

# Occupational Wage Survey

**MEMPHIS, TENNESSEE**

**JANUARY 1958**

**Bulletin No. 1224-9**

**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.

## Contents

	Page
Introduction .....	1
Wage trends for selected occupational groups .....	4
<b>Tables:</b>	
1. Establishments and workers within scope of survey .....	2
2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups, and percent of increase for selected periods .....	4
<b>A: Occupational earnings * -</b>	
A-1: Office occupations .....	5
A-2: Professional and technical occupations .....	7
A-3: Maintenance and powerplant occupations .....	8
A-4: Custodial and material movement occupations .....	9
<b>B: Establishment practices and supplementary wage provisions * -</b>	
B-1: Shift differentials .....	11
B-2: Minimum entrance rates for women office workers ...	12
B-3: Scheduled weekly hours .....	13
B-4: Overtime pay .....	13
B-5: Wage structure characteristics and labor-management agreements .....	14
B-6: Paid holidays .....	15
B-7: Paid vacations .....	16
B-8: Health, insurance, and pension plans .....	18
Appendix: Job descriptions .....	19

\* NOTE: Similar tabulations for most of these items are available in the Memphis area reports for November 1951, January 1953, January 1954, February 1955, February 1956, and February 1957. The latter report was limited to occupational earnings. Prior to the present report, data on wage structure characteristics, labor-management agreements, and overtime pay provisions were last shown in the 1954 summary report (BLS Bull. 1157-2). The 1955 report included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays not included in other reports. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

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 - Memphis, Tenn.\*

## Introduction

The Memphis 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 visits of Bureau field agents to representative establishments within six broad industry divisions: Manufacturing; transportation (excluding railroads), communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies, besides railroads, are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted also because they furnish insufficient employment in the occupations studied to warrant inclusion.<sup>1</sup> Wherever possible, separate tabulations are provided for each of the broad industry divisions.

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

### Occupations and Earnings

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

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

\* This report was prepared in the Bureau's regional office in Atlanta, Ga., by Bernard J. Fahres, under the direction of Louis B. Woytych, Regional Wage and Industrial Relations Analyst.

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

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

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

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

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

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

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

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

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

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

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

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

Table 1: Establishments and workers within scope of survey and number studied in Memphis, Tenn.,<sup>1</sup> January 1958

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>2</sup>	Studied	Within scope of study			Studied
				Total <sup>3</sup>	Office	Plant	
All divisions	51	421	131	83,700	11,300	58,600	48,170
Manufacturing	51	162	52	39,200	3,100	30,700	23,820
Nonmanufacturing	51	259	79	44,500	8,200	27,900	24,350
Transportation (excluding railroads), communication, and other public utilities <sup>4</sup>	51	41	19	8,200	1,200	4,900	6,060
Wholesale trade	51	73	20	8,800	( <sup>5</sup> )	( <sup>5</sup> )	3,250
Retail trade	51	86	19	16,800	( <sup>5</sup> )	( <sup>5</sup> )	9,240
Finance, insurance, and real estate	51	23	10	3,500	( <sup>5</sup> )	( <sup>5</sup> )	2,490
Services <sup>6</sup>	51	36	11	7,200	( <sup>5</sup> )	( <sup>5</sup> )	3,310

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

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

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

<sup>4</sup> Also excludes taxicabs and services incidental to water transportation. Electric and gas utilities are municipally operated, and are therefore excluded, by definition, from the scope of the study.

<sup>5</sup> This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A and B tables, although coverage was insufficient to justify separate presentation of data.

<sup>6</sup> Hotels; personal services; business services; automobile repair shops; radio broadcasting and television; motion pictures; nonprofit membership organizations; and engineering and architectural services.



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

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

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

Graduated provisions for premium overtime pay were classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day was tabulated as time and one-half after 8 hours. Similarly, a plan calling for no pay or pay at regular rate after 37½ 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 Memphis, Tenn., February 1957 and January 1958, and percent of increase for selected periods

Industry and occupational group	Indexes (January 1953 = 100)		Percent increases from—					
	January 1958	February 1957	February 1957	February 1956	February 1955	January 1954	January 1953	November 1951
			to January 1958	to February 1957	to February 1956	to February 1955	to January 1954	to January 1953
All industries:								
Office clerical (women) .....	120.8	118.0	2.4	4.3	6.5	2.1	4.1	4.8
Industrial nurses (women) .....	130.3	126.1	3.3	4.2	5.9	7.1	6.7	3.5
Skilled maintenance (men) .....	129.0	121.4	6.3	5.4	8.1	3.0	3.5	6.6
Unskilled plant (men) .....	131.2	125.6	4.5	7.2	7.7	3.5	5.2	3.8
Manufacturing:								
Office clerical (women) .....	122.3	117.0	4.6	5.6	4.7	3.9	2.3	5.0
Industrial nurses (women) .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	8.7	6.7	4.4
Skilled maintenance (men) .....	124.8	118.5	5.4	4.8	8.9	2.3	1.6	6.6
Unskilled plant (men) .....	126.7	119.7	5.8	7.3	3.6	4.2	3.4	5.1

<sup>1</sup> Insufficient data to justify presentation.

