

Earnings and Supplementary Benefits in Hospitals

BALTIMORE, MARYLAND
JUNE 1956

Bulletin No. 1210-4

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

BALTIMORE, MARYLAND

JUNE 1956

Bulletin No. 1210-4

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 25 cents

Preface

This report on a survey of earnings and related benefits of nurses and other employees of Baltimore 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 Baltimore 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 area-wide 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	4
A-2: Office occupations	5
A-3: Other nonprofessional occupations	5
B: Establishment practices and supplementary benefits -	
B-1: Perquisites	7
B-2: Minimum weekly salaries paid general duty nurses and staff dietitians	8
B-3: Minimum entrance rates for nonprofessional workers (except office clerical)	8
B-4: Wage structure characteristics	9
B-5: Shift differential provisions	9
B-6: Scheduled weekly hours	10
B-7: Weekly overtime pay practices	10
B-8: Paid vacations	11
B-9: Paid holidays	13
B-10: Sick leave, insurance, and pension plans	13
Appendixes:	
A: Scope and method of survey	15
B: Job descriptions	17

Earnings and Supplementary Benefits in Hospitals in Baltimore, Md., June 1956

Summary

Baltimore hospitals employed more than 16,600 employees in mid-1956 at the time of this survey. Of these, approximately 9,800 were employed in private hospitals, 1,900 in Federal Government institutions, and almost 5,000 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 about a fifth of all Baltimore hospital employees, office clerical for slightly more than a tenth, and other nonprofessional workers for almost three-fifths of all employees. The survey indicated not only that there was substantial variation in salaries within most occupations, but that generally salaries were higher in public than in private institutions.

Earnings and Perquisites

Baltimore area hospitals paid their directors of nursing an average of \$102.50 a week (\$95.50 in private hospitals) in June 1956. Women registered professional nurses assigned to floor or general duty earned \$66 on the average (\$62.50 in private institutions). Considering all hospitals as a group, salaries of about 3 out of 5 general duty nurses were at least \$55 but less than \$65.

Average salaries of women in other professional occupations varied from \$57.50 for X-ray technicians to \$76 for medical record librarians, \$76.50 for dietitians, and \$77 for physical therapists; salaries for these latter occupations were about on a level with those of supervisors of nurses.

General duty nurses earned, on the average, about \$19 a week more than women practical nurses and \$28 more than women nurses' aides. On an hourly basis, pay for practical nurses averaged about \$1.16 and for aides, 89 cents. The highest paid nonprofessional hospital jobs studied were skilled maintenance occupations—carpenters, electricians, and stationary engineers—averaging \$1.75 to \$1.78, and the average rate for the lowest paid job surveyed—that of women elevator operators—was 62 cents an hour. Among the office occupations included in the survey, weekly salaries varied from \$38.50 for women switchboard operator-receptionists to \$60.50 for technical stenographers. Earnings data are presented in tables A-1, A-2, and A-3.

Pay of at least a fourth of the workers in a majority of the jobs studied in Baltimore was supplemented by one or more meals; some also were furnished a room in addition to their salaries (table B-1). Although the most frequent arrangement was for a single meal a day, some employees received 2 meals. Others, including more than 10 percent of the porters, received 3 meals and a room in addition to their salaries. Provisions of meals and shelter was more common in private than in publicly operated hospitals.

Among those receiving meals and, in some cases, a room were a substantial proportion of the workers with below-average cash earnings in most nonprofessional and some professional occupations studied. Three men X-ray technicians who were paid less than \$35 weekly all received room and board as did the five women X-ray technicians earning less than \$45. Women social workers earning \$57.50 but less than \$60 received full maintenance and all but one of the record librarians earning less than \$65 in private hospitals received a meal a day. The directors of nursing earning less than \$80 received meals, and in some instances living quarters as well. All supervisors of nurses paid less than \$60 received at least 2 meals, and half were provided room and meals in addition to their salaries. The lowest paid head nurses also received meals.

The men nursing aides earning \$25 but less than \$27.50 were provided some perquisites, with about two-thirds receiving full maintenance, and a majority of all those earning less than \$32.50 being provided with at least 2 meals daily. Among women practical nurses, the very lowest paid were given no supplementary meals or room, but those earning \$32.50 but less than \$35 received full maintenance (room and 3 meals daily) and almost all of those earning \$32.50 but less than \$40 were provided at least 2 meals in addition to their cash pay. Among other hospital employees, the men dishwashers paid less than 50 cents were provided room and board and the woman dishwasher paid less than this amount received 2 meals daily. Most maids earning less than 50 cents all received some meals as did the women elevator operators paid less than 60 cents and the women laundry finishers earning less than this amount.

Uniforms and/or laundry of uniforms were provided at least 1 out of 3 workers in most occupations. For a number of the occupations, including nursing aides and practical nurses and kitchen helpers, these provisions applied to more than half the workers.

Most hospitals also made available sleeping quarters for some of their employees to be paid for through payroll deductions. Charges for rooms varied from hospital to hospital and in some cases within the same institution, depending on the type of accommodation provided and the occupation of the workers. Most commonly, payroll deductions for a single room ranged from \$14 to \$30 a month. A number of hospitals also provided meals that could be paid for through payroll deductions. The charges varied from about 50 to 70 cents a meal.

Entrance Rates and Rate Structure.—In Baltimore, rates of practically all hospital employees studied were determined on the basis of a formal rate structure—that is, rates were set according to an established scale rather than on the basis of individual determination (table B-4). In almost all cases, there was a range of rates for a job rather than a single rate, with pay increasing with length of service. In one-fifth of the hospitals, the salary for general duty nurses was increased every 6 months, most often for a total of 2 to 3 years. Most of the increments put into effect at 6-month intervals amounted to \$5 or \$10 a month. In a number of hospitals, increments amounted to 4 percent a year for 5 years. In most hospitals where dietitians were employed, they also received periodic pay increases.¹

General duty nurses were generally hired at salaries ranging from \$50 to less than \$65 a week in private hospitals. Some of these hospitals provided one meal a day in addition to these salaries. The most common entrance rate for dietitians was \$70 but less than \$75 weekly (table B-2).

