 a week). The higher differential was more common on second than on third shifts. About 3 out of 10 professional and technical workers and about a fourth of the nonprofessional employees on evening and night shifts were given extra compensation for these assignments (table B-4).

² These charges are scheduled to increase at stated intervals so that in the fiscal year 1959-60 the charges will be 40 cents for breakfast, 60 cents for lunch, and 80 cents for dinner.

In a substantial minority of hospitals, extra pay was provided to workers employed on special units, most frequently to those employed in the operating and delivery rooms or in tubercular, psychiatric, or communicable disease units. The extra pay for these workers usually amounted to \$10 to \$20 a month.

Hours of Work and Overtime Pay.—A 40-hour week was almost universal for registered professional nurses in New York City and was in effect for 4 out of 5 of the other professional and technical workers, and more than 9 out of 10 nonprofessional workers other than those in office jobs. Although 40 hours was the most common single workweek for office clerical employees, a majority of these workers in area hospitals were employed for work schedules ranging from 35 to 38 hours. Practically all of the employees in nonclerical positions who were not on a 40-hour week worked shorter hours (table B-5).

A minority of the hospitals in the area required some workers, most frequently nurses employed in the operating room and in some cases X-ray technicians, to be on call for hours in excess of their regular weekly schedule. Most hospitals provided extra pay, generally \$2.50 to \$5 for 8 hours on call. Those workers who were not paid for time on call were compensated for the hours during which they were actually recalled to duty.

All but about 1 or 2 percent of New York City's hospital employees were covered by formal policies providing for compensation for overtime. The most common compensation in private hospitals consisted of straight-time pay, whereas most government hospital employees received equal time off. A substantial minority of employees in private hospitals received straight-time pay for hours between 35, 37½, or 38 and 40 hours a week with time and one-half for additional hours (table B-6).

A relatively small number of New York City hospitals employed workers on divided shifts. Where found, these shifts typically applied to kitchen and dietary workers whose daily work assignments were usually divided by a period of 2 to 3 hours off duty. Generally, extra compensation was not reported for workers on these assignments.

Vacations and Holidays.—Paid vacations after a year's service were provided all New York City hospital employees except 1 percent of the professional and technical employees, and more than 90 percent were eligible for vacations after 6 months of employment. More than 85 percent of the nurses were eligible for vacations of 4 weeks or longer after a year of employment. A majority of other professional and technical workers, almost 40 percent of the office workers, and about half the other nonprofessional workers received more than 2 weeks off after a year's service. A majority of all workers were eligible to receive at least 3-week vacations after 10 years in the hospital's employ (table B-7).

All employees in government hospitals in New York City and all but about 1 percent of those in private hospitals received paid holidays. The number of holidays amounted to 11 for the vast majority of government employees and to 8 for the remainder. In private hospitals, the number of holidays observed ranged from 7 to 11 with a majority of the employees receiving 8 or 9 holidays annually. Typically, employees required to work on holidays received equal time off (table B-8).

Insurance and Pensions.—One out of 5 nurses and nonprofessional workers other than office clerical employees, and almost three-fifths of the professional, technical, and office clerical workers in New York City hospitals received life insurance. Smaller proportions were covered by accidental death and dismemberment benefits. All employees except 2 percent of the nonprofessional workers in private

hospitals, were eligible for sick leave at full pay without a waiting period. Hospitalization benefits for which the hospital paid at least in part covered more than two-thirds of the workers while surgical and medical benefits covered almost the same proportion of employees. All 3 provisions were more common in government than in private hospitals.

Ninety-five percent of the workers were covered by provisions for retirement pensions: Old-Age, Survivors, and Disability insurance covered about 9 out of 10 nurses, three-fourths of the nonprofessional workers (other than office clerical), and more than half of the other employees. Other retirement pension plans applied to about 3 out of 10 nurses, 3 out of 4 other professional and technical workers and office clerical employees, and 2 out of 5 other nonprofessional workers, including some also eligible for social security benefits.

