

# Occupational Wage Survey

**BOSTON, MASSACHUSETTS**

**OCTOBER 1958**

**Bulletin No. 1240-6**

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

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



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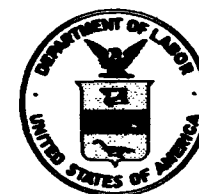
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## Preface

### 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.

This report was prepared in the Bureau's regional office in Boston, Mass., by Leo Epstein, under the direction of Paul V. Mulkern, Regional Wage and Industrial Relations Analyst.

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\* NOTE: Similar tabulations for most of these items are available in the Boston area reports for March 1951, April 1952, March 1953, March 1954, April 1955, September 1956, and September 1957. The 1954 report also provides tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1955 report also included data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

Current reports on occupational earnings and supplementary wage practices in the Boston area are also available for auto dealer repair shops (July 1958) and men's and boys' suits and coats (March 1958). A similar report for machinery industries will be available early in 1959. 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—Boston, Mass.

## Introduction

This area is one of several important industrial centers in which the U. S. Department of Labor's Bureau of Labor Statistics has conducted surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field agents<sup>1</sup> 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>2</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.

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<sup>1</sup> Data were obtained by mail from some of the smaller establishments for which visits by Bureau field agents in the last previous survey indicated employment in relatively few of the occupations studied. Unusual changes reported by mail were verified with employers.

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

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded also, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported, as for office clerical occupations, reference is to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

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

### Establishment Practices and Supplementary Wage Provisions

Information is presented also (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The term "office workers," as used in this bulletin, includes working supervisors and nonsupervisory workers performing clerical or related functions, and excludes administrative, executive, and professional personnel. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Administrative, executive, and professional 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>3</sup> presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers

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<sup>3</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.

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. 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 workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Scheduled hours are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.<sup>4</sup> Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

<sup>4</sup> Scheduled weekly hours for office workers (first section of table B-3) in surveys made prior to late 1957 and early 1958 were presented in terms of the proportion of women office workers employed in offices with the indicated weekly hours for women workers.

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 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 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.

TABLE 1. Establishments and workers within scope of survey and number studied in Boston, Mass.,<sup>1</sup> by major industry division,<sup>2</sup> October 1958

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>3</sup>	Studied	Within scope of study			Studied
				Total <sup>4</sup>	Office	Plant	
All divisions		1,225	252	406,200	88,400	244,400	222,900
Manufacturing	101	454	86	206,800	28,700	145,800	108,970
Nonmanufacturing	-	771	166	199,400	59,700	98,600	113,930
Transportation (excluding railroads), communication, and other public utilities <sup>5</sup>	101	53	21	32,700	6,500	19,800	26,760
Wholesale trade	51	203	40	22,400	7,300	8,500	7,190
Retail trade	101	123	32	64,100	6,300	52,800	40,180
Finance, insurance, and real estate	51	181	36	49,100	33,900	2,400	28,760
Services <sup>7</sup>	51	211	37	31,100	5,700	15,100	11,040

<sup>1</sup> The Boston Metropolitan area (Suffolk County, 14 communities in Essex County, 28 in Middlesex County, 17 in Norfolk County, and 2 in Plymouth 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 this 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> The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. Major changes from the earlier edition used in previous surveys are the transfer of milk pasteurization plants and ready mixed concrete establishments from trade (wholesale or retail) to manufacturing, and the transfer of radio and television broadcasting from services to the transportation, communication, and other public utilities division.

<sup>3</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>4</sup> Includes executive, professional, and other workers excluded from the separate office and plant categories.

<sup>5</sup> Also excludes taxicabs and services incidental to water transportation. Boston's transit system is municipally operated and, therefore, excluded by definition from the scope of the studies.

<sup>6</sup> Estimate relates to real estate establishments only.

<sup>7</sup> Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations; and engineering and architectural services.



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>5</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>6</sup> which provide

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<sup>5</sup> The temporary disability laws in California and Rhode Island do not require employer contributions.

<sup>6</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.

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.

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.

## 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 week-ends, 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 1958 for workers in 17 major labor markets appeared in BLS Bull. 1224-20, Wages and Related Benefits, 19 Labor Markets, Winter 1957-58.

TABLE 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Boston, Mass., October 1958 and September 1957, and percents of increase for selected periods

Industry and occupational group	Indexes (March 1953 = 100)		Percent increases from—					
	October 1958	September 1957	September 1957 to October 1958	September 1956 to September 1957	April 1955 to September 1956	March 1954 to April 1955	March 1953 to March 1954	April 1952 to March 1953
All industries:								
Office clerical (women) -----	130.3	123.8	5.3	5.7	8.0	2.9	5.2	4.3
Industrial nurses (women) -----	130.6	123.4	5.9	4.8	9.0	1.5	6.5	4.2
Skilled maintenance (men) -----	129.1	122.5	5.4	5.2	8.5	1.9	5.3	4.9
Unskilled plant (men) -----	128.2	119.7	7.1	4.7	6.3	2.4	5.1	4.2
Manufacturing:								
Office clerical (women) -----	127.4	121.6	4.6	6.1	7.3	2.3	4.4	5.5
Industrial nurses (women) -----	130.4	122.4	6.5	4.1	8.9	.7	7.2	4.2
Skilled maintenance (men) -----	130.1	123.5	5.3	5.4	8.9	1.9	5.6	4.7
Unskilled plant (men) -----	128.8	119.4	7.9	4.6	5.0	3.1	5.5	3.5