Entrance rates for nonprofessional employees in Baltimore hospitals varied from less than 40 cents to more than \$1 an hour, with half the institutions hiring men workers at rates of 55 to 90 cents and women at rates of at least 45 to 90 cents. Entrance rates in all private hospitals were less than 70 cents for women, and all but 4 private hospitals had a minimum hiring rate of less than 75 cents for men. With one exception, all of the rates below 55 cents were supplemented by at least 1 meal daily; a majority were supplemented by 3 meals and in some cases a room as well (table B-3).

Extra Pay for Late Shift Work and Other Types of Duty.—Most hospitals did not provide for regular rotation of nurses among shifts. Where such rotation was practiced, it applied to professional and practical nurses; and the interval between changes in shift assignments generally was from 2 weeks to 3 months.

Approximately 9 out of 10 registered nurses, and about 3 out of 10 nonprofessional workers employed on late shifts were paid extra for this work (table B-5). Extra pay for late shift work was less common in public than in private hospitals. For nurses, it ranged up to \$50 a month. Generally, the differentials paid nurses also applied to other professional and technical workers on late shifts. Extra late-shift pay for nonprofessional employees most frequently amounted to either \$10 or \$37.50 a month.

Extra compensation for assignment to operating or delivery room work was rarely reported by Baltimore hospitals.

Hours of Work and Overtime Pay.—The most common work-week in Baltimore hospitals was 40 hours, although some office employees were scheduled to work shorter hours and some of the other workers were employed for hours in excess of 40 a week (table B-6). Most of those on a 44-hour week were in public hospitals; 48-hour schedules for some nonprofessional workers were found in private hospitals. On the average, weekly hours were longer in public than in private hospitals for nurses, other professional and technical employees, and workers in a few nonprofessional jobs.²

A number of hospitals had split shifts for kitchen and dietary workers and one had such arrangements for some employees in the nursing department. The interval between hours on duty for these workers was generally 2 to 3 hours; no extra pay was reported for employees on such work schedules.

Some hospitals required some personnel, notably operating room nurses and laboratory technicians, to be on call for a period beyond their time on duty. Compensation was provided for time on call. In some cases; other hospitals provided compensation only if the worker was actually called back to work.

Almost all hospital employees were given some compensation for work in excess of their standard weekly hours. The most frequent practice involved the payment of straight-time rates for overtime, while most of the remaining workers received equal time off (table B-7).

Vacations and Holidays.—All Baltimore hospital workers were eligible for vacations, typically of at least 2 weeks, after 1 year of service (table B-8). More than half of the nurses and other professional and technical employees received 3 or more weeks of paid vacation after this amount of service. After 10 years of employment, about 3 out of 4 nurses and other professional employees received at

¹ A few hospitals in Baltimore had all food preparation handled by an outside contractor; these dietary employees are excluded from the survey.

² On July 1, 1956, public hospitals with a 44-hour week were scheduled to reduce it to 40 hours.

least 4 weeks of vacation, while 70 percent of the nonprofessional employees and slightly more than half the office workers were given at least 3 weeks off.

At least 6 paid holidays annually were provided all Baltimore hospital employees and the majority were covered by provisions for at least 8 holidays. Compensation for those who worked on holidays most frequently consisted of equal time off, but a minority received double time (straight time plus their regular pay) for work on these days (table B-9).

Insurance and Pensions.—Approximately half of the Baltimore hospital employees were eligible for life insurance for which the hospital paid at least part of the premiums. This group included all em-

ployees of public hospitals and roughly one-fourth of those in private hospitals. All employees were covered by sick-leave plans providing full pay without a waiting period. A minority received some type of hospitalization and surgical care benefits and approximately one-half of the workers were eligible for medical benefits either at no cost or at reduced costs. These benefits were more widespread in private than in public hospitals.

All employees were covered by retirement provisions. All but about 3 percent of the private hospital employees were covered by Federal Old Age, Survivors' and Disability Insurance; approximately a third of the workers in private hospitals were also enrolled in supplemental private pension plans contributed to by the hospital (table B-10).