A: Occupational Earnings

Table A-1: Professional and technical occupations

(Average straight-time weekly hours and earnings for selected occupations in New York, N. Y., by hospital proprietorship, February 1957)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours	Weekly earnings	Under \$55.00	\$55.00 and under 60.00	\$60.00 - 65.00	\$65.00 - 70.00	\$70.00 - 75.00	\$75.00 - 80.00	\$80.00 - 85.00	\$85.00 - 90.00	\$90.00 - 95.00	\$95.00 - 100.00	\$100.00 - 105.00	\$105.00 - 110.00	\$110.00 - 115.00	\$115.00 - 120.00	\$120.00 - 125.00	\$125.00 - 130.00	\$130.00 and over	
Nursing occupations																					
<u>Women</u>																					
Directors of nursing	141	40.0	\$117.00	-	-	-	-	6	7	22	-	-	-	2	4	-	25	4	22	2/ 49	
Governmental hospitals	31	40.0	132.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	21	9	
Nongovernmental hospitals	110	40.0	112.50	-	-	-	-	6	7	22	-	-	-	2	4	-	24	4	1	40	
Supervisors of nurses	1,171	40.0	90.50	-	-	8	2	44	59	125	334	209	237	98	26	15	7	4	-	3	
Governmental hospitals	592	40.0	95.00	-	-	-	-	-	-	-	169	88	211	83	15	13	6	4	-	3	
Nongovernmental hospitals	579	40.0	86.00	-	-	8	2	44	59	125	165	121	26	15	11	2	1	-	-	-	
Head nurses	2,202	40.0	77.50	-	16	39	255	460	668	600	25	57	27	27	18	3	1	4	1	1	
Governmental hospitals	946	40.0	81.50	-	-	-	11	31	309	476	20	23	25	23	18	3	1	4	1	1	
Nongovernmental hospitals	1,256	40.0	74.00	-	16	39	244	429	359	124	5	34	2	4	-	-	-	-	-	-	
General duty nurses	10,846	40.0	69.50	6	175	1544	5123	2396	1077	330	69	76	13	13	19	2	3	-	-	-	
Governmental hospitals	6,622	40.0	70.50	4	-	3	3767	1705	743	216	63	71	13	13	19	2	3	-	-	-	
Nongovernmental hospitals	4,224	40.0	67.50	2	175	1541	1356	691	334	114	6	5	-	-	-	-	-	-	-	-	
Nursing instructors	455	40.0	81.00	-	-	-	1	21	237	127	24	20	5	10	3	2	1	3	-	1	
Governmental hospitals	268	40.0	80.00	-	-	-	-	-	166	88	2	2	-	1	3	1	1	3	-	1	
Nongovernmental hospitals	187	40.0	82.50	-	-	-	1	21	71	39	22	18	5	9	-	1	-	-	-	-	
Other professional and technical occupations																					
<u>Men</u>																					
X-ray technicians, chief	56	39.5	96.00	-	-	-	2	6	6	7	5	8	1	2	4	3	-	-	4	5	
Governmental hospitals	19	40.0	83.50	-	-	-	-	1	6	4	5	2	1	-	-	-	-	-	-	-	
Nongovernmental hospitals	37	39.0	102.50	-	-	-	2	5	3	-	-	-	2	4	3	3	-	-	4	5	
X-ray technicians 3/	328	39.5	71.00	3	30	75	43	68	55	20	20	6	3	-	-	-	-	-	-	-	
Governmental hospitals	198	40.0	73.50	-	-	39	29	55	35	14	19	4	3	-	-	-	-	-	-	-	
Nongovernmental hospitals	130	39.0	66.50	3	30	36	19	13	20	6	1	2	-	-	-	-	-	-	-	-	
Medical technologists 2/	477	39.5	66.50	31	135	83	55	57	43	50	17	9	-	-	-	-	-	-	-	-	
Governmental hospitals	268	40.0	67.50	-	-	39	3	45	34	32	12	2	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	209	39.0	65.50	31	39	41	47	12	9	18	5	7	-	-	-	-	-	-	-	-	
Physical therapists 3/	186	39.5	78.00	-	1	8	5	66	16	49	33	-	7	1	-	-	-	-	-	-	
Governmental hospitals	152	40.0	79.00	-	-	-	-	62	11	43	23	-	7	1	-	-	-	-	-	-	
Nongovernmental hospitals	34	38.5	75.00	-	1	8	5	4	5	1	10	-	-	-	-	-	-	-	-	-	
<u>Women</u>																					
X-ray technicians, chief	18	40.0	83.00	-	-	-	6	-	4	-	2	-	4	1	1	-	-	-	-	-	
Nongovernmental hospitals	17	40.0	81.50	-	-	-	6	-	4	-	2	-	4	1	-	-	-	-	-	-	
X-ray technicians 2/	282	39.5	67.00	14	29	105	48	29	25	19	1	12	-	-	-	-	-	-	-	-	
Governmental hospitals	91	40.0	69.00	-	-	33	21	19	15	2	1	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	191	39.0	66.00	14	29	72	27	10	10	17	-	12	-	-	-	-	-	-	-	-	
Medical technologists 1/	833	39.0	65.00	77	189	218	125	117	55	33	7	5	4	5	3	-	-	-	-	-	
Governmental hospitals	165	40.0	64.50	-	69	37	6	27	12	8	4	2	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	673	39.0	65.00	77	120	181	119	90	43	25	3	3	4	5	3	-	-	-	-	-	
Medical record librarians	134	39.5	81.50	-	8	6	14	11	41	14	2	9	7	16	-	1	3	-	1	1	
Governmental hospitals	47	40.0	78.00	-	-	-	10	6	20	5	2	1	2	2	-	1	-	-	-	-	
Nongovernmental hospitals	87	39.5	83.50	-	8	6	4	5	21	9	-	8	7	14	-	-	3	-	1	1	
Medical social workers 1/	531	39.5	82.50	8	-	-	16	19	218	118	54	18	34	16	18	1	10	-	-	-	
Governmental hospitals	312	40.0	80.50	-	-	-	-	-	187	83	31	4	1	3	-	-	-	-	-	-	
Nongovernmental hospitals	219	38.5	86.00	8	-	-	16	19	31	35	23	14	33	13	15	1	10	-	1	-	
Physical therapists 3/	186	39.5	72.00	3	7	36	28	55	13	12	14	10	6	2	-	-	-	-	-	-	
Governmental hospitals	81	40.0	76.50	-	-	-	-	53	4	11	7	3	1	2	-	-	-	-	-	-	
Nongovernmental hospitals	105	39.0	70.00	3	7	36	28	2	9	1	7	7	5	-	-	-	-	-	-	-	
Dietitians 2/	519	40.0	74.00	18	37	28	40	203	104	39	22	7	8	4	1	-	1	7	-	-	
Governmental hospitals	256	40.0	75.50	-	-	-	-	172	62	-	14	2	2	1	-	-	2	-	-	-	
Nongovernmental hospitals	263	39.5	72.00	18	37	28	40	31	42	39	8	5	6	3	-	-	1	5	-	-	

