
Occupational Wage Survey

PHILADELPHIA, PENNSYLVANIA

OCTOBER 1957

Bulletin No. 1224-6

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 Philadelphia area reports for May 1950, October 1951, October 1952, October 1953, November 1954, November 1955, and November 1956. The 1953 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1954 report also includes 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.

A report on occupational earnings and supplementary wage practices in the Philadelphia area is also available for women's and misses' coats and suits (February 1957), and woolen and worsted textiles (September 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 - Philadelphia, Pa.*

Introduction

The Philadelphia 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 Bureau field agents from 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.¹ 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

* This report was prepared in the Bureau's regional office in New York, N. Y., by Elliott A. Browar, under the direction of Paul E. Warwick, Regional Wage and Industrial Relations Analyst.

¹ See table on page 2 for minimum-size establishment covered.

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,² 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

² 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.³ 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 commercial insurance company and those provided through a union fund or

³ 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.

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,⁴ 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 plans⁵ 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.

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

⁵ 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 Philadelphia, Pa.,¹ by major industry division, October 1957

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ²	Studied	Within scope of study			Studied
				Total ³	Office	Plant	
All divisions	-	1,439	323	537,700	93,200	344,100	326,450
Manufacturing	101	671	144	314,200	37,100	223,400	182,530
Nonmanufacturing	-	768	179	223,500	56,100	120,700	143,920
Transportation (excluding railroads), communication, and other public utilities ⁴	101	66	25	51,700	9,000	31,400	43,800
Wholesale trade	51	224	36	30,900	8,600	13,100	9,040
Retail trade ⁵	101	107	34	71,700	9,200	55,300	55,330
Finance, insurance, and real estate	51	172	45	42,500	25,500	2,900	26,380
Services ⁷	51	199	39	26,700	3,800	18,000	9,370

¹ The Philadelphia Area (Philadelphia and Delaware Counties, Pa., and Camden County, N. J.). 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.

² 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.

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

⁴ Also excludes taxicabs, and services incidental to water transportation.

⁵ Excludes limited-price variety stores.

⁶ Estimate relates to real estate establishments only.

⁷ 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.

Wage Trends for Selected Occupational Groups

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 Philadelphia, Pa., October 1957 and November 1956 and percent of change for selected periods

Industry and occupational group	Indexes (October 1952=100)		Percent change from—					
	October 1957	November 1956	November 1956 to October 1957	November 1955 to November 1956	November 1954 to November 1955	October 1953 to November 1954	October 1952 to October 1953	October 1951 to October 1952
All industries:								
Office clerical (women)	129.0	122.0	5.7	6.5	3.4	3.4	7.1	4.6
Industrial nurses (women)	130.2	122.2	6.5	6.2	4.3	3.0	7.1	5.0
Skilled maintenance (men)	128.8	122.5	5.2	5.2	4.0	4.4	7.2	5.0
Unskilled plant (men)	128.1	120.9	6.0	4.7	6.0	4.3	4.5	7.3
Manufacturing:								
Office clerical (women)	127.9	120.4	6.2	5.1	2.8	4.6	6.6	5.2
Industrial nurses (women)	130.7	123.6	5.7	6.1	5.0	2.9	7.9	5.0
Skilled maintenance (men)	128.2	122.0	5.1	5.4	3.8	3.9	7.2	5.1
Unskilled plant (men)	125.9	119.0	5.8	4.5	5.5	4.5	3.3	9.4

A: Occupational Earnings

Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Philadelphia, Pa., by industry division, October 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 35.00 and under 40.00	\$ 40.00 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
Men																					
Clerks, accounting, class A	656	38.5	\$ 91.50	-	-	-	-	4	13	43	45	46	71	99	63	70	52	47	35	14	54
Manufacturing	401	38.5	91.50	-	-	-	-	-	6	28	21	29	38	70	56	40	31	29	21	5	27
Nonmanufacturing	255	38.0	92.00	-	-	-	-	4	7	15	24	17	33	29	7	30	21	18	14	9	27
Public utilities †	34	38.5	101.00	-	-	-	-	-	-	-	1	-	-	7	-	-	12	7	7	-	-
Wholesale trade	108	38.5	96.00	-	-	-	-	-	-	10	9	4	16	8	3	20	1	3	7	-	27
Finance ††	81	37.0	88.50	-	-	-	-	1	1	4	11	6	14	11	3	8	8	7	-	7	-
Clerks, accounting, class B	310	38.0	66.50	1	10	10	35	51	50	20	54	41	1	7	6	17	4	2	1	-	-
Manufacturing	89	38.5	73.50	-	-	-	2	6	7	9	26	27	1	4	2	1	3	-	1	-	-
Nonmanufacturing	221	37.5	64.00	1	10	10	33	45	43	11	28	14	-	3	4	16	1	2	-	-	-
Public utilities †	29	38.5	80.50	-	-	-	3	3	3	-	5	-	-	1	-	14	-	-	-	-	-
Wholesale trade	61	39.5	67.00	-	-	-	-	9	22	8	13	6	-	-	2	-	1	-	-	-	-
Finance ††	108	36.0	56.00	1	9	9	28	31	14	2	8	6	-	-	-	-	-	-	-	-	-
Clerks, order	449	38.5	81.00	-	-	-	3	6	29	45	36	90	87	59	46	5	21	4	1	-	17
Manufacturing	95	38.5	79.00	-	-	-	1	-	11	3	13	30	12	4	9	2	7	1	1	-	1
Nonmanufacturing	354	38.5	82.00	-	-	-	2	6	18	42	23	60	75	55	37	3	14	3	-	-	16
Wholesale trade	310	39.0	81.50	-	-	-	-	4	18	42	19	54	61	51	29	3	14	3	-	-	12
Clerks, payroll	196	38.5	80.50	-	-	-	-	3	23	27	14	34	15	25	31	3	3	1	10	1	6
Manufacturing	131	38.0	80.50	-	-	-	-	-	20	24	1	27	13	4	25	3	2	-	9	1	2
Nonmanufacturing	65	39.5	81.50	-	-	-	-	3	3	3	13	7	2	21	6	-	1	1	1	-	4
Office boys	679	38.0	48.00	21	226	192	112	79	31	8	8	2	-	-	-	-	-	-	-	-	-
Manufacturing	315	39.0	49.50	1	114	79	45	37	27	4	6	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	364	37.5	47.50	20	112	113	67	42	4	4	2	-	-	-	-	-	-	-	-	-	-
Public utilities †	37	37.5	46.50	-	12	19	2	2	1	-	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	79	38.0	51.00	-	4	37	13	24	-	-	1	-	-	-	-	-	-	-	-	-	-
Finance ††	126	36.5	47.50	9	34	29	39	10	1	4	-	-	-	-	-	-	-	-	-	-	-
Services	79	39.0	45.00	3	46	19	4	6	1	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	679	38.5	75.00	-	2	12	27	47	67	61	90	114	123	62	30	17	9	3	13	-	2
Manufacturing	322	39.5	80.50	-	-	-	1	12	15	18	40	57	80	38	24	14	9	2	10	-	2
Nonmanufacturing	357	38.0	70.00	-	2	12	26	35	52	43	50	57	43	24	6	3	-	1	3	-	-
Wholesale trade	88	38.5	76.00	-	-	-	-	-	20	9	12	16	17	6	1	3	-	1	3	-	-
Finance ††	206	37.5	65.50	-	2	12	24	35	29	20	31	32	14	2	5	-	-	-	-	-	-
Women																					
Billers, machine (billing machine)	363	37.5	61.00	-	14	7	77	76	42	50	77	15	-	2	3	-	-	-	-	-	-
Manufacturing	127	38.0	61.50	-	11	1	17	33	7	19	19	15	-	2	3	-	-	-	-	-	-
Nonmanufacturing	236	37.0	60.50	-	3	6	60	43	35	31	58	-	-	-	-	-	-	-	-	-	-
Finance ††	71	35.0	60.50	-	1	2	9	11	26	8	14	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	194	38.5	58.00	3	19	23	33	32	21	34	18	7	4	-	-	-	-	-	-	-	-
Manufacturing	69	38.5	64.50	-	-	-	5	15	17	16	6	6	4	-	-	-	-	-	-	-	-
Nonmanufacturing	125	39.0	54.50	3	19	23	28	17	4	18	12	1	-	-	-	-	-	-	-	-	-
Retail trade	115	39.0	53.50	3	19	23	28	15	3	12	11	1	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	346	37.5	67.00	-	-	8	11	38	65	115	45	21	24	15	3	1	-	-	-	-	-
Manufacturing	223	37.5	69.50	-	-	-	6	16	41	81	22	14	24	15	3	1	-	-	-	-	-
Nonmanufacturing	123	37.0	63.00	-	-	8	5	22	24	34	23	7	-	-	-	-	-	-	-	-	-
Finance ††	54	36.5	62.50	-	-	6	3	4	15	16	10	-	-	-	-	-	-	-	-	-	-

