

---

# **Earnings and Supplementary Benefits in Hospitals**

---

**BUFFALO, NEW YORK  
JUNE 1956**

**Bulletin No. 1210-3**

---

**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



# **Earnings and Supplementary Benefits in Hospitals**

**BUFFALO, NEW YORK**

**JUNE 1956**

**Bulletin No. 1210-3**

**UNITED STATES DEPARTMENT OF LABOR**

**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**

**Ewan Clague, Commissioner**

May 1957



---

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C. - Price 20 cents



## Preface

This report on a survey of earnings and related benefits of nurses and other employees of Buffalo 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 Buffalo survey was issued in November 1956; 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, who also prepared this report, with the assistance of Jack A. Wilson.

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

## Contents

	Page
Summary -----	1
Tables:	
A: Occupational earnings -	
A-1: Professional and technical occupations -----	3
A-2: Office occupations -----	4
A-3: Other nonprofessional occupations -----	4
B: Establishment practices and supplementary benefits -	
B-1: Perquisites -----	6
B-2: Minimum weekly salaries paid general duty nurses and staff dietitians -----	7
B-3: Minimum entrance rates for nonprofessional workers (except office clerical) -----	7
B-4: Wage structure characteristics -----	8
B-5: Shift differential provisions -----	8
B-6: Scheduled weekly hours -----	9
B-7: Weekly overtime pay practices -----	9
B-8: Paid vacations -----	10
B-9: Paid holidays -----	12
B-10: 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 Buffalo, N. Y., June 1956

### Summary

Buffalo hospitals employed more than 13,500 workers in mid-1956 when the Bureau of Labor Statistics made its survey of salaries and working conditions in hospitals in the area. Of these, approximately three-fifths were employed in private hospitals, 8 percent in Federal Government institutions and one-third in other government hospitals. Salaries and working conditions of four major groups of employees—registered professional nurses; other professional and technical employees; office clerical; and other nonprofessional workers—were surveyed. The nurses and other professional and technical workers together accounted for over one-fifth of all Buffalo hospital employees, office clerical for about 8 percent, and other nonprofessional workers for half of all employees.

Earnings and Perquisites.—The survey indicated that not only were there substantial variations in salaries within most occupations but generally salaries were higher in public than in private institutions. Weekly salaries of registered professional nurses in Buffalo hospitals in June 1956 ranged from an average of \$66 a week for those employed on general or floor duty to \$112.50 for directors of nursing (\$60 and \$98, respectively, in private hospitals). About 3 out of 5 of the general duty nurses received salaries of \$55 but less than \$65 a week. This salary range included more than 9 out of 10 general duty nurses in private hospitals (table A-1). In other professional and technical occupations studied, weekly salaries of women ranged from \$64 for X-ray technicians to \$82.50 for medical social workers (\$62.50 and \$80, respectively, in nongovernmental hospitals).

Among a group of office clerical occupations surveyed in Buffalo area hospitals, weekly salaries of women workers ranged from an average of \$41.50 for switchboard operator-receptionists to \$63 for payroll clerks (table A-2).

Registered professional nurses on floor duty earned about \$12 a week more than did women practical nurses and \$23.50 more than women nursing aides. On an hourly basis, practical nurses averaged about \$1.29 and aides about \$1.01. Maids were the lowest paid non-professional group studied, averaging 84 cents an hour (table A-3).

A majority of the workers in the professional jobs surveyed received neither meals nor room in addition to their salaries. The only jobs in which as many as a third of the workers were provided with such perquisites were those of director of nurses, physical therapist, and dietitian (table B-1). However, two-fifths or more of the workers in several nonprofessional jobs received at least one meal a day in addition to their salary; and within most nonprofessional occupations, there was a marked tendency for the lower paid employees to be provided with 1 and frequently 2 meals a day in addition to their

cash salary. Few of the lowest paid women nursing aides and few practical nurses at any pay levels received meals. Except for dietitians, room and meals were confined to private hospitals.

The nursing instructors earning \$57.50 but under \$60 and about a third of the general duty nurses earning \$55 but under \$60 received a meal a day as a supplement to their cash salary. The man medical technologist earning less than \$55 also received 1 meal. In other professional jobs, however, supplements in the form of meals and/or rooms were not generally provided those at the lower end of the salary scale. Relatively few office workers received meals.

A substantial minority of the workers in most jobs requiring uniforms were provided uniforms and/or laundry without charge. However, only 1 out of 5 women and 1 out of 4 men employed as practical nurses received such benefits.

Most Buffalo hospitals had arrangements whereby some of their employees could obtain room and meals through payroll deductions. Approximately 200 employees, mostly nursing personnel, rented rooms in this way. A larger number purchased from 1 to 3 meals a day. Charges for rooms generally varied from about \$6.50 to \$30 a month. Meal charges varied among hospitals but frequently they averaged between 30 and 40 cents a meal.