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: 19 at \$130 to \$135; 9 at \$135 to \$140; 13 at \$140 to \$145; 8 at \$145 and over.

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 New York, N. Y., by hospital proprietorship, February 1957)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																
		Weekly hours ^{1/}	Weekly earnings ^{1/}	Under \$40.00	\$40.00 and under 42.50	\$42.50	\$45.00	\$47.50	\$50.00	\$52.50	\$55.00	\$57.50	\$60.00	\$62.50	\$65.00	\$67.50	\$70.00	\$72.50	\$75.00	\$80.00
Clerks, payroll	131	39.5	\$61.00	1	-	-	5	15	12	8	2	8	33	2	14	1	8	9	8	5
Governmental hospitals	20	40.0	69.00	-	-	-	-	-	4	-	-	-	-	3	1	1	1	8	2	
Nongovernmental hospitals	111	39.5	59.50	1	-	-	5	15	8	2	8	33	2	11	-	7	8	-	3	
Stenographers, technical	547	38.5	62.50	-	4	5	17	6	36	32	38	60	106	49	38	48	46	8	44	10
Governmental hospitals	119	38.5	67.50	-	-	-	-	-	-	-	20	2	9	11	11	8	34	6	15	3
Nongovernmental hospitals	428	38.5	61.00	-	4	5	17	6	36	32	18	58	97	38	27	40	12	2	29	7
Switchboard operators	633	38.5	53.50	59	38	22	50	48	54	60	73	97	40	14	24	25	16	13	-	-
Governmental hospitals	208	36.5	61.50	-	-	-	-	-	12	30	34	36	7	11	24	25	16	13	-	-
Nongovernmental hospitals	425	39.5	49.50	59	38	22	50	48	42	30	39	61	33	3	-	-	-	-	-	-
Switchboard operator-receptionists	63	40.0	47.50	23	9	-	5	5	3	2	2	-	4	-	4	-	6	-	-	-
Governmental hospitals	51	40.0	43.00	23	9	-	5	5	3	2	2	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	51	40.0	43.00	23	9	-	5	5	3	2	2	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, technical	241	39.0	62.00	-	-	1	9	4	15	27	8	11	44	27	22	18	53	2	-	-
Governmental hospitals	110	40.0	67.50	-	-	-	-	-	-	-	-	-	20	19	12	6	51	2	-	-
Nongovernmental hospitals	131	38.0	57.50	-	-	1	9	4	15	27	8	11	24	8	10	12	2	-	-	-

^{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 or average hourly earnings for selected occupations in New York, N. Y., by hospital proprietorship, February 1957)

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 \$25.00	\$25.00 and under 27.50	\$27.50	\$30.00	\$32.50	\$35.00	\$37.50	\$40.00	\$42.50	\$45.00	\$47.50	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$70.00 and over
Men																				
Nursing aides	2,352	40.0	\$48.00	-	-	39	140	184	117	205	167	126	117	115	432	465	146	60	39	
Governmental hospitals	1,152	40.0	57.00	-	-	-	-	-	-	-	-	17	58	375	463	146	60	33	-	
Nongovernmental hospitals	1,200	40.0	39.00	-	-	39	140	184	117	205	167	126	100	57	57	2	-	6	-	
Practical nurses	867	40.5	65.00	-	-	-	-	-	-	-	-	-	16	16	46	14	320	255	2/ 200	
Governmental hospitals	767	40.5	66.50	-	-	-	-	-	-	-	-	-	-	-	2	310	255	200	-	
Nongovernmental hospitals	100	40.0	52.50	-	-	-	-	-	-	-	-	16	16	46	12	10	-	-	-	
Housekeepers, chief	21	41.0	94.50	-	-	-	-	-	-	-	-	-	-	-	-	4	-	3/ 17	-	
Nongovernmental hospitals	16	41.0	93.50	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	12	
Women																				
Nursing aides	7,856	40.0	40.00	30	194	607	1361	1030	872	675	435	337	215	258	1059	595	125	45	18	
Governmental hospitals	2,140	40.0	54.00	-	-	-	-	-	-	-	-	-	87	250	1027	590	123	45	18	
Nongovernmental hospitals	5,716	40.0	35.00	30	194	607	1361	1030	872	675	435	337	128	8	32	5	2	-	-	
Practical nurses	10,050	40.0	57.50	-	-	-	6	21	13	6	45	77	497	461	2906	1932	3102	629	355	
Governmental hospitals	7,287	40.5	60.00	-	-	-	-	-	-	-	-	-	-	-	1842	1498	3016	598	333	
Nongovernmental hospitals	2,763	40.0	51.50	-	-	-	6	21	13	6	45	77	497	461	1064	434	86	31	22	
Housekeepers, chief	114	40.0	72.00	-	-	-	-	-	-	-	-	-	-	-	24	14	3	8	65	
Governmental hospitals	30	40.5	78.50	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	26	
Nongovernmental hospitals	84	40.0	70.00	-	-	-	-	-	-	-	-	-	-	-	24	14	-	7	39	

See footnotes at end of table.

