

Earnings and Supplementary Benefits in Hospitals

BOSTON, MASSACHUSETTS
AUGUST 1956

Bulletin No. 1210-6

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

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

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

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Preface

This report on a survey of earnings and related benefits of nurses and other employees of Boston 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 result of the Boston survey was issued in December 1956; this report provides more detailed information, both on wages and wage practices.

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

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

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

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Earnings and Supplementary Benefits in Hospitals in Boston, Mass., August 1956

Summary

About 34,000 workers were employed in hospitals with 51 or more workers in the Boston metropolitan area at the time of this survey. About three-fifths were in private hospitals, one-eighth in Federal Government facilities, and one-fourth in local or State government institutions. Four broad groups of hospital employees were surveyed—registered professional nurses; workers in certain other professional and technical positions; office clerical employees; and various other nonprofessional employees, engaged in auxiliary nursing, maintenance, custodial, and food preparation activities. About 1 out of 4 hospital workers were employed in nursing and other professional and technical positions,¹ 1 out of 10 were office clerical workers, and nearly half were in other nonprofessional jobs.

The range of earnings among occupations and for employees within most occupations was substantial. Typically, the level of earnings was higher in the public than in privately operated hospitals.

Earnings and Perquisites.—Salaries of women professional nurses in the Boston area ranged from an average of \$64.50 a week for general duty nurses to \$100.50 for directors of nursing (from \$60.50 to \$99 in private hospitals). About 3 out of 5 general duty nurses received a weekly salary of \$55 but less than \$65 and more than half the head nurses were paid \$60 but less than \$70 a week. Among other women professional and technical employees, weekly pay ranged from an average of \$58 for X-ray technicians to \$75.50 for chief X-ray technicians. Three-fifths of the women medical technologists received weekly salaries of \$50 but less than \$65 (table A-1).

Women practical nurses earned \$51.50 a week and aides \$44.50—about \$13 and \$20, respectively, less than general duty nurses. On an hourly basis, these workers averaged \$1.29 and \$1.11, respectively. The highest paid nonprofessional workers studied were men chief housekeepers who earned \$88 a week or \$2.12 an hour on the average. Lowest paid workers surveyed were women dishwashers with an average of 97 cents an hour. Salaries for the office jobs surveyed ranged from \$48.50 for women switchboard operator-receptionists to \$59.50 for technical stenographers. (See tables A-2 and A-3.)

¹ In addition to the nurses employed on a full-time basis and whose salaries and supplementary benefits were surveyed, most Boston hospitals employed nurses on a part-time basis. Almost all of the hospitals employing only full-time nurses were public. About half as many part-time as full-time nurses were employed in area hospitals. In a few hospitals, members of religious orders were also on the nursing staff, and in a third of the hospitals student nurses were being trained.

Less than 10 percent of the workers in a majority of the professional and nonprofessional occupational categories surveyed were provided with meals in addition to their cash salary; a room was provided very infrequently. The largest proportions of nonprofessional workers receiving meals (usually one a day) were about 20 to 40 percent of the women practical nurses, chief housekeepers, kitchen helpers, and machine dishwashers.

Within each professional and nonprofessional occupation surveyed, with some exceptions, there was no marked tendency for proportionately more lower salaried workers to receive supplementary meals or a room than those at higher rates. Some directors of nursing paid less than \$75 received living quarters and meals as did the women head nurses paid less than \$50 a week. Among practical nurses, the men paid less than \$40 and about 3 out of 5 of the women earning less than \$50 received a meal in addition to their cash pay. The few women nursing aides earning less than \$27.50 also were provided 3 meals and a room while switchboard operator-receptionists whose salaries were lower than \$40 a week received a meal a day.

Among kitchen helpers, the men with cash pay of less than 75 cents an hour received 2 meals and the women receiving less than this amount were provided either 2 meals or full maintenance. The women dishwashers earning less than 75 cents received 2 meals a day while the maids paid similar rates all received at least 2 meals and some were given 3 meals and a room.

About a fourth or more of the nurses, medical technologists, physical therapists, and men X-ray technicians were provided either laundry or uniforms or both. Such benefits were provided for proportionately more nonprofessional employees, including at least 3 out of 4 men nursing aides, kitchen helpers, and practical nurses, half the women kitchen helpers, and a third of the women practical nurses and nursing aides (table B-1).

About half the Boston hospitals provided meals for their employees that could be purchased by means of payroll deductions, and some also provided rooms or other housing in the same manner. Charges per meal were most commonly about 35 to 50 cents. Rent for rooms generally ranged from about \$10 to about \$30 a month.

Entrance Rates and Rate Structure.—Most Boston hospitals determined pay of professional nurses according to an established policy rather than by individual determination. About half the hospitals employing dietitians also had an established rate structure for these employees. Typically, there was a range of rates for general duty nurses, with increases scheduled either at 6-month intervals or

every year. The annual increases, found primarily in government hospitals, continued for a period of 6 or 7 years.

Seven out of 10 hospitals with established minimums for general duty nurses set them at \$50 but less than \$60 a week. Some of these hospitals, together with those with rates under \$50, supplemented these salaries with one meal a day. The most usual hiring rates for dietitians were \$65 but under \$70 (table B-2).

Hiring rates for men and women nonprofessional workers (except clerical) ranged from about 85 cents to more than \$1.25 in public institutions, with most of these hospitals hiring at \$1 but less than \$1.15 (table B-3). Most private hospitals hired nonprofessional workers for 75 cents but less than \$1.05. About half of the Boston hospitals with entrance rates of less than 80 cents an hour supplemented these rates with at least one meal a day.

Extra Pay for Late-Shift Work and Other Types of Duty.—In about 1 out of 10 hospitals, registered professional nurses rotated among shifts, with the interval between changes in shifts varying from once a week to once a month. Shift rotation was less frequent for other employees.

