

# Occupational Wage Survey

**ST. LOUIS, MISSOURI**  
**NOVEMBER 1957**

**Bulletin No. 1224-5**

**UNITED STATES DEPARTMENT OF LABOR**  
**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**  
**Ewan Clague, Commissioner**



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## Preface

### The Community Wage Survey Program

The Bureau of Labor Statistics regularly conducts areawide wage surveys in a number of important industrial centers. The studies, made from late fall to early spring, relate to occupational earnings and related supplementary benefits. A preliminary report is available on completion of the study in each area, usually in the month following the payroll period studied. This bulletin provides additional data not included in the earlier report. A consolidated analytical bulletin summarizing the results of all of the year's surveys is issued after completion of the final area bulletin for the current round of surveys.

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\* NOTE: Similar tabulations for most of these items are available in the St. Louis area reports for January 1952, December 1952, January 1954, February 1955, and February 1956. Prior to the present report no tabulations had been presented for wage structure characteristics or labor-management agreements except in the 1954 report, which also provides a tabulation of overtime pay provisions. The 1955 report also included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the St. Louis area are also available for machinery industries (November 1957) and women's cement-process (conventional-last) shoes (April 1957). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.



# Occupational Wage Survey - St. Louis, Mo. \*

## Introduction

The St. Louis area is one of several important industrial centers in which the Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In each area, data are obtained by personal visits of Bureau field agents to representative establishments within six broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.<sup>1</sup> Wherever possible, separate tabulations are provided for each of the broad industry divisions.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. To obtain appropriate accuracy at minimum cost, a greater proportion of large than of small establishments is studied. In combining the data, however, all establishments are given their appropriate weight. Estimates based on the establishments studied are presented, therefore, as relating to all establishments in the industry grouping and area, except for those below the minimum size studied.

## Occupations and Earnings

The occupations selected for study are common to a variety of manufacturing and nonmanufacturing industries. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job (see appendix for listing of these descriptions). Earnings data are presented (in the A-series tables) for the following types of occupations: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement.

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is

to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually surveyed. Because of differences in occupational structure among establishments, the estimates of occupational employment obtained from the sample of establishments studied serve only to indicate the relative importance of the jobs studied. These differences in occupational structure do not materially affect the accuracy of the earnings data.

## Establishment Practices and Supplementary Wage Provisions

Information is presented also (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term "office workers," as used in this bulletin, includes all office clerical employees and excludes administrative, executive, professional, and technical personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, professional, and technical employees, and force-account construction employees who are utilized as a separate work force are excluded. Cafeteria workers and routemen are excluded in manufacturing industries, but are included as plant workers in nonmanufacturing industries.

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>2</sup> presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Overtime pay practices; paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office

\* This report was prepared in the Bureau's regional office in Chicago, Ill., by Woodrow C. Linn, under the direction of George E. Votava, Regional Wage and Industrial Relations Analyst.

<sup>1</sup> See table on page 2 for minimum-size establishment covered.

<sup>2</sup> An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Scheduled hours, wage structure characteristics, and labor-management agreements are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.<sup>3</sup> Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The first part of the paid holidays table presents the number of whole and half holidays actually provided. The second part combines whole and half holidays to show total holiday time. The third section presents a list of the paid holidays and the proportions of workers to whom they are granted annually.

The summary of vacation plans is limited to formal arrangements, excluding informal plans whereby time off with pay is granted at the discretion of the employer. Separate estimates are provided according to employer practice in computing vacation payments, such as time payments, percent of annual earnings, or flat-sum amounts. However, in the tabulations of vacation allowances, payments not on a time basis were converted; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

Data are presented for all health, insurance, and pension plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation and social security. Such plans include those underwritten by a com-

<sup>3</sup> Scheduled weekly hours for office workers (first section of table B-3) were presented in earlier years in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

mercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

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. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,<sup>4</sup> plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans<sup>5</sup> which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are provided according to (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

<sup>4</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>5</sup> An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Table 1: Establishments and workers within scope of survey and number studied in St. Louis, Mo.,<sup>1</sup> by major industry division, November 1957

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>2</sup>	Studied	Within scope of study			Studied
				Total <sup>3</sup>	Office	Plant	Total <sup>3</sup>
All divisions	-	955	230	326,900	53,600	216,700	187,620
Manufacturing	101	411	104	220,100	26,800	162,300	134,420
Nonmanufacturing	-	544	126	106,800	26,800	54,400	53,200
Transportation (excluding railroads), communication, and other public utilities <sup>4</sup>	101	59	24	32,300	5,500	17,700	24,950
Wholesale trade	51	173	37	20,100	6,100	8,500	6,950
Retail trade <sup>5</sup>	101	77	17	21,500	( <sup>6</sup> )	( <sup>6</sup> )	8,590
Finance, insurance, and real estate	51	121	26	18,600	10,400	<sup>7</sup> 1,200	8,030
Services <sup>8</sup>	51	114	22	14,300	( <sup>6</sup> )	( <sup>6</sup> )	4,680

<sup>1</sup> The St. Louis Metropolitan Area (City of St. Louis, St. Louis and St. Charles Counties, Mo.; and Madison and St. Clair Counties, Ill.). The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other area employment indexes to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the pay period studied, and (2) small establishments are excluded from the scope of the survey.

<sup>2</sup> Includes all establishments with total employment at or above the minimum-size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as 1 establishment.

<sup>3</sup> Includes executive, technical, professional, and other workers excluded from the separate office and plant categories.

<sup>4</sup> Also excludes taxicabs, and services incidental to water transportation.

<sup>5</sup> Excludes department and limited-price variety stores.

<sup>6</sup> This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables, although coverage was insufficient to justify separate presentation of data.

<sup>7</sup> Estimate relates to real estate establishments only.

<sup>8</sup> Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments for the remainder of the worker's life.

With reference to wage structure characteristics, proportions of time and incentive workers directly reflect employment under each

pay system. However, because of technical considerations, all time-rated workers (plant or office) in an establishment were classified to the predominant type of rate structure applying to these workers. Incentive-worker employment was classified according to the predominant type of incentive plan in each establishment.

Graduated provisions for premium overtime pay were classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day was tabulated as time and one-half after 8 hours. Similarly, a plan calling for no pay or pay at regular rate after  $37\frac{1}{2}$  hours (regular weekly schedule) and time and one-half after 40 was considered as time and one-half after 40 hours.

The table below presents indexes of salaries of office clerical workers and industrial nurses, and of average earnings of selected plant worker groups.

For office clerical workers and industrial nurses, the indexes relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, they measure changes in straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; key-punch operators; office girls; secretaries; stenographers, general; switchboard operators; switchboard operator-receptionists; tabulating-machine operators; transcribing-machine operators, general; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by the average of 1953 and 1954 employment in the job. These weighted earnings for individual

occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio of these group aggregates for a given year to the aggregate for the base period (survey month, winter 1952-53) was computed and the result multiplied by the base year index (100) to get the index for the given year.

The indexes measure, principally, the effects of (1) general salary and wage changes; (2) merit or other increases in pay received by individual workers while in the same job; and (3) changes in the labor force such as labor turnover, force expansions, force reductions, and changes in the proportion of workers employed by establishments with different pay levels. Changes in the labor force can cause increases or decreases in the occupational averages without actual wage changes. For example, a force expansion might increase the proportion of lower paid workers in a specific occupation and result in a drop in the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. The movement of a high-paying establishment out of an area could cause the average earnings to drop, even though no change in rates occurred in other area establishments.

The use of constant employment weights eliminates the effects of changes in the proportion of workers represented in each job included in the data. Nor are the indexes influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

Indexes for the period 1953 to 1957 for workers in 14 major labor markets appeared in BLS Bull. 1202, *Wages and Related Benefits, 17 Labor Markets, 1956-57*.

Table 2: Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in St. Louis, Mo., November 1957 and February 1956, and percent of increase for selected periods

Industry and occupational group	Indexes (December 1952=100)		Percent increases from—				
	November 1957	February 1956	February 1956 to November 1957	February 1955 to February 1956	January 1954 to February 1955	December 1952 to January 1954	January 1952 to December 1952
All industries:							
Office clerical (women) .....	124.0	114.7	8.1	4.2	4.2	5.7	6.3
Industrial nurses (women) .....	128.8	116.8	10.3	6.6	3.0	6.4	6.8
Skilled maintenance (men) .....	129.0	117.3	10.0	6.1	3.2	7.1	5.1
Unskilled plant (men) .....	127.5	116.6	9.4	4.4	3.0	8.5	4.5
Manufacturing:							
Office clerical (women) .....	124.3	113.9	9.1	4.8	3.1	5.5	7.6
Industrial nurses (women) .....	128.8	116.8	10.3	6.6	3.8	5.6	6.8
Skilled maintenance (men) .....	128.5	116.8	10.0	6.2	2.9	7.0	5.0
Unskilled plant (men) .....	126.7	115.2	10.0	4.6	2.6	7.4	4.8