Wage Structure.—All Buffalo hospitals determined pay of professional workers on the basis of a formal rate structure, which set pay of workers in these jobs on the basis of an established pay scale rather than by individual determination (table B-4). Typically a range of rates existed for most jobs. Those employing over four-fifths of all nonprofessional workers also had a formal wage structure for these workers, usually also with a range of rates rather than a single rate.

Two out of 3 hospitals reporting an established minimum scale for general duty nurses set this at \$55 but less than \$57.50 a week (table B-2). There was greater variation in the minimums paid dietitians but generally their rates were \$60 but less than \$75 a month. For nonprofessional workers minimum entrance rates ranged from less than 50 cents to \$1.25 or more an hour. Hiring rates were at least \$1 for men in 2 out of 5 hospitals, including all public institutions, and for women in about 1 out of 5 hospitals. The most common hiring rates for women nonprofessional employees were 55 but less than 65 cents an hour. Generally, the lowest rates for women were supplemented by one or more meals a day (table B-3).

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

A few surgical nurses were paid \$10 to \$25 a month extra for such duty. In one hospital, work in tuberculosis or psychiatric wards was considered to be more difficult and paid at a higher rate.

Periodic rotation among shifts was not reported in most Buffalo hospitals. In 3 of the 5 hospitals that reported such a practice for their nurses, rotation was limited to changes between first and second shifts.

All of the nurses and over a fourth of the nonprofessional workers in private hospitals who worked on second and third shifts received extra pay for this work, but shift premiums were relatively unusual for employees of government institutions (table B-5). Almost all of the nurses who were paid extra for evening or night duty received either \$20 a month (\$4.61 a week) or \$5 a week while the most common premium for nonprofessional workers was \$10 a month. A number of hospitals paid other professional and technical employees the same differential as nurses.

Hours of Work and Overtime Pay.—The most common work schedule, except for nonprofessional workers employed in nonoffice jobs, was 40 hours a week. However, a 44-hour schedule was worked by a fourth of the nurses, 1 out of 3 other professional employees, almost 1 out of 10 office workers, and 2 out of 5 other nonprofessional employees. Some others were on a 41½-hour week and a few were on a 48-hour week. The proportion of nurses and other professional and technical workers on a 40-hour schedule was higher in private than in public hospitals (table B-6).

A majority of Buffalo hospitals required that some workers, generally those in the operating room, be on call. Some hospitals paid for time on call whether the worker was actually called to work; in other cases no pay was provided for being on call but workers called back were paid for actual duty. Compensation for time on call where provided most often amounted to \$5 to \$7 a night or straight-time pay.

All employees of Buffalo hospitals received some compensation for work in excess of their normal weekly hours. Most frequently they were given straight-time pay for overtime although, except for

nurses, equal time off was almost as common a practice (table B-7). Few hospitals employed any workers on split shifts, and in these cases the practice was limited to a few kitchen workers.

Vacations and Holidays.—All hospitals in Buffalo provided their employees with paid vacations after 1 year of service. Almost all workers in private hospitals were entitled to 2 weeks of paid vacation after 1 year of service. A substantial majority of government employees received at least 3 weeks of vacation after this amount of service. In private hospitals most of the nurses and other professional and technical employees received a third week of vacation after 2 years of service and 4 out of 5 were eligible for at least 4 weeks after 5 years of service (table B-8).

Paid holidays were provided all Buffalo hospital employees except about one-tenth of the nonprofessional workers (all in private hospitals). Equivalent time off was by far the most usual compensation for those working on holidays. The number of holidays ranged from 6 to 11, with 8 days being most common for nurses and other professional workers. A majority of workers in office and other nonprofessional jobs received at least 7 holidays a year (table B-9).

Insurance and Pensions.—The great majority of the nongovernmental hospitals in the Buffalo area have elected to come under the Federal Social Security System and all hospital employees in the area were covered by social security or some other provision for retirement pensions to which the hospital contributed.

With the exception of some nonprofessional workers (10 percent of those in private institutions) all Buffalo hospital employees were covered by plans providing full pay without a waiting period in the event of illness. The hospital contributed to premiums for life insurance for roughly a fifth of the workers. About half the workers were employed where the hospital either paid at least part of the cost of hospital insurance or provided hospitalization without cost or at reduced rates for their employees. Formal plans for surgical and medical care were somewhat less frequent than provision for hospital care (table B-10).

# A: Occupational Earnings

**Table A-1: Professional and technical occupations**  
(Average straight-time weekly hours and earnings for selected occupations in Buffalo, N. Y., by hospital proprietorship, June 1956)