About 3 out of 4 of all the professional nurses on late shifts were paid extra for such work. The most common differentials were \$5, \$6, or \$10 a week. Approximately 3 out of 10 of the other professional and technical workers employed on late shifts also received extra shift pay with the most usual differentials being \$4.60, \$6, and \$10 a week. Between a third and two-fifths of the nonprofessional workers on twilight and night shifts were paid a shift differential, most commonly 10 percent for work between 6 p. m. and 6 a. m. (table B-4).

Operating room nurses in about a fifth of the Boston hospitals received higher salaries, most frequently \$2 a week additional for this duty. Extra compensation was provided in one hospital for workers attending patients with infectious diseases, in another for those caring for tubercular patients.²

Hours of Work and Overtime Pay.—A 40-hour week was scheduled for the vast majority of Boston hospital employees, including all nurses and other professional employees, 3 out of 4 office employees, and about 95 percent of the workers in other nonprofessional positions. The office employees not on a 40-hour schedule worked shorter hours (table B-5).

Some hospitals required certain workers to work split shifts. Included were a few general duty nurses, some practical nurses or aides, and some kitchen workers who worked a divided shift 1 day a week.

In a majority of the Boston hospitals, a small number of workers, generally operating room personnel or laboratory and X-ray technicians, were subject to call for a certain number of hours beyond

their scheduled working time. About half these hospitals compensated workers for this time on call. The others were paid for time actually worked on recall.

More than nine-tenths of the Boston hospital employees were covered by formal policies providing pay for weekly overtime. Included were all the nurses and all the nonprofessional employees other than office clerical workers. Most frequently, employees working overtime in excess of their weekly hours were provided straight-time pay for these hours (table B-6).

Vacations and Holidays.—All Boston hospital employees were eligible for paid vacations after a year's service and most were entitled to some vacation after 6 months. More than 90 percent received at least 2 weeks of vacation after a year's employment and about half the nurses and other professional and technical employees received vacations of more than 2 weeks after this amount of service. Hospitals employing almost 90 percent of all employees provided them with at least 3 weeks of paid vacation after 10 years with the institution (table B-7).

At least 6 paid holidays annually were provided almost all Boston hospital employees and most of them received 8 or more. Three out of 10 employees had 10 days off and about as many received 11 or 12 holidays each year. Most commonly, those hospital employees required to work on holidays received equal time off but at least 3 out of 10 in each group of employees except nurses received extra straight-time pay (a total of double time) for holiday work (table B-8).

Insurance and Pensions.—About a fourth of the employees were covered by life insurance, the cost of which was met in whole or in part by the hospital; and a slightly smaller proportion was covered by accidental death and dismemberment insurance. More than 9 out of 10 were covered by sick leave at full pay without a waiting period. Hospitalization either through insurance for which the hospital paid at least part of the premiums or through the hospital providing such benefits independent of a group insurance plan was available to approximately 60 percent of the workers. Smaller numbers were eligible for surgical and medical benefits.

Some type of pension arrangement applied to 9 out of 10 Boston hospital employees. Approximately three-fifths of the employees in private hospitals were under the Old-Age, Survivors' and Disability Insurance system with 2 out of 5 (including some also covered by social security) being included in a private pension plan contributed to by the hospital. All public hospital employees were covered by government retirement systems (table B-9).

² Extra pay for these special types of duty is included in the earnings data, but extra pay for late-shift work and overtime is excluded.