See footnotes 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 Philadelphia, Pa., by industry division, October 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours ¹ (Standard)	Weekly earnings ² (Standard)	\$ 35.00 and under 40.00	\$ 40.00 - 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																					
Bookkeeping-machine operators, class B	1,613	38.0	\$ 56.50	3	72	302	359	372	225	112	74	49	19	8	6	6	6	-	-	-	-
Manufacturing	242	38.5	61.00	-	1	18	43	36	59	50	12	15	6	2	-	-	-	-	-	-	-
Nonmanufacturing	1,371	38.0	56.00	3	71	284	316	336	166	62	62	34	13	6	6	6	6	6	6	6	6
Wholesale trade	221	39.0	67.50	-	-	6	2	53	44	28	32	25	7	6	6	6	6	6	6	6	6
Retail trade ³	122	38.0	58.00	-	13	18	16	18	24	12	12	3	6	-	-	-	-	-	-	-	-
Finance ††	993	38.0	53.00	3	58	259	297	257	82	19	12	6	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	962	37.5	72.50	-	-	13	64	82	119	137	136	179	55	64	34	43	12	8	6	1	9
Manufacturing	359	38.0	77.50	-	-	-	1	17	19	62	58	62	38	36	25	31	4	5	-	1	-
Nonmanufacturing	603	37.5	69.50	-	-	13	63	65	100	75	78	117	17	28	9	12	8	3	6	-	9
Public utilities †	33	37.0	83.00	-	-	-	-	-	1	1	4	9	4	6	3	-	5	-	-	-	-
Wholesale trade	88	39.0	79.50	-	-	-	-	7	17	16	8	15	-	-	-	4	3	3	6	-	9
Retail trade ³	135	39.0	69.50	-	-	7	9	13	4	22	37	23	5	15	-	-	-	-	-	-	-
Finance ††	311	36.0	66.50	-	-	6	39	45	74	28	23	68	8	6	6	8	-	-	-	-	-
Clerks, accounting, class B	1,950	38.0	57.50	10	123	345	349	420	348	114	57	59	45	37	7	14	2	8	12	-	-
Manufacturing	478	38.5	60.00	-	-	97	65	93	87	36	31	36	19	11	3	-	-	-	-	-	-
Nonmanufacturing	1,472	37.5	57.00	10	123	248	284	327	261	78	26	23	26	26	4	14	2	8	12	-	-
Public utilities †	76	38.5	74.00	-	-	3	10	10	3	4	5	7	5	17	-	12	-	-	-	-	-
Wholesale trade	178	39.0	65.50	-	13	9	34	30	33	17	3	3	15	1	-	-	-	8	12	-	-
Retail trade ³	632	38.0	55.50	10	50	96	146	164	101	33	2	8	6	8	4	2	2	-	-	-	-
Finance ††	465	36.5	52.50	-	60	125	88	117	51	10	11	3	-	-	-	-	-	-	-	-	-
Services	121	38.5	60.00	-	-	15	6	6	73	14	5	2	-	-	-	-	-	-	-	-	-
Clerks, file, class A	417	38.0	61.50	-	8	65	58	74	66	46	41	18	30	2	2	1	6	-	-	-	-
Manufacturing	152	39.0	64.00	-	-	9	17	38	31	12	14	9	19	1	2	-	-	-	-	-	-
Nonmanufacturing	265	37.5	60.50	-	8	56	41	36	35	34	27	9	11	1	-	1	6	-	-	-	-
Public utilities †	28	36.0	56.00	-	-	4	13	3	2	5	1	-	-	-	-	-	-	-	-	-	-
Wholesale trade	57	39.0	73.00	-	6	-	-	-	1	13	15	6	10	-	-	-	6	-	-	-	-
Finance ††	157	37.0	56.50	-	2	49	26	27	27	14	6	3	1	1	-	1	-	-	-	-	-
Clerks, file, class B	1,826	38.0	47.50	130	615	472	323	145	83	30	14	8	5	-	1	-	-	-	-	-	-
Manufacturing	404	39.0	53.50	-	54	90	90	84	43	25	11	2	4	-	1	-	-	-	-	-	-
Nonmanufacturing	1,422	37.5	46.00	130	561	382	233	61	40	5	3	6	1	-	-	-	-	-	-	-	-
Public utilities †	59	36.5	57.00	-	-	8	22	13	7	1	3	5	-	-	-	-	-	-	-	-	-
Wholesale trade	191	39.0	51.00	15	13	39	77	19	23	3	-	1	1	-	-	-	-	-	-	-	-
Retail trade ³	252	39.5	42.00	87	108	37	17	1	1	1	-	-	-	-	-	-	-	-	-	-	-
Finance ††	831	36.5	45.50	28	399	262	105	28	9	-	-	-	-	-	-	-	-	-	-	-	-
Services	89	39.0	46.00	-	41	36	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	669	39.0	53.50	29	156	106	112	115	56	8	10	42	11	3	2	3	10	-	6	-	-
Manufacturing	239	38.0	58.50	-	12	26	83	45	7	6	9	38	11	-	2	-	-	-	-	-	-
Nonmanufacturing	430	39.5	51.00	29	144	80	29	70	49	2	1	4	-	3	-	3	10	-	6	-	-
Retail trade ³	152	39.5	49.00	29	20	34	16	47	2	2	1	1	-	-	-	-	-	-	-	-	-
Clerks, payroll	1,160	38.0	65.00	-	6	103	170	144	196	159	134	79	67	60	13	13	9	-	2	1	9
Manufacturing	790	38.5	66.50	-	5	38	70	100	155	131	112	66	37	52	11	9	5	-	2	1	-
Nonmanufacturing	370	37.5	62.00	-	5	65	100	44	41	28	22	13	25	8	2	4	4	-	-	-	9
Wholesale trade	53	39.0	82.50	-	-	-	-	10	-	4	12	8	8	-	-	2	-	-	-	-	4
Retail trade ³	96	38.5	59.00	-	5	18	28	8	17	3	2	4	2	1	2	2	4	-	-	-	-
Finance ††	79	35.5	59.00	-	-	12	23	14	12	3	6	-	9	-	-	-	-	-	-	-	-