# A: Occupational Earnings

## Table A-1: Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 25.00 and under 30.00	\$ 30.00	\$ 35.00	\$ 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 and over
<b>Men</b>																					
Clerks, accounting, class A	149	40.0	\$ 89.50	-	-	-	-	-	-	-	7	4	15	23	21	10	19	13	7	12	18
Manufacturing	78	40.5	91.00	-	-	-	-	-	-	-	2	1	8	6	15	6	9	8	7	9	7
Nonmanufacturing	71	40.0	87.50	-	-	-	-	-	-	-	5	3	7	17	6	4	10	5	-	3	11
Clerks, accounting, class B	38	40.0	72.00	-	-	-	1	-	6	1	6	1	3	7	2	6	4	1	-	-	-
Clerks, order	115	40.0	67.00	-	-	-	1	4	22	5	26	19	4	3	20	4	6	-	-	-	1
Nonmanufacturing	98	40.0	66.00	-	-	-	1	4	22	4	26	13	-	2	19	4	2	-	-	-	1
Office boys	64	39.5	44.50	-	-	7	33	14	6	2	-	-	1	1	-	-	-	-	-	-	-
Nonmanufacturing	45	39.5	43.00	-	-	7	26	5	5	1	-	-	1	-	-	-	-	-	-	-	-
Tabulating-machine operators	82	40.0	82.00	-	-	-	-	-	2	2	10	7	4	14	5	7	12	10	7	2	-
Manufacturing	38	40.0	86.00	-	-	-	-	-	-	1	1	4	2	7	3	4	2	6	6	2	-
Nonmanufacturing	44	39.5	78.00	-	-	-	-	-	2	1	9	3	2	7	2	3	10	4	1	-	-
<b>Women</b>																					
Billers, machine (billing machine)	104	40.0	55.00	-	-	-	3	12	43	25	15	-	4	-	-	2	-	-	-	-	-
Manufacturing	56	40.0	56.50	-	-	-	-	5	16	16	15	-	4	-	-	-	-	-	-	-	-
Nonmanufacturing	48	40.0	52.50	-	-	-	3	7	27	9	-	-	-	-	-	2	-	-	-	-	-
Billers, machine (bookkeeping machine)	43	40.0	45.50	-	1	3	14	13	2	10	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	43	40.0	45.50	-	1	3	14	13	2	10	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	61	40.0	68.00	-	-	-	1	1	2	11	14	13	10	1	-	-	2	1	5	-	-
Manufacturing	29	40.5	68.00	-	-	-	1	1	2	8	4	2	5	1	-	-	-	5	-	-	-
Nonmanufacturing	32	40.0	68.00	-	-	-	-	-	-	3	10	11	5	-	-	-	2	1	-	-	-
Bookkeeping-machine operators, class B	388	40.0	52.50	-	-	5	57	115	77	51	43	27	-	7	3	1	1	-	1	-	-
Manufacturing	81	40.0	61.50	-	-	-	4	6	8	14	21	19	-	3	3	1	1	-	1	-	-
Nonmanufacturing	307	40.5	50.50	-	-	5	53	109	69	37	22	8	-	4	-	-	-	-	-	-	-
Clerks, accounting, class A	164	40.0	67.50	-	-	-	-	5	18	23	21	36	22	10	9	12	2	2	3	1	-
Manufacturing	43	40.0	72.50	-	-	-	-	-	6	6	7	1	4	3	6	2	2	2	3	1	-
Nonmanufacturing	121	40.0	66.00	-	-	-	-	5	12	17	14	35	18	7	3	10	-	-	-	-	-
Clerks, accounting, class B	587	39.5	54.50	-	4	8	70	121	148	78	66	49	17	9	4	5	2	2	-	2	2
Manufacturing	136	40.0	59.00	-	-	-	2	11	32	21	40	15	11	1	3	-	-	-	-	-	-
Nonmanufacturing	451	39.5	53.50	-	4	8	68	110	116	57	26	34	6	8	1	5	2	2	-	2	2
Clerks, file, class A	53	39.5	56.00	-	-	-	4	11	16	5	1	10	2	1	3	-	-	-	-	-	-
Manufacturing	25	40.0	56.50	-	-	-	1	6	10	-	-	5	1	1	1	-	-	-	-	-	-
Nonmanufacturing	28	39.5	56.00	-	-	-	3	5	6	5	1	5	1	-	2	-	-	-	-	-	-
Clerks, file, class B	268	39.5	46.50	-	27	32	83	34	48	10	7	18	4	4	1	-	-	-	-	-	-
Manufacturing	50	40.0	49.50	-	-	-	19	11	8	6	5	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing	218	39.5	46.00	-	27	32	64	23	40	4	2	18	4	3	1	-	-	-	-	-	-
Clerks, order	117	40.0	55.50	-	-	-	13	24	28	22	16	3	2	1	2	3	3	-	-	-	-
Manufacturing	57	39.5	58.50	-	-	-	-	7	15	13	14	1	2	1	2	1	1	-	-	-	-
Nonmanufacturing	60	40.0	52.50	-	-	-	13	17	13	9	2	2	-	-	-	2	2	-	-	-	-

See footnotes at end of table.