# A: Occupational Earnings

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Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in St. Louis, Mo., by industry division, November 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (Standard)	Under \$40.00	\$40.00 and under 45.00	\$45.00 and under 50.00	\$50.00 and under 55.00	\$55.00 and under 60.00	\$60.00 and under 65.00	\$65.00 and under 70.00	\$70.00 and under 75.00	\$75.00 and under 80.00	\$80.00 and under 85.00	\$85.00 and under 90.00	\$90.00 and under 95.00	\$95.00 and under 100.00	\$100.00 and under 105.00	\$105.00 and under 110.00	\$110.00 and under 115.00	\$115.00 and under 120.00	\$120.00 and over	
Men																						
Clerks, accounting, class A	619	39.5	\$90.00	-	-	-	-	-	9	10	57	66	102	93	66	77	79	28	6	8	18	
Manufacturing	368	39.5	92.00	-	-	-	-	-	-	2	21	43	53	63	41	49	50	25	4	2	15	
Nonmanufacturing	251	39.5	86.50	-	-	-	-	-	9	8	36	23	49	30	25	28	29	3	2	6	3	
Public utilities†	41	39.5	85.50	-	-	-	-	-	-	4	6	5	6	4	5	7	4	-	-	-	-	
Wholesale trade	85	39.5	93.00	-	-	-	-	-	-	-	6	5	17	7	9	19	11	-	2	6	3	
Finance††	87	39.5	77.50	-	-	-	-	-	9	4	21	13	25	13	-	2	-	-	-	-	-	
Clerks, accounting, class B	270	39.5	73.00	-	-	26	17	30	32	11	23	35	33	18	20	5	11	4	5	-	-	
Manufacturing	96	39.5	80.00	-	-	1	5	2	10	5	12	14	13	7	12	4	2	4	5	-	-	
Nonmanufacturing	174	39.5	69.00	-	-	25	12	28	22	6	11	21	20	11	8	1	9	-	-	-	-	
Clerks, order	503	39.5	80.50	-	-	15	26	17	40	18	40	38	81	79	81	15	38	2	2	9	2	
Manufacturing	216	39.5	83.50	-	-	-	21	-	6	11	17	18	47	27	11	10	37	1	2	7	1	
Nonmanufacturing	287	40.0	78.00	-	-	15	5	17	34	7	23	20	34	52	70	5	1	1	-	2	1	
Wholesale trade	263	40.0	80.00	-	-	2	5	17	33	1	19	20	34	52	70	5	1	1	-	2	1	
Clerks, payroll	155	39.5	86.50	-	-	-	5	5	-	5	25	17	11	31	10	12	18	5	4	2	5	
Manufacturing	143	39.5	87.00	-	-	-	5	5	-	5	23	13	8	31	10	12	16	4	4	2	5	
Office boys	359	39.5	50.00	-	105	89	81	50	21	9	4	-	-	-	-	-	-	-	-	-	-	
Manufacturing	166	39.5	52.00	-	27	43	43	34	10	7	2	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	193	39.5	48.00	-	78	46	38	16	11	2	2	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	64	39.5	51.00	-	19	15	10	8	9	1	2	-	-	-	-	-	-	-	-	-	-	
Finance††	107	39.5	46.00	-	52	27	22	6	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	244	39.5	83.50	-	-	-	3	12	13	23	17	28	33	30	25	27	10	10	7	1	5	
Manufacturing	152	40.0	83.50	-	-	-	-	1	9	14	8	20	27	20	22	16	8	6	1	-	-	
Nonmanufacturing	92	39.0	83.00	-	-	-	3	11	4	9	9	8	6	10	3	11	2	4	6	1	5	
Women																						
Billers, machine (billing machine)	299	39.5	61.50	-	11	43	61	38	38	31	27	9	20	15	6	-	-	-	-	-	-	
Manufacturing	147	40.0	62.50	-	2	27	19	16	20	23	19	6	10	5	-	-	-	-	-	-	-	
Nonmanufacturing	152	39.5	61.00	-	9	16	42	22	18	8	8	3	10	10	6	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	106	39.5	63.50	-	1	4	32	15	18	11	7	2	-	-	16	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	199	39.5	64.50	-	-	4	55	6	32	35	31	26	2	4	2	1	1	-	-	-	-	
Manufacturing	54	40.0	72.50	-	-	-	2	3	17	16	9	1	3	2	1	-	-	-	-	-	-	
Nonmanufacturing	145	39.0	62.00	-	-	4	55	4	29	18	15	17	1	1	-	-	1	-	-	-	-	
Finance††	88	38.5	55.50	-	-	4	55	4	15	8	2	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	1,154	39.5	56.00	5	80	236	335	136	123	121	35	48	26	7	2	-	-	-	-	-	-	
Manufacturing	340	39.5	62.50	-	-	20	73	65	38	76	11	32	18	5	2	-	-	-	-	-	-	
Nonmanufacturing	814	39.0	53.50	5	80	216	262	71	85	45	24	16	8	2	-	-	-	-	-	-	-	
Wholesale trade	198	40.0	62.00	-	-	9	61	10	39	33	24	14	6	2	-	-	-	-	-	-	-	
Finance††	499	38.5	50.00	-	80	195	168	18	34	2	-	2	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A	555	39.0	77.00	-	-	-	14	27	30	95	62	116	74	68	20	23	24	-	2	-	-	
Manufacturing	276	39.5	80.00	-	-	-	-	-	19	36	36	51	58	29	17	9	20	-	1	-	-	
Nonmanufacturing	279	39.0	73.50	-	-	-	14	27	11	59	26	65	16	39	3	14	4	-	1	-	-	
Public utilities†	45	39.5	83.50	-	-	-	-	-	-	-	11	6	5	14	3	6	-	-	-	-	-	
Wholesale trade	54	40.0	76.00	-	-	-	-	-	3	6	10	24	-	9	-	1	1	-	-	-	-	
Finance††	85	39.5	67.50	-	-	-	9	16	4	30	1	11	8	6	-	-	-	-	-	-	-	

See footnote at end of table.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

NOTE: Data for nonmanufacturing do not include information for department and limited-price variety stores; the remainder of retail trade is appropriately represented in data for all industries combined and for nonmanufacturing.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis  
in St. Louis, Mo., by industry division, November 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	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 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
Women - Continued																					
Clerks, accounting, class B _____	1,462	39.5	\$ 58.50	-	125	237	216	294	257	113	83	78	13	26	11	6	2	-	-	-	1
Manufacturing _____	535	39.5	61.00	-	27	58	75	130	102	49	21	29	9	19	7	6	2	-	-	-	1
Nonmanufacturing _____	927	39.0	57.00	-	98	179	141	164	155	64	62	49	4	7	4	-	-	-	-	-	-
Public utilities † _____	161	39.5	63.50	-	-	2	20	25	51	28	16	19	-	-	-	-	-	-	-	-	-
Wholesale trade _____	156	40.0	61.00	-	-	13	23	48	26	13	14	14	3	1	1	-	-	-	-	-	-
Finance †† _____	302	37.5	49.50	-	60	125	53	43	18	2	-	-	1	-	-	-	-	-	-	-	-
Clerks, file, class A _____	324	39.5	61.00	-	6	33	56	70	59	41	24	14	5	7	8	-	1	-	-	-	-
Manufacturing _____	168	40.0	62.50	-	-	1	25	44	37	34	17	5	2	1	2	-	-	-	-	-	-
Nonmanufacturing _____	156	39.0	59.50	-	6	32	31	26	22	7	7	9	3	6	6	-	1	-	-	-	-
Finance †† _____	83	38.5	57.00	-	3	11	23	16	19	2	1	8	-	-	-	-	-	-	-	-	-
Clerks, file, class B _____	1,141	39.5	50.50	10	307	310	186	203	78	21	2	-	15	4	1	4	-	-	-	-	-
Manufacturing _____	496	40.0	51.50	-	111	116	68	153	36	11	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing _____	645	39.0	49.50	10	196	194	118	50	42	10	1	-	15	4	1	4	-	-	-	-	-
Public utilities † _____	79	40.0	54.50	-	-	7	38	17	16	-	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade _____	168	40.0	53.00	-	48	27	37	19	22	6	-	-	-	4	1	4	-	-	-	-	-
Finance †† _____	277	38.0	46.50	-	96	134	29	12	2	4	-	-	-	-	-	-	-	-	-	-	-
Clerks, order _____	402	40.0	59.00	10	36	73	56	50	55	49	6	21	31	12	3	-	-	-	-	-	-
Manufacturing _____	150	39.5	61.50	-	9	25	28	11	19	23	3	8	11	11	2	-	-	-	-	-	-
Nonmanufacturing _____	252	40.0	57.50	10	27	48	28	39	36	26	3	13	20	1	1	-	-	-	-	-	-
Clerks, payroll _____	846	39.5	65.00	-	38	45	112	130	143	93	91	74	44	26	23	8	13	5	-	-	1
Manufacturing _____	546	40.0	62.00	-	36	40	83	98	87	76	34	46	12	11	15	5	1	2	-	-	-
Nonmanufacturing _____	300	39.5	71.00	-	2	5	29	32	56	17	57	28	32	15	8	3	12	3	-	-	1
Public utilities † _____	126	39.5	72.00	-	-	3	14	16	27	4	6	10	16	13	6	1	8	2	-	-	-
Wholesale trade _____	80	39.5	75.50	-	-	-	-	10	-	7	36	9	9	1	1	1	4	1	-	-	1
Comptometer operators _____	1,080	39.5	63.50	-	13	85	165	157	188	167	114	79	70	21	19	1	1	-	-	-	-
Manufacturing _____	613	39.5	64.00	-	11	31	96	78	100	109	92	48	20	17	10	-	1	-	-	-	-
Nonmanufacturing _____	467	39.5	63.00	-	2	54	69	79	88	58	22	31	50	4	9	1	-	-	-	-	-
Wholesale trade _____	178	39.5	63.00	-	-	9	22	41	59	12	12	5	5	3	9	1	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto) _____	127	39.5	57.50	-	9	14	38	18	19	18	8	2	-	-	1	-	-	-	-	-	-
Manufacturing _____	73	40.0	57.00	-	6	10	17	12	15	4	6	2	-	-	1	-	-	-	-	-	-
Nonmanufacturing _____	54	39.5	58.00	-	3	4	21	6	4	14	2	-	-	-	-	-	-	-	-	-	-
Key-punch operators _____	837	39.5	62.50	-	5	115	153	95	123	125	76	83	45	17	-	-	-	-	-	-	-
Manufacturing _____	487	40.0	62.00	-	1	49	97	72	77	83	42	34	26	6	-	-	-	-	-	-	-
Nonmanufacturing _____	350	38.5	62.50	-	4	66	56	23	46	42	34	49	19	11	-	-	-	-	-	-	-
Public utilities † _____	101	39.5	69.00	-	-	-	16	4	16	13	20	13	15	4	-	-	-	-	-	-	-
Wholesale trade _____	66	40.0	69.00	-	-	6	9	-	8	11	4	22	-	6	-	-	-	-	-	-	-
Finance †† _____	166	37.5	56.50	-	4	59	26	17	16	17	9	14	4	-	-	-	-	-	-	-	-
Office girls _____	259	39.0	50.50	4	82	67	54	14	6	12	7	12	-	1	-	-	-	-	-	-	-
Manufacturing _____	110	39.5	50.50	-	28	39	22	9	4	5	2	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing _____	149	38.0	51.00	4	54	28	32	5	2	7	5	12	-	-	-	-	-	-	-	-	-
Finance †† _____	72	37.0	47.50	4	35	13	12	2	-	6	-	-	-	-	-	-	-	-	-	-	-