See footnotes 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 Philadelphia, Pa., by industry division, October 1957)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																		
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 35.00 and under	\$ 40.00	\$ 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	
				40.00	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		
Women - Continued																						
Comptometer operators	1,043	38.5	\$ 62.00	3	21	115	163	143	208	121	143	38	56	11	16	5	-	-	-	-	-	
Manufacturing	328	39.0	64.00	-	-	11	47	51	75	55	46	10	27	3	3	-	-	-	-	-	-	
Nonmanufacturing	715	38.0	61.00	3	21	104	116	92	133	66	97	28	29	8	13	5	-	-	-	-	-	
Wholesale trade	203	39.0	66.50	-	-	-	36	29	57	23	7	12	23	-	13	3	-	-	-	-	-	
Retail trade ³	459	38.0	58.50	3	18	100	75	49	57	37	79	15	6	8	2	-	-	-	-	-	-	
Duplicating-machine operators (mimeograph or ditto).....	130	39.0	55.00	1	22	9	37	19	20	14	5	2	1	-	-	-	-	-	-	-	-	
Manufacturing	82	39.5	59.00	-	5	4	18	16	19	13	4	2	1	-	-	-	-	-	-	-	-	
Key-punch operators	1,584	38.0	60.00	-	26	165	336	303	282	223	135	57	34	20	2	1	-	-	-	-	-	
Manufacturing	680	39.0	63.00	-	4	47	92	113	129	131	86	40	28	8	1	1	-	-	-	-	-	
Nonmanufacturing	904	37.5	58.00	-	22	118	244	190	153	92	49	17	6	12	1	-	-	-	-	-	-	
Public utilities †	145	38.0	58.50	-	-	13	77	14	10	9	5	5	1	11	-	-	-	-	-	-	-	
Wholesale trade	251	39.0	60.00	-	-	45	25	48	70	33	21	2	5	1	1	-	-	-	-	-	-	
Retail trade ³	73	38.5	60.00	-	-	6	16	19	9	9	11	3	-	-	-	-	-	-	-	-	-	
Finance ††	431	36.5	56.00	-	22	54	125	107	64	40	12	7	-	-	-	-	-	-	-	-	-	
Office girls	362	38.5	46.50	11	165	102	41	21	13	4	1	2	-	-	-	-	-	-	-	-	-	
Manufacturing	122	39.0	50.00	-	41	28	22	13	11	4	1	2	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	240	38.0	45.00	5	11	74	19	8	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ††	66	36.5	45.00	4	31	23	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	5,165	38.0	78.00	-	1	29	117	266	516	668	764	685	649	509	283	199	157	108	46	56	112	
Manufacturing	2,556	38.5	81.50	-	-	11	20	84	140	275	385	303	345	332	209	137	109	81	32	36	57	
Nonmanufacturing	2,609	37.5	74.50	-	1	18	97	182	376	393	379	382	304	177	74	62	48	27	14	20	55	
Public utilities †	208	38.0	99.50	-	-	-	-	3	-	5	5	22	17	36	16	12	8	22	6	15	6 41	
Wholesale trade	447	38.5	78.50	-	-	-	-	20	33	47	37	105	115	47	6	17	-	2	7	4	7	
Retail trade ³	255	38.5	74.00	-	1	3	11	13	26	35	54	23	24	36	7	10	10	-	1	1	-	
Finance ††	1,356	37.0	70.50	-	-	6	73	127	272	240	196	152	137	54	45	18	26	3	-	-	7	
Services	343	37.5	69.00	-	-	9	13	19	45	66	87	80	11	4	-	5	4	-	-	-	-	
Stenographers, general	4,359	38.0	64.50	1	34	297	604	692	791	655	501	395	185	87	39	37	10	31	-	-	-	
Manufacturing	2,206	39.0	67.00	-	-	59	254	326	371	354	283	288	151	67	24	19	9	1	-	-	-	
Nonmanufacturing	2,153	37.5	61.50	1	34	238	350	366	420	301	218	107	34	20	15	18	1	30	-	-	-	
Public utilities †	336	37.5	66.00	-	-	67	40	33	44	35	37	18	8	12	6	9	-	27	-	-	-	
Wholesale trade	525	38.0	66.50	-	-	23	58	39	109	128	86	34	24	8	3	9	1	3	-	-	-	
Retail trade ³	216	38.0	59.50	1	5	17	44	47	34	29	16	23	-	-	-	-	-	-	-	-	-	
Finance ††	962	36.5	58.00	-	29	130	184	215	215	89	72	26	2	-	-	-	-	-	-	-	-	
Services	114	37.5	62.00	-	-	1	24	32	18	20	7	6	-	-	6	-	-	-	-	-	-	
Stenographers, technical	189	38.5	72.50	-	-	-	5	24	40	24	18	14	18	36	6	4	-	-	-	-	-	
Manufacturing	130	39.5	74.50	-	-	-	2	13	28	7	12	13	17	31	5	2	-	-	-	-	-	
Nonmanufacturing	59	37.0	67.50	-	-	-	3	11	12	17	6	1	1	5	1	2	-	-	-	-	-	
Switchboard operators	928	38.5	60.50	35	72	68	108	145	163	130	107	38	34	10	7	6	1	-	-	-	-	
Manufacturing	227	39.0	68.50	-	-	-	11	25	44	47	54	20	13	4	7	1	1	-	-	-	-	
Nonmanufacturing	701	38.0	57.50	35	72	68	97	120	119	83	53	18	21	6	-	5	-	-	-	-	-	
Public utilities †	99	39.0	70.50	-	-	-	3	13	3	27	21	10	16	6	-	-	-	-	-	-	-	
Wholesale trade	85	39.5	68.00	-	-	3	9	5	12	22	18	7	4	-	-	5	-	-	-	-	-	
Retail trade ³	134	39.0	51.50	-	30	26	33	25	5	9	6	-	-	-	-	-	-	-	-	-	-	
Finance ††	229	37.0	58.00	-	-	24	43	64	67	22	8	1	-	-	-	-	-	-	-	-	-	
Services	154	38.5	48.00	35	42	15	9	13	32	3	-	-	1	-	-	-	-	-	-	-	-	