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Table A-3: Other nonprofessional occupations - Continued

(Average straight-time weekly hours and earnings or average hourly earnings for selected occupations in New York, N. Y., by hospital proprietorship, February 1957)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings \$/hr	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																														
			Under \$0.50	\$0.50 and under .55	.55 .60	.60 .65	.65 .70	.70 .75	.75 .80	.80 .85	.85 .90	.90 .95	.95 1.00	1.00 1.10	1.10 1.20	1.20 1.30	1.30 1.40	1.40 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	2.50 and over				
Men																																	
Dishwashers, machine	306	\$ 0.87	16	9	3	19	9	26	12	31	63	25	24	35	9	14	6	5	-	-	-	-	-	-	-	-	-	-	-	-			
Governmental hospitals	17	1.37	-	-	-	-	-	-	-	-	-	-	-	-	-	6	6	5	-	-	-	-	-	-	-	-	-	-	-	-			
Nongovernmental hospitals	289	.84	16	9	3	19	9	26	12	31	63	25	24	35	9	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Electricians, maintenance	131	1.91	-	-	-	-	-	-	-	-	-	-	-	-	-	1	14	1	27	8	5	18	5	13	5	2	16	2	14	14			
Governmental hospitals	39	2.34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	2	6	-	-	-	-	-	-	-	-			
Nongovernmental hospitals	92	1.73	-	-	-	-	-	-	-	-	-	-	-	-	-	1	14	1	25	8	5	16	3	7	5	2	11	2	14	14			
Engineers, stationary	359	2.34	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	7	15	3	7	44	31	34	24	33	18	11	17/121			
Governmental hospitals	143	2.86	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	2	2	2	6	10	11	106	15			
Nongovernmental hospitals	216	1.99	-	-	-	-	-	-	-	-	-	-	-	-	-	11	7	15	3	7	40	29	32	22	27	8	-	-	-	-			
Kitchen helpers	2,537	1.22	6	27	6	55	43	92	63	99	75	44	88	142	144	505	343	220	517	7	4	47	12	-	-	-	-	-	-	-	-		
Governmental hospitals	1,680	1.40	-	-	-	-	-	-	-	-	-	-	-	-	-	72	461	340	220	517	7	4	47	12	-	-	-	-	-	-	-		
Nongovernmental hospitals	857	.88	6	27	6	55	43	92	63	99	75	44	88	142	72	44	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Laundry finishers, flatwork, machine	13	1.01	-	-	-	-	-	-	-	1	4	-	2	3	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nongovernmental hospitals	11	.96	-	-	-	-	-	-	-	1	4	-	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Porters	3,860	1.12	18	12	35	238	98	168	125	273	269	149	191	257	222	478	359	223	708	27	20	-	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals	1,832	1.41	-	-	-	-	-	-	-	-	-	-	-	-	-	81	426	356	214	708	27	20	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	2,028	.96	18	12	35	238	98	168	125	273	269	149	191	257	141	52	3	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Washers, machine	159	1.32	-	-	-	-	-	-	-	8	2	-	18	14	15	23	12	16	15	18	16	2	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals	71	1.57	-	-	-	-	-	-	-	-	-	-	-	-	-	6	3	14	14	16	16	2	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	88	1.11	-	-	-	-	-	-	-	8	2	-	18	14	15	17	9	2	1	2	-	-	-	-	-	-	-	-	-	-	-	-	
Women																																	
Dishwashers, machine	77	.81	-	-	-	-	16	16	-	28	8	-	4	1	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Kitchen helpers	2,369	1.18	18	45	18	32	45	69	95	141	160	72	47	102	153	365	290	156	541	-	-	20	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals	1,456	1.39	-	-	-	-	-	-	-	-	-	-	-	-	101	350	288	156	541	-	-	20	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	913	.85	18	45	18	32	45	69	95	141	160	72	47	102	52	15	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laundry finishers, flatwork, machine	498	.93	-	-	-	-	40	56	47	85	35	33	28	83	50	1	-	26	6	8	-	-	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals	67	1.34	-	-	-	-	-	-	-	-	-	-	-	1	13	12	1	-	26	6	8	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	431	.87	-	-	-	-	40	56	47	85	35	33	27	70	38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Maids	2,931	1.05	-	110	75	125	90	129	86	266	322	101	133	304	160	293	220	116	372	18	11	-	-	-	-	-	-	-	-	-	-	-	-
Governmental hospitals	1,080	1.39	-	-	-	-	-	-	-	-	-	-	-	-	58	286	219	116	372	18	11	-	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	1,851	.85	-	110	75	125	90	129	86	266	322	101	133	304	102	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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: 145 at \$70 to \$75; 51 at \$75 to \$80; 4 at \$80 to \$85.