A: Occupational Earnings

Table A-1: Professional and technical occupations

(Average straight-time weekly hours and earnings for selected occupations in Baltimore, Md., 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 \$50.00	\$50.00 and under 55.00	\$55.00 to 60.00	\$60.00 to 65.00	\$65.00 to 70.00	\$70.00 to 75.00	\$75.00 to 80.00	\$80.00 to 85.00	\$85.00 to 90.00	\$90.00 to 95.00	\$95.00 to 100.00	\$100.00 to 105.00	\$105.00 to 110.00	\$110.00 to 115.00	\$115.00 to 120.00	\$120.00 and over	
		1/	1/																	
Nursing occupations																				
Women																				
Directors of nursing	27	40.5	\$102.50	-	-	-	-	4	-	3	-	3	2	3	-	-	4	2	6	
Governmental hospitals	6	42.0	127.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	2	
Nongovernmental hospitals	21	40.0	95.50	-	-	-	-	4	-	3	-	3	2	3	-	-	1	1	4	
Supervisors of nurses	135	40.5	76.50	-	4	12	13	18	15	20	14	21	7	6	2	3	-	-	-	
Governmental hospitals	48	43.0	86.00	-	-	-	-	-	3	9	7	19	4	3	-	3	-	-	-	
Nongovernmental hospitals	87	39.5	71.00	-	4	12	13	18	12	11	7	2	3	3	2	-	-	-	-	
Head nurses	358	40.5	69.00	-	20	23	73	115	81	13	3	7	4	4	10	3	2	-	-	
Governmental hospitals	107	42.0	78.50	-	-	1	-	36	26	11	3	7	4	4	10	3	2	-	-	
Nongovernmental hospitals	251	39.5	65.00	-	20	22	73	79	55	2	-	-	-	-	-	-	-	-	-	
General duty nurses	900	41.0	66.00	5	36	214	305	50	68	128	31	46	13	1	1	2	-	-	-	
Governmental hospitals	321	41.5	73.00	2	-	6	116	13	46	44	31	46	13	1	1	2	-	-	-	
Nongovernmental hospitals	579	40.5	62.50	3	36	208	189	37	22	84	-	-	-	-	-	-	-	-	-	
Nursing instructors	136	40.0	78.50	-	-	-	4	8	35	29	14	45	-	1	-	-	-	-	-	
Other professional and technical occupations																				
Men																				
X-ray technicians, chief	11	40.5	106.00	-	-	-	-	-	-	-	1	-	4	2	-	-	-	-	4	
Nongovernmental hospitals	6	40.0	117.50	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	4	
X-ray technicians 2/	34	41.0	64.00	9	2	-	4	6	7	2	1	2	-	-	1	-	-	-	-	
Governmental hospitals	18	41.0	72.50	-	-	-	3	4	6	2	1	2	-	-	-	-	-	-	-	
Nongovernmental hospitals	16	41.5	54.50	9	2	-	1	2	1	-	-	-	-	-	1	-	-	-	-	
Medical technologists 2/	34	40.5	73.50	-	1	1	2	10	7	3	4	5	1	-	-	-	-	-	-	
Physical therapists 2/	9	39.0	81.00	-	-	-	-	-	1	4	2	-	2	-	-	-	-	-	-	
Women																				
X-ray technicians 2/	47	41.0	57.50	9	2	21	8	4	2	1	-	-	-	-	-	-	-	-	-	
Governmental hospitals	15	42.5	61.50	-	-	7	4	3	1	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	32	40.0	55.50	9	2	14	4	1	1	-	-	-	-	-	-	-	-	-	-	
Medical technologists 2/	185	41.0	69.00	8	8	29	32	30	26	20	9	13	8	-	-	-	2	-	-	
Governmental hospitals	83	42.0	74.00	-	-	14	13	6	13	9	7	12	7	-	-	-	2	-	-	
Nongovernmental hospitals	102	40.0	64.50	8	8	15	19	24	13	11	2	1	1	-	-	-	-	-	-	
Medical record librarians	19	40.0	76.00	-	2	2	3	3	3	-	2	1	-	1	-	-	-	-	2	
Governmental hospitals	7	41.0	88.00	-	-	1	1	1	1	-	-	1	-	-	-	-	-	-	2	
Nongovernmental hospitals	12	39.5	69.00	-	2	1	2	2	2	-	2	-	-	1	-	-	-	-	-	
Medical social workers 2/	31	41.5	75.00	-	2	3	2	6	6	4	-	1	2	-	4	-	-	-	1	
Governmental hospitals	14	42.5	80.50	-	-	-	2	2	4	1	-	-	2	-	2	-	-	-	1	
Nongovernmental hospitals	17	40.5	71.00	-	2	3	-	4	2	3	-	1	-	-	2	-	-	-	-	
Physical therapists 2/	15	40.5	77.00	1	-	3	-	1	1	1	3	2	1	-	2	-	-	-	-	
Governmental hospitals	8	41.0	88.50	-	-	-	-	-	1	-	2	2	1	-	2	-	-	-	-	
Nongovernmental hospitals	7	40.0	63.50	1	-	3	-	1	-	1	1	-	-	-	-	-	-	-	-	
Dietitians 2/	61	40.5	76.50	4	-	-	10	6	4	13	9	3	6	3	2	1	-	-	-	
Governmental hospitals	20	41.5	86.00	-	-	-	-	-	3	5	2	2	2	3	2	1	-	-	-	
Nongovernmental hospitals	41	40.0	71.50	4	-	-	10	6	1	8	7	1	4	-	-	-	-	-	-	

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

^{2/} Data for this occupation exclude chiefs in hospitals employing more than 1 worker in the occupation.

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., June 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table A-2: Office occupations