See footnotes 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 Philadelphia, Pa., by industry division, October 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)	\$ 35.00 and under	\$ 40.00	\$ 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	
				40.00	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																						
Switchboard operator-receptionists	816	37.5	\$ 58.50	-	26	49	168	178	202	112	49	23	7	2	-	-	-	-	-	-	-	
Manufacturing	431	38.0	59.50	-	-	25	77	103	115	69	26	7	7	2	-	-	-	-	-	-	-	
Nonmanufacturing	385	37.5	57.50	-	26	24	91	75	87	43	23	16	-	-	-	-	-	-	-	-	-	
Public utilities †	31	37.5	65.00	-	-	1	-	4	10	7	2	7	-	-	-	-	-	-	-	-	-	
Wholesale trade	199	37.5	57.00	-	20	-	54	39	43	33	3	7	-	-	-	-	-	-	-	-	-	
Finance ††	53	34.5	53.50	-	-	20	17	-	11	-	4	1	-	-	-	-	-	-	-	-	-	
Services	53	38.5	55.50	-	6	-	11	26	3	1	6	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	361	38.0	65.50	-	-	18	45	62	72	50	46	23	17	8	13	7	-	-	-	-	-	
Manufacturing	113	39.0	74.50	-	-	1	-	10	15	23	15	7	16	6	13	7	-	-	-	-	-	
Nonmanufacturing	248	38.0	61.00	-	-	17	45	52	57	27	31	16	1	2	-	-	-	-	-	-	-	
Public utilities †	50	37.0	63.50	-	-	3	12	8	4	3	9	9	-	2	-	-	-	-	-	-	-	
Finance ††	142	37.5	61.00	-	-	13	19	40	27	22	14	7	-	-	-	-	-	-	-	-	-	
Transcribing-machine operators, general	806	38.0	58.50	5	20	102	165	156	157	76	75	32	11	1	-	6	-	-	-	-	-	
Manufacturing	286	38.5	59.00	-	-	2	81	78	65	28	16	12	-	1	-	3	-	-	-	-	-	
Nonmanufacturing	520	38.0	58.50	5	20	100	84	78	92	48	59	20	11	-	-	3	-	-	-	-	-	
Wholesale trade	197	39.0	65.50	-	-	12	26	18	36	28	54	11	9	-	-	3	-	-	-	-	-	
Finance ††	224	36.5	54.00	-	10	59	50	46	47	7	1	4	-	-	-	4	-	-	-	-	-	
Typists, class A	1,351	38.5	62.50	-	2	93	215	333	223	153	173	46	80	23	4	6	-	-	-	-	-	
Manufacturing	659	39.5	67.00	-	-	4	55	106	130	96	138	41	75	5	3	6	-	-	-	-	-	
Nonmanufacturing	692	37.5	58.00	-	2	89	160	227	93	57	35	5	5	18	1	-	-	-	-	-	-	
Wholesale trade	60	39.0	68.50	-	-	-	-	20	-	13	13	4	3	6	1	-	-	-	-	-	-	
Finance ††	471	37.5	57.00	-	2	61	113	174	65	39	17	-	-	-	-	-	-	-	-	-	-	
Services	72	37.5	59.00	-	-	-	16	27	22	1	-	-	-	6	-	-	-	-	-	-	-	
Typists, class B	4,061	38.0	52.50	19	443	1110	1197	641	395	106	94	31	16	2	7	-	-	-	-	-	-	
Manufacturing	1,496	39.0	54.50	-	99	318	452	276	178	62	76	25	7	2	1	-	-	-	-	-	-	
Nonmanufacturing	2,565	37.5	51.00	19	344	792	745	365	217	44	18	6	9	-	6	-	-	-	-	-	-	
Public utilities †	129	37.0	56.50	-	-	27	47	21	7	15	6	6	-	-	-	-	-	-	-	-	-	
Wholesale trade	588	39.5	54.50	-	36	93	223	140	64	14	3	-	9	-	6	-	-	-	-	-	-	
Retail trade ³	332	39.0	52.50	19	58	68	53	34	83	14	3	-	-	-	-	-	-	-	-	-	-	
Finance ††	1,386	36.0	49.00	-	245	581	357	151	48	1	3	-	-	-	-	-	-	-	-	-	-	
Services	130	38.0	53.50	-	5	23	65	19	15	-	3	-	-	-	-	-	-	-	-	-	-	

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² All workers were at \$120 to \$130.³ Excludes limited-price variety stores.⁴ All workers were at \$125 to \$135.⁵ Includes 2 workers at \$30 and under \$35.⁶ Workers were distributed as follows: 9 at \$120 to \$125; 6 at \$125 to \$130; 15 at \$130 to \$135; 11 at \$135 and over.⁷ Includes 4 workers at \$30 and under \$35.

† 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 Philadelphia, Pa., by industry division, October 1957)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																					
		Weekly hours ¹ (Standard)	Weekly earnings (Standard)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
				50.00 and under 55.00	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	125.00	130.00	135.00	140.00	145.00	150.00	155.00 and over
Men																									
Draftsmen, leader	155	39.5	\$ 148.50	-	-	-	-	-	-	-	-	-	-	-	-	4	5	9	4	12	16	14	44	247	
Manufacturing	127	39.5	149.50	-	-	-	-	-	-	-	-	-	-	-	-	4	5	9	4	11	15	14	42	36	
Draftsmen, senior	1,252	39.5	105.00	-	38	14	15	25	39	50	88	83	154	142	133	96	94	81	29	76	30	21	28	1	15
Manufacturing	1,118	40.0	104.00	-	38	14	15	25	39	50	83	63	134	137	121	87	61	66	25	70	26	21	27	1	13
Nonmanufacturing	134	38.0	110.50	-	-	-	-	-	-	-	5	20	20	5	12	9	33	15	4	6	2	-	1	-	2
Draftsmen, junior	770	39.5	82.00	11	24	71	61	92	139	70	109	68	25	17	27	22	6	16	3	-	-	6	3	-	-
Manufacturing	652	40.0	82.50	5	22	60	47	83	104	60	96	60	19	17	27	20	5	15	3	-	-	6	3	-	-
Nonmanufacturing	118	38.5	77.50	6	2	11	14	9	35	10	13	8	6	-	-	2	1	1	-	-	-	-	-	-	-
Tracers	56	40.0	59.50	20	7	10	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	53	40.0	59.50	20	5	10	18	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Women																									
Nurses, industrial (registered)	280	39.0	82.00	-	2	10	29	31	34	75	36	24	14	16	4	4	-	-	1	-	-	-	-	-	-
Manufacturing	214	39.5	83.00	-	2	2	20	22	29	60	27	21	12	15	2	4	-	-	1	-	-	-	-	-	-
Nonmanufacturing	66	38.5	78.50	-	2	8	9	9	5	15	9	3	2	1	2	-	-	-	-	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
² Workers were distributed as follows: 33 at \$ 155 to \$ 160; 11 at \$ 160 to \$ 170; 3 at \$ 170 to \$ 180.

Table A-3: Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in Philadelphia, Pa., by industry division, October 1957)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																	
			Under \$ 1.50	\$ 1.50 and under 1.60	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10 and over
Carpenters, maintenance	797	2.60	-	8	3	11	11	41	33	41	87	31	112	91	53	7	14	7	162	85
Manufacturing	588	2.57	-	-	-	1	6	40	20	25	64	18	95	77	52	5	11	7	158	9
Nonmanufacturing	209	2.69	-	8	3	10	5	1	13	16	23	13	17	14	1	2	3	-	4	276
Public utilities†	30	2.45	-	-	-	-	-	-	-	-	13	1	12	-	-	-	-	-	4	-
Retail trade ³	77	3.32	-	-	-	-	-	-	-	-	1	3	-	10	-	-	-	-	-	63
Electricians, maintenance	1,664	2.61	3	6	1	12	17	30	47	68	117	157	202	270	122	171	14	74	251	102
Manufacturing	1,401	2.62	-	-	-	-	3	6	41	50	107	136	185	262	77	170	11	73	206	74
Nonmanufacturing	263	2.52	3	6	1	12	14	24	6	18	10	21	17	8	45	1	3	1	45	28
Public utilities†	61	2.66	-	-	-	-	-	-	-	1	10	11	10	-	2	-	-	1	26	-
Retail trade ³	97	2.95	-	-	-	-	-	-	1	-	-	-	-	8	41	-	-	-	19	28
Finance††	54	2.05	-	-	-	12	12	3	1	17	-	3	-	-	2	1	3	-	-	-
Engineers, stationary	1,014	2.24	4	15	13	114	49	31	39	129	131	274	46	63	18	36	27	11	5	9
Manufacturing	654	2.32	-	-	-	34	40	2	29	57	119	209	33	45	5	32	27	11	2	9
Nonmanufacturing	360	2.08	4	15	13	80	9	29	10	72	12	65	13	18	13	4	-	-	3	-
Retail trade ³	64	2.42	-	-	-	-	-	-	-	1	-	33	11	8	11	-	-	-	-	-
Finance††	140	2.02	-	-	-	45	8	21	7	39	-	14	2	2	2	-	-	-	-	-
Services	105	1.86	-	13	12	33	-	4	3	31	9	-	-	-	-	-	-	-	-	-

See footnotes at end of table.
 † Transportation (excluding railroads), communication, and other public utilities.
 †† Finance, insurance, and real estate.