Table A-1: Office Occupations - Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Sex, occupation, and industry division	Number of workers	Average		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																	
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings (Standard)	\$ 25.00 and under 30.00	\$ 30.00 35.00	\$ 35.00 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 and over	
<b>Women - Continued</b>																					
Clerks, payroll .....	202	40.0	\$ 59.50	-	3	7	14	24	26	45	32	9	11	8	11	4	4	1	2	-	1
Manufacturing .....	104	40.0	62.50	-	-	-	3	16	12	20	17	5	9	6	7	3	4	1	1	-	-
Nonmanufacturing .....	98	40.5	55.50	-	3	7	11	8	14	25	15	4	2	2	4	1	-	-	1	-	1
Comptometer operators .....	241	39.5	54.50	-	4	17	43	38	45	28	19	9	10	9	8	4	6	1	-	-	-
Manufacturing .....	57	39.5	66.00	-	-	-	-	4	8	12	7	6	4	6	3	-	6	1	-	-	-
Nonmanufacturing .....	184	39.5	51.00	-	4	17	43	34	37	16	12	3	6	3	5	4	-	-	-	-	-
Key-punch operators .....	156	40.0	58.50	-	-	6	8	19	31	31	28	8	6	7	8	4	-	-	-	-	-
Manufacturing .....	49	40.0	64.00	-	-	-	-	1	11	14	6	2	2	5	6	2	-	-	-	-	-
Nonmanufacturing .....	107	39.5	56.00	-	-	6	8	18	20	17	22	6	4	2	2	2	-	-	-	-	-
Office girls .....	117	39.5	45.50	-	7	-	49	38	14	3	5	-	1	-	-	-	-	-	-	-	-
Manufacturing .....	43	40.0	47.50	-	-	-	21	7	8	1	5	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing .....	74	39.5	44.00	-	7	-	28	31	6	2	-	-	-	-	-	-	-	-	-	-	-
Secretaries .....	580	40.0	66.00	-	-	-	25	34	68	81	80	93	52	33	43	28	29	7	5	1	1
Manufacturing .....	190	40.0	67.50	-	-	-	-	15	36	30	16	27	13	2	14	11	15	5	5	1	-
Nonmanufacturing .....	390	40.0	65.50	-	-	-	25	19	32	51	64	66	39	31	29	17	14	2	-	-	1
Public utilities † .....	29	40.5	79.50	-	-	-	-	1	1	-	2	3	1	-	9	9	3	-	-	-	-
Stenographers, general .....	534	40.0	58.50	-	-	2	85	59	71	72	111	38	29	30	20	15	2	-	-	-	-
Manufacturing .....	206	40.0	63.50	-	-	-	8	16	17	26	64	23	17	16	16	2	1	-	-	-	-
Nonmanufacturing .....	328	40.0	55.50	-	-	2	77	43	54	46	47	15	12	14	4	13	1	-	-	-	-
Public utilities † .....	39	39.0	73.50	-	-	-	-	3	1	3	3	5	6	2	2	13	1	-	-	-	-
Switchboard operators .....	127	42.5	43.50	15	23	21	17	16	8	14	4	1	6	-	-	1	-	-	1	-	-
Nonmanufacturing .....	115	42.5	41.50	15	23	21	17	16	5	11	4	1	1	-	-	-	-	-	1	-	-
Switchboard operator-receptionists .....	170	40.0	55.00	-	-	-	25	29	44	27	18	11	4	3	2	6	1	-	-	-	-
Manufacturing .....	58	40.0	57.50	-	-	-	7	7	22	8	12	4	1	3	-	1	-	-	-	-	-
Nonmanufacturing .....	112	39.5	54.00	-	-	-	25	22	22	19	6	7	3	-	2	5	1	-	-	-	-
Tabulating-machine operators .....	26	40.0	68.50	-	-	-	-	-	-	5	5	9	1	1	2	2	1	-	-	-	-
Transcribing-machine operators, general .....	237	39.5	54.00	-	-	-	25	33	99	17	39	17	1	-	2	1	3	-	-	-	-
Manufacturing .....	106	40.0	54.50	-	-	-	7	10	50	7	22	10	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	131	39.0	54.00	-	-	-	18	23	49	10	17	7	1	-	2	1	3	-	-	-	-
Typists, class A .....	133	39.5	58.00	-	-	5	5	19	35	25	8	16	2	12	5	-	-	1	-	-	-
Manufacturing .....	53	40.0	60.00	-	-	-	4	9	10	11	1	4	1	11	2	-	-	-	-	-	-
Nonmanufacturing .....	80	39.5	56.50	-	-	5	1	10	25	14	7	12	1	1	3	-	-	1	-	-	-
Typists, class B .....	537	39.5	46.50	-	4	25	186	177	83	41	16	1	-	2	-	2	-	-	-	-	-
Manufacturing .....	109	40.0	51.00	-	-	-	10	45	25	20	9	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	428	39.5	45.50	-	4	25	176	132	58	21	7	1	-	2	-	2	-	-	-	-	-

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Workers were distributed as follows: 2 at \$110 to \$115; 2 at \$115 to \$120; 4 at \$120 to \$125; 3 at \$125 to \$130.

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

**Table A-2: Professional and Technical Occupations**

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																					
		Weekly hours <sup>1</sup> (Standard)	Weekly earnings <sup>1</sup> (Standard)	Under \$ 50.00	\$ 50.00 and under 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 145.00	\$ 145.00 150.00 and over	
<b>Men</b>																									
Draftsmen, senior	99	40.0	\$ 107.50	-	-	-	-	-	1	4	5	-	8	24	24	-	2	5	3	7	5	-	9	1	1
Manufacturing	88	40.0	109.50	-	-	-	-	-	-	3	-	-	8	24	21	-	2	4	3	7	5	-	9	1	1
Draftsmen, junior	82	40.0	66.50	4	16	6	9	18	7	13	-	7	-	-	2	-	-	-	-	-	-	-	-	-	-
Manufacturing	47	40.0	69.00	4	8	-	4	8	4	10	-	7	-	-	2	-	-	-	-	-	-	-	-	-	-
<b>Women</b>																									
Nurses, industrial (registered)	31	39.5	77.50	-	-	1	4	7	1	4	3	4	7	-	-	-	-	-	-	-	-	-	-	-	-