(Average straight-time weekly hours and earnings for women in selected occupations
in Baltimore, Md., by hospital proprietorship, June 1956)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																			
		Weekly hours	Weekly earnings	Under \$30.00	\$30.00 and under \$32.50	\$32.50 to \$35.00	\$35.00 to \$37.50	\$37.50 to \$40.00	\$40.00 to \$42.50	\$42.50 to \$45.00	\$45.00 to \$47.50	\$47.50 to \$50.00	\$50.00 to \$52.50	\$52.50 to \$55.00	\$55.00 to \$57.50	\$57.50 to \$60.00	\$60.00 to \$62.50	\$62.50 to \$65.00	\$65.00 to \$67.50	\$67.50 to \$70.00	\$70.00 to \$72.50	\$72.50 to \$75.00	\$75.00 and over
		1/	1/																				
Billers, machine	32	39.5	\$51.00	-	-	-	2	-	3	8	3	1	-	2	-	2	8	3	-	-	-	-	-
Nongovernmental hospitals	25	40.0	48.00	-	-	-	2	-	3	8	3	1	-	1	-	2	5	-	-	-	-	-	-
Clerks, payroll	26	39.5	59.50	-	-	-	-	-	-	-	5	1	2	2	1	3	3	-	4	-	-	2	3
Governmental hospitals	11	38.5	66.50	-	-	-	-	-	-	-	-	-	-	2	1	1	1	-	1	-	-	2	3
Nongovernmental hospitals	15	40.0	54.00	-	-	-	-	-	-	-	5	1	2	-	-	2	2	-	3	-	-	-	-
Stenographers, technical	141	39.0	60.50	-	-	-	-	1	4	5	6	12	13	5	5	-	23	18	10	5	19	4	11
Governmental hospitals	102	38.5	65.00	-	-	-	-	-	-	-	1	5	3	1	5	-	21	18	10	5	18	4	11
Nongovernmental hospitals	39	39.5	49.00	-	-	-	-	1	4	5	5	7	10	4	-	-	2	-	-	-	1	-	-
Switchboard operators	94	39.0	49.50	-	6	1	3	8	12	9	5	6	7	5	5	6	15	-	-	-	6	-	-
Governmental hospitals	36	37.5	59.50	-	-	-	-	-	1	1	2	1	5	5	6	9	-	-	-	6	-	-	-
Nongovernmental hospitals	58	40.0	43.50	-	6	1	3	8	12	8	4	4	6	-	-	-	6	-	-	-	-	-	-
Switchboard operator-receptionists	32	40.5	38.50	5	8	1	6	1	3	-	-	-	2	-	4	-	-	-	-	2	-	-	-
Nongovernmental hospitals	24	40.5	32.00	5	8	1	6	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, technical	105	38.5	53.50	-	-	-	-	3	6	6	15	3	18	11	4	21	2	7	4	3	2	-	-
Nongovernmental hospitals	40	40.0	50.00	-	-	-	-	3	4	5	8	1	3	-	-	15	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 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 Baltimore, Md., 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 \$25.00	\$25.00 and under 27.50	\$27.50 to 30.00	\$30.00 to 32.50	\$32.50 to 35.00	\$35.00 to 37.50	\$37.50 to 40.00	\$40.00 to 42.50	\$42.50 to 45.00	\$45.00 to 47.50	\$47.50 to 50.00	\$50.00 to 52.50	\$52.50 to 55.00	\$55.00 to 57.50	\$57.50 to 60.00	\$60.00 to 62.50	\$62.50 to 65.00	\$65.00 to 70.00	\$70.00 and over
		1/	1/																			
Men																						
Medical laboratory assistants	12	40.0	\$ 49.50	1	1	-	-	-	2	-	-	-	2	-	1	-	1	-	-	-	2	2
Nongovernmental hospitals	6	40.0	35.00	1	1	-	-	-	2	-	-	-	2	-	-	-	-	-	-	-	-	-
Nursing aides	839	43.0	43.50	2	31	26	84	79	56	35	48	11	190	39	114	24	94	-	-	-	-	6
Governmental hospitals	512	42.5	48.50	-	-	13	3	16	17	12	1	-	186	39	107	24	94	-	-	-	-	-
Nongovernmental hospitals	327	43.5	35.00	2	31	13	81	63	39	23	47	11	4	-	7	-	-	-	-	-	-	6
Practical nurses	152	40.0	65.00	-	-	-	-	-	-	-	-	-	-	-	4	12	3	33	34	50	16	
Women																						
Medical laboratory assistants	41	41.0	50.00	-	-	-	-	3	-	1	1	1	8	4	11	4	4	3	-	-	-	1
Governmental hospitals	14	42.0	52.00	-	-	-	-	-	-	-	-	1	4	2	3	-	2	1	-	-	-	-
Nongovernmental hospitals	27	40.5	49.00	-	-	-	-	3	-	1	1	-	4	2	8	4	2	2	-	-	-	1
Nursing aides	2,185	42.5	38.00	155	122	401	179	131	172	106	102	96	311	59	196	31	122	-	-	-	-	-
Governmental hospitals	845	42.5	48.50	-	-	-	-	7	9	37	61	22	308	59	187	31	122	-	-	-	-	-
Nongovernmental hospitals	1,340	42.5	31.00	155	122	401	179	124	163	69	41	74	3	-	9	-	-	-	-	-	-	-
Practical nurses	645	40.5	47.00	-	-	2	6	27	53	48	134	27	67	76	44	34	56	25	5	12	29	-
Governmental hospitals	337	41.5	52.00	-	-	-	-	-	-	-	37	6	48	71	35	30	43	25	5	12	25	-
Nongovernmental hospitals	308	39.5	41.00	-	-	2	6	27	53	48	97	21	19	5	9	4	13	-	-	-	4	-
Housekeepers, chief	26	41.0	59.00	-	-	-	-	4	-	-	1	1	-	3	-	5	-	-	-	-	-	7
Nongovernmental hospitals	21	40.5	56.00	-	-	-	-	-	-	-	1	1	-	3	-	5	-	-	-	-	2	5

See footnote at end of table.