See footnote at end of table.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis  
in St. Louis, Mo., by industry division, November 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$40.00	\$40.00 and under \$45.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
Women - Continued																					
Secretaries _____	2,705	39.5	\$ 79.00	-	-	17	76	124	206	327	312	401	372	241	312	132	79	38	22	21	25
Manufacturing _____	1,515	39.5	82.00	-	-	-	6	28	80	166	187	263	261	151	150	84	49	31	21	15	23
Nonmanufacturing _____	1,190	39.5	75.50	-	-	17	70	96	126	161	125	138	111	90	162	48	30	7	1	6	2
Public utilities † _____	255	39.5	85.00	-	-	-	2	-	1	16	25	32	46	42	57	18	14	2	-	-	-
Wholesale trade _____	311	40.0	77.50	-	-	-	20	12	18	53	25	43	52	24	41	13	3	4	1	-	2
Finance †† _____	348	38.5	67.00	-	-	6	47	40	68	61	45	43	6	13	15	4	-	-	-	-	-
Stenographers, general _____	3,564	39.5	63.50	-	68	200	453	638	770	584	340	205	179	52	41	14	17	3	-	-	-
Manufacturing _____	1,792	39.5	65.00	-	5	30	198	298	430	376	225	84	89	28	17	8	1	3	-	-	-
Nonmanufacturing _____	1,772	39.0	62.00	-	63	170	255	340	340	208	115	121	90	24	24	6	16	-	-	-	-
Public utilities † _____	387	39.5	70.00	-	-	1	29	47	73	82	44	33	26	21	21	-	10	-	-	-	-
Wholesale trade _____	527	39.5	63.50	-	12	15	71	121	96	72	53	49	33	3	-	-	2	-	-	-	-
Finance †† _____	626	38.5	56.50	-	42	129	114	119	132	41	16	29	-	-	-	-	4	-	-	-	-
Stenographers, technical _____	240	40.0	69.50	-	-	-	2	21	53	38	44	71	7	3	-	1	-	-	-	-	-
Manufacturing _____	183	40.0	71.00	-	-	-	1	9	36	33	32	63	6	2	-	1	-	-	-	-	-
Switchboard operators _____	454	39.5	60.50	5	-	139	52	21	60	54	48	35	30	8	1	1	-	-	-	-	-
Manufacturing _____	154	39.5	69.50	-	-	8	9	3	23	39	26	21	20	3	1	1	-	-	-	-	-
Nonmanufacturing _____	300	39.5	55.50	5	-	131	43	18	37	15	22	14	10	5	-	-	-	-	-	-	-
Finance †† _____	100	39.0	57.00	-	-	30	18	8	23	7	10	4	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists _____	588	39.5	59.00	-	12	72	123	145	107	45	43	26	13	1	-	-	-	1	-	-	-
Manufacturing _____	264	39.5	59.50	-	-	20	61	76	50	25	17	8	5	1	-	-	-	1	-	-	-
Nonmanufacturing _____	324	39.5	58.50	-	12	52	62	69	57	20	26	18	8	-	-	-	-	-	-	-	-
Public utilities † _____	47	40.0	64.00	-	-	3	14	5	4	-	11	8	2	-	-	-	-	-	-	-	-
Wholesale trade _____	142	39.5	58.00	-	-	27	12	45	29	16	9	4	-	-	-	-	-	-	-	-	-
Tabulating-machine operators _____	248	39.0	74.50	-	4	5	15	13	24	46	22	43	28	13	7	12	1	10	-	-	5
Manufacturing _____	127	39.5	75.50	-	-	-	-	6	9	29	15	26	25	6	7	4	-	-	-	-	-
Nonmanufacturing _____	121	38.0	74.00	-	4	5	15	7	15	17	7	17	3	7	-	8	1	10	-	-	5
Public utilities † _____	54	39.5	85.50	-	-	-	3	2	2	11	2	10	-	1	-	8	-	10	-	-	5
Transcribing-machine operators, general _____	649	39.0	60.00	-	4	42	152	144	109	91	76	20	6	1	3	1	-	-	-	-	-
Manufacturing _____	431	39.0	60.50	-	-	24	86	108	72	62	66	13	-	-	-	-	-	-	-	-	-
Nonmanufacturing _____	218	39.5	59.50	-	4	18	66	36	37	29	10	7	6	1	3	1	-	-	-	-	-
Wholesale trade _____	77	40.0	62.50	-	-	-	20	19	16	7	8	1	1	1	3	1	-	-	-	-	-
Finance †† _____	103	39.0	58.00	-	4	11	29	11	21	22	-	5	-	-	-	-	-	-	-	-	-
Typists, class A _____	783	39.5	62.50	-	5	36	101	139	253	103	70	50	13	11	-	1	1	-	-	-	-
Manufacturing _____	402	40.0	65.00	-	1	6	39	56	123	79	56	21	11	10	-	-	-	-	-	-	-
Nonmanufacturing _____	381	39.5	60.50	-	4	30	62	83	130	24	14	29	2	1	-	1	1	-	-	-	-
Finance †† _____	176	39.0	56.50	-	4	26	39	46	48	7	4	2	-	-	-	-	-	-	-	-	-
Typists, class B _____	2,583	39.5	53.50	15	344	563	550	511	394	107	46	44	9	-	-	-	-	-	-	-	-
Manufacturing _____	1,251	40.0	57.00	-	40	193	242	361	280	75	22	34	4	-	-	-	-	-	-	-	-
Nonmanufacturing _____	1,332	39.0	50.50	15	304	370	308	150	114	32	24	10	5	-	-	-	-	-	-	-	-
Public utilities † _____	112	39.5	60.50	-	-	12	27	14	28	17	5	4	5	-	-	-	-	-	-	-	-
Wholesale trade _____	417	39.5	53.50	-	54	68	129	87	48	7	18	6	-	-	-	-	-	-	-	-	-
Finance †† _____	471	38.0	46.50	-	185	180	97	2	4	2	1	-	-	-	-	-	-	-	-	-	-

1 Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

Table A-2: Professional and Technical Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in St. Louis, Mo., by industry division, November 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																		
		Weekly hours (Standard)	Weekly earnings (Standard)	Under \$60.00	\$60.00 and under 65.00	65.00 70.00	70.00 75.00	75.00 80.00	80.00 85.00	85.00 90.00	90.00 95.00	95.00 100.00	100.00 105.00	105.00 110.00	110.00 115.00	115.00 120.00	120.00 125.00	125.00 130.00	130.00 135.00	135.00 140.00	140.00 and over	
Men																						
Draftsmen, leader _____	121	39.5	\$ 142.00	-	-	-	-	-	-	-	2	-	2	5	1	13	2	8	-	23	<sup>2</sup> 65	
Manufacturing _____	105	39.5	143.50	-	-	-	-	-	-	-	-	-	2	5	1	8	1	8	-	23	57	
Draftsmen, senior _____	848	40.0	112.50	-	-	3	2	14	42	22	75	75	118	76	39	69	79	60	46	66	62	
Manufacturing _____	755	40.0	113.00	-	-	1	2	12	30	15	61	59	117	71	36	69	79	58	44	66	35	
Nonmanufacturing _____	93	39.5	109.50	-	-	2	-	2	12	7	14	16	1	5	3	-	-	2	2	-	<sup>3</sup> 27	
Draftsmen, junior _____	478	39.5	84.00	17	54	36	65	40	30	51	73	33	19	15	4	39	-	2	-	-	-	
Manufacturing _____	361	39.5	83.00	13	23	30	57	35	29	42	67	30	10	15	1	7	-	2	-	-	-	
Nonmanufacturing _____	117	39.5	88.00	4	31	6	8	5	1	9	6	3	9	-	3	32	-	-	-	-	-	
Tracers _____	91	40.0	69.00	14	8	17	32	18	1	1	-	-	-	-	-	-	-	-	-	-	-	
Women																						
Nurses, industrial (registered) _____	228	40.0	80.50	-	19	23	19	49	45	44	11	8	5	2	-	1	2	-	-	-	-	
Manufacturing _____	209	40.0	80.50	-	18	21	18	43	41	43	9	7	4	2	-	1	2	-	-	-	-	

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Workers were distributed as follows: 18 at \$140 to \$145; 15 at \$145 to \$155; 24 at \$155 to \$165; 8 at \$165 and over.<sup>3</sup> All workers were at \$145 to \$150.