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	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00 and over
		1/	1/																
<b>Nursing occupations</b>																			
<b>Men</b>																			
Supervisors of nurses .....	7	43.5	\$ 102.50	-	-	-	-	-	-	1	-	-	-	5	-	-	-	1	-
Governmental hospitals .....	7	43.5	102.50	-	-	-	-	-	-	1	-	-	-	5	-	-	-	1	-
<b>Women</b>																			
Directors of nursing .....	17	40.5	112.50	-	-	-	-	3	-	3	-	-	-	-	1	-	4	-	2/ 6
Governmental hospitals .....	6	41.5	138.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	4
Nongovernmental hospitals .....	11	40.5	98.00	-	-	-	-	3	-	3	-	-	-	-	1	-	2	-	2
Supervisors of nurses .....	70	41.0	88.00	-	-	3	2	21	4	8	6	4	1	8	1	3	1	7	1
Governmental hospitals .....	27	42.0	107.00	-	-	-	-	27	-	2	-	4	1	8	-	3	1	7	1
Nongovernmental hospitals .....	43	40.5	76.00	-	-	3	2	21	4	6	6	-	-	-	1	-	-	-	-
Head nurses .....	340	41.0	75.50	-	-	36	120	42	46	24	23	29	14	1	2	3	-	-	-
Governmental hospitals .....	142	42.5	85.50	-	-	-	10	13	24	23	23	29	14	1	2	3	-	-	-
Nongovernmental hospitals .....	198	40.5	68.50	-	-	36	110	29	22	1	-	-	-	-	-	-	-	-	-
General duty nurses .....	973	41.0	66.00	12	261	320	88	117	69	58	27	15	2	4	-	-	-	-	-
Governmental hospitals .....	387	41.5	75.00	-	26	18	55	113	69	58	27	15	2	4	-	-	-	-	-
Nongovernmental hospitals .....	586	40.5	60.00	12	235	302	33	4	-	-	-	-	-	-	-	-	-	-	-
Nursing instructors .....	70	40.5	80.00	-	3	2	10	8	9	18	7	8	3	1	-	-	-	1	-
Governmental hospitals .....	17	41.5	90.00	-	-	-	-	-	4	4	3	1	3	1	-	-	-	1	-
Nongovernmental hospitals .....	53	40.5	76.50	-	3	2	10	8	5	14	4	7	-	-	-	-	-	-	-
<b>Other professional and technical occupations</b>																			
<b>Men</b>																			
I-ray technicians 3/ .....	22	41.5	73.50	1	1	2	2	7	2	4	2	1	-	-	-	-	-	-	-
Governmental hospitals .....	14	41.5	76.00	-	-	1	2	4	2	2	2	1	-	-	-	-	-	-	-
Nongovernmental hospitals .....	8	40.5	69.50	1	1	1	-	3	-	2	-	-	-	-	-	-	-	-	-
Medical technologists 3/ .....	53	42.0	69.00	1	3	17	13	7	5	2	2	2	1	1	-	-	-	-	-
Governmental hospitals .....	28	42.5	71.00	-	-	14	2	4	3	1	2	1	1	-	-	-	-	-	-
Nongovernmental hospitals .....	25	41.0	67.50	1	3	3	11	3	2	1	-	1	-	-	-	-	-	-	-
Physical therapists 3/ .....	16	41.0	78.00	-	-	-	3	3	3	4	1	2	-	-	-	-	-	-	-
Governmental hospitals .....	8	42.0	78.50	-	-	-	-	3	1	3	1	-	-	-	-	-	-	-	-
Nongovernmental hospitals .....	8	40.0	77.50	-	-	-	3	-	2	1	-	2	-	-	-	-	-	-	-
<b>Women</b>																			
I-ray technicians 3/ .....	50	40.5	64.00	7	9	12	13	4	3	-	-	-	2	-	-	-	-	-	-
Governmental hospitals .....	13	41.0	69.50	-	-	3	5	2	3	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals .....	37	40.5	62.50	7	9	9	8	2	-	-	-	-	2	-	-	-	-	-	-
Medical technologists 3/ .....	160	41.0	68.00	11	13	37	33	33	17	11	3	2	-	-	-	-	-	-	-
Governmental hospitals .....	38	42.0	72.00	-	-	8	10	9	4	5	1	1	-	-	-	-	-	-	-
Nongovernmental hospitals .....	122	40.5	67.00	11	13	29	23	24	13	6	2	1	-	-	-	-	-	-	-
Medical record librarians .....	20	40.0	76.50	-	1	3	5	2	1	4	1	-	2	-	1	-	-	-	-
Governmental hospitals .....	6	40.5	82.50	-	-	2	-	1	-	1	-	-	1	-	1	-	-	-	-
Nongovernmental hospitals .....	14	40.0	74.00	-	1	1	5	1	1	4	-	-	1	-	-	-	-	-	-
Medical social workers 3/ .....	23	40.5	82.50	-	-	2	1	3	1	4	7	3	1	1	1	-	-	-	-
Governmental hospitals .....	8	41.0	87.00	-	-	-	-	1	-	3	-	2	1	1	-	-	-	-	-
Nongovernmental hospitals .....	15	40.0	80.00	-	-	2	1	2	1	1	7	1	-	-	-	-	-	-	-
Physical therapists 3/ .....	30	40.0	71.50	3	-	11	3	4	2	3	1	2	1	-	-	-	-	-	-
Governmental hospitals .....	8	40.0	86.00	-	-	1	-	-	3	1	2	1	-	-	-	-	-	-	-
Nongovernmental hospitals .....	22	40.0	66.00	3	-	11	2	4	2	-	-	-	-	-	-	-	-	-	-
Dietitians 3/ .....	47	41.5	70.00	3	9	8	8	5	2	1	5	5	-	1	-	-	-	-	-
Governmental hospitals .....	16	40.5	82.00	-	-	-	2	4	1	-	5	3	-	1	-	-	-	-	-
Nongovernmental hospitals .....	31	42.0	63.50	3	9	8	6	1	1	1	-	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.  
 2/ Workers were distributed as follows: 1 at \$125 to \$130; 1 at \$130 to \$135; 1 at \$135 to \$140; 1 at \$140 to \$145; 2 at \$145 or 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 Buffalo, N. Y., by hospital proprietorship, June 1956)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																
		Weekly hours 1/	Weekly earnings 1/	Under \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				35.00	35.00 and under 37.50	37.50	40.00	42.50	45.00	47.50	50.00	52.50	55.00	57.50	60.00	62.50	65.00	67.50	70.00	70.00 and over
Billers, machine .....	21	40.5	\$ 49.50	4	-	-	-	6	-	-	4	1	-	-	-	4	2	-	-	-
Nongovernmental hospitals .....	21	40.5	49.50	4	-	-	-	6	-	-	4	1	-	-	-	4	2	-	-	-
Clerks, payroll .....	16	40.0	63.00	-	-	-	-	-	-	1	-	-	3	-	-	4	3	2	-	3
Nongovernmental hospitals .....	11	40.0	59.50	-	-	-	-	-	-	1	-	-	3	-	-	4	3	-	-	-
Stenographers, technical .....	129	40.0	60.00	-	-	-	3	2	6	6	8	4	15	18	16	12	19	11	9	9
Governmental hospitals .....	90	40.0	63.00	-	-	-	-	-	-	1	2	3	9	11	15	11	18	11	9	9
Nongovernmental hospitals .....	39	40.0	52.00	-	-	-	3	2	6	5	6	1	6	7	1	1	1	-	-	-
Switchboard operators .....	67	40.0	50.50	1	7	3	9	5	13	5	3	-	-	1	1	6	1	9	3	3
Governmental hospitals .....	22	40.0	66.00	-	-	-	-	-	-	-	-	-	-	1	1	6	1	9	3	3
Nongovernmental hospitals .....	45	40.0	43.00	1	7	3	9	5	13	4	3	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists .....	43	39.0	41.50	8	6	6	4	14	-	-	-	-	-	-	-	-	-	1	4	-
Governmental hospitals .....	15	40.0	52.50	-	-	-	-	10	-	-	-	-	-	-	-	-	-	1	4	-
Nongovernmental hospitals .....	28	38.5	36.00	8	6	6	4	4	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, technical .....	35	40.0	57.50	-	-	-	1	-	3	5	2	1	-	12	1	5	2	1	2	2
Governmental hospitals .....	13	40.0	63.50	-	-	-	-	-	-	-	2	-	-	-	1	5	2	1	2	2
Nongovernmental hospitals .....	22	40.0	54.00	-	-	-	1	-	3	5	-	1	-	12	-	-	-	-	-	-