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., 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 Baltimore, Md., by hospital proprietorship, June 1956)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings	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 1.05	1.05 1.10	1.10 1.15	1.15 1.20	1.20 1.25	1.25 1.30	1.30 1.35	1.35 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 and over
			2/																									
Men																												
Carpenters, maintenance	56	1.75	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	-	1	3	3	7	6	10	4	4	14	
Governmental hospitals	28	1.91	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	4	9	-	4	9		
Nongovernmental hospitals	28	1.60	-	-	-	-	-	-	-	-	-	-	-	-	-	3	1	-	1	3	3	5	2	1	4	5		
Dishwashers, machine	38	.95	6	-	-	3	2	1	-	-	-	1	13	2	-	3	-	-	6	2	2	-	-	-	-	-	-	
Governmental hospitals	22	1.16	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	6	2	2	-	-	-	-	-	-	
Nongovernmental hospitals	16	.66	6	-	-	3	2	1	-	-	-	-	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electricians, maintenance	42	1.78	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	3	12	-	3	3	5	11	
Governmental hospitals	22	1.99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	3	-	2	3	1	11	
Nongovernmental hospitals	20	1.56	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	2	1	2	9	-	1	4	-	
Elevator operators, passenger	43	.95	-	-	-	2	2	13	-	-	3	1	11	6	-	4	-	-	-	2	2	2	-	-	-	-	-	
Governmental hospitals	28	1.06	-	-	-	-	-	4	-	-	3	-	7	4	-	4	-	-	-	2	2	2	-	-	-	-	-	
Nongovernmental hospitals	20	.79	-	-	-	2	2	9	-	-	-	1	4	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Engineers, stationary	97	1.77	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	11	23	12	5	9	8	2/26
Governmental hospitals	43	1.93	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	3	6	4	5	4	19	
Nongovernmental hospitals	54	1.65	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9	20	6	1	4	4	7	
Kitchen helpers	175	.93	4/26	-	6	14	6	27	6	2	5	3	-	13	12	12	7	3	7	4	-	4	2	-	16	-	-	
Governmental hospitals	93	1.19	-	-	-	-	-	12	1	-	5	1	-	10	12	11	7	1	7	4	-	4	2	-	16	-	-	
Nongovernmental hospitals	82	.64	26	-	6	14	6	15	5	2	-	2	-	3	-	1	-	2	-	-	-	-	-	-	-	-	-	
Laundry-extractor operators	21	.97	-	-	-	-	1	2	1	2	1	1	5	2	-	2	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	19	.96	-	-	-	-	1	2	1	2	1	1	5	-	-	2	-	4	4	-	-	-	-	-	-	-	-	
Porters	563	.87	24	12	6	49	77	102	35	12	28	15	44	36	28	31	-	2	2	14	17	16	11	-	-	-	-	
Governmental hospitals	243	1.10	-	-	-	-	-	21	7	3	27	6	44	14	28	31	-	2	-	2	14	17	16	11	-	-	-	
Nongovernmental hospitals	320	.72	24	12	6	49	77	31	28	9	1	9	-	22	-	-	-	2	-	-	-	-	-	-	-	-	-	
Washers, machine	21	1.06	-	-	-	-	-	-	4	-	1	2	-	-	5	2	3	-	2	-	2	-	-	-	-	-	-	
Governmental hospitals	7	1.21	-	-	-	-	-	-	-	-	-	-	-	-	2	2	1	-	-	-	2	-	-	-	-	-	-	
Nongovernmental hospitals	14	.98	-	-	-	-	-	4	-	1	2	-	-	-	3	-	2	-	2	-	-	-	-	-	-	-	-	
Women																												
Dishwashers, machine	18	.69	1	-	7	4	2	-	-	-	-	-	-	2	-	2	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	16	.64	1	-	7	4	2	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger	33	.62	6	4	3	3	11	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	33	.62	6	4	3	3	11	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Kitchen helpers	513	.53	5/83	19	21	88	48	7	8	12	20	65	6	13	22	13	6	20	5	5	4	16	20	10	2	-	-	
Governmental hospitals	207	1.16	-	-	-	-	-	-	-	-	16	49	6	13	22	13	6	20	5	5	4	16	20	10	2	-	-	
Nongovernmental hospitals	306	.61	83	19	21	88	48	7	8	12	4	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laundry finishers, flatwork, machine	117	.63	7	12	21	17	50	-	3	3	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Governmental hospitals	8	.34	-	-	-	-	-	-	1	3	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	109	.61	7	12	21	17	50	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Maids	943	.77	5/123	65	119	75	97	16	9	43	88	54	76	41	83	23	3	3	-	-	3	4	18	-	-	-	-	
Governmental hospitals	397	1.02	-	-	-	-	-	-	-	1	83	54	76	41	83	23	3	3	-	-	3	4	18	-	-	-	-	
Nongovernmental hospitals	546	.59	123	65	119	75	97	16	9	42	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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/ 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.

3/ Workers were distributed as follows: 2 at \$2 to \$2.05; 10 at \$2.05 to \$2.10; 2 at \$2.15 to \$2.20; 2 at \$2.20 to \$2.25; 8 at \$2.25 to \$2.30; 2 at \$2.60 to \$2.70.

4/ Workers were distributed as follows: 15 at \$0.40 to \$0.45; 11 at \$0.45 to \$0.50.

5/ Workers were distributed as follows: 53 at \$0.40 to \$0.45; 30 at \$0.45 to \$0.50.

6/ Workers were distributed as follows: 35 at \$0.40 to \$0.45; 88 at \$0.45 to \$0.50.