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

Table A-3: Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																					
			Under \$1.00	\$1.00 and under 1.10	\$1.10	\$1.20	\$1.30	\$1.40	\$1.50	\$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 and over
Carpenters, maintenance	83	2.13	1	-	1	-	1	12	6	5	8	6	-	1	2	3	2	3	1	3	5	23	-	-
Manufacturing	35	1.97	-	-	-	-	-	12	1	2	2	6	-	-	-	-	1	-	1	3	5	2	-	-
Nonmanufacturing	48	2.25	1	-	1	-	1	-	5	3	6	-	-	1	2	3	1	3	-	-	-	21	-	-
Electricians, maintenance	148	2.41	-	3	-	5	-	2	3	3	1	13	-	1	8	13	1	5	12	5	47	18	8	-
Manufacturing	127	2.51	-	-	-	-	-	2	2	3	-	12	-	1	8	8	-	4	9	5	47	18	8	-
Engineers, stationary	118	2.15	-	9	-	7	4	4	2	4	1	6	3	21	4	5	1	6	4	9	8	11	5	4
Manufacturing	68	2.34	-	-	-	7	-	-	-	4	-	1	3	9	4	5	-	4	1	9	3	10	5	3
Nonmanufacturing	50	1.88	-	9	-	-	4	4	2	-	1	5	-	12	-	-	1	2	3	-	5	1	-	1
Firemen, stationary boiler	159	1.28	-	67	38	4	17	5	7	4	4	-	-	-	-	4	4	-	-	-	1	4	-	-
Manufacturing	152	1.27	-	66	37	4	15	4	5	4	4	-	-	-	-	4	4	-	-	-	1	4	-	-
Helpers, trades, maintenance	195	1.52	10	22	26	19	2	12	17	22	18	2	11	12	6	13	3	-	-	-	-	-	-	-
Manufacturing	114	1.38	-	18	22	14	2	12	12	20	11	-	-	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	81	1.72	10	4	4	5	-	-	5	2	7	2	11	9	6	13	3	-	-	-	-	-	-	-
Public utilities†	49	2.03	-	2	-	-	-	-	-	-	4	1	11	9	6	13	3	-	-	-	-	-	-	-
Machinists, maintenance	162	2.50	-	-	-	-	-	-	2	6	2	-	9	10	6	10	14	-	12	9	63	7	12	-
Manufacturing	160	2.50	-	-	-	-	-	-	2	6	2	-	9	10	4	10	14	-	12	9	63	7	12	-
Mechanics, automotive (maintenance)	346	2.19	-	-	-	-	10	13	7	23	30	19	5	9	13	42	42	26	75	23	8	1	-	-
Manufacturing	45	2.04	-	-	-	-	5	5	1	-	7	3	1	4	-	3	1	5	1	5	3	1	-	-
Nonmanufacturing	301	2.21	-	-	-	-	5	8	6	23	23	16	4	5	13	39	41	21	74	18	5	-	-	-
Public utilities†	210	2.40	-	-	-	-	1	2	2	4	1	-	5	4	38	36	21	74	17	5	-	-	-	-
Mechanics, maintenance	402	2.21	-	-	1	1	6	8	13	24	11	61	28	15	37	21	49	6	1	2	110	1	5	2
Manufacturing	373	2.23	-	-	1	1	2	4	12	19	11	60	24	15	37	13	49	6	1	-	110	1	5	2
Nonmanufacturing	29	1.84	-	-	-	-	4	4	1	5	-	1	4	-	-	8	-	-	-	2	-	-	-	-
Millwrights	138	2.49	-	-	-	-	-	-	10	7	2	1	-	3	1	13	1	1	14	-	73	12	-	-
Manufacturing	138	2.49	-	-	-	-	-	-	10	7	2	1	-	3	1	13	1	1	14	-	73	12	-	-
Oilers	62	1.97	4	2	-	-	1	11	3	1	-	-	2	2	14	2	2	-	18	-	-	-	-	-
Manufacturing	56	2.06	-	2	-	-	1	11	1	1	-	-	2	2	14	2	2	-	18	-	-	-	-	-
Painters, maintenance	72	2.01	-	6	3	-	-	5	3	9	8	1	2	3	-	2	4	1	9	4	9	3	-	-
Manufacturing	26	2.28	-	-	-	-	-	-	3	2	-	1	2	3	-	-	-	-	8	4	-	3	-	-
Nonmanufacturing	46	1.86	-	6	3	-	-	5	-	7	8	-	-	-	-	2	4	1	1	-	9	-	-	-
Pipefitters, maintenance	76	2.68	-	-	-	-	-	-	-	1	-	-	1	2	-	1	-	-	2	1	61	7	-	-
Manufacturing	76	2.68	-	-	-	-	-	-	-	1	-	-	1	2	-	1	-	-	2	1	61	7	-	-
Tool and die makers	48	2.77	-	-	-	-	-	-	-	-	-	-	-	-	-	8	1	4	1	-	4	-	30	-
Manufacturing	48	2.77	-	-	-	-	-	-	-	-	-	-	-	-	-	8	1	4	1	-	4	-	30	-