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 Buffalo, N. Y., by hospital proprietorship, June 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 \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
				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	52.50	55.00	57.50	60.00	62.50	65.00
<b>Men</b>																					
Medical laboratory assistants .....	10	43.5	\$ 58.00	-	-	-	-	-	-	-	-	-	-	3	3	-	2	-	2	-	-
Governmental hospitals .....	10	43.5	58.00	-	-	-	-	-	-	-	-	-	-	3	3	-	2	-	2	-	-
Nursing aides .....	584	42.5	57.50	-	-	2	3	7	4	10	13	9	3	31	7	107	101	61	35	52	85
Governmental hospitals .....	527	42.5	59.50	-	-	-	-	-	-	-	-	-	-	30	7	104	100	61	35	52	84
Nongovernmental hospitals .....	57	41.5	41.00	-	-	2	3	7	4	10	13	9	3	1	-	3	1	-	1	-	1
Practical nurses .....	120	43.0	62.50	-	-	-	-	-	2	4	3	7	5	3	3	1	1	11	10	26	39
Governmental hospitals .....	92	44.0	67.50	-	-	-	-	-	-	-	-	-	-	-	-	1	11	10	26	39	
<b>Women</b>																					
Medical laboratory assistants .....	35	41.5	45.50	-	-	-	5	2	2	3	3	-	3	-	1	9	5	2	-	-	-
Governmental hospitals .....	13	44.0	54.00	-	-	-	-	-	-	-	-	-	-	-	9	2	2	-	-	-	-
Nongovernmental hospitals .....	22	40.5	40.50	-	-	-	5	2	2	3	3	-	3	-	1	3	-	-	-	-	-
Nursing aides .....	1,542	42.0	42.50	111	87	122	195	213	103	38	24	6	1	28	58	139	90	69	72	102	80
Governmental hospitals .....	751	42.5	54.50	-	-	-	12	78	20	-	-	-	-	27	58	139	90	69	72	102	80
Nongovernmental hospitals .....	791	41.5	31.00	111	87	122	183	135	83	38	24	6	1	1	-	-	-	-	-	-	-
Practical nurses .....	463	42.0	54.00	-	-	-	-	-	6	15	80	103	49	4	-	9	10	60	21	55	31
Governmental hospitals .....	260	43.0	61.00	-	-	-	-	-	-	-	24	30	-	-	9	10	60	21	55	31	
Nongovernmental hospitals .....	203	40.5	45.50	-	-	-	-	-	6	15	56	73	49	4	-	-	-	-	-	-	
Housekeepers, chief .....	15	42.0	67.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals .....	6	41.5	77.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	
Nongovernmental hospitals .....	9	42.5	60.00	-	-	-	-	-	-	-	-	-	-	1	3	1	-	-	-	2	