A: Occupational Earnings

Table A-1: Professional and technical occupations

(Average straight-time weekly hours and earnings for selected occupations in Boston, Mass., by hospital proprietorship, August 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--															
		Weekly hours ^{1/}	Weekly earnings ^{1/}	Under \$ 50.00	\$ 50.00 and under 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 and over
Nursing occupations																			
Men																			
Head nurses	7	40.0	\$ 78.50	-	-	-	2	1	-	-	2	-	-	2	-	-	-	-	-
Governmental hospitals	7	40.0	78.50	-	-	-	2	1	-	-	2	-	-	2	-	-	-	-	-
General duty nurses	10	40.0	76.00	-	-	-	1	4	1	-	2	1	-	-	1	-	-	-	-
Women																			
Directors of nursing	68	40.0	100.50	-	-	-	-	4	4	3	8	8	1	6	11	2	8	1	12
Governmental hospitals	19	40.0	104.50	-	-	-	-	-	4	-	1	2	1	5	5	1	-	-	4
Nongovernmental hospitals	49	40.0	99.00	-	-	-	-	4	-	3	7	6	-	5	6	1	8	1	8
Supervisors of nurses	413	40.0	77.00	-	-	5	31	52	121	61	76	16	35	-	3	4	1	2	6
Governmental hospitals	139	40.0	83.00	-	-	-	-	15	17	25	39	6	21	-	3	4	1	2	6
Nongovernmental hospitals	274	40.0	73.50	-	-	5	31	37	104	36	37	10	14	-	-	-	-	-	-
Head nurses	796	40.0	70.00	4	10	57	217	215	101	56	80	4	9	13	8	19	-	2	1
Governmental hospitals	319	40.0	75.50	-	-	8	62	72	48	18	58	2	9	12	8	19	-	2	1
Nongovernmental hospitals	477	40.0	66.00	4	10	49	155	143	53	38	22	2	-	1	-	-	-	-	-
General duty nurses	2,264	40.0	64.50	15	184	555	782	264	143	98	63	62	57	16	4	21	-	-	-
Governmental hospitals	758	40.0	72.00	-	1	186	134	73	61	80	63	62	57	16	4	21	-	-	-
Nongovernmental hospitals	1,506	40.0	66.50	15	183	369	648	191	82	18	-	-	-	-	-	-	-	-	-
Nursing instructors	154	40.0	76.50	-	-	2	18	14	43	19	25	16	11	1	2	1	1	-	1
Nongovernmental hospitals	126	40.0	74.50	-	-	2	18	14	36	16	18	13	6	1	2	-	-	-	-
Other professional and technical occupations																			
Men																			
X-ray technicians, chief	21	40.0	85.50	-	-	-	-	1	1	8	3	-	3	1	2	-	2	-	-
Governmental hospitals	11	40.0	83.50	-	-	-	-	1	1	4	3	-	3	1	-	-	-	-	-
Nongovernmental hospitals	10	40.0	88.00	-	-	-	-	1	1	4	1	-	-	-	2	-	2	-	-
X-ray technicians ^{2/}	83	40.0	63.00	10	10	15	12	16	7	5	3	-	-	-	-	-	-	-	-
Governmental hospitals	66	40.0	65.50	8	2	12	9	15	7	5	3	-	-	-	-	-	-	-	-
Nongovernmental hospitals	17	40.0	53.50	2	8	3	3	1	1	-	-	-	-	-	-	-	-	-	-
Medical technologists ^{2/}	70	40.0	68.50	5	11	9	1	17	7	1	6	5	3	-	-	5	-	-	-
Governmental hospitals	34	40.0	72.50	-	4	2	-	8	6	1	-	4	3	-	-	-	-	-	-
Nongovernmental hospitals	36	40.0	64.50	5	7	7	1	9	1	-	6	1	-	-	-	5	-	-	-
Women																			
X-ray technicians, chief	30	40.0	75.50	-	-	-	6	2	10	3	3	1	1	3	-	1	-	-	-
Governmental hospitals	8	40.0	75.50	-	-	-	-	-	6	-	1	-	1	-	-	-	-	-	-
Nongovernmental hospitals	22	40.0	75.50	-	-	-	6	2	4	3	2	1	-	3	-	1	-	-	-
X-ray technicians ^{2/}	175	40.0	58.00	3/ 33	23	29	43	30	12	5	-	-	-	-	-	-	-	-	-
Governmental hospitals	33	40.0	61.50	-	-	7	9	6	3	2	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	142	40.0	57.50	27	23	22	34	24	9	3	-	-	-	-	-	-	-	-	-
Medical technologists ^{2/}	566	40.0	60.00	41	125	122	112	69	49	23	19	4	1	1	1	-	-	-	-
Governmental hospitals	131	40.0	67.50	8	4	20	25	18	19	12	19	4	1	1	-	-	-	-	-
Nongovernmental hospitals	435	40.0	57.50	33	121	102	87	51	30	11	-	-	-	-	-	-	-	-	-
Medical record librarians	80	40.0	68.00	4	10	13	7	15	11	4	1	1	1	1	3	-	-	-	1
Governmental hospitals	24	40.0	73.00	-	1	5	2	6	1	2	1	1	1	1	3	-	-	-	-
Nongovernmental hospitals	56	39.5	66.00	4	9	8	5	9	10	2	-	8	-	-	-	-	-	-	1
Medical social workers ^{2/}	129	40.0	74.50	-	4	5	4	28	29	28	11	13	2	-	2	-	1	-	2
Governmental hospitals	44	40.0	78.50	-	-	-	4	8	9	9	1	7	1	-	2	-	1	-	2
Nongovernmental hospitals	85	40.0	72.50	-	4	5	-	20	20	19	10	6	1	-	-	-	-	-	-
Physical therapists ^{2/}	90	40.0	65.00	4	-	19	29	15	13	-	5	5	-	-	-	-	-	-	-
Governmental hospitals	43	40.0	69.00	-	-	7	9	8	11	-	4	4	-	-	-	-	-	-	-
Nongovernmental hospitals	47	40.0	61.50	4	-	12	20	7	2	-	1	1	-	-	-	-	-	-	-
Dietitians ^{2/}	183	40.5	72.00	2	6	14	18	27	38	34	19	13	8	-	4	-	-	-	-
Governmental hospitals	48	40.0	79.50	-	-	4	4	6	4	3	11	5	7	-	4	-	-	-	-
Nongovernmental hospitals	135	40.5	69.50	2	6	10	14	21	34	31	8	8	1	-	-	-	-	-	-

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

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

^{3/} Workers were distributed as follows: 4 at \$40 to \$42.50; 5 at \$42.50 to \$45; 12 at \$45 to \$47.50; 12 at \$47.50 to \$50.

Table A-2: Office occupations

(Average straight-time weekly hours and earnings for women in selected occupations in Boston, Mass., by hospital proprietorship, August 1956)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—									
		Weekly hours	Weekly earnings	Under \$40.00	\$40.00 and under \$45.00	\$45.00 - 50.00	\$50.00 - 55.00	\$55.00 - 60.00	\$60.00 - 65.00	\$65.00 - 70.00	\$70.00 - 75.00	\$75.00 - 80.00	\$80.00 and over
		1/	1/										
Clerks, payroll	78	39.0	\$ 58.00	-	11	11	11	14	6	11	1	9	4
Governmental hospitals	35	38.0	59.50	-	6	4	3	8	3	2	1	4	4
Nongovernmental hospitals	43	39.5	56.50	-	5	7	8	6	3	9	-	5	-
Stenographers, technical	219	39.5	59.50	-	1	25	41	40	55	21	17	7	12
Governmental hospitals	75	38.5	68.50	-	-	2	1	5	16	18	16	6	11
Nongovernmental hospitals	144	40.0	55.00	-	1	23	40	35	39	3	1	1	1
Switchboard operators	218	40.0	50.50	-	51	78	19	30	19	17	4	-	-
Governmental hospitals	69	39.0	61.00	-	-	2	5	22	19	17	4	-	-
Nongovernmental hospitals	149	40.0	46.00	-	51	76	14	8	-	-	-	-	-
Switchboard operator-receptionists	107	39.5	48.50	8	31	40	6	3	7	4	8	-	-
Governmental hospitals	47	40.0	55.50	-	4	21	-	3	7	4	8	-	-
Nongovernmental hospitals	60	39.0	43.50	8	27	19	6	-	-	-	-	-	-
Transcribing-machine operators, technical	215	39.5	54.00	-	15	44	61	48	23	7	17	-	-
Governmental hospitals	100	38.5	58.00	-	3	18	16	25	14	7	17	-	-
Nongovernmental hospitals	115	40.0	50.50	-	12	26	45	23	9	-	-	-	-