3/ Workers were distributed as follows: 2 at \$85 to \$90; 4 at \$90 to \$95; 5 at \$100 to \$105; 3 at \$105 to \$110; 1 at \$115 to \$120; 1 at \$120 to \$125; 1 at \$130 to \$135.

4/ Workers were distributed as follows: 10 at \$70 to \$75; 11 at \$75 to \$80; 23 at \$80 to \$85; 9 at \$85 to \$90; 9 at \$90 to \$95; 2 at \$105 to \$110; 1 at \$140 to \$145.

5/ 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.

6/ Workers were distributed as follows: 5 at \$2.50 to \$2.60; 9 at \$2.70 to \$2.80.

7/ Workers were distributed as follows: 10 at \$2.50 to \$2.60; 6 at \$2.60 to \$2.70; 2 at \$2.80 to \$2.90; 6 at \$2.90 to \$3; 92 at \$3.10 to \$3.20; 5 at \$3.20 to \$3.30.

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	Uni-forms only (or allowance)	Laundry and uni-forms		Neither laundry nor uni-forms	1 meal	Neither meals nor room	Laundry only	Uni-forms only (or allowance)	Laundry and uni-forms		Neither laundry nor uni-forms	1 meal	2 meals	3 meals	3 meals and room	Neither meals nor room	Laundry only	Uni-forms only (or allowance)	Laundry and uni-forms	Neither laundry nor uni-forms
		Professional occupations																									
Nursing occupations																											
Directors of nursing (women)	1/100	6	33	3	3	52	23	-	6	71	100	-	100	6	-	10	84	1/100	7	42	4	4	39	27	-	5	67
Supervisors of nurses (women)	1/100	3	3	3	-	90	18	*	7	75	100	-	100	3	*	3	93	1/100	6	6	7	-	80	34	-	10	56
Head nurses (women)	1/100	3	12	-	*	84	17	*	9	73	100	-	100	5	*	7	86	1/100	5	20	-	*	71	26	-	10	63
General duty nurses (women)	1/100	4	3	-	*	92	10	*	8	81	100	-	100	*	*	7	91	1/100	11	9	-	*	73	26	*	10	64
Nursing instructors (women)	1/100	7	-	-	*	92	10	-	4	86	100	-	100	*	-	4	96	1/100	17	-	-	*	81	22	-	5	72
Other professional and technical occupations																											
X-ray technicians, chief (men)	100	12	7	-	-	80	9	*	21	68	100	-	100	-	-	-	100	100	19	11	-	-	70	14	3	32	51
X-ray technicians, chief (women)	100	22	33	-	-	44	33	*	28	39	-	-	-	-	-	-	-	100	24	35	-	-	41	35	-	24	41
X-ray technicians (men)	100	3	*	*	-	93	*	*	25	73	100	-	100	*	-	24	75	100	8	3	5	-	83	4	*	26	69
X-ray technicians (women)	100	14	*	-	*	82	9	3	12	76	100	-	100	-	-	4	96	100	21	3	-	3	73	13	4	16	67
Medical technologists (men)	100	7	3	-	*	90	*	*	24	72	100	-	100	-	-	21	79	100	17	*	-	3	78	4	4	28	64
Medical technologists (women)	100	8	3	-	-	90	4	-	19	77	100	-	100	*	-	9	90	100	9	3	-	-	88	5	-	21	74
Medical record librarians (women)	100	16	13	-	-	72	-	*	-	99	100	-	100	-	-	-	100	100	24	20	-	-	56	-	*	-	99
Medical social workers (women)	100	6	-	-	*	94	-	*	-	99	100	-	100	-	-	-	100	100	14	-	-	*	86	-	*	-	99
Physical therapists (men)	100	10	-	-	*	90	-	*	9	90	100	-	100	-	*	7	91	100	56	-	-	-	44	-	-	15	85
Physical therapists (women)	100	8	-	-	*	90	-	3	11	85	100	-	100	-	7	11	81	100	14	-	-	3	83	-	-	11	89
Dietitians (women)	1/100	5	11	*	*	78	4	4	61	31	100	-	100	-	*	98	*	1/100	10	21	5	4	57	8	8	8	60
Nonprofessional occupations																											
Nursing aides (men)	1/100	9	8	*	3	78	13	*	48	37	100	-	100	13	5	50	33	1/100	17	17	3	6	57	13	-	46	41
Nursing aides (women)	100	15	19	*	*	61	22	*	35	43	100	-	100	24	*	38	37	100	21	26	3	3	47	21	*	34	45
Practical nurses (men)	1/100	*	*	-	*	98	16	6	33	45	100	-	100	14	7	37	43	1/100	6	8	-	3	80	31	-	2	67
Practical nurses (women)	1/100	3	8	-	*	88	15	*	65	20	100	-	100	8	*	87	4	1/100	12	23	-	*	57	33	-	8	59
Housekeepers, chief (men)	100	-	19	-	19	62	-	-	14	36	-	-	-	-	-	-	-	100	-	25	-	25	50	-	-	100	
Housekeepers, chief (women)	100	*	21	-	17	61	24	12	25	39	100	-	100	7	-	47	47	100	*	29	-	23	46	30	17	18	36
Dishwashers, machine (men)	100	4	31	9	3	53	6	7	52	35	100	-	100	-	-	71	29	100	4	33	10	3	51	6	7	51	36
Dishwashers, machine (women)	100	-	88	-	-	12	-	-	100	-	-	-	-	-	-	-	-	100	-	-	-	-	-	-	-	-	-
Electricians, maintenance (men)	100	7	12	-	-	81	-	5	-	95	100	-	100	-	-	-	100	100	10	17	-	-	73	-	8	92	
Engineers, stationary (men)	100	4	4	12	-	79	11	-	3	86	100	-	100	-	-	-	100	100	6	7	20	-	66	19	-	6	76
Kitchen helpers (men)	100	55	11	5	*	28	7	*	74	17	100	79	21	3	-	89	8	100	9	34	14	*	41	14	5	45	35
Kitchen helpers (women)	100	60	18	3	-	19	4	-	34	13	100	96	4	-	-	96	4	100	4	48	7	-	42	10	-	64	27
Laundry finishers, flatwork, machine (men)	100	-	-	-	-	100	-	-	46	54	-	-	-	-	-	-	-	100	-	-	-	-	100	-	-	36	64
Laundry finishers, flatwork, machine (women)	100	6	10	11	-	73	22	-	38	41	100	-	100	-	-	51	49	100	6	12	13	-	68	25	-	35	39
Porters	100	6	6	6	*	81	6	5	67	23	100	-	100	-	-	95	5	100	11	11	11	3	64	11	9	40	39
Maids	100	6	7	8	*	30	7	6	54	33	100	-	100	-	-	93	7	100	9	10	13	*	68	11	9	31	49
Washers, machine (men)	100	3	10	11	-	77	13	-	29	58	100	-	100	-	-	11	89	100	5	18	19	-	58	23	-	43	34