Table A-3: Maintenance and Powerplant Occupations - Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in Philadelphia, Pa., by industry division, October 1957)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																	
			Under \$ 1.50	\$ 1.50 and under 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	\$ 3.00 3.10	\$ 3.10 and over
Firemen, stationary boiler	553	2.09	34	11	-	19	71	111	48	74	67	42	12	11	22	-	31	-	-	-
Manufacturing	442	2.13	30	-	-	10	61	65	48	51	63	42	8	11	22	-	31	-	-	-
Nonmanufacturing	111	1.92	4	11	-	9	10	46	-	23	4	-	4	-	-	-	-	-	-	-
Finance††	51	1.90	-	-	-	3	2	46	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, trades, maintenance	1,557	2.18	26	61	24	43	99	105	389	135	81	26	342	-	226	-	-	-	-	-
Manufacturing	1,252	2.24	9	44	2	32	84	89	256	94	76	14	326	-	226	-	-	-	-	-
Nonmanufacturing	305	1.96	17	17	22	11	15	16	133	41	5	12	16	-	-	-	-	-	-	-
Public utilities†	205	2.03	6	-	6	1	13	12	120	25	5	1	16	-	-	-	-	-	-	-
Machine-tool operators, toolroom	549	2.49	-	-	-	-	-	3	39	9	32	65	110	102	93	90	5	1	-	-
Manufacturing	549	2.49	-	-	-	-	-	3	39	9	32	65	110	102	93	90	5	1	-	-
Machinists, maintenance	1,173	2.64	-	-	-	2	6	-	65	21	34	196	124	72	111	107	127	120	168	20
Manufacturing	1,062	2.62	-	-	-	2	6	-	65	21	34	177	117	69	100	107	125	119	103	17
Mechanics, automotive (maintenance)	936	2.45	-	-	-	-	6	-	28	55	164	189	102	147	61	121	39	2	22	-
Manufacturing	253	2.50	-	-	-	-	-	-	4	5	35	49	69	8	25	30	4	2	22	-
Nonmanufacturing	683	2.43	-	-	-	-	6	-	24	50	129	140	33	139	36	91	35	-	-	-
Public utilities†	356	2.41	-	-	-	-	-	-	-	48	125	25	18	69	18	18	35	-	-	-
Wholesale trade	173	2.53	-	-	-	-	6	-	2	4	63	7	8	10	73	-	-	-	-	-
Retail trade ³	109	2.42	-	-	-	-	-	-	-	-	49	5	47	8	-	-	-	-	-	-
Mechanics, maintenance	1,949	2.50	-	-	-	3	31	27	73	91	140	269	447	323	121	117	49	74	167	17
Manufacturing	1,808	2.50	-	-	-	3	31	27	73	89	129	228	421	299	113	88	49	74	167	17
Nonmanufacturing	141	2.48	-	-	-	-	-	-	-	2	11	41	26	24	8	29	-	-	-	-
Retail trade ³	80	2.40	-	-	-	-	-	-	-	2	11	22	23	16	6	-	-	-	-	-
Millwrights	446	2.51	-	-	-	-	-	4	1	16	104	35	40	88	44	79	33	-	2	-
Manufacturing	443	2.51	-	-	-	-	-	4	1	16	103	35	40	88	44	79	33	-	-	-
Oilers	480	1.95	⁵ 102	-	5	30	46	36	72	86	77	4	8	9	5	-	-	-	-	-
Manufacturing	477	1.95	100	-	4	30	46	36	72	86	77	4	8	9	5	-	-	-	-	-
Painters, maintenance	592	2.36	16	7	23	10	41	10	41	47	65	77	82	18	5	29	24	34	63	-
Manufacturing	334	2.48	-	-	-	-	1	9	32	44	32	55	46	10	5	8	15	34	43	-
Nonmanufacturing	258	2.20	16	7	23	10	40	1	9	3	33	22	36	8	-	21	9	-	20	-
Public utilities†	84	2.48	-	-	-	-	-	-	-	-	25	-	35	3	-	21	-	-	-	-
Finance††	85	1.88	-	1	21	4	40	1	8	1	1	7	1	-	-	-	-	-	-	-
Pipefitters, maintenance	945	2.66	-	-	-	-	-	-	40	50	31	60	125	165	44	70	21	57	273	9
Manufacturing	896	2.66	-	-	-	-	-	-	39	50	26	60	105	165	44	70	21	57	244	9
Plumbers, maintenance	91	2.42	5	1	5	10	1	-	2	5	15	1	4	6	10	5	3	5	4	9
Nonmanufacturing	65	2.32	5	1	5	10	1	-	1	4	13	-	2	5	4	-	-	1	4	9
Sheet-metal workers, maintenance	209	2.55	-	-	-	-	-	1	3	9	37	7	42	37	10	13	19	14	16	1
Manufacturing	182	2.56	-	-	-	-	-	1	3	9	23	6	39	36	9	13	19	14	10	-
Tool and die makers	1,539	2.72	-	-	-	-	-	-	44	59	-	17	61	69	277	423	394	111	52	32
Manufacturing	1,537	2.72	-	-	-	-	-	-	44	59	-	17	59	69	277	423	394	111	52	32

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Workers were distributed as follows: 17 at \$3.20 to \$3.50; 59 at \$3.50 to \$3.60.³ Excludes limited-price variety stores.⁴ Workers were distributed as follows: 10 at \$3.10 to \$3.20; 3 at \$3.50 to \$3.60; 15 at \$3.60 and over.⁵ Workers were distributed as follows: 10 at under \$1.30; 20 at \$1.30 to \$1.40; 72 at \$1.40 to \$1.50.

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

†† Finance, insurance, and real estate.

B: Establishment Practices and Supplementary Wage Provisions

Table B-1: Shift Differentials¹

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishment having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	83.0	77.4	15.2	5.4
With shift pay differential	79.0	74.7	14.3	5.4
Uniform cents (per hour)	36.8	31.6	6.3	2.8
5 cents	11.0	1.3	2.2	.1
5½ cents7	.7	*	-
6 cents	3.3	-	.6	-
7 or 7½ cents	4.2	2.0	.7	.1
8 cents	6.3	.9	1.0	.1
9 cents1	2.6	*	.4
10 cents	7.4	14.2	.8	1.1
12 cents7	2.7	.1	.4
13 or 13½ cents	2.4	.7	.7	-
15 cents	-	1.8	-	*
16 cents	-	4.1	-	.5
Over 16 cents7	.7	.1	.1
Uniform percentage	39.4	35.4	7.2	1.7
5 percent	1.8	.5	.1	*
7 percent	4.1	3.5	.9	.1
7½, 7¾ or 8 percent	3.9	3.9	.7	.1
10 percent	29.6	25.1	5.5	1.5
12 percent	-	.5	-	*
15 percent	-	1.8	-	-
Full day's pay for reduced hours	-	1.0	-	.2
Other formal paid differential	2.8	6.7	.8	.7
No shift pay differential	4.0	2.7	.9	-

¹ 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 shifts at the time of the survey, or (2) had formal provisions covering late shifts.