NOTE: Data for nonmanufacturing do not include information for department and limited-price variety stores; the remainder of retail trade is appropriately represented in data for all industries combined and for nonmanufacturing.

Table A-3: Maintenance and Powerplant Occupations

(Average hourly earnings for men in selected occupations studied on an area basis  
in St. Louis, Mo., by industry division, November 1957)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			Under \$ 1.80	\$ 1.80 and under 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70	\$ 2.70 - 2.80	\$ 2.80 - 2.90	\$ 2.90 - 3.00	\$ 3.00 - 3.10	\$ 3.10 - 3.20	\$ 3.20 - 3.30	\$ 3.30 - 3.40	\$ 3.40 and over
Carpenters, maintenance	644	2.63	-	-	5	9	22	24	58	23	168	156	32	46	64	-	-	15	13	9
Manufacturing	618	2.62	-	-	3	8	20	23	57	23	165	153	29	46	64	-	-	15	3	9
Electricians, maintenance	1,639	2.77	-	-	1	13	3	27	38	77	164	366	361	128	224	43	2	78	40	74
Manufacturing	1,488	2.76	-	-	-	12	1	24	35	77	157	366	359	123	103	40	-	78	40	73
Engineers, stationary	401	2.64	16	-	-	8	2	50	27	7	43	63	23	39	55	27	20	21	-	-
Manufacturing	298	2.71	-	-	-	8	-	35	24	6	40	15	20	39	43	27	20	21	-	-
Firemen, stationary boiler	452	2.40	<sup>2</sup> 52	3	8	19	44	21	37	84	30	17	33	67	18	19	-	-	-	-
Manufacturing	329	2.38	23	-	8	19	42	21	37	71	27	17	25	26	13	-	-	-	-	-
Helpers, trades, maintenance	1,845	2.30	34	50	87	95	310	393	188	101	529	54	-	-	4	-	-	-	-	-
Manufacturing	1,729	2.31	24	50	87	81	290	329	181	100	529	54	-	-	4	-	-	-	-	-
Nonmanufacturing	116	2.16	10	-	-	14	20	64	7	1	-	-	-	-	-	-	-	-	-	-
Public utilities†	106	2.23	2	-	-	14	18	64	7	1	-	-	-	-	-	-	-	-	-	-
Machine-tool operators, toolroom	801	2.62	-	-	1	-	6	20	21	221	92	153	30	245	12	-	-	-	-	-
Manufacturing	800	2.62	-	-	1	-	6	20	21	220	92	153	30	245	12	-	-	-	-	-
Machinists, maintenance	1,403	2.82	-	-	-	3	3	15	69	18	63	323	128	449	73	18	-	163	-	78
Manufacturing	1,297	2.82	-	-	-	3	3	15	56	18	60	323	125	364	71	18	-	163	-	78
Mechanics, automotive (maintenance)	803	2.46	8	-	-	39	18	81	66	40	365	99	63	14	5	5	-	-	-	-
Manufacturing	141	2.58	-	-	-	-	2	6	15	32	29	20	13	14	5	5	-	-	-	-
Nonmanufacturing	662	2.44	8	-	-	39	16	75	51	8	336	79	50	-	-	-	-	-	-	-
Public utilities†	597	2.43	-	-	-	39	16	75	51	8	322	50	36	-	-	-	-	-	-	-
Mechanics, maintenance	1,408	2.54	1	9	35	76	24	13	142	96	272	391	193	116	40	-	-	-	-	-
Manufacturing	1,323	2.54	1	3	30	71	24	11	142	92	265	368	164	112	40	-	-	-	-	-
Nonmanufacturing	85	2.52	-	6	5	5	-	2	-	4	7	23	29	4	-	-	-	-	-	-
Public utilities†	43	2.65	-	-	-	-	-	-	-	4	4	23	8	4	-	-	-	-	-	-
Millwrights	668	2.73	-	-	-	-	-	2	47	4	104	238	122	25	-	4	80	42	-	-
Manufacturing	668	2.73	-	-	-	-	-	2	47	4	104	238	122	25	-	4	80	42	-	-
Oilers	461	2.27	<sup>3</sup> 64	28	63	36	49	25	37	22	24	21	92	-	10	-	-	-	-	-
Manufacturing	432	2.28	51	13	63	36	49	25	33	22	24	21	85	-	10	-	-	-	-	-
Painters, maintenance	427	2.62	7	1	12	1	16	6	81	14	57	102	1	27	49	1	37	2	10	3
Manufacturing	394	2.62	-	1	11	1	16	4	80	11	52	99	1	27	49	1	37	2	-	2
Pipefitters, maintenance	1,263	2.76	-	-	-	12	18	5	37	35	118	290	93	414	138	19	14	61	-	9
Manufacturing	1,216	2.76	-	-	-	12	18	5	37	35	117	290	93	368	138	19	14	61	-	9
Sheet-metal workers, maintenance	222	2.73	-	-	-	-	-	-	13	6	42	76	15	29	8	-	-	33	-	-
Manufacturing	219	2.74	-	-	-	-	-	-	10	6	42	76	15	29	8	-	-	33	-	-
Tool and die makers	1,187	2.89	-	-	-	-	-	-	-	-	15	48	121	342	530	103	28	-	-	-
Manufacturing	1,187	2.89	-	-	-	-	-	-	-	-	15	48	121	342	530	103	28	-	-	-

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>2</sup> Workers were distributed as follows: 9 at \$ 1.20 to \$ 1.30; 19 at \$ 1.30 to \$ 1.40; 8 at \$ 1.50 to \$ 1.60; 3 at \$ 1.60 to \$ 1.70; and 13 at \$ 1.70 to \$ 1.80.<sup>3</sup> All except 5 workers were at \$ 1.70 to \$ 1.80.

† Transportation (excluding railroads), communication, and other public utilities.

NOTE: Data for nonmanufacturing do not include information for department and limited-price variety stores; the remainder of retail trade is appropriately represented in data for all industries combined and for nonmanufacturing.

Table A-4: Custodial and Material Movement Occupations

(Average hourly earnings for selected occupations studied on an area basis  
in St. Louis, Mo., by industry division, November 1957)