B: Establishment Practices and Supplementary Benefits

Table B-1: Perquisites

Occupation and sex	All workers	Percent of workers in all hospitals who receive in addition to cash salary -								All workers	Percent of workers in governmental hospitals who receive in addition to cash salary -								All workers	Percent of workers in nongovernmental hospitals who receive in addition to cash salary -							
		1 meal	2 meals	3 meals	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms		1 meal	3 meals and room	Neither meals nor room	Laundry only	Uniforms only (or allowance)	Laundry and uniforms	1 meal	2 meals		3 meals	3 meals and room	Neither meals nor room	Laundry only	Laundry and uniforms	Neither laundry and uniforms		
Professional occupations																											
Nursing occupations																											
Directors of nursing (women)	100	19	-	15	37	30	82	-	4	15	100	-	17	83	67	-	17	17	100	24	-	19	43	14	86	-	14
Supervisors of nurses (women)	100	15	3	16	7	59	59	-	*	39	100	8	4	88	44	-	6	50	100	18	5	25	9	43	67	-	33
Head nurses (women)	100	20	6	-	*	74	60	-	4	36	100	21	4	76	35	-	14	51	100	20	8	-	-	73	71	-	29
General duty nurses (women)	100	17	-	-	*	83	31	-	6	62	100	3	*	97	45	-	18	37	100	25	-	-	-	75	24	-	76
Nursing instructors (women)	100	13	-	-	-	87	68	-	*	31	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other professional and technical occupations																											
X-ray technicians, chief (men)	100	36	-	-	-	64	27	-	9	64	-	-	-	-	-	-	-	-	100	50	-	-	-	50	50	-	50
X-ray technicians (men)	100	24	-	-	12	65	35	-	15	50	100	17	-	83	17	-	28	56	100	31	-	-	25	44	56	-	44
X-ray technicians (women)	100	17	-	-	13	70	21	-	-	79	100	7	-	93	20	-	-	80	100	22	-	-	19	59	22	-	78
Medical technologists (men)	100	24	-	-	-	77	38	-	15	47	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical technologists (women)	100	29	-	-	-	71	16	-	*	83	100	23	-	77	5	-	*	93	100	33	-	-	-	67	26	-	75
Medical record librarians (women)	100	38	-	-	-	57	24	-	-	76	2/ 100	14	-	71	14	-	-	86	100	50	-	-	-	50	29	-	71
Medical social workers (women)	100	7	-	-	10	84	10	-	-	90	100	14	-	86	-	-	-	100	100	-	-	-	18	82	18	-	82
Physical therapists (men)	100	44	-	-	-	56	56	-	33	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Physical therapists (women)	100	7	-	-	20	73	27	20	7	47	100	-	-	100	-	-	13	88	3/ 100	14	-	-	43	43	57	-	-
Dietitians (women)	100	10	-	7	8	75	23	26	7	44	100	10	-	90	25	10	20	45	4/ 100	10	-	10	12	68	22	-	44
Nonprofessional occupations																											
Medical laboratory assistants (men)	100	25	-	-	-	75	25	-	8	67	-	-	-	-	-	-	-	-	100	50	-	-	-	50	50	-	50
Medical laboratory assistants (women)	100	44	-	-	-	56	12	-	5	83	100	14	-	86	21	-	14	64	100	59	-	-	-	41	7	-	93
Nursing aides (men)	100	11	6	*	6	76	31	16	29	23	100	9	4	88	22	27	25	26	100	16	16	*	10	58	46	36	19
Nursing aides (women)	100	22	11	-	4	63	30	9	14	47	100	11	-	89	33	24	21	22	100	29	18	-	6	47	28	10	62
Practical nurses (men)	100	-	-	-	-	100	51	-	47	*	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Practical nurses (women)	100	28	17	-	12	43	68	-	6	26	100	20	16	64	56	-	7	37	100	36	35	-	9	20	81	5	14
Housekeepers, chief (women)	100	23	-	12	31	35	50	4	12	35	-	-	-	-	-	-	-	-	100	29	-	14	38	19	62	10	29
Carpenters, maintenance (men)	100	14	5	-	-	80	5	-	-	95	100	-	-	100	-	-	-	100	100	29	11	-	-	61	11	-	89
Dishwashers, machine (men)	100	-	-	-	16	84	16	-	16	68	100	-	-	100	-	-	-	100	100	-	-	-	38	63	38	38	25
Dishwashers, machine (women)	100	22	33	-	-	44	33	-	11	56	-	-	-	-	-	-	-	-	100	25	38	-	-	38	38	13	50
Electricians, maintenance (men)	100	12	7	-	-	81	7	-	-	93	100	9	-	91	-	-	-	100	100	15	15	-	-	70	15	-	85
Elevator operators, passenger (men)	100	17	4	-	10	69	10	-	13	77	100	7	18	75	18	-	-	82	100	30	10	-	-	60	-	30	70
Elevator operators, passenger (women)	100	39	-	-	-	61	-	-	94	6	-	-	-	-	-	-	-	-	100	39	-	-	-	61	-	94	6
Engineers, stationary (men)	100	12	11	-	-	76	3	-	-	97	100	9	-	91	-	-	-	100	100	15	20	-	-	65	6	-	94
Kitchen helpers (men)	100	10	5	-	25	60	42	19	22	17	100	5	15	80	37	37	23	4	100	15	11	-	37	38	48	21	32
Kitchen helpers (women)	100	37	8	-	-	56	18	*	33	49	100	18	-	82	31	*	41	27	100	49	13	-	-	38	9	27	64
Laundry-extractor operators (men)	100	33	14	-	-	52	-	-	10	91	-	-	-	-	-	-	-	-	100	26	16	-	-	58	-	11	90
Laundry finishers, flatwork, machine (women)	100	27	18	-	*	53	9	-	7	84	100	100	-	-	-	-	-	100	100	22	19	-	*	57	10	7	83
Porters	100	20	*	-	13	65	17	-	26	57	100	5	17	77	17	-	10	73	100	30	4	-	10	56	17	38	44
Maids	100	37	*	-	*	59	9	*	23	68	100	32	*	68	*	*	*	98	100	40	4	-	3	53	16	39	46
Washers, machine (men)	100	52	-	-	5	43	-	-	14	86	100	43	-	57	-	-	-	100	100	57	-	-	7	36	-	21	79

- 1/ Includes 5 percent who receive room and no meals.
 2/ Includes 14 percent who receive room and no meals.
 3/ Includes 43 percent who receive uniforms only.
 4/ Includes 34 percent who receive uniforms only.
 * Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., June 1956
 U.S. DEPARTMENT OF LABOR
 Bureau of Labor Statistics

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

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

Minimum weekly salary	Number of hospitals with established minimum weekly salaries for general duty nurses in -									Number of hospitals with established minimum weekly salaries for staff dietitians in -								
	All hospitals			Governmental hospitals			Nongovernmental hospitals			All hospitals			Governmental hospitals			Nongovernmental hospitals		
	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	37	xxx	xxx	12	xxx	xxx	25	xxx	xxx	37	xxx	xxx	12	xxx	xxx	25	xxx	xxx
Hospitals having an established minimum	28	19	5	10	5	5	18	14	-	19	14	4	10	5	4	9	9	-
Under \$50.00	1	1	-	-	-	-	1	1	-	-	-	-	-	5	-	-	-	-
\$50.00 and under \$55.00	1/ 8	2/ 6	-	-	-	-	3/ 8	4/ 6	-	2	2	-	-	-	-	2	2	-
\$55.00 and under \$60.00	2/ 7	5/ 5	-	6/ 1	6/ 1	-	4/ 6	4/ 4	-	-	-	-	-	-	-	-	-	-
\$60.00 and under \$65.00	-	4	5	6	1	5	3	3	-	2	2	-	-	-	-	2	2	-
\$65.00 and under \$70.00	-	-	-	-	-	-	-	-	-	2	2	-	-	-	-	2	2	-
\$70.00 and under \$75.00	2	2	-	2	2	-	-	-	-	10	5	4	9	4	4	1	1	-
\$75.00 and under \$80.00	1	1	-	1	1	-	-	-	-	6/ 3	6/ 3	-	6/ 1	6/ 1	-	6/ 2	6/ 2	-
Hospitals having no established minimum	3	xxx	xxx	-	xxx	xxx	3	xxx	xxx	5	xxx	xxx	-	xxx	xxx	5	xxx	xxx
Hospitals that did not employ workers in this category	2	xxx	xxx	2	xxx	xxx	-	xxx	xxx	13	xxx	xxx	2	xxx	xxx	11	xxx	xxx
Data not available	4	xxx	xxx	-	xxx	xxx	4	xxx	xxx	-	xxx	xxx	-	xxx	xxx	-	xxx	xxx