1 Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

2 Workers were distributed as follows: 5 at \$0.80 to \$0.90; 5 at \$0.90 to \$1.

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

Table A-4: Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			\$ 0.30 and under .40	0.40 .50	0.50 .60	0.60 .70	0.70 .80	0.80 .90	0.90 1.00	1.00 1.10	1.10 1.20	1.20 1.30	1.30 1.40	1.40 1.50	1.50 1.60	1.60 1.70	1.70 1.80	1.80 1.90	1.90 2.00	2.00 2.10	2.10 2.20	2.20 2.30	2.30 2.40	2.40 and over
Elevator operators, passenger (men) -----	59	0.72	16	-	9	14	3	1	1	5	-	-	1	9	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	51	.63	16	-	9	14	3	1	1	2	-	-	1	4	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	84	.66	13	5	8	20	20	2	-	16	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	83	.66	13	5	8	20	20	2	-	15	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards -----	137	1.93	-	-	-	-	-	-	-	-	1	10	10	10	5	12	6	5	15	2	1	23	21	16
Manufacturing -----	113	2.02	-	-	-	-	-	-	-	-	-	7	3	9	3	6	3	5	15	1	1	23	21	16
Janitors, porters, and cleaners (men) -----	1,051	1.20	3	14	7	35	49	76	28	303	122	92	45	58	60	12	14	34	50	15	33	1	-	-
Manufacturing -----	504	1.42	-	-	-	-	-	-	-	128	70	44	20	53	43	12	14	32	42	14	32	-	-	-
Nonmanufacturing -----	547	1.00	3	14	7	35	49	76	28	175	52	48	25	5	17	-	-	2	8	1	1	1	-	-
Public utilities † -----	74	1.25	-	-	-	-	-	-	-	23	12	26	1	-	5	-	-	2	4	-	-	1	-	-
Janitors, porters, and cleaners (women) -----	315	.89	9	11	79	31	1	-	-	119	30	13	-	-	3	2	1	2	13	1	-	-	-	-
Manufacturing -----	86	1.25	-	-	-	-	-	-	-	50	9	8	-	-	2	1	2	13	1	-	-	-	-	-
Nonmanufacturing -----	229	.76	9	11	79	31	1	-	-	69	21	5	-	-	3	-	-	-	-	-	-	-	-	-
Public utilities † -----	38	1.10	-	-	-	1	-	-	-	13	20	1	-	-	3	-	-	-	-	-	-	-	-	-
Laborers, material handling -----	2,486	1.38	-	2	2	14	14	3	28	580	282	371	387	149	167	65	16	30	35	50	96	189	1	5
Manufacturing -----	1,469	1.39	-	-	-	-	-	-	28	409	138	121	270	135	68	17	15	30	27	50	96	60	-	5
Nonmanufacturing -----	1,017	1.37	-	2	2	14	14	3	-	171	144	250	117	14	99	48	1	-	8	-	-	129	1	-
Public utilities † -----	174	1.92	-	-	-	-	-	-	-	47	-	-	-	-	-	-	-	-	-	-	-	127	-	-
Order fillers -----	774	1.37	-	-	-	-	-	-	-	116	158	168	129	8	35	73	7	-	6	49	-	3	-	22
Manufacturing -----	205	1.55	-	-	-	-	-	-	-	17	45	27	50	-	12	-	-	-	6	23	-	3	-	22
Nonmanufacturing -----	569	1.30	-	-	-	-	-	-	-	99	113	141	79	8	23	73	7	-	-	26	-	-	-	-
Packers, shipping (men) -----	369	1.45	-	-	-	-	2	1	70	48	102	6	12	5	17	36	-	3	8	47	2	-	10	-
Manufacturing -----	122	1.58	-	-	-	-	-	-	28	11	11	5	1	3	10	29	-	3	8	1	2	-	10	-
Nonmanufacturing -----	247	1.38	-	-	-	-	2	1	42	37	91	1	11	2	7	7	-	-	-	46	-	-	-	-
Packers, shipping (women) -----	143	1.11	-	-	1	-	-	5	-	63	34	22	16	-	-	-	2	-	-	-	-	-	-	-
Manufacturing -----	109	1.10	-	-	-	-	-	-	-	63	30	9	5	-	-	2	-	-	-	-	-	-	-	-
Receiving clerks -----	175	1.55	-	-	-	2	4	12	-	18	11	20	9	12	16	8	9	6	2	8	4	13	20	1
Manufacturing -----	80	1.95	-	-	-	-	-	-	-	-	12	-	9	6	5	7	2	2	8	4	13	20	1	-
Nonmanufacturing -----	95	1.21	-	-	-	2	4	12	-	18	11	8	9	12	10	3	2	4	-	-	-	-	-	-
Shipping clerks -----	176	1.71	-	-	-	-	-	-	-	-	1	4	10	20	15	61	17	4	4	25	7	1	4	3
Manufacturing -----	90	1.81	-	-	-	-	-	-	-	-	-	4	1	4	-	35	14	3	-	14	7	1	4	3
Nonmanufacturing -----	86	1.61	-	-	-	-	-	-	-	-	1	-	9	16	15	26	3	1	4	11	-	-	-	-
Shipping and receiving clerks -----	107	1.70	-	-	-	-	-	-	-	-	5	4	2	12	22	11	16	2	11	12	2	6	-	2
Manufacturing -----	62	1.69	-	-	-	-	-	-	-	-	5	4	2	11	6	11	9	2	6	6	2	4	-	-
Nonmanufacturing -----	45	1.73	-	-	-	-	-	-	-	-	-	4	2	1	16	-	7	-	5	6	-	2	-	2

See footnotes at end of table.

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

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

(Average straight-time hourly earnings for selected occupations studied on an area basis in Memphis, Tenn., by industry division, January 1958)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings <sup>2</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																					
			\$ 0.30 and under	\$ 0.40	\$ 0.50	\$ 0.60	\$ 0.70	\$ 0.80	\$ 0.90	\$ 1.00	\$ 1.10	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40
Truckdrivers <sup>5</sup> -----	1,961	1.74	-	-	-	-	3	32	2	213	106	57	333	237	40	22	11	-	53	42	53	48	677	32
Manufacturing -----	292	1.58	-	-	-	-	-	-	-	33	23	11	52	42	35	4	7	-	4	12	41	28	-	-
Nonmanufacturing -----	1,669	1.77	-	-	-	-	3	32	2	180	83	46	281	195	5	18	4	-	49	30	12	20	677	32
Public utilities† -----	710	2.30	-	-	-	-	-	-	-	12	2	6	-	-	-	-	-	5	-	-	4	677	4	
Truckdrivers, light (under 1½ tons) -----	225	1.14	-	-	-	-	-	23	-	93	37	12	41	6	5	3	-	-	4	-	-	1	-	-
Nonmanufacturing -----	202	1.12	-	-	-	-	-	23	-	82	36	12	35	6	5	3	-	-	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons) -----	783	1.67	-	-	-	-	3	9	2	93	67	35	169	73	11	9	-	-	5	-	37	30	238	2
Manufacturing -----	207	1.57	-	-	-	-	-	-	-	22	20	5	46	40	11	-	-	-	-	-	37	26	-	-
Nonmanufacturing -----	576	1.71	-	-	-	-	3	9	2	71	47	30	123	33	-	9	-	-	5	-	-	4	238	2
Public utilities† -----	265	2.25	-	-	-	-	-	-	-	12	-	6	-	-	-	-	-	5	-	-	4	238	-	
Truckdrivers, heavy (over 4 tons, trailer type) -----	450	1.81	-	-	-	-	-	-	-	27	2	4	123	11	20	6	11	-	44	42	16	16	98	30
Manufacturing -----	45	1.76	-	-	-	-	-	-	-	-	2	-	-	-	20	-	7	-	-	12	4	-	-	-
Nonmanufacturing -----	405	1.82	-	-	-	-	-	-	-	27	-	4	123	11	-	6	4	-	44	30	12	16	98	30
Truckers, power (forklift) -----	558	1.52	-	-	-	-	-	-	2	139	58	50	46	12	53	30	25	6	-	51	-	47	24	15
Manufacturing -----	369	1.58	-	-	-	-	-	-	2	26	34	33	35	9	52	18	25	6	-	43	-	47	24	15
Nonmanufacturing -----	189	1.20	-	-	-	-	-	-	-	113	24	17	11	3	1	12	-	-	-	8	-	-	-	-
Truckers, power (other than forklift) -----	120	1.75	-	-	-	-	-	-	-	21	16	5	15	-	-	-	-	-	7	-	1	17	38	-
Manufacturing -----	96	1.92	-	-	-	-	-	-	-	1	16	1	15	-	-	-	-	-	7	-	1	17	38	-
Watchmen -----	266	1.08	-	4	2	5	5	18	-	138	36	22	14	-	3	16	-	-	-	3	-	-	-	-
Manufacturing -----	124	1.20	-	-	-	-	-	-	-	54	24	14	12	-	1	16	-	-	-	3	-	-	-	-
Nonmanufacturing -----	142	.98	-	4	2	5	5	18	-	84	12	8	2	-	2	-	-	-	-	-	-	-	-	-
Public utilities† -----	46	1.02	-	-	-	1	-	-	-	40	2	1	2	-	-	-	-	-	-	-	-	-	-	-