Occupation <sup>1</sup> and industry division	Number workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																						
			Under \$ 1.00	\$ 1.00 and under 1.10	\$ 1.10 - 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70	\$ 2.70 - 2.80	\$ 2.80 - 2.90	\$ 2.90 - 3.00 and over		
Elevator operators, passenger (men) -----	216	1.22	-	71	109	12	3	-	-	3	-	-	-	18	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	181	1.13	-	65	101	12	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance†† -----	114	1.17	-	7	95	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	205	1.18	323	91	39	12	6	7	8	-	15	-	4	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	188	1.15	23	86	39	12	5	7	6	-	6	-	4	-	-	-	-	-	-	-	-	-	-	-	
Finance†† -----	55	1.15	-	13	38	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards -----	978	2.00	-	25	14	21	10	12	10	45	135	13	99	126	223	115	61	35	27	7	-	-	-	-	
Manufacturing -----	857	2.08	-	-	-	-	-	-	2	39	122	12	91	123	223	115	61	35	27	7	-	-	-	-	
Nonmanufacturing -----	121	1.39	-	25	14	21	10	12	8	6	13	1	8	3	-	-	-	-	-	-	-	-	-	-	
Finance†† -----	112	1.38	-	25	8	21	10	12	8	6	13	1	8	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men) -----	4,505	1.58	164	529	287	179	189	217	676	481	586	172	529	181	162	80	31	33	-	9	-	-	-	-	
Manufacturing -----	2,946	1.73	-	102	30	58	88	164	614	353	530	135	454	120	148	78	31	32	-	9	-	-	-	-	
Nonmanufacturing -----	1,559	1.29	164	427	257	121	101	53	62	128	56	37	75	61	14	2	-	1	-	-	-	-	-	-	
Public utilities† -----	249	1.78	-	2	-	3	7	7	8	81	10	29	47	55	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	234	1.57	-	4	26	12	39	10	27	39	29	8	27	6	5	2	-	-	-	-	-	-	-	-	
Finance†† -----	400	1.14	-	147	158	65	24	4	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women) -----	1,044	1.26	66	295	258	37	52	112	51	97	34	16	22	1	-	3	-	-	-	-	-	-	-	-	
Manufacturing -----	346	1.50	-	36	22	17	35	61	49	54	34	12	22	1	-	3	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	698	1.15	66	259	236	20	17	51	2	43	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities† -----	104	1.52	-	-	-	6	7	46	2	43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance†† -----	420	1.11	-	200	215	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling -----	6,832	1.91	9	31	45	24	87	220	779	286	1081	729	968	853	1016	279	189	-	12	47	165	-	-	12	
Manufacturing -----	5,025	1.89	-	11	28	-	67	207	696	270	835	547	738	569	460	264	122	-	-	34	165	-	-	12	
Nonmanufacturing -----	1,807	1.95	9	20	17	24	20	13	83	16	246	182	230	284	556	15	67	-	12	13	-	-	-	-	
Public utilities† -----	682	2.08	-	-	-	-	8	5	1	-	1	70	27	142	408	15	2	-	-	3	-	-	-	-	
Wholesale trade -----	728	1.86	-	4	4	8	12	8	82	10	242	13	175	79	46	-	23	-	12	10	-	-	-	-	
Order fillers -----	2,346	1.92	-	-	47	49	23	55	151	84	259	386	217	223	577	226	28	-	4	17	-	-	-	-	
Manufacturing -----	1,102	1.87	-	-	31	29	14	14	97	40	179	193	89	40	369	-	-	-	-	7	-	-	-	-	
Nonmanufacturing -----	1,244	1.96	-	-	16	20	9	41	54	44	80	193	128	183	208	226	28	-	4	10	-	-	-	-	
Wholesale trade -----	749	1.98	-	-	8	16	9	20	37	12	25	111	110	82	87	209	9	-	4	10	-	-	-	-	
Packers, shipping (men) -----	992	1.86	-	1	16	51	43	24	89	35	94	138	190	46	146	46	36	32	5	-	-	-	-	-	
Manufacturing -----	603	1.88	-	-	7	43	22	12	20	22	49	81	141	36	124	15	31	-	-	-	-	-	-	-	
Nonmanufacturing -----	389	1.83	-	1	9	8	21	12	69	13	45	57	49	10	22	31	5	32	5	-	-	-	-	-	
Wholesale trade -----	322	1.85	-	-	8	8	21	12	53	4	40	24	47	10	22	31	5	32	5	-	-	-	-	-	
Packers shipping (women) -----	427	1.58	6	34	18	5	6	-	163	86	28	63	18	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	373	1.59	-	28	18	1	-	-	163	71	24	60	8	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks -----	585	2.06	-	-	-	-	-	7	18	11	20	65	120	116	70	68	63	17	1	3	6	-	-	-	
Manufacturing -----	382	2.09	-	-	-	-	-	7	5	-	16	37	78	86	16	58	56	13	1	3	6	-	-	-	
Nonmanufacturing -----	203	2.00	-	-	-	-	-	-	13	11	4	28	42	30	54	10	7	4	-	-	-	-	-	-	
Wholesale trade -----	116	1.94	-	-	-	-	-	-	13	10	4	21	22	24	10	4	4	4	-	-	-	-	-	-	
Shipping clerks -----	363	2.11	-	-	-	-	-	-	5	20	45	82	75	21	33	37	2	23	-	3	10	2	5	-	
Manufacturing -----	237	2.18	-	-	-	-	-	-	-	3	34	38	46	21	21	33	2	19	-	3	10	2	5	-	
Nonmanufacturing -----	126	1.98	-	-	-	-	-	-	5	17	11	44	29	-	12	4	-	4	-	-	-	-	-	-	
Wholesale trade -----	95	2.01	-	-	-	-	-	-	5	4	9	33	26	-	10	4	-	4	-	-	-	-	-	-	

See footnotes at end of table.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

NOTE: Data for nonmanufacturing do not include information for department and limited-price variety stores; the remainder of retail trade is appropriately represented in data for all industries combined and for nonmanufacturing.

Table A-4: Custodial and Material Movement Occupations - Continued

(Average hourly earnings for selected occupations studied on an area basis  
in St. Louis, Mo., by industry division, November 1957)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			Under \$ 1.00	\$ 1.00 and under 1.10	\$ 1.10 to 1.20	\$ 1.20 to 1.30	\$ 1.30 to 1.40	\$ 1.40 to 1.50	\$ 1.50 to 1.60	\$ 1.60 to 1.70	\$ 1.70 to 1.80	\$ 1.80 to 1.90	\$ 1.90 to 2.00	\$ 2.00 to 2.10	\$ 2.10 to 2.20	\$ 2.20 to 2.30	\$ 2.30 to 2.40	\$ 2.40 to 2.50	\$ 2.50 to 2.60	\$ 2.60 to 2.70	\$ 2.70 to 2.80	\$ 2.80 to 2.90	\$ 2.90 to 3.00	\$ 3.00 and over
Shipping and receiving clerks -----	405	2.04	-	-	-	-	19	-	12	45	42	21	26	28	28	111	14	23	27	3	2	2	1	1
Manufacturing -----	267	2.04	-	-	-	-	19	-	8	34	7	17	20	11	19	88	2	20	20	-	-	-	1	1
Nonmanufacturing -----	138	2.05	-	-	-	-	-	-	4	11	35	4	6	17	9	23	12	3	7	3	2	2	-	-
Wholesale trade -----	99	2.05	-	-	-	-	-	-	-	11	29	4	-	7	4	23	12	3	-	2	2	2	-	-
Truckdrivers* -----	2,856	2.36	-	-	-	-	30	8	-	7	5	12	96	69	165	342	1401	47	104	365	24	181	-	-
Manufacturing -----	851	2.45	-	-	-	-	13	-	-	7	4	3	41	33	81	125	73	11	72	183	24	181	-	-
Nonmanufacturing -----	2,005	2.32	-	-	-	-	17	8	-	-	1	9	55	36	84	217	1328	36	32	182	-	-	-	-
Public utilities† -----	1,167	2.33	-	-	-	-	8	3	-	-	1	1	11	4	30	11	1051	3	-	44	-	-	-	-
Wholesale trade -----	482	2.37	-	-	-	-	-	-	-	-	-	-	44	31	32	44	128	33	32	138	-	-	-	-
Truckdrivers, light (under 1½ tons) -----	208	2.18	-	-	-	-	22	-	-	5	4	8	8	14	35	45	18	-	-	49	-	-	-	-
Manufacturing -----	131	2.21	-	-	-	-	13	-	-	5	4	-	-	13	34	19	-	-	-	43	-	-	-	-
Nonmanufacturing -----	77	2.13	-	-	-	-	9	-	-	-	-	8	8	1	1	26	18	-	-	6	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons) -----	1,069	2.36	-	-	-	-	8	8	-	2	1	3	88	30	116	150	316	36	-	106	24	181	-	-
Manufacturing -----	498	2.51	-	-	-	-	-	-	-	2	-	2	41	19	33	63	53	-	-	80	24	181	-	-
Nonmanufacturing -----	571	2.24	-	-	-	-	8	8	-	-	1	1	47	11	83	87	263	36	-	26	-	-	-	-
Public utilities† -----	240	2.24	-	-	-	-	8	3	-	-	1	1	11	4	30	7	172	3	-	-	-	-	-	-
Wholesale trade -----	221	2.28	-	-	-	-	-	-	-	-	-	-	36	7	31	-	88	33	-	26	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type) -----	1,071	2.39	-	-	-	-	-	-	-	-	-	-	-	24	3	104	664	2	94	180	-	-	-	-
Manufacturing -----	114	2.55	-	-	-	-	-	-	-	-	-	-	-	-	3	-	17	2	62	30	-	-	-	-
Nonmanufacturing -----	957	2.37	-	-	-	-	-	-	-	-	-	-	-	24	-	104	647	-	32	150	-	-	-	-
Public utilities† -----	505	2.36	-	-	-	-	-	-	-	-	-	-	-	-	-	-	461	-	-	44	-	-	-	-
Wholesale trade -----	242	2.46	-	-	-	-	-	-	-	-	-	-	-	24	-	40	40	-	32	106	-	-	-	-
Truckers, power (forklift) -----	1,456	2.11	-	-	-	-	-	11	137	24	28	108	230	182	128	233	188	23	28	46	70	-	20	-
Manufacturing -----	1,318	2.10	-	-	-	-	-	11	137	23	28	97	214	167	85	233	140	23	28	42	70	-	20	-
Nonmanufacturing -----	138	2.15	-	-	-	-	-	-	-	1	-	11	16	15	43	-	48	-	-	4	-	-	-	-
Wholesale trade -----	90	2.16	-	-	-	-	-	-	-	1	-	11	16	6	4	-	48	-	-	4	-	-	-	-
Truckers, power (other than forklift) -----	345	2.02	-	-	-	-	-	-	44	17	4	15	45	115	11	41	38	1	8	-	5	1	-	-
Manufacturing -----	333	2.01	-	-	-	-	-	-	44	17	4	15	45	113	5	41	34	1	8	-	5	1	-	-
Watchmen -----	1,532	1.42	26	140	515	88	66	118	117	63	56	120	121	3	18	13	22	33	13	-	-	-	-	-
Manufacturing -----	643	1.73	-	-	35	36	40	65	68	52	41	114	115	-	3	9	22	33	10	-	-	-	-	-
Nonmanufacturing -----	889	1.20	26	140	480	52	26	53	49	11	15	6	6	3	15	4	-	-	3	-	-	-	-	-
Public utilities† -----	80	1.70	-	4	-	-	10	14	4	6	12	6	6	3	12	-	-	-	3	-	-	-	-	-
Finance†† -----	53	1.18	-	35	7	-	-	-	7	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-

<sup>1</sup> Data limited to men workers, except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> Workers were distributed as follows: 5 at \$0.60 to \$0.70; 12 at \$0.80 to \$0.90; and 6 at \$0.90 to \$1.<sup>4</sup> Includes all drivers regardless of size and type of truck operated.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.