* Less than 0.05 percent.

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Table B-2: Minimum Entrance Rates for Women Office Workers¹

Minimum rate (weekly salary)	Number of establishments with specified minimum hiring rates in—							Number of establishments with specified minimum hiring rates in—						
	All industries	Manufacturing			Nonmanufacturing			All industries	Manufacturing			Nonmanufacturing		
		Based on standard weekly hours ² of—							Based on standard weekly hours ² of—					
		All schedules	37½	40	All schedules	37½	40		All schedules	37½	40	All schedules	37½	40
Establishments studied -----	323	144	xxx	xxx	179	xxx	xxx	323	144	xxx	xxx	179	xxx	xxx
	FOR INEXPERIENCED TYPISTS							FOR OTHER INEXPERIENCED CLERICAL WORKERS³						
Establishments having a specified minimum -----	162	76	18	48	86	19	29	169	79	20	47	90	19	30
\$35.00 and under \$37.50 -----	2	-	-	-	2	-	1	2	-	-	-	2	-	1
\$37.50 and under \$40.00 -----	5	-	-	-	5	-	1	9	1	1	-	8	1	1
\$40.00 and under \$42.50 -----	31	11	7	1	20	2	9	46	18	10	4	28	4	14
\$42.50 and under \$45.00 -----	17	8	1	6	9	3	3	15	7	-	7	8	3	2
\$45.00 and under \$47.50 -----	35	13	2	10	22	6	6	33	14	2	9	19	4	4
\$47.50 and under \$50.00 -----	14	6	2	3	8	1	2	17	8	3	4	9	4	1
\$50.00 and under \$52.50 -----	27	17	5	10	10	4	3	19	11	4	5	8	2	3
\$52.50 and under \$55.00 -----	7	3	1	2	4	1	2	7	3	-	3	4	-	3
\$55.00 and under \$57.50 -----	9	5	-	5	4	2	1	7	5	-	5	2	1	-
\$57.50 and under \$60.00 -----	4	4	-	4	-	-	-	5	5	-	4	-	-	-
\$60.00 and under \$62.50 -----	5	3	-	1	2	-	1	4	2	-	1	2	-	1
\$62.50 and under \$65.00 -----	2	2	-	2	-	-	-	2	2	-	2	-	-	-
\$65.00 and under \$67.50 -----	4	4	-	4	-	-	-	3	3	-	3	-	-	-
Establishments having no specified minimum -----	73	34	xxx	xxx	39	xxx	xxx	92	42	xxx	xxx	50	xxx	xxx
Establishments which did not em- ploy workers in this category -----	86	34	xxx	xxx	52	xxx	xxx	60	23	xxx	xxx	37	xxx	xxx
Data not available -----	2	-	xxx	xxx	2	xxx	xxx	2	-	xxx	xxx	2	xxx	xxx

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.

² 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.

³ Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.

Occupational Wage Survey, Philadelphia, Pa., October 1957
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Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities†	Wholesale trade	Retail trade ¹	Finance ††	Services	All industries ²	Manufacturing	Public utilities†	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	2	**	-	-	-	8	1	-	-	-	-	-	-
35 hours	10	5	13	4	8	19	11	2	2	-	7	-	-
Over 35 and under 37½ hours	7	2	2	1	3	20	4	**	-	**	-	1	-
37½ hours	26	23	49	21	15	30	21	8	10	-	1	8	1
Over 37½ and under 38¾ hours	1	1	-	-	4	-	-	1	-	-	-	4	-
38¾ hours	11	18	1	23	8	3	9	**	-	-	-	-	2
Over 38¾ and under 40 hours	2	-	-	-	-	6	-	-	-	-	-	-	-
40 hours	41	52	36	52	01	14	48	85	86	77	87	74	76
Over 40 and under 44 hours	**	**	-	-	-	-	-	2	1	-	2	8	-
44 hours	**	-	-	-	**	-	-	2	-	-	3	5	10
Over 44 hours	-	-	-	-	-	-	-	2	1	1	-	1	11

¹ Excludes limited-price variety stores.

² Includes data for real estate 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-4: Overtime Pay Practices

Overtime policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities†	Wholesale trade	Retail trade ³	Finance ††	Services	All industries ³	Manufacturing	Public utilities†	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
DAILY OVERTIME													
Workers in establishments providing premium pay ⁴	56	77	93	43	43	22	46	86	95	98	62	63	45
Time and one-half	56	77	93	43	43	22	46	86	95	98	56	63	41
Effective after less than 8 hours	19	20	47	16	18	10	8	8	10	-	1	10	3
Effective after 8 hours	37	57	46	27	25	12	38	77	85	98	55	53	33
Effective after more than 8 hours	-	-	-	-	-	-	-	**	-	-	-	-	5
Double time	-	-	-	-	-	-	-	**	-	-	6	-	-
Other	-	-	-	-	-	-	-	**	-	-	-	-	4
Workers in establishments providing no premium pay or having no policy	44	23	7	57	57	78	54	14	5	2	38	37	55
WEEKLY OVERTIME													
Workers in establishments providing premium pay ⁴	96	98	98	98	97	92	79	94	95	94	93	94	82
Time and one-half	95	98	98	98	97	92	79	94	95	94	87	94	82
Effective after less than 40 hours	23	25	47	15	23	16	9	8	10	-	1	11	1
Effective after 40 hours	73	72	52	83	74	77	71	84	85	94	86	78	70
Effective after more than 40 hours	-	-	-	-	-	-	-	1	-	-	-	5	11
Double time	-	-	-	-	-	-	-	**	-	-	6	-	-
Other	**	**	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no premium pay or having no policy	4	2	2	2	3	8	21	6	5	6	7	6	18

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

² Excludes limited-price variety stores and a few other large retail establishments.

³ Includes data for real estate in addition to those industry divisions shown separately.

⁴ 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 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.

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

†† 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	Manufacturing	Public utilities†	Wholesale trade	Retail trade ¹	Finance††	Services	All industries ²	Manufacturing	Public utilities†	Wholesale trade	Retail trade ¹	Services
WAGE STRUCTURE FOR TIME-RATED WORKERS³													
Formal rate structure -----	64	72	94	46	76	47	54	90	91	100	80	87	81
Single rate -----	2	3	5	**	1	-	1	52	53	49	60	39	64
Range of rates -----	62	69	89	45	75	47	53	38	38	51	20	48	16
Individual rates -----	36	28	6	54	24	53	46	10	9	-	20	13	19
METHOD OF WAGE PAYMENT FOR PLANT WORKERS													
Time workers -----	DATA NOT COLLECTED							73	66	99	94	74	86
Incentive workers -----	DATA NOT COLLECTED							27	34	1	6	26	14
Piecework -----	DATA NOT COLLECTED							15	22	**	2	**	7
Bonus work -----	DATA NOT COLLECTED							8	11	**	3	1	-
Commission -----	DATA NOT COLLECTED							5	1	-	1	25	7
LABOR-MANAGEMENT AGREEMENTS⁴													
Workers in establishments with agreements covering a majority of such workers -----	15-19	25-29	65-69	5-9	15-19	0-4	10-14	80-84	85-89	80-84	65-69	50-54	80-84

¹ Excludes limited-price variety stores. Estimates of the wage structure of time-rated plant workers also exclude a few other large retail establishments.