1/ Includes small numbers (less than 5.0 percent in most cases) receiving 1 meal and a room, 2 meals and a room, or a room but no meals.
 * Less than 2.5 percent.

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

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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	
	Based on standard weekly hours of -						Based on standard weekly hours of -					
	All schedules	40	All schedules	40	All schedules	40	All schedules	40	All schedules	40	All schedules	40
All hospitals	153	xxx	33	xxx	120	xxx	153	xxx	33	xxx	120	xxx
Hospitals having an established minimum	120	111	33	33	87	78	61	57	29	29	32	28
\$45.00 and under \$50.00	-	-	-	-	-	-	1/ 4	1/ 4	-	-	1/ 4	1/ 4
\$50.00 and under \$55.00	-	-	-	-	-	-	2/ 11	2/ 11	-	-	2/ 11	2/ 11
\$55.00 and under \$60.00	3/ 28	3/ 28	-	-	3/ 28	3/ 28	1/ 5	1/ 5	-	-	1/ 5	1/ 5
\$60.00 and under \$65.00	4/ 41	4/ 41	-	-	4/ 41	4/ 41	1/ 4	1/ 4	-	-	1/ 4	1/ 4
\$65.00 and under \$70.00	5/ 36	6/ 28	19	19	5/ 17	6/ 9	7/ 4	7/ 3	-	-	7/ 4	7/ 3
\$70.00 and under \$75.00	11	11	11	11	-	-	30	28	27	27	3	1
\$75.00 and under \$80.00	3	3	3	3	-	-	1	-	-	-	1	-
\$80.00 and under \$85.00	1	-	-	-	1	-	-	-	-	-	-	-
\$85.00 and under \$90.00	-	-	-	-	-	-	2	2	2	2	-	-
Hospitals having no established minimum	33	xxx	-	xxx	33	xxx	77	xxx	-	xxx	77	xxx
Hospitals that did not employ workers in this category	-	xxx	-	xxx	-	xxx	15	xxx	4	xxx	11	xxx

1/ Workers receive 2 meals in addition to their cash salary.

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

3/ In 9 hospitals, workers receive 1 meal; and in 8 hospitals, workers receive 2 meals in addition to their cash salary.

4/ In 3 hospitals, workers receive 1 meal; and in 7 hospitals, workers receive 2 meals in addition to their cash salary.