Table B-1: Shift Differentials<sup>1</sup>

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	90.9	89.1	18.4	8.1
With shift pay differential .....	90.9	89.1	18.4	8.1
Uniform cents (per hour) .....	51.2	48.7	10.2	6.1
Under 5 cents .....	3.6	-	1.1	-
5 cents .....	17.0	-	3.1	-
6 cents .....	6.6	3.6	1.4	1.1
7 cents .....	.5	-	*	-
8 cents .....	3.7	2.1	.9	.1
9 cents .....	3.1	4.3	.8	.6
10 cents .....	13.8	22.9	2.5	2.0
11 cents .....	-	.3	-	*
12 cents .....	.6	6.9	-	.9
15 cents .....	1.2	5.3	.1	.9
Over 15 cents .....	1.0	3.2	.3	.5
Uniform percentage .....	33.9	19.5	7.1	.4
3 percent .....	.6	-	.2	-
5 percent .....	8.1	.6	.7	-
7 percent .....	10.2	-	3.6	-
7½ percent .....	2.0	1.2	.3	-
8 percent .....	3.6	.3	.6	-
10 percent .....	9.4	13.8	1.7	.3
12½ percent .....	-	.7	-	*
13 percent .....	-	1.2	-	-
15 percent .....	-	1.1	-	-
Over 15 percent .....	-	.6	-	-
Other <sup>2</sup> .....	5.8	20.9	1.0	1.6
No shift pay differential .....	-	-	-	-

<sup>1</sup> Shift differential data are presented in terms of (a) establishment policy, and (b) workers actually employed on late shifts at the time of the survey. An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shift at the time of the survey, or (2) had formal provisions covering late shifts.

<sup>2</sup> Includes such combination plans as full day's pay for reduced hours plus a paid lunch period; full day's pay for reduced hours plus a flat sum; and full day's pay for reduced hours plus a cents-per-hour or percentage differential.

\* Less than 0.05 percent.

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Table B-2: Minimum Entrance Rates for Women Office Workers<sup>1</sup>

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rate in—						Number of establishments with specified minimum hiring rate in—							
	All industries	Manufacturing		Nonmanufacturing				All industries	Manufacturing		Nonmanufacturing			
		Based on standard weekly hours <sup>2</sup> of—							Based on standard weekly hours <sup>2</sup> of—					
		All schedules	40	All schedules	37½	40	All schedules		40	All schedules	37½	40		
Establishments studied -----	230	104	xxx	126	xxx	xxx	230	104	xxx	126	xxx	xxx		
	FOR INEXPERIENCED TYPISTS						FOR OTHER INEXPERIENCED CLERICAL WORKERS <sup>3</sup>							
Establishments having a specified minimum -----	133	68	59	65	8	47	143	66	58	77	8	57		
\$ 37. 50 and under \$ 40. 00 -----	1	1	-	-	-	-	4	1	-	3	2	1		
\$ 40. 00 and under \$ 42. 50 -----	24	5	5	19	3	14	33	7	5	26	3	20		
\$ 42. 50 and under \$ 45. 00 -----	16	10	8	6	-	3	19	9	8	10	-	5		
\$ 45. 00 and under \$ 47. 50 -----	21	7	6	14	1	10	20	7	7	13	-	10		
\$ 47. 50 and under \$ 50. 00 -----	17	9	8	8	1	5	17	9	8	8	2	5		
\$ 50. 00 and under \$ 52. 50 -----	11	6	6	5	2	3	11	5	4	6	-	6		
\$ 52. 50 and under \$ 55. 00 -----	12	9	8	3	1	2	12	8	7	4	1	3		
\$ 55. 00 and under \$ 57. 50 -----	12	8	6	4	-	4	9	6	5	3	-	3		
\$ 57. 50 and under \$ 60. 00 -----	8	7	6	1	-	1	7	7	7	-	-	-		
\$ 60. 00 and under \$ 62. 50 -----	2	1	1	1	-	1	2	1	1	1	-	1		
\$ 62. 50 and under \$ 65. 00 -----	5	2	2	3	-	3	5	2	2	3	-	3		
\$ 65. 00 and over -----	4	3	3	1	-	1	4	4	4	-	-	-		
Establishments having no specified minimum -----	66	27	xxx	39	xxx	xxx	68	28	xxx	40	xxx	xxx		
Establishments which did not employ workers in this category -----	31	9	xxx	22	xxx	x xx	19	10	xxx	9	xxx	xxx		

<sup>1</sup> Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.<sup>2</sup> Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweeks reported.<sup>3</sup> Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.Occupational Wage Survey, St. Louis, Mo., November 1957  
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Bureau of Labor Statistics

NOTE: Data for nonmanufacturing do not include information for department and limited-price variety stores; the remainder of retail trade is appropriately represented in data for all industries combined and for nonmanufacturing.

Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS <sup>1</sup> EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All industries <sup>3</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
All workers	100	100	100	100	100	100	100	100	100
Under 37½ hours	5	2	4	-	17	2	1	-	-
37½ hours	9	8	2	9	17	4	5	-	-
Over 37½ and under 40 hours	5	3	4	1	13	**	-	-	-
40 hours	80	87	90	90	53	88	88	96	97
Over 40 and under 44 hours	**	-	1	-	-	3	3	2	3
44 hours	1	-	-	-	-	1	1	-	-
Over 44 hours	**	**	-	-	-	2	2	2	-

<sup>1</sup> Estimates for office workers are not comparable with earlier studies. See Introduction, p. 2.

<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.

<sup>3</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.

\*\* Less than 0.5 percent.

<sup>†</sup> Transportation (excluding railroads), communication, and other public utilities.

<sup>††</sup> Finance, insurance, and real estate.

Table B-4: Overtime Pay Practices

Overtime policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
All workers	100	100	100	100	100	100	100	100	100
<b>DAILY OVERTIME</b>									
Workers in establishments providing premium pay <sup>3</sup>	57	72	82	63	8	93	98	96	84
Time and one-half	56	72	82	63	8	93	98	96	81
Effective after less than 8 hours	5	6	3	-	4	5	6	-	-
Effective after 8 hours	51	65	79	63	4	87	92	94	81
Effective after more than 8 hours	-	-	-	-	-	**	-	2	-
Double time	1	-	-	-	-	**	-	-	3
Workers in establishments providing no premium pay or having no policy	43	28	18	37	92	7	2	4	16
<b>WEEKLY OVERTIME</b>									
Workers in establishments providing premium pay <sup>3</sup>	98	100	99	100	99	99	100	100	100
Time and one-half	97	100	99	100	99	99	100	100	97
Effective after less than 40 hours	5	7	3	1	4	5	6	-	-
Effective after 40 hours	92	93	96	99	96	92	94	98	97
Effective after more than 40 hours	**	-	-	-	-	2	-	2	-
Double time	1	-	-	-	-	**	-	-	3
Workers in establishments providing no premium pay or having no policy	2	-	**	-	**	1	-	-	-

<sup>1</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.

<sup>3</sup> Graduated provisions are classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day would be considered as time and one-half after 8 hours. Similarly, a plan calling for no pay or pay at regular rate after 37½ and time and one-half after 40 hours would be considered as time and one-half after 40 hours.

\*\* Less than 0.5 percent.

<sup>†</sup> Transportation (excluding railroads), communication, and other public utilities.

<sup>††</sup> Finance, insurance, and real estate.

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Table B-5: Wage Structure Characteristics and Labor-Management Agreements

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
<b>WAGE STRUCTURE FOR TIME-RATED WORKERS<sup>3</sup></b>									
Formal rate structure .....	64	68	86	52	67	95	95	100	95
Single rate .....	1	1	2	2	-	54	59	26	43
Range of rates .....	63	68	84	50	67	41	36	74	52
Individual rates .....	36	32	14	48	33	5	5	-	5
<b>METHOD OF WAGE PAYMENT FOR PLANT WORKERS</b>									
Time workers .....						76	71	99	97
Incentive workers .....						24	29	1	3
Piecework .....						11	15	1	3
Bonus work .....						11	15	-	-
Commission .....						1	-	-	1
<b>LABOR-MANAGEMENT AGREEMENTS<sup>4</sup></b>									
Workers in establishments with agreements covering a majority of such workers .....	10-14	5-9	75-79	5-9	0-4	95-99	95-99	95-99	80-84

<sup>1</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.

<sup>3</sup> Estimates for office workers are based on total office employment, whereas estimates for plant workers are based on time-rated employees only.

<sup>4</sup> Estimates relate to all workers (office or plant) employed in an establishment having a contract in effect covering a majority of the workers in their respective category. The estimates so obtained are not necessarily representative of the extent to which all workers in the area may be covered by provisions of labor-management agreements, due to the exclusion of smaller size establishments.

<sup>†</sup> Transportation (excluding railroads), communication, and other public utilities.

<sup>††</sup> Finance, insurance, and real estate.