² Includes data for real estate in addition to those industry divisions shown separately.

³ Estimates for plant workers are based on time-rated employees only, whereas estimates for office workers are based on total office employees.

⁴ 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 the provisions of labor-management agreements due to the exclusion of smaller size establishments.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

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Table B-6: Paid Holidays¹

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN—							PERCENT OF PLANT WORKERS EMPLOYED IN—					
	All industries	Manufacturing	Public utilities†	Wholesale trade	Retail trade ²	Finance††	Services	All industries ³	Manufacturing	Public utilities†	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays -----	100	100	100	100	100	100	100	99	100	100	95	100	88
Workers in establishments providing no paid holidays -----	-	-	-	-	-	-	-	1	-	-	5	-	12
NUMBER OF DAYS													
Less than 6 holidays -----	**	**	-	-	-	-	-	2	1	-	6	7	3
6 holidays -----	15	19	1	21	41	**	44	23	17	3	21	48	65
6 holidays plus:													
1 half day -----	2	2	**	5	-	1	15	1	2	-	-	-	-
2, 3 or 7 half days -----	3	5	-	4	1	**	1	3	4	-	-	3	-
7 holidays -----	17	22	2	21	44	1	25	32	39	29	15	13	12
7 holidays plus:													
1 half day -----	4	1	5	7	10	3	8	1	2	2	1	-	-
2 half days -----	3	7	-	-	-	-	-	2	4	-	-	-	-
4, 5 or 7 half days -----	**	-	-	-	-	**	**	1	-	-	-	-	4
8 holidays -----	22	33	47	30	4	3	7	26	25	36	31	29	3
8 holidays plus:													
1 or 3 half days -----	1	**	**	5	1	-	-	1	1	-	-	-	-
9 holidays -----	4	6	8	1	-	3	-	3	3	4	16	-	-
9 holidays plus:													
1 half day -----	**	**	2	-	-	-	-	**	**	**	-	-	-
10 holidays -----	4	3	26	4	-	**	-	2	-	15	5	-	-
10 holidays plus:													
1 half day -----	2	-	5	-	-	4	-	1	-	7	-	-	-
11 holidays -----	1	-	-	-	-	2	-	1	2	-	-	-	-
11 holidays plus:													
1, 2, or 4 half days -----	1	-	-	-	-	5	-	-	-	-	-	-	-
12 holidays -----	2	1	3	-	-	6	-	**	-	4	-	-	-
12 holidays plus:													
1 half day -----	1	-	-	-	-	4	-	-	-	-	-	-	-
13 holidays -----	18	-	-	-	-	67	-	**	-	2	-	-	-
TOTAL HOLIDAY TIME⁴													
13 days -----	18	-	-	-	-	67	-	**	-	2	-	-	-
12½ or more days -----	19	-	-	-	-	71	-	**	-	2	-	-	-
12 or more days -----	22	1	3	-	-	77	-	**	-	5	-	-	-
11½ or more days -----	23	1	3	-	-	82	-	**	-	5	-	-	-
11 or more days -----	24	1	3	-	-	85	-	2	2	5	-	-	-
10½ or more days -----	25	1	8	-	-	89	-	2	2	13	-	-	-
10 or more days -----	30	4	34	4	-	89	-	4	2	27	5	-	-
9½ or more days -----	30	4	36	4	-	89	-	4	2	27	5	-	-
9 or more days -----	34	11	44	6	-	92	-	7	5	31	21	-	-
8½ or more days -----	35	11	44	11	1	92	-	8	6	31	21	-	-
8 or more days -----	57	44	92	41	5	95	7	34	32	67	51	29	3
7½ or more days -----	63	51	96	48	15	98	16	38	37	69	52	29	7
7 or more days -----	80	73	99	69	59	99	40	70	76	97	67	42	20
6½ or more days -----	85	81	99	79	59	100	56	74	82	97	67	45	20
6 or more days -----	99	99	100	100	100	100	100	97	99	100	88	93	85
5½ or more days -----	99	99	100	100	100	100	100	97	99	100	88	93	85
5 or more days -----	100	100	100	100	100	100	100	98	100	100	95	93	85

See footnotes at end of table.

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

†† Finance, insurance, and real estate.

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Table B-6: Paid Holidays¹ - Continued

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Finance ††	Services	All industries ³	Manufacturing	Public utilities †	Wholesale trade	Retail trade ²	Services
HOLIDAYS⁵													
New Year's Day -----	100	100	100	100	100	100	100	97	99	100	95	93	85
Washington's Birthday ---	54	25	94	54	24	97	33	27	21	73	41	27	12
Decoration Day -----	100	100	100	100	100	100	100	98	99	100	88	93	88
July 4th -----	99	99	100	100	100	100	100	97	98	100	95	93	88
Labor Day -----	99	97	100	100	100	100	100	96	97	100	95	93	85
Veterans' Day -----	37	3	89	20	7	90	6	9	6	54	12	-	3
Thanksgiving Day -----	100	100	100	100	100	100	100	98	100	100	95	93	85
Christmas Day -----	100	100	100	100	100	100	100	99	99	100	95	100	88
Good Friday -----	50	46	36	18	1	96	7	26	34	27	20	1	3
Lincoln's Birthday -----	24	1	3	-	-	85	-	1	-	5	-	2	-
Easter Monday -----	10	22	-	**	6	-	-	20	28	-	6	11	-
Columbus Day -----	29	1	43	3	-	87	1	4	-	41	17	-	-
Election Day -----	26	8	3	9	-	78	-	6	7	5	13	-	-
Day after Thanksgiving -----	3	8	-	-	-	-	-	6	9	-	-	-	-
Christmas Eve -----	7	11	-	-	26	-	-	7	9	-	-	4	-
Flag Day -----	19	-	-	4	-	69	-	**	-	2	-	-	-
Employees' Birthday -----	**	-	5	-	-	-	-	4	1	23	10	-	5
Optional Day -----	4	6	1	7	-	2	-	6	1	5	3	28	-
Half day Good Friday -----	8	6	5	21	11	4	23	3	2	2	1	3	6
Half day Christmas Eve -----	8	13	5	-	-	8	1	8	11	7	-	-	-

¹ Estimates relate to holidays provided annually.

² Excludes limited-price variety stores.

³ Includes data for real estate in addition to those industry divisions shown separately.

⁴ 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.

⁵ A number of holidays are omitted because of their lack of significance for all industries combined or for any major industry group.

** Less than 0.5 percent.

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

†† Finance, insurance, and real estate.