- 1/ In 6 hospitals, workers receive 1 meal in addition to their cash salary.
 2/ In 3 hospitals, workers receive 1 meal in addition to their cash salary.
 3/ In 4 hospitals, workers receive 1 meal in addition to their cash salary.
 4/ In 2 hospitals, workers receive 1 meal in addition to their cash salary.
 5/ In 1 hospital, workers receive 1 meal in addition to their cash salary.
 6/ 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	37	12	25	37	12	25
Hospitals having an established minimum	37	12	25	37	12	25
Under \$0.40	1/ 1	-	1/ 1	1/ 1	-	1/ 1
\$0.40 and under \$0.45	2/ 7	-	2/ 7	3/ 8	-	3/ 8
\$0.45 and under \$0.50	-	-	-	4/ 6	-	4/ 6
\$0.50 and under \$0.55	4/ 1	-	4/ 1	5/ 4	-	5/ 4
\$0.55 and under \$0.60	4/ 2	-	4/ 2	-	-	-
\$0.60 and under \$0.65	6/ 5	-	6/ 5	2	-	2
\$0.65 and under \$0.70	7/ 3	-	7/ 3	8/ 4	-	8/ 4
\$0.70 and under \$0.75	2	-	2	4/ 1	4/ 1	-
\$0.75 and under \$0.80	4/ 1	4/ 1	-	-	-	-
\$0.80 and under \$0.85	4	4	-	4	4	-
\$0.85 and under \$0.90	2	-	2	-	-	-
\$0.90 and under \$0.95	-	-	-	1	1	-
\$0.95 and under \$1.00	3	3	-	3	3	-
\$1.00 and under \$1.05	6	4	2	3	3	-
\$1.05 and over	-	-	-	-	-	-

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

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., 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 ^{1/} 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	99	100	99	100	100	100
Single rate	4	-	6	11	3	17
Range of rates	95	100	93	89	97	83
Individual determination	*	-	*	-	-	-

^{1/} Includes registered professional nurses.
* Less than 2.5 percent.

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	89.8	89.4	73.2	71.8	97.7	97.9
Uniform amount per week	64.8	65.0	12.2	12.7	89.7	90.4
Under \$2.50	6.3	11.1	-	-	9.2	16.4
\$2.50 and under \$5.00	4.7	3.7	-	-	6.9	5.5
\$5.00 and under \$7.50	19.5	16.1	-	-	28.7	24.0
\$10.00 and under \$12.50	34.4	34.1	12.2	12.7	44.8	44.5
Uniform percentage	6.6	6.9	20.7	21.1	-	-
10 percent between 6 p. m. and 6 a. m.	6.6	6.9	20.7	21.1	-	-
Full day's pay for reduced hours	12.9	12.4	40.2	38.0	8.0	7.5
Other	5.5	5.1	-	-	-	-
No shift pay differential	10.2	10.6	26.8	28.2	2.3	2.1
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	27.3	28.7	18.7	23.1	41.3	36.1
Uniform amount per week	24.2	24.9	13.7	16.4	41.3	36.1
Under \$2.50	10.9	11.3	-	-	28.7	26.2
\$2.50 and under \$5.00	2.0	.2	2.9	-	.5	.5
\$5.00 and under \$7.50	4.2	5.8	-	3.7	11.1	8.5
\$7.50 and under \$10.00	6.7	7.2	10.8	12.7	-	-
\$10.00 and under \$12.504	.4	-	-	1.0	1.0
Uniform percentage	3.1	3.8	5.1	6.6	-	-
10 percent between 6 p. m. and 6 a. m.	3.1	3.8	5.1	6.6	-	-
No shift pay differential	72.7	71.3	81.3	76.9	58.7	63.9

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., June 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Table B-6: Scheduled weekly hours ¹

Weekly hours	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Under 37½ hours	-	-	-	-	-	-	5	12	-	-	-	-
37½ hours	5	-	7	11	11	12	18	48	*	6	-	10
Over 37½ and under 40 hours	-	-	-	*	4	-	5	-	8	-	-	-
40 hours	74	56	82	70	33	86	72	39	92	46	50	44
41½ hours	7	-	10	*	-	*	-	-	-	-	-	-
44 hours	15	44	*	17	52	*	-	-	-	30	50	16
48 hours	-	-	-	-	-	-	-	-	-	18	-	31

¹/ Based on scheduled weekly hours for women.

* Less than 2.5 percent.

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	93	100	90	99	100	99	100	100	100	96	100	93
Time and one-half	12	30	3	10	26	3	12	33	-	8	20	-
Effective after workweeks of less than 40 hours ...	*	-	3	*	-	3	-	-	-	-	-	-
Effective after 40 hours	10	30	-	8	26	-	12	33	-	8	20	-
Straight time	50	4	71	57	4	79	56	6	85	48	13	72
Equal time off	31	64	15	31	63	17	22	35	15	26	39	17
Equal time off or straight time	*	*	-	*	6	-	9	25	-	12	28	-
Other	-	-	-	-	-	-	-	-	-	*	-	4
Workers in hospitals providing no overtime pay or having no policy	7	-	10	*	-	*	-	-	-	4	-	7

* Less than 2.5 percent.

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., 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
Amount of vacation pay												
After 6 months of service												
Workers in hospitals providing paid vacations	67	100	51	78	100	69	59	100	35	60	100	31
1 week	23	-	34	35	-	50	22	-	35	15	-	25
Over 1 and under 2 weeks	18	55	-	19	63	-	37	100	-	45	100	7
2 weeks	12	-	17	13	-	19	-	-	-	-	-	-
Over 2 and under 3 weeks	4	12	-	-	-	-	-	-	-	-	-	-
3 weeks	11	33	-	11	37	-	-	-	-	-	-	-
Workers in hospitals providing no paid vacations	33	-	49	22	-	31	41	-	65	40	-	69
After 1 year of service												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	18	-	31
2 weeks	31	-	46	31	-	45	63	-	100	37	-	62
Over 2 and under 3 weeks	13	40	-	11	37	-	17	46	-	19	35	7
3 weeks	24	15	28	8	27	-	20	54	-	27	65	-
4 weeks or more	33	45	27	50	37	55	-	-	-	-	-	-
After 2 years of service												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
1 week	-	-	-	-	-	-	-	-	-	4	-	7
2 weeks	16	-	24	23	-	33	61	-	96	37	-	62
Over 2 and under 3 weeks	13	40	-	11	37	-	17	46	-	19	35	7
3 weeks	19	15	21	16	27	11	22	54	4	41	65	24
4 weeks or more	51	45	54	50	37	55	-	-	-	-	-	-
After 3 years of service												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	16	-	24	23	-	33	61	-	96	41	-	69
Over 2 and under 3 weeks	3	10	-	3	11	-	5	13	-	10	16	7
3 weeks	19	15	21	16	27	11	22	54	4	41	65	24
4 weeks or more	61	75	54	58	63	55	12	33	-	8	20	-
After 5 years of service												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	5	-	8	8	-	11	50	-	79	32	-	54
Over 2 and under 3 weeks	3	10	-	3	11	-	5	13	-	10	16	7
3 weeks	25	15	30	26	27	26	33	54	21	50	65	39
4 weeks	66	75	62	63	63	63	12	33	-	8	20	-