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

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

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

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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	153	33	120	153	33	120
Hospitals having an established minimum	127	33	94	131	33	98
Less than \$0.50	1/ 1	-	1/ 1	-	-	-
\$0.50 and under \$0.55	2/ 7	-	2/ 7	2/ 15	-	3/ 15
\$0.55 and under \$0.60	-	-	-	1/ 1	-	1/ 1
\$0.60 and under \$0.65	4/ 16	-	4/ 16	5/ 15	-	5/ 15
\$0.65 and under \$0.70	6/ 7	-	6/ 7	6/ 5	-	6/ 5
\$0.70 and under \$0.75	7/ 7	-	7/ 7	8/ 11	-	8/ 11
\$0.75 and under \$0.80	8/ 12	-	8/ 12	8/ 27	-	8/ 27
\$0.80 and under \$0.85	9/ 24	-	9/ 24	9/ 10	-	9/ 10
\$0.85 and under \$0.90	10/ 2	-	10/ 2	11/ 8	-	11/ 8
\$1.00 and under \$1.05	12/ 16	3	12/ 13	9	3	6
\$1.05 and under \$1.10	-	-	-	1	1	-
\$1.10 and under \$1.15	19	19	-	19	19	-
\$1.15 and under \$1.20	2	2	-	2	2	-
\$1.20 and under \$1.25	4	4	-	4	4	-
\$1.25 and under \$1.30	6	1	5	1	1	-
\$1.40 and under \$1.45	4	4	-	3	3	-
Hospitals having no established minimum	26	-	26	22	-	22

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

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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	90.3	88.5	88.6	86.3	92.2	91.1
Uniform amount per week	88.7	86.7	85.5	83.0	92.2	91.1
Under \$2.50	6.3	50.0	-	83.0	13.2	11.0
\$2.50 and under \$5.00	52.6	22.4	85.5	-	16.9	48.9
\$5.00 and under \$7.50	11.7	14.2	-	-	24.4	31.1
\$7.50 and under \$10.00	15.5	-	-	-	32.3	-
\$10.00 and under \$12.50	2.6	-	-	-	5.4	-
Uniform percentage	1.6	1.8	3.0	3.3	-	-
10 percent between 6 p. m. and 6 a. m.	1.6	1.8	3.0	3.3	-	-
No shift pay differential	9.7	11.5	11.4	13.7	7.8	8.9
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	27.9	36.4	100.0	100.0	18.1	20.6
Uniform amount per week	13.6	14.9	-	-	15.4	18.6
Under \$2.50	5.8	14.9	-	-	6.6	18.6
\$2.50 and under \$5.00	7.8	-	-	-	8.8	-
Uniform percentage	14.3	21.5	100.0	100.0	2.6	2.1
10 percent between 6 p. m. and 6 a. m.	14.3	21.5	100.0	100.0	2.6	2.1
No shift pay differential	72.1	63.6	-	-	81.9	79.4
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	26.7	23.5	21.2	22.0	32.4	24.8
Uniform amount per week	20.2	16.8	8.5	7.8	32.4	24.8
Under \$2.50	13.2	15.3	-	5.7	27.0	23.8
\$2.50 and under \$5.00	6.3	.5	7.1	-	5.5	1.0
\$7.50 and under \$10.007	1.0	1.4	2.1	-	-
Uniform percentage	6.5	6.6	12.7	14.2	-	-
10 percent between 6 p. m. and 6 a. m.	6.5	6.6	12.7	14.2	-	-
No shift pay differential	73.3	76.5	78.8	78.0	67.6	75.2

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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
35 hours	-	-	-	5	-	8	33	65	14	*	-	4
36 hours	-	-	-	-	-	-	*	-	*	*	-	*
37½ hours	*	-	4	12	-	15	18	-	30	*	-	*
38 hours	-	-	-	3	-	6	3	-	4	-	-	-
40 hours	98	100	95	80	100	67	43	35	48	92	99	85
42½ hours	*	-	*	*	-	*	*	-	-	*	*	*
44 hours	-	-	-	-	-	-	-	-	3	4	*	6
48 hours	-	-	-	-	-	-	-	-	-	*	-	*

^{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	99	97	100	93	100	97	98	100	97	99	100	98
Straight time	24	-	54	29	-	48	29	-	47	28	-	55
Time and one-half after 40 hours	4	*	7	13	22	7	14	27	7	18	13	23
Equal time off	66	95	30	42	73	19	41	73	20	49	87	13
Other ^{1/}	4	-	9	14	-	23	14	-	23	3	-	6
Workers in hospitals providing no overtime pay or having no formal policy	*	3	-	*	-	3	*	-	3	*	-	*

^{1/} Mainly straight time between 35, 37.5 or 38 hours and 40 hours, time and one-half thereafter.
* Less than 2.5 percent.

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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	95	100	89	93	100	89	91	100	86	91	100	82
1 week	8	-	17	31	-	51	53	-	86	42	-	82
Over 1 and under 2 weeks	6	6	6	19	31	11	13	35	-	16	33	-
2 weeks	30	-	66	16	-	27	-	-	-	-	-	-
Over 2 and under 3 weeks	52	94	-	27	69	-	25	65	-	33	67	-
Workers in hospitals providing no paid vacations	5	-	11	7	-	11	9	-	14	9	-	18
<u>After 1 year of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	*	-	*	*	-	*	*	-	3	3	-	5
2 weeks	5	-	10	33	-	54	60	-	97	48	-	95
Over 2 and under 3 weeks	3	6	-	12	31	-	13	35	-	16	33	-
3 weeks	5	-	10	9	-	15	-	-	-	-	-	-
4 weeks and over	87	94	77	45	69	29	25	65	*	33	67	-
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 2 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	4	-	9	31	-	51	59	-	95	46	-	91
Over 2 and under 3 weeks	3	6	-	12	31	-	13	35	-	16	33	-
3 weeks	4	-	10	12	-	19	3	-	5	4	-	8
4 weeks and over	88	94	82	45	69	30	25	65	*	33	67	-
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 3 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	*	-	3	29	-	47	54	-	83	44	-	87
3 weeks	6	4	10	18	9	24	9	8	10	14	20	8
4 weeks and over	92	96	83	53	91	30	36	92	*	41	80	3
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 5 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	*	-	*	22	-	35	47	-	77	42	-	82
3 weeks	3	-	6	21	-	35	13	-	20	6	-	12
Over 3 and under 4 weeks	*	4	-	4	9	-	3	8	-	10	20	-
4 weeks and over	94	96	92	53	91	30	37	92	3	42	80	5
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-