Table B-7: Paid Vacations

Vacation pay	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities†	Wholesale trade	Retail trade ¹	Finance ††	Services	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade ¹	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
<u>METHOD OF PAYMENT</u>													
Workers in establishments providing paid vacations -----	99	100	100	100	100	99	100	99	100	100	86	100	100
Length-of-time payment -----	99	99	100	100	100	99	95	76	65	100	83	100	77
Percentage payment -----	1	1	-	-	-	-	-	21	33	-	-	-	-
Other -----	**	-	-	-	-	-	5	3	2	-	3	-	23
Workers in establishments providing no paid vacations -----	**	-	-	-	-	**	-	1	-	-	14	-	-
<u>AMOUNT OF VACATION PAY³</u>													
<u>After 6 months of service</u>													
Less than 1 week -----	14	9	31	9	19	10	39	28	31	7	9	33	29
1 week -----	44	54	55	30	21	38	46	17	19	29	14	8	4
Over 1 and under 2 weeks -----	13	13	5	19	1	19	3	3	4	5	1	-	-
2 weeks -----	12	5	-	5	-	33	-	1	1	-	-	-	-
<u>After 1 year of service</u>													
1 week -----	20	14	49	16	76	2	16	72	70	73	60	86	70
Over 1 and under 2 weeks -----	1	-	2	1	-	2	4	3	1	5	-	-	27
2 weeks -----	79	86	50	83	24	96	79	24	29	20	26	14	4
3 weeks -----	-	-	-	-	-	-	-	**	-	2	-	-	-
<u>After 2 years of service</u>													
1 week -----	5	6	1	10	14	-	5	44	46	37	48	43	32
Over 1 and under 2 weeks -----	1	2	-	-	1	-	5	18	24	-	7	2	26
2 weeks -----	93	92	99	88	85	98	80	38	30	61	31	56	41
Over 2 and under 3 weeks -----	1	-	-	-	-	2	10	**	-	-	-	-	1
3 weeks -----	**	-	-	2	-	-	-	**	-	2	-	-	-
<u>After 3 years of service</u>													
1 week -----	3	5	1	8	1	-	5	22	24	32	22	7	28
Over 1 and under 2 weeks -----	1	1	-	-	-	-	5	17	24	-	7	-	23
2 weeks -----	95	94	99	90	99	98	81	61	53	67	57	93	48
Over 2 and under 3 weeks -----	1	-	-	-	-	2	10	-	-	-	-	-	-
3 weeks -----	**	-	-	2	-	-	-	**	-	2	-	-	1

See footnotes at end of table.

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

†† 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 pay	PERCENT OF OFFICE WORKERS EMPLOYED IN--							PERCENT OF PLANT WORKERS EMPLOYED IN--					
	All industries	Manufacturing	Public utilities †	Wholesale trade	Retail trade ¹	Finance ††	Services	All industries ²	Manufacturing	Public utilities †	Wholesale trade	Retail trade ¹	Services
AMOUNT OF VACATION PAY³ - Continued													
After 5 years of service													
1 week -----	**	**	-	-	-	-	2	3	3	-	-	2	16
Over 1 and under 2 weeks -----	**	-	-	-	-	-	**	1	1	-	-	-	2
2 weeks -----	87	80	97	90	95	92	78	87	86	98	86	94	60
Over 2 and under 3 weeks -----	5	6	-	-	-	7	14	3	3	-	-	-	21
3 weeks -----	8	14	3	10	5	2	6	6	8	2	-	4	1
After 10 years of service													
1 week -----	**	**	-	-	-	-	2	3	3	-	-	2	16
Over 1 and under 2 weeks -----	**	-	-	-	-	-	**	**	-	-	-	-	2
2 weeks -----	57	50	83	61	18	72	61	48	51	46	57	28	55
Over 2 and under 3 weeks -----	5	6	2	-	-	10	4	11	14	4	-	-	21
3 weeks -----	37	44	14	38	82	18	32	38	32	50	29	71	6
4 weeks -----	**	-	-	2	-	-	**	-	-	-	-	-	-
After 15 years of service													
1 week -----	**	**	-	-	-	-	2	3	3	-	-	2	16
2 weeks -----	14	10	2	25	14	21	22	17	16	-	29	17	48
Over 2 and under 3 weeks -----	1	-	-	-	-	3	3	3	3	-	-	-	16
3 weeks -----	84	89	98	74	86	76	72	73	72	100	57	81	15
Over 3 and under 4 weeks -----	**	**	-	-	-	-	1	4	6	-	-	-	5
4 weeks -----	**	**	-	2	-	-	**	-	-	-	-	-	-
After 20 years of service													
1 week -----	**	**	-	-	-	-	2	3	3	-	-	2	16
2 weeks -----	12	10	2	25	14	13	21	17	16	-	29	17	44
Over 2 and under 3 weeks -----	1	-	-	-	-	2	3	3	3	-	-	-	18
3 weeks -----	76	77	98	54	79	76	72	66	63	100	47	77	16
Over 3 and under 4 weeks -----	1	2	-	-	-	-	1	5	7	-	-	-	5
4 weeks -----	10	11	-	22	7	9	**	7	9	-	10	4	-
After 25 years of service													
1 week -----	**	**	-	-	-	-	2	3	3	-	-	2	16
2 weeks -----	10	10	2	25	11	6	19	15	16	-	29	10	39
Over 2 and under 3 weeks -----	1	-	-	-	-	2	3	3	3	-	-	-	18
3 weeks -----	49	58	65	45	36	33	73	53	53	72	46	53	22
Over 3 and under 4 weeks -----	**	1	-	-	-	-	1	3	4	-	-	-	5
4 weeks ⁴ -----	40	30	33	30	53	59	2	22	21	28	11	34	-

¹ Excludes data for limited-price variety stores.

² Includes data for real estate in addition to those industry divisions shown separately.

³ Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 year's service include changes in provisions occurring between 5 and 10 years.

⁴ In addition, about 2 percent of office workers and 1 percent of plant workers were in firms that provide 4 weeks' pay after 30 or more years' service.

** 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	Manufacturing	Public utilities†	Wholesale trade	Retail trade 1	Finance††	Services	All industries 2	Manufacturing	Public utilities†	Wholesale trade	Retail trade 1	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers establishments providing:													
Life insurance -----	95	95	100	86	99	98	71	93	92	100	83	98	97
Accidental death and dismemberment insurance -----	36	42	58	37	21	28	18	45	47	29	34	39	67
Sickness and accident insurance or sick leave or both 3 -----	85	91	98	86	91	72	63	89	91	100	87	86	64
Sickness and accident insurance -----	36	59	32	33	41	3	34	77	86	65	67	65	50
Sick leave (full pay and no waiting period) -----	68	71	86	72	29	71	55	12	6	30	22	21	19
Sick leave (partial pay or waiting period) -----	5	2	9	2	37	-	-	9	7	26	3	16	2
Hospitalization insurance -----	67	78	16	69	76	64	72	81	89	54	76	70	74
Surgical insurance -----	60	77	11	55	72	50	61	75	85	33	69	69	51
Medical insurance -----	36	49	9	40	24	27	46	42	46	18	43	30	63
Catastrophe insurance -----	18	14	1	23	31	26	10	7	8	3	5	6	-
Retirement pension -----	82	84	95	72	72	87	41	64	67	95	55	53	10
No health, insurance, or pension plan ----	2	4	-	3	-	-	5	3	4	-	7	2	**

¹ Excludes limited-price variety stores.

² Includes data for real estate in addition to those industry divisions shown separately.

³ 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.

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

†† Finance, insurance, and real estate.

** Less than 0.5 percent.

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Appendix: Job Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from 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:

Biller, 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.

Biller, 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

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
Baltimore, Md., August 1957 – BLS Bull. 1224-3, price 25 cents
Dallas, Tex., October 1957 – BLS Bull. 1224-4, price 20 cents