See footnotes at end of table.

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 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 Buffalo, N. Y., by hospital proprietorship, June 1956)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings 2/	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																							
			Under \$0.50	\$0.50 and under .55	\$0.55 .60	\$0.60 .65	\$0.65 .70	\$0.70 .75	\$0.75 .80	\$0.80 .85	\$0.85 .90	\$0.90 .95	\$0.95 1.00	\$1.00 1.05	\$1.05 1.10	\$1.10 1.15	\$1.15 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 and over		
			3/	4/	5/	6/	7/	8/	9/	10/	11/	12/	13/	14/	15/	16/	17/	18/	19/	20/	21/	22/	23/	24/	25/	
<b>Men</b>																										
Carpenters, maintenance .....	26	\$ 1.99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	20
Governmental hospitals .....	16	2.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16
Nongovernmental hospitals .....	10	1.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	4
Dishwashers, machine .....	16	.95	4	-	-	-	1	-	-	2	-	-	-	-	-	-	4	1	2	1	-	1	-	-	-	-
Governmental hospitals .....	9	1.23	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	1	2	1	-	1	-	-	-	-
Nongovernmental hospitals .....	7	.60	4	-	-	-	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance .....	13	2.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	12
Elevator operators, passenger .....	14	1.27	-	1	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	8	1	1	1	-	-
Engineers, stationary .....	55	1.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	3	-	-	-	4	10	32
Governmental hospitals .....	26	2.22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	24
Nongovernmental hospitals .....	29	1.62	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	3	-	-	-	2	10	8
Kitchen helpers .....	131	.96	15	8	19	4	1	-	4	5	5	-	2	16	9	2	16	2	3	20	-	-	-	-	-	-
Governmental hospitals .....	63	1.31	-	-	-	-	-	-	-	-	-	-	-	14	6	2	16	2	3	20	-	-	-	-	-	-
Nongovernmental hospitals .....	68	.64	15	8	19	4	1	-	4	5	5	-	2	2	3	-	-	-	-	-	-	-	-	-	-	-
Laundry-extractor operators .....	24	.99	-	-	-	-	-	2	-	3	-	5	3	3	3	-	3	-	3	-	-	-	-	-	-	-
Nongovernmental hospitals .....	21	.94	-	-	-	-	-	2	-	3	-	5	3	3	3	-	3	-	3	-	-	-	-	-	-	-
Porters .....	187	1.12	-	10	7	17	11	2	5	7	10	1	1	9	4	12	7	20	8	2	17	35	2	-	-	-
Governmental hospitals .....	86	1.45	-	-	-	-	-	-	-	-	-	-	-	-	-	12	7	10	4	1	15	35	2	-	-	-
Nongovernmental hospitals .....	101	.84	-	10	7	17	11	2	5	7	10	1	1	9	4	-	-	10	4	1	2	-	-	-	-	-
Washers, machine .....	8	1.31	-	-	-	-	-	-	-	2	-	-	-	-	-	1	1	-	1	1	-	-	-	-	-	2
Nongovernmental hospitals .....	7	1.22	-	-	-	-	-	-	-	2	-	-	-	-	-	1	1	-	1	1	-	-	-	-	-	1
<b>Women</b>																										
Kitchen helpers .....	467	.90	-	-	101	24	65	29	36	33	3	29	-	-	3	1	28	31	2	80	1	1	-	-	-	-
Governmental hospitals .....	173	1.29	-	-	-	-	-	-	-	-	-	26	-	-	3	1	28	31	2	80	1	1	-	-	-	-
Nongovernmental hospitals .....	294	.67	-	-	101	24	65	29	36	33	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laundry finishers, flatwork, machine .....	142	1.03	-	-	-	-	-	30	3	6	21	14	-	23	3	-	-	9	15	4	1	13	-	-	-	-
Governmental hospitals .....	54	1.32	-	-	-	-	-	-	-	-	-	12	-	2	1	-	-	6	15	4	1	13	-	-	-	-
Nongovernmental hospitals .....	88	.86	-	-	-	-	-	30	3	6	21	2	-	21	2	-	-	3	-	-	-	-	-	-	-	-
Maids .....	533	.84	16	65	67	80	40	42	32	15	11	20	-	1	14	1	13	23	66	11	2	11	3	-	-	-
Governmental hospitals .....	165	1.30	-	-	-	-	-	-	-	-	-	20	-	1	14	1	13	23	66	11	2	11	3	-	-	-
Nongovernmental hospitals .....	368	.63	16	65	67	80	40	42	32	15	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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

2/ Workers were distributed as follows: 1 at \$72.50 to \$75; 1 at \$75 to \$80; 3 at \$80 to \$85.