<sup>1</sup> Data limited to men workers except where otherwise indicated.<sup>2</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>3</sup> All workers were at \$0.20 and under \$0.30.<sup>4</sup> All workers were at \$2.40 to \$2.50.<sup>5</sup> Includes all drivers regardless of size and type of truck operated.

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



## B: Establishment Practices and Supplementary Wage Provisions

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

Shift differential	Percent of manufacturing plant workers—			
	(a) In establishments having formal provisions for—		(b) Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	72.2	66.3	12.9	6.2
With shift pay differential .....	61.7	55.8	11.6	5.3
Uniform cents (per hour) .....	43.2	37.3	7.9	4.7
3 cents .....	1.9	-	.3	-
5 cents .....	12.4	12.0	.8	.7
6 cents .....	9.7	9.6	2.9	2.4
7 cents .....	1.2	-	.2	-
7½ cents .....	1.4	-	-	-
8 cents .....	3.4	-	.6	-
10 cents .....	9.3	9.7	1.8	1.4
12 cents .....	1.7	1.2	.2	.1
13½ cents .....	2.2	-	1.1	-
15 cents .....	-	2.6	-	*
Over 15 cents .....	-	2.2	-	*
Uniform percentage .....	13.1	13.1	2.2	.4
5 percent .....	4.1	-	-	-
6 percent .....	1.4	1.4	.1	*
7½ percent .....	-	4.1	-	-
10 percent .....	7.6	7.6	2.1	.4
Full day's pay for reduced hours .....	5.4	5.4	1.5	.2
No shift pay differential .....	10.5	10.5	1.3	.9

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

\* Less than 0.05 percent.

Occupational Wage Survey, Memphis, Tenn., January 1958  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

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

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 <sup>2</sup> of—					Based on standard weekly hours <sup>2</sup> of—			
		All schedules	40	All schedules	40		All schedules	40	All schedules	40
Establishments studied .....	131	52	xxx	79	xxx	131	52	xxx	79	xxx
	For Inexperienced Typists					For Other Inexperienced Clerical Workers <sup>3</sup>				
Establishments having a specified minimum .....	51	17	17	34	27	54	19	19	35	27
\$30.00 and under \$32.50 .....	4	-	-	4	4	5	-	-	5	4
\$32.50 and under \$35.00 .....	1	-	-	1	-	1	-	-	1	-
\$35.00 and under \$37.50 .....	2	-	-	2	1	1	-	-	1	1
\$37.50 and under \$40.00 .....	-	-	-	-	-	-	-	-	-	-
\$40.00 and under \$42.50 .....	20	5	5	15	14	23	6	6	17	15
\$42.50 and under \$45.00 .....	7	4	4	3	3	7	4	4	3	2
\$45.00 and under \$47.50 .....	4	2	2	2	-	4	3	3	1	-
\$47.50 and under \$50.00 .....	1	-	-	1	1	2	-	-	2	1
\$50.00 and under \$52.50 .....	4	3	3	1	-	5	3	3	2	1
\$52.50 and under \$55.00 .....	3	1	1	2	1	2	1	1	1	1
\$55.00 and under \$57.50 .....	1	-	-	1	1	-	-	-	-	-
\$57.50 and under \$60.00 .....	-	-	-	-	-	-	-	-	-	-
\$60.00 and under \$62.50 .....	-	-	-	-	-	-	-	-	-	-
\$62.50 and under \$65.00 .....	2	1	1	1	1	2	1	1	1	1
\$65.00 and under \$67.50 .....	1	-	-	1	1	1	-	-	1	1
\$67.50 and over .....	1	1	1	-	-	1	1	1	-	-
Establishments having no specified minimum .....	16	7	xxx	9	xxx	25	11	xxx	14	xxx
Establishments which did not employ workers in this category .....	64	28	xxx	36	xxx	52	22	xxx	30	xxx

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

<sup>2</sup> Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for the most common workweek reported.

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-3: Scheduled Weekly Hours

Weekly hours	PERCENT OF OFFICE WORKERS <sup>1</sup> EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries <sup>2</sup>	Manufacturing	Public utilities †	All industries <sup>3</sup>	Manufacturing	Public utilities †
All workers	100	100	100	100	100	100
35 hours	3	-	-	-	-	-
37 1/2 hours	6	4	39	1	2	-
Over 37 1/2 and under 40 hours	3	2	-	1	1	-
40 hours	81	92	58	75	90	87
Over 40 and under 45 hours	5	2	-	5	1	-
45 hours	2	**	-	4	2	4
Over 45 and under 48 hours	1	-	-	2	1	-
48 hours	1	-	-	10	2	8
Over 48 hours	**	-	2	3	-	-

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

<sup>2</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>3</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

\*\* Less than 0.5 percent.