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., 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
Amount of vacation pay - Continued												
<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	5	-	8	8	-	11	43	-	68	20	-	34
Over 2 and under 3 weeks	3	10	-	3	11	-	5	13	-	10	16	7
3 weeks	14	15	13	19	27	16	33	54	22	58	65	54
4 weeks or more	78	75	79	70	63	73	19	33	11	12	20	6
<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	5	-	8	8	-	11	43	-	68	20	-	34
Over 2 and under 3 weeks	-	-	-	-	-	-	-	-	-	4	-	7
3 weeks	14	15	13	19	27	16	33	54	22	58	65	54
Over 3 and under 4 weeks	3	10	-	3	11	-	5	13	-	6	16	-
4 weeks or more	78	75	79	70	63	73	19	33	11	12	20	6
<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	5	-	8	8	-	11	41	-	66	17	-	30
Over 2 and under 3 weeks	-	-	-	-	-	-	-	-	-	4	-	7
3 weeks	10	4	13	13	7	16	25	36	18	42	28	52
Over 3 and under 4 weeks	3	10	-	3	11	-	5	13	-	6	16	-
4 weeks or more	81	86	79	76	83	73	29	51	16	30	56	11

1/ No change in length of vacation with longer periods of service.

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	100	100	100
6 holidays	26	-	38	24	-	35	20	-	32	20	-	34
7 holidays	13	33	4	14	37	5	3	-	5	10	-	16
8 holidays	53	42	58	50	26	61	52	33	63	37	20	49
13 holidays	8	25	-	11	37	-	25	67	-	33	80	-
Workers in hospitals with formal provisions regarding pay for work on paid holidays	100	100	100	100	100	100	99	100	98	100	100	100
Time and one-half total	*	-	3	*	-	3	*	-	*	*	-	3
Double time total (regular pay plus straight time)	25	40	18	14	25	9	25	46	13	28	35	22
Equal time off	73	60	79	85	75	89	73	54	85	70	65	74
Workers in hospitals with no formal provisions regarding pay for work on paid holidays	-	-	-	-	-	-	*	-	*	-	-	-

* 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	51	100	28	42	100	17	62	100	39	55	100	24
Accidental death and dismemberment insurance	4	12	-	4	12	-	6	17	-	4	10	-
Sickness and accident insurance or sick leave or both	100	100	100	100	100	100	100	100	100	100	100	100
Sick leave (full pay, no waiting period)	100	100	100	100	100	100	100	100	100	100	100	100
Hospitalization provided outside of group insurance	17	10	20	26	11	32	13	13	13	10	16	7
Hospitalization at reduced cost	18	-	27	27	-	38	17	-	27	18	-	30
Surgical benefits provided outside of group insurance	8	10	7	10	11	10	13	13	13	10	16	7
Surgical benefits at reduced cost	12	-	18	18	-	25	13	-	21	13	-	22
Medical benefits provided outside of group insurance	38	10	52	45	11	60	45	13	63	34	16	48
Medical benefits at reduced cost	10	-	14	11	-	16	11	-	17	9	-	15
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)	55	100	33	44	100	21	63	100	41	62	100	35
Social security	65	-	97	63	-	97	63	-	99	57	-	97

Earnings and Supplementary Benefits in Hospitals, Baltimore, Md., June 1956
U.S. DEPARTMENT OF LABOR
Bureau of Labor Statistics

Appendix A: Scope and Method of Survey

The Baltimore, Md., area¹ is 1 of 16 major metropolitan areas in which the U. S. Department of Labor's Bureau of Labor Statistics, in cooperation with the Women's Bureau, has conducted surveys of salaries and working conditions of hospital personnel. Data were obtained by personal visits of Bureau of Labor Statistics field staff to representative hospitals, selected on the basis of size, type of service (e. g., general, mental and allied, tuberculosis), and proprietorship (Federal, State, or local government, or nongovernmental organization). Hospitals having fewer than 51 employees were omitted, since they employ relatively few workers in the occupations studied.

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

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

Occupations and Earnings

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

¹ For purposes of this survey, the Baltimore area includes Baltimore City, Baltimore and Anne Arundel Counties, Md.

Earnings data are presented for occupations within the following groups:

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

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

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

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

Type of hospital proprietorship	Number of hospitals		Workers in hospitals				
	Within scope of study	Studied	Within scope of study				Studied
			Total workers ¹	Professional and technical workers (includes R.N.'s)	Office clerical workers	Other non-professional workers	Total
All hospitals -----	37	22	16,640	3,460	1,820	9,680	13,030
Federal Government -----	5	3	1,870	370	220	790	1,200
Other governmental agency -----	7	6	4,970	710	450	3,210	4,690
Nongovernmental -----	25	13	9,800	2,390	1,150	5,680	7,140

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

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

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

Hospital Practices and Supplementary Benefits

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

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

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

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

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

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

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Paid sick-leave plans which provide full pay or a portion of the employee's pay during absence from work because of illness are included in the survey of paid sick leave. In addition to the proportion of workers who are provided sickness and accident insurance or paid sick leave, the table showing such benefits presents an unduplicated total of employees who receive either or both types of benefits (table B-10).

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.