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 \$1.80 to \$1.90; 2 at \$1.90 to \$2; 9 at \$2 to \$2.10; 1 at \$2.10 to \$2.20; 2 at \$2.20 and over.

5/ Workers were distributed as follows: 1 at \$1.80 to \$1.90; 3 at \$1.90 to \$2; 3 at \$2 to \$2.10; 2 at \$2.10 to \$2.20; 3 at \$2.20 and over.

6/ Workers were distributed as follows: 9 at \$1.80 to \$1.90; 5 at \$2 to \$2.10; 6 at \$2.10 to \$2.20; 12 at \$2.20 and over.

7/ Workers were distributed as follows: 4 at \$0.35 to \$0.40; 2 at \$0.40 to \$0.45; 9 at \$0.45 to \$0.50.



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	44	All schedules	40	44	All schedules	40	44	All schedules	40	44	All schedules	40	44	All schedules	40	44
All hospitals .....	24	xxx	xxx	7	xxx	xxx	17	xxx	xxx	24	xxx	xxx	7	xxx	xxx	17	xxx	xxx
Hospitals having an established minimum .....	21	17	4	7	4	3	14	13	1	14	10	4	7	4	3	7	6	1
\$50.00 and under \$52.50 .....	-	-	-	-	-	-	-	-	-	1/ 1	1/ 1	4	7	-	-	1/ 1	1/ 1	-
\$55.00 and under \$57.50 .....	2/ 14	2/ 13	1	-	-	-	2/ 14	2/ 13	1	2	1	1	-	-	-	2	1	1
\$57.50 and under \$60.00 .....	2	2	-	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-
\$60.00 and under \$62.50 .....	-	-	-	-	-	-	-	-	-	3/ 2	3/ 2	-	-	-	-	3/ 2	3/ 2	-
\$62.50 and under \$65.00 .....	-	-	-	-	-	-	-	-	-	2	2	-	-	-	-	2	2	-
\$65.00 and under \$67.50 .....	1	1	-	1	1	-	-	-	-	2	2	-	2	2	-	-	-	-
\$70.00 and under \$72.50 .....	5/ 3	-	5/ 3	5/ 3	-	3	-	-	-	2	2	-	2	2	-	-	-	-
\$72.50 and under \$75.00 .....	-	-	-	-	-	-	-	-	-	3	-	3	3	-	3	-	-	-
\$75.00 and under \$77.50 .....	1	1	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Hospitals having no established minimum .....	-	xxx	xxx	-	xxx	xxx	-	xxx	xxx	5	xxx	xxx	-	xxx	xxx	5	xxx	xxx
Hospitals that did not employ workers in this category .....	-	xxx	xxx	-	xxx	xxx	-	xxx	xxx	2	xxx	xxx	-	xxx	xxx	2	xxx	xxx
Data not available .....	3	xxx	xxx	-	xxx	xxx	3	xxx	xxx	3	xxx	xxx	-	xxx	xxx	3	xxx	xxx

- 1/ Workers receive 1 meal in addition to their cash salary.
- 2/ In 2 hospitals, workers receive 1 meal in addition to their cash salary.
- 3/ In 1 hospital, workers receive room and 3 meals in addition to their cash salary.
- 4/ Workers receive 2 meals in addition to their cash salary.
- 5/ In 1 hospital, workers receive 1 meal 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 .....	24	7	17	24	7	17
Hospitals having an established minimum .....	24	7	17	24	7	17
Less than \$0.50 .....	1/ 3	-	1/ 3	2/ 1	-	2/ 1
\$0.50 and under \$0.55 .....	2/ 2	-	2/ 2	-	-	2/ 2
\$0.55 and under \$0.60 .....	3/ 1	-	3/ 1	4/ 6	-	4/ 6
\$0.60 and under \$0.65 .....	1	-	1	2/ 5	-	2/ 5
\$0.65 and under \$0.70 .....	-	-	-	1	-	1
\$0.70 and under \$0.75 .....	-	-	-	2	-	2
\$0.75 and under \$0.80 .....	1	-	1	-	-	-
\$0.80 and under \$0.85 .....	2/ 6	-	2/ 6	-	2	-
\$0.85 and under \$0.90 .....	-	-	-	2	2	-
\$0.90 and under \$0.95 .....	-	-	-	1	1	-
\$1.00 and under \$1.05 .....	1	1	-	1	1	-
\$1.05 and under \$1.10 .....	3/ 3	2	2/ 1	3	3	-
\$1.10 and under \$1.15 .....	2	2	-	-	-	-
\$1.20 and under \$1.25 .....	1	1	-	1	1	-
\$1.25 and over .....	3	1	2	-	-	-

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

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 1956  
 U.S. DEPARTMENT OF LABOR  
 Bureau of Labor Statistics

Table B-4: Wage structure characteristics

Wage structure	Percent of -					
	Professional and technical workers <sup>1/</sup> in -			Nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100
Formal rate structure .....	100	100	100	83	100	67
Single rate .....	-	-	-	18	9	25
Range of rates .....	100	100	100	65	91	42
Individual determination .....	-	-	-	17	-	33

<sup>1/</sup> Includes registered professional nurses.