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 Boston, Mass., by hospital proprietorship, August 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—														
		Weekly hours	Weekly earnings	Under \$35.00	\$35.00 and under \$37.50	\$37.50 - 40.00	\$40.00 - 42.50	\$42.50 - 45.00	\$45.00 - 47.50	\$47.50 - 50.00	\$50.00 - 52.50	\$52.50 - 55.00	\$55.00 - 57.50	\$57.50 - 60.00	\$60.00 - 65.00	\$65.00 - 70.00	\$70.00 - 75.00	\$75.00 and over
		1/	1/															
Men																		
Nursing aides	1,151	40.0	\$ 50.50	12	18	13	43	213	205	108	147	63	107	42	83	33	64	-
Governmental hospitals	867	40.0	52.50	-	-	-	-	170	153	68	106	52	97	41	83	33	64	-
Nongovernmental hospitals	284	40.0	45.00	12	18	13	43	43	52	40	41	11	10	1	-	-	-	-
Practical nurses	505	40.0	61.00	-	-	18	7	18	10	7	7	7	82	12	174	92	53	18
Governmental hospitals	442	40.0	63.00	-	-	-	-	-	9	3	4	3	79	7	174	92	53	18
Nongovernmental hospitals	63	40.0	44.50	-	-	18	7	18	1	4	3	4	3	5	-	-	-	-
Housekeepers, chief	10	41.5	88.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Governmental hospitals	10	41.5	88.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	6	42.5	90.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2/ 9
Women																		
Nursing aides	3,071	40.0	44.50	222	288	243	590	323	379	191	298	179	188	112	29	19	10	-
Governmental hospitals	1,557	40.0	49.50	-	40	32	70	195	268	149	271	179	183	112	29	19	10	-
Nongovernmental hospitals	1,514	40.0	39.50	222	248	211	520	128	111	42	27	-	5	-	-	-	-	-
Practical nurses	737	40.0	51.50	-	-	20	16	113	61	100	114	93	53	23	112	24	8	-
Governmental hospitals	275	40.0	57.50	-	-	-	-	28	7	27	9	30	15	19	108	24	8	-
Nongovernmental hospitals	462	40.0	43.50	-	-	20	16	85	54	73	105	63	38	4	4	-	-	-
Housekeepers, chief	55	40.5	63.50	-	-	-	-	2	-	4	5	-	5	2	12	1	19	5
Governmental hospitals	15	40.0	67.00	-	-	-	-	-	-	-	4	-	-	-	-	1	9	1
Nongovernmental hospitals	40	40.5	62.50	-	-	-	-	2	-	4	1	-	5	2	12	-	10	4

See footnotes at end of table.

Earnings and Supplementary Benefits in Hospitals, Boston, Mass., August 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 Boston, Mass., by hospital proprietorship, August 1956)

Sex, occupation, and hospital proprietorship	Number of workers	Average hourly earnings ^{1/}	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$0.75	\$0.75 and under .80	\$0.80	\$0.85	\$0.90	\$0.95	\$1.00	\$1.05	\$1.10	\$1.15	\$1.20	\$1.25	\$1.30	\$1.35	\$1.40	\$1.45	\$1.50	\$1.55	\$1.60	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20 and over			
Men																														
Dishwashers, machine	83	1.13	-	-	2	2	11	3	10	14	8	3	4	10	5	8	-	2	-	1	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	41	1.00	-	-	2	2	11	3	10	7	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electricians, maintenance	48	1.96	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	4	-	5	13	11	3	3	1	11	-	
Governmental hospitals	25	2.06	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	
Nongovernmental hospitals	23	1.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	2	-	4	6	8	2	2	31	-	-	
Engineers, stationary	191	1.86	-	-	-	-	-	4	-	-	-	-	-	-	-	4	-	7	16	19	27	22	34	11	12	5	31	-	-	
Governmental hospitals	97	2.03	-	-	-	-	-	4	-	-	-	-	-	-	-	-	2	-	4	6	6	4	26	11	9	29	-	-	-	
Nongovernmental hospitals	94	1.69	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	7	12	13	21	18	8	-	3	2	-	-	-	
Kitchen helpers	453	1.15	4	5	5	9	41	15	71	76	38	20	13	61	27	20	5	10	-	9	6	13	5	-	-	-	-	-	-	-
Governmental hospitals	242	1.26	-	-	-	-	-	-	29	38	25	10	7	56	19	16	5	10	-	8	5	10	4	-	-	-	-	-	-	-
Nongovernmental hospitals	211	1.03	4	5	5	9	41	15	42	38	13	10	6	5	8	4	-	-	1	1	3	1	-	-	-	-	-	-	-	-
Laundry finishers, flatwork, machine ...	37	1.12	-	-	-	2	-	-	22	-	-	-	-	6	-	1	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	24	1.00	-	-	-	2	-	-	22	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Porters	1,151	1.16	-	4	20	16	67	53	205	138	118	61	53	120	105	102	8	27	25	2	20	1	6	-	-	-	-	-	-	-
Governmental hospitals	520	1.30	-	-	-	-	-	2	57	45	34	23	74	94	102	8	27	25	2	20	1	6	-	-	-	-	-	-	-	-
Nongovernmental hospitals	631	1.04	-	4	20	16	67	53	203	81	73	27	30	46	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
washers, machine	76	1.41	-	-	-	-	-	-	2	1	6	2	3	10	3	6	10	4	7	8	9	-	5	-	-	-	-	-	-	-
Governmental hospitals	36	1.48	-	-	-	-	-	-	-	1	1	1	-	2	1	5	8	-	4	7	2	-	4	-	-	-	-	-	-	-
Nongovernmental hospitals	40	1.35	-	-	-	-	-	-	2	-	5	1	3	8	2	1	2	4	3	1	7	-	1	-	-	-	-	-	-	-
Women																														
Dishwashers, machine	53	.97	4	-	4	2	8	2	19	4	5	-	4	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	48	.97	4	-	4	2	4	2	19	4	5	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen helpers	971	1.00	24	68	59	103	181	97	196	38	58	10	19	17	36	27	-	2	1	-	31	1	3	-	-	-	-	-	-	-
Governmental hospitals	236	1.26	-	-	-	-	-	-	59	10	45	-	7	17	36	27	-	2	-	29	1	3	-	-	-	-	-	-	-	-
Nongovernmental hospitals	735	.92	24	68	59	103	181	97	137	28	13	10	12	-	-	-	-	1	-	2	-	-	-	-	-	-	-	-	-	-
Laundry finishers, flatwork, machine ...	327	1.05	-	12	32	39	26	35	22	49	35	4	12	7	5	26	16	6	-	1	-	-	-	-	-	-	-	-	-	-
Governmental hospitals	126	1.24	-	-	-	-	-	-	2	26	25	-	12	7	5	26	16	6	-	1	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	201	.92	-	12	32	39	26	35	20	23	10	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Maids	1,206	1.01	52	25	112	105	179	154	197	75	65	13	21	45	72	60	7	5	5	-	14	-	-	-	-	-	-	-	-	-
Governmental hospitals	340	1.26	-	-	-	-	-	-	48	18	52	7	8	44	72	60	7	5	5	-	14	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals	866	.91	52	25	112	105	179	154	149	57	13	6	13	6	13	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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: 4 at \$80 to \$85; 2 at \$85 to \$90; 1 at \$95 to \$100; 1 at \$100 to \$105; 1 at \$115 to \$120.
 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: 4 at \$2.20 to \$2.25; 2 at \$2.25 to \$2.30; 2 at \$2.35 to \$2.40; 2 at \$2.45 to \$2.50; 1 at \$2.50 to \$2.60.
 5/ Workers were distributed as follows: 2 at \$2.20 to \$2.25; 14 at \$2.25 to \$2.30; 10 at \$2.35 to \$2.40; 2 at \$2.40 to \$2.45; 3 at \$2.45 to \$2.50.