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Table B-6: Paid Holidays<sup>1</sup>

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All Industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All Industries <sup>3</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
All workers .....	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays .....	99	100	100	98	100	98	100	100	100
Workers in establishments providing no paid holidays .....	**	-	-	2	-	2	-	-	-
<b>NUMBER OF DAYS</b>									
Less than 6 holidays .....	1	2	**	-	-	2	2	2	-
6 holidays .....	23	26	18	25	3	33	27	33	30
6 holidays plus 1 half day .....	4	1	-	-	8	**	**	-	-
6 holidays plus 2 half days .....	3	4	1	1	2	5	6	-	5
7 holidays .....	39	52	43	54	7	41	46	30	55
7 holidays plus 1 half day .....	1	2	-	-	-	1	1	-	-
7 holidays plus 3 half days .....	**	-	-	-	-	-	-	-	-
8 holidays .....	26	9	37	17	77	13	12	35	10
8 holidays plus 2 half days .....	**	1	-	-	-	-	-	-	-
9 holidays .....	2	3	-	-	-	3	4	-	-
12 holidays .....	1	-	-	-	3	-	-	-	-
<b>TOTAL HOLIDAY TIME<sup>4</sup></b>									
12 days .....	1	-	-	-	3	-	-	-	-
9 or more days .....	2	4	-	-	-	3	4	-	-
8 1/2 or more days .....	2	4	-	-	-	3	4	-	-
8 or more days .....	29	13	37	17	80	15	16	35	10
7 1/2 or more days .....	30	15	37	17	80	16	18	35	10
7 or more days .....	72	71	81	73	89	62	70	65	70
6 1/2 or more days .....	76	72	81	73	97	63	70	65	70
6 or more days .....	98	98	99	98	100	96	98	98	100
5 1/2 or more days .....	98	98	99	98	100	97	99	98	100
5 or more days .....	99	100	100	98	100	98	100	100	100
<b>HOLIDAYS<sup>5</sup></b>									
New Year's Day .....	99	100	100	98	100	98	99	100	100
Washington's Birthday .....	29	13	37	20	79	13	13	35	15
Decoration Day .....	98	98	100	98	100	96	98	100	100
July 4th .....	99	99	100	98	100	98	99	100	100
Labor Day .....	99	100	99	98	100	98	100	98	100
Veterans' Day .....	50	41	79	38	78	37	39	62	35
Thanksgiving Day .....	99	100	100	98	100	98	100	100	100
Christmas .....	99	100	100	98	100	98	99	100	100
Good Friday .....	9	11	**	21	5	12	15	1	17
Day after Thanksgiving .....	5	9	-	-	-	8	11	-	-
Floating Holiday .....	4	8	-	-	-	3	4	-	-
Half day Christmas Eve .....	6	7	1	1	10	7	8	-	5
Half day New Year's Eve .....	2	4	1	-	-	4	6	-	-

<sup>1</sup> Estimates relate to holidays provided annually.<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.<sup>3</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.<sup>4</sup> All combinations of full and half days that add to the same amount are combined; for example the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.<sup>5</sup> Only the holidays or half-day holidays provided to at least 2 percent of the office or plant workers in the area are shown in this tabulation. A few other holidays or half holidays were provided.

\*\* Less than 0.5 percent.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

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Table B-7: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
All workers .....	100	100	100	100	100	100	100	100	100
<b>METHOD OF PAYMENT</b>									
Workers in establishments providing paid vacations .....	99	99	100	100	100	99	99	100	100
Length-of-time payment .....	99	99	99	100	100	91	90	98	100
Percentage payment .....	-	-	-	-	-	8	9	2	-
Other .....	**	-	**	-	-	1	1	-	-
Workers in establishments providing no paid vacations .....	**	**	-	-	-	**	**	-	-
<b>AMOUNT OF VACATION PAY</b>									
<b>After 6 months of service</b>									
No provision .....	38	38	45	35	20	78	79	58	46
Less than 1 week .....	4	5	3	13	-	10	11	4	22
1 week .....	51	53	52	49	61	11	9	38	26
Over 1 and under 2 weeks .....	3	1	-	3	10	1	1	-	7
2 weeks .....	3	3	-	-	9	-	-	-	-
<b>After 1 year of service</b>									
1 week .....	29	22	79	37	**	86	88	80	66
Over 1 and under 2 weeks .....	2	3	1	-	-	1	1	2	-
2 weeks .....	69	75	20	61	99	11	9	17	31
Over 2 and under 3 weeks .....	**	-	-	2	-	1	1	-	3
3 weeks .....	-	-	-	-	-	1	1	-	-
<b>After 2 years of service</b>									
1 week .....	11	11	6	16	-	63	70	16	34
Over 1 and under 2 weeks .....	1	2	-	-	-	2	3	-	3
2 weeks .....	87	85	93	82	100	31	22	84	60
Over 2 and under 3 weeks .....	**	-	**	2	-	1	1	-	3
3 weeks .....	1	2	-	-	-	3	3	-	-
<b>After 3 years of service</b>									
1 week .....	4	7	**	1	-	23	29	2	2
Over 1 and under 2 weeks .....	-	-	-	-	-	7	9	-	3
2 weeks .....	94	90	99	97	100	66	57	98	92
Over 2 and under 3 weeks .....	**	-	**	2	-	1	1	-	3
3 weeks .....	1	2	-	-	-	3	3	-	-
<b>After 5 years of service</b>									
Under 2 weeks .....	-	-	-	-	-	1	1	-	-
2 weeks .....	93	95	99	98	87	94	94	100	97
Over 2 and under 3 weeks .....	2	1	**	2	6	2	1	-	3
3 weeks .....	5	5	-	-	7	3	4	-	-

See footnotes at end of table.

<sup>†</sup> Transportation (excluding railroads), communication, and other public utilities.<sup>††</sup> Finance, insurance, and real estate.

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NOTE: In the tabulations of vacation allowances by years of service, payments other than "length of time," such as percentage of annual earnings or flat-sum payments, were converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay.

Table B-7: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>1</sup>	Manufacturing	Public utilities †	Wholesale trade	Finance ††	All industries <sup>2</sup>	Manufacturing	Public utilities †	Wholesale trade
<b>AMOUNT OF VACATION PAY - Continued</b>									
<b>After 10 years of service</b>									
Under 2 weeks -----	-	-	-	-	-	1	1	-	-
2 weeks -----	70	73	65	78	68	68	68	53	80
Over 2 and under 3 weeks -----	4	2	**	3	12	9	11	-	7
3 weeks -----	26	24	35	19	21	22	20	47	14
<b>After 15 years of service</b>									
Under 2 weeks -----	-	-	-	-	-	1	1	-	-
2 weeks -----	16	6	9	37	22	11	4	1	37
Over 2 and under 3 weeks -----	**	-	-	2	-	1	1	-	3
3 weeks -----	80	88	91	61	71	84	90	99	60
4 weeks -----	4	5	-	-	8	2	3	-	-
<b>After 20 years of service</b>									
Under 2 weeks -----	-	-	-	-	-	1	1	-	-
2 weeks -----	14	6	9	31	17	11	4	1	30
Over 2 and under 3 weeks -----	**	-	-	2	-	1	1	-	3
3 weeks -----	73	82	58	52	72	76	83	59	60
Over 3 and under 4 weeks -----	1	1	**	-	-	1	2	-	-
4 weeks -----	12	10	33	15	10	10	9	40	7
<b>After 25 years of service</b>									
Under 2 weeks -----	-	-	-	-	-	1	1	-	-
2 weeks -----	12	6	9	28	9	11	4	1	30
Over 2 and under 3 weeks -----	**	-	-	2	-	1	1	-	3
3 weeks -----	64	69	50	48	66	62	68	40	59
Over 3 and under 4 weeks -----	1	1	**	-	-	3	4	-	-
4 weeks -----	23	23	40	22	24	22	21	59	7

<sup>1</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.

\*\* Less than 0.5 percent.

† Transportation (excluding railroads), communication, and other public utilities.

†† Finance, insurance, and real estate.

Table B-8: Health, Insurance, and Pension Plans

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—					PERCENT OF PLANT WORKERS EMPLOYED IN—			
	All industries <sup>1</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade	Finance <sup>††</sup>	All industries <sup>2</sup>	Manufacturing	Public utilities <sup>†</sup>	Wholesale trade
All workers .....	100	100	100	100	100	100	100	100	100
Workers in establishments providing:									
Life insurance .....	94	97	93	93	99	93	95	100	89
Accidental death and dismemberment insurance .....	56	71	20	77	27	69	73	41	66
Sickness and accident insurance or sick leave or both <sup>3</sup> .....	77	84	96	81	52	92	94	100	80
Sickness and accident insurance .....	52	68	24	53	28	81	88	47	59
Sick leave (full pay and no waiting period) .....	53	58	40	57	49	20	18	32	57
Sick leave (partial pay or waiting period) .....	6	1	47	3	**	9	7	36	7
Hospitalization insurance .....	75	91	53	81	49	87	93	69	75
Surgical insurance .....	76	90	53	81	58	85	90	69	75
Medical insurance .....	68	81	47	76	54	71	76	50	60
Catastrophe insurance .....	23	28	27	10	25	12	13	17	11
Retirement pension .....	78	81	82	61	89	67	71	93	68
No health, insurance, or pension plan .....	2	1	3	3	**	3	-	-	11

<sup>1</sup> Includes data for retail trade (except department and limited-price variety stores), and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for retail trade (except department and limited-price variety stores), real estate, and services in addition to those industry divisions shown separately.

<sup>3</sup> Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.

\*\* Less than 0.5 percent.

<sup>†</sup> Transportation (excluding railroads), communication, and other public utilities.

<sup>††</sup> Finance, insurance, and real estate.

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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 establishment to establishment 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 interestablishment and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those in use in individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

### Office

#### BILLER, MACHINE

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. For wage study purposes, billers, machine, are classified by type of machine, as follows:

Billor, machine (billing machine) - Uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fanfold machine.