Table B-5: 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 .....	64.0	63.5	14.0	13.1	100.0	100.0
Uniform amount per week .....	64.0	63.5	14.0	13.1	100.0	100.0
Under \$2.50 .....	3.9	3.5	-	-	6.7	6.1
\$2.50 and under \$5.00 .....	29.9	34.9	14.0	13.1	41.3	50.7
\$5.00 and under \$7.50 .....	30.2	25.1	-	-	52.0	43.2
No shift pay differential .....	36.0	36.5	86.0	86.9	-	-
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 .....	14.6	17.8	6.8	10.1	24.2	30.5
Uniform amount per week .....	10.8	11.5	-	-	24.2	30.5
Under \$2.50 .....	9.2	10.2	-	-	20.6	27.0
\$2.50 and under \$5.00 .....	1.6	1.3	-	-	3.6	3.5
Uniform percentage .....	3.7	6.3	6.8	10.1	-	-
10 percent between 6 p. m. and 6 a. m. ....	3.7	6.3	6.8	10.1	-	-
No shift pay differential .....	85.4	82.2	93.2	89.9	75.8	69.5

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 1956  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-6: Scheduled weekly hours <sup>1</sup>

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
40 hours .....	74	56	86	68	38	91	91	91	91	41	44	39
41½ hours .....	-	-	-	-	-	-	-	-	-	10	-	19
44 hours .....	26	44	14	32	62	9	9	9	9	44	56	33
48 hours .....	-	-	-	-	-	-	-	-	-	4	-	8

<sup>1/</sup> Based on scheduled weekly hours for women.

Table B-7: 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 .....	64	28	89	51	8	86	45	4	79	51	9	89
Time and one-half after 40 hours .....	-	-	-	6	12	-	13	27	-	8	16	-
Equal time off .....	32	72	4	43	79	14	42	68	21	41	75	11
Other .....	4	-	7	-	-	-	-	-	-	-	-	-

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 1956  
U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-8: 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
<b>Amount of vacation pay</b>												
<u>After 6 months of service</u>												
Workers in hospitals providing												
paid vacations .....	92	100	86	77	100	59	78	100	59	71	100	45
Under 1 week .....	31	-	52	23	-	41	-	-	-	-	-	-
1 week .....	21	10	28	12	8	14	30	4	52	26	9	41
Over 1 and under 2 weeks .....	11	18	6	15	30	3	27	50	7	19	34	4
2 weeks .....	18	44	-	28	62	-	17	36	-	27	56	-
Over 2 and under 3 weeks .....	11	27	-	-	-	-	4	9	-	-	4	-
Workers in hospitals providing												
no paid vacations .....	8	-	14	23	-	41	22	-	41	29	-	55
<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
Under 1 week .....	-	-	-	-	-	-	-	-	-	5	-	10
1 week .....	-	-	-	-	-	-	5	-	9	8	-	15
2 weeks .....	63	10	100	59	8	100	51	4	91	43	9	74
Over 2 and under 3 weeks .....	-	-	-	6	12	-	13	27	-	8	16	-
3 weeks .....	7	18	-	8	18	-	11	23	-	9	18	-
4 weeks and over .....	29	72	-	28	62	-	21	45	-	27	56	-
<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
1 week .....	-	-	-	-	-	-	-	-	-	5	-	10
2 weeks .....	4	-	6	-	-	3	49	-	91	52	9	90
Over 2 and under 3 weeks .....	4	10	-	9	21	-	15	32	-	8	16	-
3 weeks .....	63	18	94	61	18	97	15	23	9	9	18	-
4 weeks and over .....	29	72	-	28	62	-	21	45	-	27	56	-
<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
2 weeks .....	4	-	6	-	-	3	49	-	91	57	9	100
3 weeks .....	16	28	7	22	26	19	13	27	-	9	18	-
Over 3 and under 4 weeks .....	31	-	52	16	-	29	-	-	-	-	-	-
4 weeks and over .....	50	72	35	60	74	49	38	73	9	34	72	-
<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 .....	-	-	-	-	-	-	46	-	84	55	9	96
3 weeks .....	11	18	6	10	18	3	14	23	7	11	18	4
Over 3 and under 4 weeks .....	8	-	14	5	-	9	-	-	-	-	-	-
4 weeks and over .....	81	82	80	86	82	88	40	77	9	34	72	-