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

Table B-4: Overtime Pay

Overtime policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries <sup>1</sup>	Manufacturing	Public utilities †	All industries <sup>2</sup>	Manufacturing	Public utilities †
All workers	100	100	100	100	100	100
<b>Daily overtime</b>						
Workers in establishments providing premium pay <sup>3</sup>	24	43	70	45	69	79
Time and one-half	24	43	70	45	68	79
Effective after less than 8 hours	5	-	37	2	3	-
Effective after 8 hours	19	43	33	43	65	79
Effective after 10 hours	-	-	-	1	2	-
Workers in establishments providing no premium pay or having no policy	76	57	30	55	31	21
<b>Weekly overtime</b>						
Workers in establishments providing premium pay <sup>3</sup>	93	97	94	79	99	96
Time and one-half	81	97	94	79	99	96
Effective after less than 40 hours	6	-	36	2	3	-
Effective after 40 hours	87	97	58	76	96	96
Effective after more than 40 hours	-	-	-	1	-	-
Workers in establishments providing no premium pay or having no policy	7	3	6	21	1	4

<sup>1</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

<sup>3</sup> Graduated provisions are classified to the first effective premium rate. For example, a plan calling for time and one-half after 8 and double time after 10 hours a day would be considered time and one-half after 8 hours. Similarly, a plan calling for no pay or pay at regular rate after 37 1/2 and time and one-half after 40 hours would be considered as time and one-half after 40 hours.

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

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

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries <sup>1</sup>	Manufacturing	Public utilities †	All industries <sup>2</sup>	Manufacturing	Public utilities †
<b>Wage structure for time-rated workers <sup>3</sup></b>						
Formal rate structure .....	42	34	69	65	81	96
Single rate .....	1	-	5	42	56	49
Range of rates .....	41	34	64	23	25	47
Individual rates .....	58	66	31	35	19	4
<b>Method of wage payment for plant workers</b>						
Time workers .....				78	76	100
Incentive workers .....				22	24	-
Piecework .....				13	21	-
Bonus work .....				3	3	-
Commission .....				6	-	-
DATA NOT COLLECTED						
<b>Labor-management agreements <sup>4</sup></b>						
Workers in establishments with agreements covering a majority of such workers .....	5-9	10-14	40-44	50-54	75-79	85-89

<sup>1</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

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

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

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U. S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

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

Item	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries <sup>2</sup>	Manufacturing	Public utilities†	All industries <sup>3</sup>	Manufacturing	Public utilities†
All workers .....	100	100	100	100	100	100
Workers in establishments providing paid holidays .....	100	100	100	90	91	92
Workers in establishments providing no paid holidays .....	-	-	-	10	9	8
<b>Number of days</b>						
Less than 4 holidays .....	1	2	-	6	4	3
4 holidays .....	2	3	**	7	3	-
4 holidays plus 1 half day .....	1	-	-	**	-	-
5 holidays .....	55	19	10	33	19	17
5 holidays plus 1 half day .....	3	-	-	-	-	-
5 holidays plus 2 half days .....	1	2	-	**	1	-
6 holidays .....	13	31	32	18	26	34
6 holidays plus 1 half day .....	3	-	1	**	-	-
6 holidays plus 2 half days .....	2	4	-	3	5	-
7 holidays .....	13	26	57	19	28	38
7 holidays plus 1 half day .....	2	7	-	**	1	-
7 holidays plus 2 half days .....	1	3	-	1	1	-
8 holidays .....	3	4	-	2	3	-
8 holidays plus 1 half day .....	1	-	-	-	-	-
<b>Total holiday time<sup>4</sup></b>						
8½ days .....	1	-	-	-	-	-
8 or more days .....	5	7	-	2	4	-
7½ or more days .....	7	14	-	3	5	-
7 or more days .....	22	43	57	24	37	38
6½ or more days .....	25	43	58	24	37	38
6 or more days .....	38	76	90	43	65	72
5½ or more days .....	41	76	90	43	65	72
5 or more days .....	96	95	100	76	83	89
4½ or more days .....	97	95	100	77	83	89
4 or more days .....	99	98	100	83	87	89
3 or more days .....	99	100	100	85	91	89
2 or more days .....	99	100	100	86	91	92
1 or more days .....	100	100	100	88	91	92
Half or more days .....	100	100	100	90	91	92
<b>Holidays<sup>5</sup></b>						
New Year's Day .....	97	97	100	75	81	89
Washington's Birthday .....	8	4	19	2	3	4
Decoration Day .....	29	54	90	34	49	72
July 4th .....	99	99	100	84	88	89
Labor Day .....	98	98	100	84	87	89
Veterans' Day .....	10	12	38	6	5	33
Thanksgiving Day .....	99	99	100	85	91	89
Christmas .....	100	100	100	87	90	89
Good Friday .....	2	5	-	5	10	-
Christmas Eve .....	7	26	-	16	28	-
Half day before New Year's .....	3	7	-	3	6	-
Half day before Christmas .....	9	16	1	5	8	-
Half day on Good Friday .....	3	2	-	**	1	-

<sup>1</sup> Estimates relate to holidays provided annually.

<sup>2</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>3</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

<sup>4</sup> All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

<sup>5</sup> Only the holidays or half-day holidays provided to at least 3 percent of the office or plant workers in the area are shown in this tabulation. A few other holidays or half-holidays were provided.

\*\* Less than 0.5 percent.