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 and room	Room and no meals	Neither meals nor room	Laundry only	Uniforms only	Neither laundry nor uniforms		1 meal	3 meals and room	Room and no meals	Neither meals nor room	Laundry only	Neither laundry nor uniforms	1 meal	2 meals		3 meals and room	Room and no meals	Neither meals nor room	Laundry only	Neither laundry nor uniforms			
Professional occupations																											
Nursing occupations																											
Directors of nursing (women)	100	13	-	9	9	69	25	-	10	65	100	5	32	5	58	32	37	32	100	16	-	-	10	74	22	-	78
Supervisors of nurses (women)	100	7	-	-	*	93	13	-	4	83	100	4	-	3	94	19	12	69	100	8	-	-	-	92	10	-	90
Head nurses (men)	100	-	-	-	-	100	-	-	29	71	100	-	-	-	100	-	29	71	-	-	-	-	-	-	-	-	-
Head nurses (women)	100	12	*	*	4	84	17	-	10	73	100	15	-	9	77	25	26	50	100	10	*	*	-	89	11	-	89
General duty nurses (men)	100	-	-	-	-	100	50	-	30	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General duty nurses (women)	100	7	-	-	*	92	6	-	16	77	1/100	13	-	3	85	8	49	42	100	4	-	-	-	96	6	-	94
Nursing instructors (women)	100	*	-	3	5	92	15	-	*	83	-	-	-	-	-	-	-	-	100	-	-	-	100	6	-	94	
Other professional and technical occupations																											
I-ray technicians, chief (men)	100	19	-	19	-	62	5	-	24	71	100	-	36	-	64	9	36	55	100	40	-	-	-	60	-	10	90
I-ray technicians, chief (women)	100	-	-	-	-	100	3	-	-	97	100	-	-	-	100	13	-	88	100	-	-	-	100	-	-	100	
I-ray technicians (men)	100	*	-	-	-	99	7	-	24	69	100	*	-	-	99	9	30	61	100	-	-	-	100	-	-	100	
I-ray technicians (women)	100	3	-	5	-	93	6	-	10	84	100	3	12	-	85	12	3	85	100	3	-	3	-	94	4	12	84
Medical technologists (men)	100	16	-	-	-	84	9	-	24	67	100	15	-	-	85	-	50	50	100	17	-	-	-	83	17	-	83
Medical technologists (women)	100	4	-	-	-	97	5	-	37	58	100	8	-	-	92	10	34	57	100	*	-	-	-	98	3	7	91
Medical record librarians (women)	100	21	-	-	-	79	4	-	5	91	100	21	-	-	79	8	-	92	100	21	-	-	-	95	12	-	88
Medical social workers (women)	100	5	-	-	-	95	8	-	5	87	100	5	-	-	96	-	16	84	100	5	-	-	-	95	12	-	88
Physical therapists (women)	100	*	-	-	-	98	6	-	38	57	100	5	-	-	95	12	35	54	100	-	-	-	100	-	40	60	
Dietitians (women)	100	9	-	*	*	87	12	-	9	79	100	23	-	6	71	25	35	40	100	4	-	3	-	93	7	-	93
Nonprofessional occupations																											
Nursing aides (men)	100	8	-	-	*	90	17	*	62	21	100	9	-	3	88	22	69	9	1/100	4	-	-	-	97	-	40	56
Nursing aides (women)	100	7	-	*	*	92	16	5	12	68	1/100	8	-	*	92	31	7	58	2/100	6	-	*	-	93	-	17	78
Practical nurses (men)	100	6	-	-	-	94	6	-	78	15	100	*	-	-	99	*	87	13	2/100	48	-	-	-	53	48	21	32
Practical nurses (women)	100	30	-	-	-	70	24	-	13	63	100	28	-	-	72	16	34	50	100	31	-	-	-	69	30	-	70
Housekeepers, chief (men)	100	-	-	-	10	90	10	-	-	90	-	-	-	-	-	-	-	-	100	-	-	17	-	83	-	-	100
Housekeepers, chief (women)	100	26	-	4	6	66	15	-	9	76	100	33	-	7	60	27	7	67	100	23	-	5	5	68	10	10	80
Dishwashers, machine (men)	100	8	-	-	-	92	4	-	69	28	-	-	-	-	-	-	-	-	100	12	-	-	-	88	7	51	42
Dishwashers, machine (women)	100	19	8	-	-	74	8	6	8	79	-	-	-	-	-	-	-	-	2/100	13	8	-	-	79	6	8	79
Electricians, maintenance (men)	100	-	-	-	-	100	4	-	-	96	100	-	-	-	100	8	-	92	100	-	-	-	100	-	-	-	100
Engineers, stationary (men)	100	6	*	-	-	92	6	-	-	94	100	7	-	-	93	11	-	89	100	5	4	-	-	90	-	-	100
Kitchen helpers (men)	100	15	4	-	-	82	11	3	62	24	100	17	-	-	84	15	77	7	2/100	13	8	-	-	79	7	45	43
Kitchen helpers (women)	100	34	4	*	*	61	8	9	35	48	100	62	-	*	38	-	54	46	3/100	25	5	*	-	69	11	29	48
Laundry finishers, flatwork, machine (men)	100	-	-	-	-	100	-	-	32	68	-	-	-	-	-	-	-	-	100	-	-	-	-	100	-	50	50
Laundry finishers, flatwork, machine (women)	100	7	-	-	-	93	4	3	6	86	100	13	-	-	87	11	13	76	2/100	4	-	-	-	96	-	*	93
Porters	100	5	-	-	*	95	4	*	35	60	100	5	-	*	94	9	31	60	1/100	4	-	-	-	96	-	38	60
Maids	1/100	5	3	*	*	88	4	*	29	65	100	14	-	*	85	9	12	79	5/100	*	4	*	-	89	*	36	59
Washers, machine (men)	100	15	-	-	-	86	11	3	13	74	100	19	-	-	81	22	14	64	2/100	10	-	-	-	90	-	13	83