Billor, machine (bookkeeping machine) - Uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on customers' ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

#### BOOKKEEPING-MACHINE OPERATOR

Operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register, with or without a typewriter keyboard) to keep a record of business transactions.

#### BOOKKEEPING-MACHINE OPERATOR - Continued

Class A - Keeps a set of records requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - Keeps a record of one or more phases or sections of a set of records usually requiring little knowledge of basic bookkeeping. Phases or sections include accounts payable, payroll, customers' accounts (not including a simple type of billing described under biller, machine), cost distribution, expense distribution, inventory control, etc. May check or assist in preparation of trial balances and prepare control sheets for the accounting department.

#### CLERK, ACCOUNTING

Class A - Under general direction of a bookkeeper or accountant, has responsibility for keeping one or more sections of a complete set of books or records relating to one phase of an establishment's business transactions. Work involves posting and balancing subsidiary ledger or ledgers such as accounts receivable or accounts payable; examining and coding invoices or vouchers with proper accounting distribution; requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting, and closing journal entries; may direct class B accounting clerks.

Class B - Under supervision, performs one or more routine accounting operations such as posting simple journal vouchers, accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers. This job does not require a knowledge of accounting and bookkeeping principles but is found in offices in which the more routine accounting work is subdivided on a functional basis among several workers.

CLERK, FILE

Class A - Responsible for maintaining an established filing system. Classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - Performs routine filing, usually of material that has already been classified, or locates or assists in locating material in the files. May perform incidental clerical duties.

CLERK, ORDER

Receives customers' orders for material or merchandise by mail, phone, or personally. Duties involve any combination of the following: Quoting prices to customers; making out an order sheet listing the items to make up the order; checking prices and quantities of items on order sheet; distributing order sheets to respective departments to be filled. May check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAYROLL

Computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating workers' 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.

COMPTOMETER OPERATOR

Primary duty is to operate a Comptometer to perform mathematical computations. This job is not to be confused with that of statistical or other type of clerk, which may involve frequent use of a Comptometer but, in which, use of this machine is incidental to performance of other duties.

DUPLICATING-MACHINE OPERATOR (MIMEOGRAPH OR DITTO)

Under general supervision and with no supervisory responsibilities, reproduces multiple copies of typewritten or handwritten matter, using a mimeograph or ditto machine. Makes necessary adjustment such as for ink and paper feed counter and cylinder speed. Is not required to prepare stencil or ditto master. May keep file of used stencils or ditto masters. May sort, collate, and staple completed material.

KEY-PUNCH OPERATOR

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using an alphabetical or a numerical key-punch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. Keeps files of punch cards. May verify own work or work of others.

OFFICE BOY OR GIRL

Performs various routine duties such as running errands, operating minor office machines such as sealers or mailers, opening and distributing mail, and other minor clerical work.

SECRETARY

Performs secretarial and clerical duties for a superior in an administrative or executive position. Duties include making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation (where transcribing machine is not used) either in shorthand or by stenotype or similar machine, and transcribing dictation or the recorded information reproduced on a transcribing machine. May prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

Primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, 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 (see transcribing-machine operator).

STENOGRAPHER, TECHNICAL

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 in legal briefs or 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

Operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intraplant or office calls. May record toll calls and take messages. May give information to persons who call in, or occasionally take telephone orders. For workers who also act as receptionists see switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

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.

TABULATING-MACHINE OPERATOR

Operates machine that automatically analyzes and translates information punched in groups of tabulating cards and prints translated data on forms or accounting records; sets or adjusts machine; does simple wiring of plugboards according to established practice or diagrams; places cards to be tabulated in feed magazine and starts machine. May file cards after they are tabulated. May, in addition, operate auxiliary machines.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

Primary duty is to transcribe dictation involving a normal routine vocabulary from transcribing machine records. May also type from written copy and do simple clerical work. Workers transcribing dictation involving a varied technical or specialized vocabulary such as legal briefs or reports on scientific research are not

TRANSCRIBING-MACHINE OPERATOR, GENERAL - Continued

included. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer, general.

TYPIST

Uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May do clerical work involving little special training, such as keeping simple records, filing records and reports, or sorting and distributing incoming mail.

Class A - Performs one or more of the following: Typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign-language copy; combining material from several sources, or planning layout of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May type routine form letters, varying details to suit circumstances.

Class B - Performs one or more of the following: Typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.

Professional and TechnicalDRAFTSMAN, JUNIOR

(Assistant draftsman)

Draws to scale units or parts of drawings prepared by draftsman or others for engineering, construction, or manufacturing purposes. Uses various types of drafting tools as required. May prepare drawings from simple plans or sketches, or perform other duties under direction of a draftsman.

DRAFTSMAN, LEADER

Plans and directs activities of one or more draftsmen in preparation of working plans and detail drawings from rough or preliminary sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Interpreting blueprints, sketches, and written or verbal orders; determining work procedures; assigning duties to subordinates and inspecting their work; performing more difficult problems. May assist subordinates during

DRAFTSMAN, LEADER - Continued

emergencies or as a regular assignment, or perform related duties of a supervisory or administrative nature.

DRAFTSMAN, SENIOR

Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve a combination of the following: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; making adjustments or changes in drawings or specifications. May ink in lines and letters on pencil drawings, prepare detail units of complete drawings, or trace drawings. Work is frequently in a specialized field such as architectural, electrical, mechanical, or structural drafting.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service to ill or injured employees or other persons who become ill or suffer an accident on the premises of a factory or other establishment. Duties involve a combination of the following: Giving first aid to the ill or injured; attending to subsequent dressing of employees' injuries; keeping records of patients treated; preparing accident reports for compensation or other purposes; conducting physical examinations and health evaluations of applicants and employees; and planning and carrying out programs involving health education, accident prevention, evaluation of plant

NURSE, INDUSTRIAL (REGISTERED) - Continued

environment, or other activities affecting the health, welfare, and safety of all personnel.

TRACER

Copies plans and drawings prepared by others, by placing tracing cloth or paper over drawing and tracing with pen or pencil. Uses T-square, compass, and other drafting tools. May prepare simple drawings and do simple lettering.

Maintenance and PowerplantCARPENTER, MAINTENANCE

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 an establishment. 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.

ELECTRICIAN, MAINTENANCE

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 an establishment. Work involves most of the following: Installing or repairing 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.

ENGINEER, STATIONARY

Operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the establishment 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 establishments employing more than one engineer are excluded.

FIREMAN, STATIONARY BOILER

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, gas, or oil burner; checks water and safety valves. May clean, oil, or assist in repairing boiler-room equipment.

HELPER, TRADES, MAINTENANCE

Assists one or more workers in the skilled maintenance trades, by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting worker by holding materials or tools; performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

## MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines in the construction of machine-shop tools, gauges, jigs, fixtures, or dies. Work involves most of the following: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling and operation sequence; making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

## MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for his work; fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

## MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, buses, motortrucks, and tractors of an establishment. Work involves most of the following: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gauges, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

## MECHANIC, MAINTENANCE

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Repairs machinery or mechanical equipment of an establishment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

## MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves most of the following: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment, and parts to be used; installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

## OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

## PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves most of the following: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. Work involves: Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: Planning

SHEET-METAL WORKER, MAINTENANCE - Continued

and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Diemaker; jig maker; toolmaker; fixture maker; gauge maker)

Constructs and repairs machine-shop tools, gauges, jigs, fixtures or dies for forgings, punching and other metal-forming work. Work involves most of the following: Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments; understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

Custodial and Material MovementELEVATOR OPERATOR, PASSENGER

Transports passengers between floors of an office building, apartment house, department store, hotel or similar establishment. Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. Includes gatemen who are stationed at gate and check on identity of employees and other persons entering.

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

**LABORER, MATERIAL HANDLING**

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve one or more of the following: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; transporting materials or merchandise by hand truck, car, or wheelbarrow. Longshoremen, who load and unload ships are excluded.

**ORDER FILLER**

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock, or report short supplies to supervisor, and perform other related duties.

**PACKER, SHIPPING**

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; applying labels or entering identifying data on container. Packers who also make wooden boxes or crates are excluded.

**SHIPPING AND RECEIVING CLERK**

Prepares merchandise for shipment, or receives and is responsible for incoming shipment of merchandise or other materials. Shipping work involves: A knowledge of shipping procedures, practices, routes, available means of transportation and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. Receiving work involves: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or

**SHIPPING AND RECEIVING CLERK - Continued**

other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk  
Shipping clerk  
Shipping and receiving clerk

**TRUCKDRIVER**

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. Driver-salesmen and over-the-road drivers are excluded.

For wage study purposes, truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailer should be rated on the basis of trailer capacity.)

Truckdriver (combination of sizes listed separately)  
Truckdriver, light (under 1½ tons)  
Truckdriver, medium (1½ to and including 4 tons)  
Truckdriver, heavy (over 4 tons, trailer type)  
Truckdriver, heavy (over 4 tons, other than trailer type)

**TRUCKER, POWER**

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)  
Trucker, power (other than forklift)

**WATCHMAN**

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.



## Occupational Wage Surveys

Occupational wage surveys are being conducted in 17 major labor markets during late 1957 and early 1958. Bulletins, when available, may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or from any of the regional sales offices shown.

Bulletins for the areas listed below are now available.

Seattle, Wash., August 1957 – BLS Bull. 1224-1, price 20 cents  
Boston, Mass., September 1957 – BLS Bull. 1224-2, price 25 cents