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-7: Paid Vacations

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN--			PERCENT OF PLANT WORKERS EMPLOYED IN--		
	All industries <sup>1</sup>	Manufacturing	Public utilities †	All industries <sup>2</sup>	Manufacturing	Public utilities †
All workers .....	100	100	100	100	100	100
<b>Method of payment</b>						
Workers in establishments providing paid vacations <sup>3</sup> .....	100	100	100	99	98	100
Length-of-time payment .....	99	98	100	90	82	97
Percentage payment .....	1	2	-	9	16	3
Workers in establishments providing no paid vacations .....	-	-	-	1	2	-
<b>Amount of vacation pay<sup>4</sup></b>						
<u>After 6 months of service</u>						
Less than 1 week .....	7	12	-	10	10	-
1 week .....	45	34	50	14	5	37
Over 1 and under 2 weeks .....	5	9	19	1	1	4
2 weeks .....	**	-	-	-	-	-
<u>After 1 year of service</u>						
1 week .....	39	37	66	84	93	71
Over 1 and under 2 weeks .....	**	-	1	1	1	3
2 weeks .....	60	60	33	13	3	19
Over 2 and under 3 weeks .....	1	3	-	-	-	-
<u>After 2 years of service</u>						
1 week .....	18	17	27	68	86	44
Over 1 and under 2 weeks .....	1	-	1	2	2	-
2 weeks .....	80	80	72	29	11	56
Over 2 and under 3 weeks .....	1	3	-	-	-	-
<u>After 3 years of service</u>						
1 week .....	8	5	2	34	40	14
Over 1 and under 2 weeks .....	1	-	1	9	15	-
2 weeks .....	90	92	98	56	43	86
Over 2 and under 3 weeks .....	1	3	-	1	1	-
3 weeks .....	1	-	-	-	-	-
<u>After 5 years of service</u>						
1 week .....	2	1	-	10	9	-
2 weeks .....	93	92	95	85	85	100
Over 2 and under 3 weeks .....	1	5	-	1	2	-
3 weeks .....	4	2	5	4	2	-

See footnotes at end of table.

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

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

Table B-7: Paid Vacations - Continued

Vacation policy	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries <sup>1</sup>	Manufacturing	Public utilities †	All industries <sup>2</sup>	Manufacturing	Public utilities †
<b>Amount of vacation pay - Continued</b>						
<u>After 10 years of service</u>						
1 week .....	2	1	-	10	9	-
2 weeks .....	67	65	84	67	67	75
Over 2 and under 3 weeks .....	6	1	-	8	14	-
3 weeks .....	24	31	11	15	8	25
Over 3 and under 4 weeks .....	**	2	-	-	-	-
4 weeks .....	**	-	5	-	-	-
<u>After 15 years of service</u>						
1 week .....	2	1	-	10	9	-
2 weeks .....	50	45	16	44	36	19
Over 2 and under 3 weeks .....	6	1	-	2	4	-
3 weeks .....	41	50	78	43	49	81
Over 3 and under 4 weeks .....	**	2	-	1	1	-
4 weeks .....	1	-	6	-	-	-
<u>After 20 years of service</u>						
1 week .....	2	1	-	10	9	-
2 weeks .....	40	36	16	41	35	19
Over 2 and under 3 weeks .....	1	1	-	3	4	-
3 weeks .....	52	59	72	42	49	56
Over 3 and under 4 weeks .....	**	2	-	1	1	-
4 weeks .....	5	1	12	3	-	25
<u>After 25 years of service</u>						
1 week .....	2	1	-	10	9	-
2 weeks .....	36	35	16	35	31	19
Over 2 and under 3 weeks .....	1	1	-	3	4	-
3 weeks .....	47	48	72	36	37	56
Over 3 and under 4 weeks .....	**	2	-	6	11	-
4 weeks .....	14	13	12	10	7	25

<sup>1</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

<sup>3</sup> Includes proportions of workers in establishments which did not provide vacations until after 2 years of service, as follows: Plant, all industries, 1 percent; manufacturing, 2 percent; public utilities, 7 percent.

<sup>4</sup> 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 years' service include changes in provisions occurring between 5 and 10 years.

\*\* Less than 0.5 percent.

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

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

Type of plan	PERCENT OF OFFICE WORKERS EMPLOYED IN—			PERCENT OF PLANT WORKERS EMPLOYED IN—		
	All industries <sup>1</sup>	Manufacturing	Public utilities †	All industries <sup>2</sup>	Manufacturing	Public utilities †
All workers -----	100	100	100	100	100	100
Workers in establishments providing:						
Life insurance -----	91	91	100	73	73	91
Accidental death and dismemberment insurance -----	46	66	28	43	53	44
Sickness and accident insurance or sick leave or both <sup>3</sup> -----	65	75	94	62	67	86
Sickness and accident insurance -----	40	69	56	48	65	64
Sick leave (full pay and no waiting period) -----	29	21	31	14	4	8
Sick leave (partial pay or waiting period) -----	14	7	39	10	3	36
Hospitalization insurance -----	82	88	61	70	81	55
Surgical insurance -----	81	88	61	68	77	55
Medical insurance -----	37	55	42	34	47	18
Catastrophe insurance -----	25	9	30	10	4	8
Retirement pension -----	61	54	78	46	50	81
No health, insurance, or pension plan -----	2	4	-	15	12	9

<sup>1</sup> Includes data for wholesale trade; retail trade; finance, insurance, and real estate; and services in addition to those industry divisions shown separately.

<sup>2</sup> Includes data for wholesale trade, retail trade, real estate, and services in addition to those industry divisions shown separately.

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

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

Occupational Wage Survey, Memphis, Tenn., January 1958  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics



## 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 19 major labor markets during late 1957 and early 1958. These bulletins, numbered 1224-1 through 1224-19, when available may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., or from any of the regional sales offices shown below.

A summary bulletin containing data for all labor markets combined with additional analysis will be issued early in 1959.

Bulletins for the labor markets 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  
St. Louis, Mo., November 1957 – BLS Bull. 1224-5, price 25 cents  
Philadelphia, Pa., October 1957 – BLS Bull. 1224-6, price 25 cents  
Denver, Colo., December 1957 – BLS Bull. 1224-7, price 25 cents