- 1/ Includes less than 5 percent who receive uniforms only.
 2/ Includes 5 but less than 10 percent who receive uniforms only.
 3/ Includes 11 percent who receive uniforms only.
 4/ Includes less than 5 percent who receive 3 meals.
 5/ Includes 3 percent who receive 3 meals and 3 percent who receive uniforms only.
 * Less than 2.5 percent.

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

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

Minimum weekly salary	Number of hospitals with established minimum weekly salaries for general duty nurses in -			Number of hospitals with established minimum weekly salaries for staff dietitians in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All hospitals	77	23	54	77	23	54
Hospitals having an established minimum	60	18	42	36	17	19
Under \$50.00	2/ 4	-	2/ 4	2	-	2
\$50.00 and under \$55.00	16	-	16	1	-	1
\$55.00 and under \$60.00	3/ 27	4/ 9	5/ 18	6/ 8	6/ 3	5
\$60.00 and under \$65.00	7/ 6	7/ 2	4	5	-	5
\$65.00 and under \$70.00	-	-	-	5/ 13	2/ 9	4
\$70.00 and under \$75.00	3	3	-	6	4	2
\$75.00 and over	4	4	-	1	1	-
Hospitals having no established minimum or not employing workers in this category	17	5	12	41	6	35

- 1/ All salaries are paid for a 40-hour week.
2/ Workers receive 1 meal in addition to their cash salary.
3/ In 9 hospitals, workers receive 1 meal in addition to their cash salary.
4/ In 4 hospitals, workers receive 1 meal in addition to their cash salary.
5/ In 5 hospitals, workers receive 1 meal in addition to their cash salary.
6/ In 2 hospitals, workers receive 1 meal in addition to their cash salary.
7/ 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	77	23	54	77	23	54
Hospitals having an established minimum	71	23	48	73	23	50
Under \$0.75	2	-	2	2	-	2
\$0.75 and under \$0.80	1/ 12	-	1/ 12	2/ 17	-	2/ 17
\$0.80 and under \$0.85	4	-	4	9	-	9
\$0.85 and under \$0.90	2/ 7	3/ 4	3	3/ 7	3/ 4	3
\$0.90 and under \$0.95	4/ 12	-	4/ 12	3/ 15	-	3/ 15
\$1.00 and under \$1.05	15	5	10	12	8	4
\$1.05 and under \$1.10	5/ 3	5/ 3	-	5/ 5	5/ 5	-
\$1.10 and under \$1.15	14	9	5	5	5	-
\$1.20 and under \$1.25	1	1	-	-	-	-
\$1.25 and over	1	1	-	1	1	-
Hospitals having no established minimum	6	-	6	4	-	4

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

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Table B-4: Shift differential provisions