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 1956  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-8: 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
<b>Amount of vacation pay - Continued</b>												
<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 .....	-	-	-	-	-	-	33	-	61	42	9	72
3 weeks .....	7	18	-	8	18	-	23	23	23	21	18	23
Over 3 and under 4 weeks .....	8	-	14	5	-	9	-	-	-	-	-	-
4 weeks and over .....	84	82	86	87	82	91	44	77	16	37	72	4
<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 .....	-	-	-	-	-	-	33	-	61	42	9	72
3 weeks .....	7	18	-	8	18	-	17	23	12	12	18	6
Over 3 and under 4 weeks .....	8	-	14	5	-	9	-	-	-	-	-	-
4 weeks and over .....	84	82	86	87	82	91	50	77	27	46	72	22
<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 .....	-	-	-	-	-	-	33	-	61	42	9	72
3 weeks .....	7	18	-	8	18	-	17	23	12	12	18	6
4 weeks and over .....	93	82	100	92	82	100	50	77	27	46	72	22

1/ No change in length of vacation with longer periods of service.  
 # Less than 2.5 percent.

Table B-9: 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	89	100	79
6 holidays .....	5	-	9	*	-	3	38	-	71	29	-	55
7 holidays .....	12	10	13	9	8	10	8	4	11	14	9	18
8 holidays .....	50	27	66	51	12	82	22	27	18	11	16	6
9 holidays .....	7	-	12	*	-	4	-	-	-	-	-	-
10 holidays .....	18	44	-	28	62	-	21	45	-	27	56	-
11 holidays .....	7	13	-	8	18	-	11	23	-	9	18	-
Workers in hospitals providing no paid holidays .....	-	-	-	-	-	-	-	-	-	11	-	21
Workers in hospitals with formal provisions regarding pay for work on paid holidays .....	100	100	100	100	100	100	100	100	100	89	100	79
Straight time .....	-	-	-	-	-	-	-	-	-	5	-	9
Time and one-half total .....	-	-	-	-	-	-	6	-	11	-	-	-
Double time total (regular pay plus straight time) .....	11	27	-	6	12	-	13	27	-	8	16	-
Equal time off .....	77	73	81	86	88	84	66	73	61	65	84	49
Other .....	11	-	1/ 19	9	-	16	15	-	1/ 28	11	-	1/ 21
Workers in hospitals with no formal provisions regarding paid holidays .....	-	-	-	-	-	-	-	-	-	11	-	21

1/ Employee may elect straight-time pay or equal time off.  
 \* Less than 2.5 percent.

Table B-10: 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	27	14	14	12	15	19	27	12	25	16	34
Accidental death and dismemberment insurance .....	11	27	-	6	12	-	13	27	-	8	16	-
Sick leave (full pay, no waiting period) .....	100	100	100	100	100	100	100	100	100	95	100	90
Hospitalization insurance .....	14	-	24	30	-	54	19	-	35	18	-	35
Hospitalization provided outside of group insurance .....	18	25	14	15	23	9	14	18	11	25	44	9
Hospitalization at reduced cost .....	17	-	28	8	-	15	11	-	19	13	-	26
Surgical insurance .....	9	-	15	11	-	20	13	-	24	9	-	17
Surgical benefits provided outside of group insurance .....	8	-	14	5	-	9	6	-	11	5	-	9
Surgical benefits at reduced cost .....	13	13	12	8	13	4	9	9	9	15	20	11
Medical insurance .....	19	-	33	18	-	33	18	-	33	17	-	32
Medical benefits provided outside of group insurance .....	14	13	14	11	13	9	10	9	11	14	20	9
Retirement pension or social security or both .....	100	100	100	100	100	100	100	100	100	100	100	100
Retirement pension (other than social security) .....	49	100	14	67	100	41	57	100	20	55	91	23
Social security .....	54	-	91	37	-	66	48	-	89	48	9	82

Earnings and Supplementary Benefits in Hospitals, Buffalo, N. Y., June 1956  
 U.S. DEPARTMENT OF LABOR  
 Bureau of Labor Statistics

## Appendix A: Scope and Method of Survey

The Buffalo, N. Y., area<sup>1</sup> 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 Government, 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.)

<sup>1</sup> For purposes of this survey the Buffalo area includes Erie and Niagara Counties, N. Y.

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 performing 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 <sup>1</sup>	Professional and technical workers (includes R. N.'s)	Office clerical workers	Other non-professional workers	Total
All hospitals -----	24	16	13,700	3,010	1,100	7,230	11,390
Federal Government -----	1	1	1,110	260	140	550	1,110
Other governmental agency ----	6	5	4,680	1,020	370	2,880	4,410
Nongovernmental -----	17	10	7,900	1,730	600	3,800	5,880

<sup>1</sup> Include 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 INSTRUCTOR<sup>1</sup>

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

<sup>1</sup> 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, MACHINE<sup>2</sup>

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, MAINTENANCE<sup>2</sup>

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

<sup>2</sup> 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, PASSENGER<sup>3</sup>

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 OPERATOR<sup>4</sup>

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.

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

<sup>4</sup> 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 ASSISTANT<sup>5</sup>

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-

<sup>5</sup> 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.