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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	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	-	-	-	14	-	23	33	-	54	33	-	65
3 weeks	4	-	8	29	-	47	27	-	43	15	-	29
4 weeks and over	96	100	92	57	100	30	40	100	3	52	100	5
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 15 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	-	-	-	11	-	18	19	-	31	27	-	53
3 weeks	4	-	8	27	-	43	37	-	59	20	-	38
4 weeks and over	96	100	92	62	100	39	44	100	10	53	100	8
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 20 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	-	-	-	11	-	18	19	-	31	27	-	53
3 weeks	4	-	8	27	-	43	34	-	55	18	-	36
4 weeks and over	96	100	92	62	100	39	47	100	14	54	100	10
Workers in hospitals providing no paid vacations	-	-	-	*	-	*	-	-	-	-	-	-
<u>After 25 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	99	100	99	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	*	-	*
2 weeks	-	-	-	9	-	15	19	-	31	27	-	53
3 weeks	4	-	8	29	-	47	34	-	55	18	-	36
4 weeks and over	96	100	92	62	100	39	47	100	14	54	100	10
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	99	100	99	99	100	99	99	100	99	99	100	98
7 holidays	7	-	15	6	-	10	7	-	11	5	-	10
8 holidays	19	9	30	26	22	28	24	27	22	20	13	28
9 holidays	14	-	31	17	-	28	21	-	35	17	-	33
10 holidays	9	-	20	14	-	23	14	-	23	9	-	17
11 holidays	52	91	5	37	78	11	34	73	9	43	87	10
Workers in hospitals providing no paid holidays	*	-	*	*	-	*	*	-	*	*	-	*
Workers in hospitals with formal provisions regarding pay for work on paid holidays	99	100	99	99	100	99	99	100	99	99	100	98
Time and one-half	-	-	-	3	-	4	*	-	4	3	-	5
Double time total (regular pay plus straight time) ...	3	*	3	11	22	4	12	27	3	8	13	4
Equal time off	83	98	77	77	78	77	75	73	77	83	87	79
Other	9	-	20	9	-	15	10	-	16	5	-	10
Workers in hospitals with no formal provisions regarding pay for work on paid holidays	*	-	*	*	-	*	*	-	*	*	-	*

* 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	20	9	32	57	91	36	57	92	36	21	13	29
Accidental death and dismemberment insurance	8	9	7	39	91	6	38	92	5	10	13	7
Sickness and accident insurance or sick leave or both	100	100	100	100	100	100	100	100	100	99	100	98
Sickness and accident insurance	*	-	5	*	-	3	*	-	3	*	-	4
Sick leave (full pay, no waiting period)	100	100	100	100	100	100	100	100	100	99	100	98
Hospitalization insurance	19	-	41	28	-	45	27	-	44	22	-	43
Hospitalization provided outside of group insurance	56	88	17	38	73	15	38	68	19	44	76	14
Hospitalization at reduced cost	3	-	6	3	-	4	*	-	4	3	-	6
Hospitalization provided in full beyond insurance coverage	*	-	*	*	-	*	*	-	*	*	-	*
Surgical insurance	4	-	9	9	-	15	8	-	12	6	-	13
Surgical benefits provided outside of group insurance	62	88	31	49	73	33	47	68	34	52	76	29
Surgical benefits at reduced cost	*	-	5	*	-	*	*	-	3	*	-	3
Medical insurance	4	-	9	9	-	15	8	-	12	6	-	13
Medical benefits provided outside of group insurance	63	88	33	49	73	33	47	68	35	52	76	30
Medical benefits at reduced cost	*	-	5	*	-	*	*	-	3	*	-	3
Retirement pension or social security or both	95	100	89	95	100	92	94	100	91	94	100	89
Retirement pension (other than social security) ...	30	13	49	73	100	56	73	100	56	39	33	45
Social security	83	87	89	56	-	92	56	-	91	78	67	89

* Less than 2.5 percent.

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Appendix A: Scope and Method of Survey

The New York, N. Y., 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 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 New York City area includes the Bronx, Kings, New York, Queens, and Richmond 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				
	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	
All hospitals -----	153	54	99,910	23,050	8,670	51,990	61,960
Federal Government -----	8	6	7,590	1,440	880	3,240	7,150
Other governmental agency -----	25	14	39,050	10,080	2,420	22,280	28,680
Nongovernmental -----	120	34	53,290	11,530	5,370	26,470	26,130

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 2½ 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.