Type of worker and shift differential	Percent of workers on late shifts in -					
	All hospitals		Governmental hospitals		Nongovernmental hospitals	
	Second shift	Third or other shift	Second shift	Third or other shift	Second shift	Third or other shift
All registered professional nurses employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	74.0	71.3	43.1	37.2	88.8	88.4
Uniform amount per week	73.5	70.6	41.7	35.0	88.8	88.4
Under \$2.50	4.3	5.7	1.0	1.1	5.9	8.0
\$2.50 and under \$5.00	5.1	14.6	-	-	7.5	21.9
\$5.00 and under \$7.50	13.8	50.3	-	33.9	20.4	58.4
\$7.50 and under \$10.00	11.4	-	-	-	16.9	-
\$10.00 and under \$12.50	39.0	-	40.7	-	38.2	-
\$12.50	25.8	-	40.7	-	18.7	-
Uniform percentage	13.2	-	-	-	19.4	-
10 percent between 6 p. m. and 6 a. m.5	.7	1.5	2.2	-	-
No shift pay differential	26.0	28.7	56.9	62.8	11.2	11.6
All other professional and technical workers employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	37.5	24.8	6.2	4.6	70.8	49.0
Uniform amount per week	34.6	22.8	.7	.8	70.8	49.0
Under \$2.504	5.7	.7	.8	-	11.6
\$2.50 and under \$5.00	16.6	.9	-	-	34.3	2.0
\$5.00 and under \$7.50	-	16.1	-	-	-	35.4
\$7.50 and under \$10.00	3.8	-	-	-	7.7	-
\$10.00 and under \$12.50	13.9	-	-	-	28.8	-
\$12.50	10.4	-	-	-	21.4	-
Uniform percentage	2.9	2.1	5.5	3.8	-	-
10 percent between 6 p. m. and 6 a. m.	2.9	2.1	5.5	3.8	-	-
No shift pay differential	62.5	75.2	93.8	95.4	29.2	51.0
All nonprofessional workers (except office clerical) employed on the shift	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential	35.0	39.1	24.5	35.5	56.1	43.2
Uniform amount per week	18.6	20.3	.1	.3	56.1	43.2
Under \$2.50	5.0	4.8	.1	.3	14.8	10.0
\$2.50 and under \$5.00	2.7	9.5	-	-	8.3	20.3
\$5.00 and under \$7.50	6.4	6.1	-	-	19.3	13.0
\$7.50 and under \$10.00	4.6	-	-	-	13.8	-
\$10.00	4.6	-	-	-	13.8	-
Uniform percentage	16.3	18.8	24.4	35.2	-	-
10 percent between 6 p. m. and 6 a. m.	16.3	18.8	24.4	35.2	-	-
No shift pay differential	65.0	60.9	75.5	64.5	43.9	56.8

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Table B-5: Scheduled weekly hours ¹

Weekly hours	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
35 hours	-	-	-	-	-	-	9	30	-	-	-	-
36 hours	-	-	-	-	-	-	-	-	-	*	-	-
37½ hours	-	-	-	-	-	-	12	19	9	-	-	4
38 hours	-	-	-	-	-	-	*	-	2	-	-	-
40 hours	100	100	100	100	100	100	78	51	89	96	100	93
42 hours	-	-	-	-	-	-	-	-	-	*	-	3

¹/ Based on scheduled weekly hours for women.
* Less than 2.5 percent.

Table B-6: Weekly overtime pay practices

Weekly overtime policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Other 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	86	100	77	88	96	84	100	100	100
Straight time	56	22	74	52	36	61	41	16	52	50	17	80
Time and one-half	14	26	8	22	49	6	26	76	5	36	70	6
Effective after workweeks of less than 40 hours	-	-	-	17	45	-	9	30	-	27	57	-
Effective after workweeks of 40 hours	10	24	3	-	-	-	13	42	-	-	-	-
Effective after workweeks of more than 40 hours	4	*	5	5	4	6	5	3	5	9	13	6
Equal time off	16	44	*	6	-	10	11	-	15	4	-	8
Straight time or equal time off	5	-	8	-	-	-	5	-	8	-	-	-
Straight time after 40 hours and time and one-half after 44 hours	6	7	6	-	-	-	3	-	4	*	-	4
Straight time after 40 hours and time and one-half after 48 hours	-	-	-	6	15	-	*	4	-	6	13	-
Other	*	-	*	-	-	-	-	-	-	*	-	3
Workers in hospitals providing no overtime pay or having no formal overtime pay policy	-	-	-	14	-	23	12	4	16	-	-	-

* Less than 2.5 percent.

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Table B-7: Paid vacations

Vacation policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Amount of vacation pay												
After 6 months of service												
Workers in hospitals providing paid vacations	88	80	92	82	80	83	80	71	84	78	73	83
Under 1 week	*	-	3	*	-	3	*	-	4	3	-	6
1 week	37	16	48	34	33	35	53	14	69	43	15	68
Over 1 but under 2 weeks	28	12	36	29	43	21	24	53	11	30	53	8
2 weeks	7	9	6	16	3	24	*	4	-	*	4	-
Over 2 and under 3 weeks	15	44	-	-	-	-	-	-	-	-	-	-
Workers in hospitals providing no paid vacations	12	20	8	18	20	17	20	29	16	22	27	17
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	-	-	-	-	-	-	6	-	9	5	-	9
2 weeks	54	53	55	45	76	27	70	58	76	79	73	84
Over 2 and under 3 weeks	*	3	-	9	24	-	13	42	-	13	27	-
3 weeks	30	-	45	28	-	44	11	-	15	4	-	7
4 weeks and over	15	44	-	18	-	29	-	-	-	-	-	-
After 2 years of service												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	49	53	47	45	76	27	77	58	85	84	73	93
Over 2 and under 3 weeks	*	3	-	9	24	-	13	42	-	13	27	-
3 weeks	35	-	53	23	-	37	11	-	15	4	-	7
4 weeks and over	15	44	-	23	-	36	-	-	-	-	-	-
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	48	53	46	44	76	25	77	58	85	84	73	93
Over 2 and under 3 weeks	*	*	-	*	*	-	*	5	-	*	*	-
3 weeks	36	-	54	22	-	36	11	-	15	4	-	7
4 weeks and over	15	45	-	33	23	40	11	37	-	11	24	-
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	28	38	24	30	53	17	63	42	72	63	45	80
3 weeks	56	16	76	33	23	38	25	16	28	23	29	18
4 weeks and over	16	47	-	37	24	45	13	42	-	14	27	3

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Table B-7: Paid vacations - Continued

Vacation policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
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	13	9	15	6	3	7	17	4	23	17	4	28
3 weeks	45	29	53	39	49	32	62	38	72	52	40	62
4 weeks and over	43	62	32	55	47	60	21	58	5	32	55	10
<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	13	9	15	6	3	7	13	4	18	12	4	20
3 weeks	34	22	40	20	21	20	57	30	69	50	30	67
4 weeks and over	53	70	45	74	76	73	29	66	13	38	65	13
<u>After 20 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	13	9	15	6	3	7	13	4	18	12	4	20
3 weeks	24	-	37	10	-	16	29	-	42	24	-	45
4 weeks and over	63	91	48	84	97	77	57	96	40	64	96	35
<u>After 25 years of service</u>												
Workers in hospitals providing paid vacations	100	100	100	100	100	100	100	100	100	100	100	100
2 weeks	13	9	15	6	3	7	13	4	18	12	4	20
3 weeks	21	-	32	6	-	10	26	-	37	21	-	40
4 weeks and over	66	91	54	88	97	83	61	96	46	67	96	41

* Less than 2.5 percent.

Table B-8: Paid holidays

Item	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing paid holidays	100	100	100	100	100	100	100	100	100	96	100	92
6 holidays	*	-	*	-	-	-	-	-	-	*	-	3
7 holidays	4	9	*	4	3	4	5	4	5	4	4	3
8 holidays	22	47	9	14	24	8	17	42	6	16	27	6
9 holidays	17	-	25	14	-	23	19	-	27	13	-	25
10 holidays	31	4	45	33	12	46	33	8	43	31	24	37
11 holidays	15	12	17	24	32	19	17	12	19	14	10	17
12 holidays	10	29	-	11	28	-	10	34	-	16	35	-
Workers in hospitals providing no paid holidays	-	-	-	-	-	-	-	-	-	4	-	8
Workers in hospitals with formal provisions regarding pay for work on paid holidays	85	56	100	99	100	99	99	100	99	96	100	92
Double time total (regular pay plus straight time).....	18	7	24	32	47	24	31	49	23	43	62	26
Equal time off	67	49	76	66	52	75	69	51	76	52	38	66
Other	-	-	-	*	*	-	-	-	-	-	-	-
Workers in hospitals providing no paid holidays or having no formal provisions regarding paid holidays	15	44	-	*	-	*	*	-	*	4	-	8

* Less than 2.5 percent.

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

Type of plan	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing:												
Life insurance	26	65	6	30	67	8	21	61	4	34	63	7
Accidental death and dismemberment insurance	20	49	6	25	54	8	6	52	4	26	48	7
Sickness and accident insurance or sick leave or both	90	88	91	91	89	92	96	93	98	95	95	94
Sickness and accident insurance	4	*	6	16	32	7	6	12	4	16	28	5
Sick leave (full pay, no waiting period)	88	88	88	89	89	88	95	93	96	93	95	91
Sick leave (partial pay or waiting period)	*	-	3	*	-	3	*	-	*	-	-	3
Hospitalization insurance	22	9	29	32	40	28	26	15	30	32	32	32
Hospitalization provided outside of group insurance	24	18	27	23	19	25	25	28	24	24	26	23
Hospitalization at reduced cost	9	-	13	9	-	15	10	-	14	10	-	19
Surgical insurance	15	9	18	23	40	13	14	15	13	24	32	17
Surgical benefits provided outside of group insurance	16	-	25	15	-	23	16	-	23	10	-	20
Surgical benefits at reduced cost	-	-	-	-	-	-	-	-	-	-	-	-
Medical insurance	14	7	18	18	28	12	11	8	13	12	10	14
Medical benefits provided outside of group insurance	17	-	26	17	-	27	18	-	26	12	-	23
Catastrophe insurance	14	7	18	14	15	14	13	8	16	12	13	10
Retirement pension or social security or both	88	100	82	91	100	86	90	100	86	91	100	83
Retirement pension (other than social security)	59	100	44	61	100	44	59	100	44	64	100	36
Social security	38	-	58	40	-	65	46	-	65	35	-	67
No health, insurance, or pension plan	*	-	*	*	-	4	*	-	*	*	-	3

* Less than 2.5 percent.

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Appendix A: Scope and Method of Survey

The Boston, Mass., 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 Boston area includes all of Suffolk County and parts of Essex, Middlesex, Norfolk, and Plymouth Counties.

Earnings data are presented for occupations within the following groups:

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

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

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

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

Type of hospital proprietorship	Number of hospitals		Workers in hospitals				
	Within scope of study	Studied	Within scope of study			Studied	
			Total workers ¹	Professional and technical workers (includes R.N.'s)	Office clerical workers		Other non-professional workers
All hospitals	77	38	33,730	8,140	3,600	15,160	25,020
Federal Government	6	5	4,280	940	460	1,920	3,800
Other governmental agency	17	10	9,240	2,000	620	5,300	7,620
Nongovernmental	54	23	20,210	5,190	2,530	7,950	13,590

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

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

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

Hospital Practices and Supplementary Benefits

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

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

The length of vacation shown after 6 months of service refers to the total amount of vacation workers can take after this amount of service, not to their annual rate of vacation; however, vacation provisions shown for workers with 1 or more years of service refer to their annual rate. For example, Veterans Administration nurses receive 2½ calendar days of vacation per month and at the end of

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

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

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

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Paid sick-leave plans which provide full pay or a portion of the employee's pay during absence from work because of illness are included in the survey of paid sick leave. In addition to the proportion of workers who are provided sickness and accident insurance or paid sick leave, the table showing such benefits presents an unduplicated total of employees who receive either or both types of benefits (table B-9).

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.