# A: Occupational Earnings

## Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis,  
by industry division, Boston, Mass., October 1958)

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	\$ 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	
<b>Men</b>																						
Clerks, accounting, class A	540	38.0	\$ 88.00	-	-	-	5	2	18	37	51	83	43	41	88	42	38	21	39	13	19	
Manufacturing	133	38.0	96.00	-	-	-	-	-	-	3	2	6	2	12	44	9	20	10	25	-	-	
Nonmanufacturing	407	38.0	85.50	-	-	-	5	2	18	34	49	77	41	29	44	33	18	11	14	13	19	
Public utilities *	33	37.0	98.00	-	-	-	-	-	-	-	-	4	2	-	8	13	2	-	-	-	4	
Wholesale trade	110	39.0	95.00	-	-	-	-	-	-	6	33	2	8	15	6	11	1	5	10	13	4	
Retail trade	60	37.0	75.50	-	-	-	3	-	10	11	5	11	12	-	-	2	-	4	-	-	2	
Finance †	142	37.0	77.00	-	-	-	2	2	6	23	36	21	19	17	4	7	2	2	1	-	-	
Services	62	39.0	91.50	-	-	-	-	-	2	-	2	8	6	4	17	7	1	8	4	3	-	
Clerks, accounting, class B	425	38.5	65.00	-	-	17	54	86	101	58	20	50	15	6	1	4	3	-	3	3	4	
Manufacturing	84	38.0	67.50	-	-	-	8	11	19	6	4	30	4	1	-	1	-	-	-	-	-	
Nonmanufacturing	341	38.5	64.00	-	-	17	46	75	82	52	16	20	11	5	1	3	3	-	3	3	4	
Public utilities *	41	39.0	58.00	-	-	12	4	12	-	7	6	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	139	40.0	70.50	-	-	-	10	7	45	35	4	17	-	5	-	3	3	-	3	3	4	
Finance †	74	37.0	59.00	-	-	-	12	39	22	-	-	1	-	-	-	-	-	-	-	-	-	
Clerks, order	484	39.5	86.50	-	-	-	16	15	19	46	39	77	51	25	46	44	20	17	27	9	33	
Manufacturing	105	38.5	80.00	-	-	-	2	1	2	31	20	3	11	8	2	6	7	2	7	2	1	
Nonmanufacturing	379	39.5	88.00	-	-	-	14	14	17	15	19	74	40	17	44	38	13	15	20	7	32	
Wholesale trade	363	39.5	88.50	-	-	-	14	14	17	15	15	70	36	17	40	38	13	15	20	7	32	
Clerks, payroll	92	38.5	84.50	-	-	4	1	2	5	6	12	6	3	5	17	20	5	1	1	-	4	
Nonmanufacturing	53	38.5	79.00	-	-	4	-	2	4	6	11	6	2	3	4	1	5	-	1	-	4	
Office boys	987	38.0	50.50	10	232	366	184	79	23	57	6	20	-	-	10	-	-	-	-	-	-	
Manufacturing	272	38.5	50.50	-	78	90	47	8	11	34	4	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	715	38.0	50.00	10	154	276	137	71	12	23	2	20	-	-	10	-	-	-	-	-	-	
Public utilities *	66	38.5	47.00	-	16	39	10	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	122	39.0	59.50	-	5	39	23	5	5	14	1	20	-	-	10	-	-	-	-	-	-	
Finance †	302	36.5	50.50	-	45	124	71	47	6	9	-	-	-	-	-	-	-	-	-	-	-	
Services	193	39.0	46.00	8	73	70	27	14	-	-	1	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators	648	38.5	75.50	-	1	6	28	55	55	56	78	91	137	61	36	21	11	3	3	4	2	
Manufacturing	331	39.5	79.00	-	-	-	5	6	9	28	40	66	99	40	18	6	6	3	2	3	-	
Nonmanufacturing	317	37.5	71.50	-	1	6	23	49	46	28	38	25	38	21	18	15	5	-	1	1	2	
Wholesale trade	59	39.0	84.00	-	-	-	2	4	-	5	6	3	11	3	10	7	5	-	1	1	1	
Finance †	184	37.0	65.50	-	-	4	20	45	37	13	27	15	9	8	4	2	-	-	-	-	-	
<b>Women</b>																						
Billers, machine (billing machine)	281	38.5	64.00	-	-	-	52	78	56	30	15	7	8	20	15	-	-	-	-	-	-	
Manufacturing	132	38.5	62.00	-	-	-	18	29	51	9	15	7	3	-	-	-	-	-	-	-	-	
Nonmanufacturing	149	38.5	66.00	-	-	-	34	49	5	21	-	-	5	20	15	-	-	-	-	-	-	
Wholesale trade	94	39.0	72.50	-	-	-	12	21	1	20	-	-	5	20	15	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	304	38.5	54.50	-	28	58	89	46	27	32	4	11	9	-	-	-	-	-	-	-	-	
Nonmanufacturing	273	38.5	52.50	-	28	58	89	46	27	21	4	-	-	-	-	-	-	-	-	-	-	
Retail trade	193	38.5	50.50	-	28	48	69	23	9	16	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	335	37.5	64.50	-	-	2	24	69	99	68	28	17	24	2	2	-	-	-	-	-	-	
Manufacturing	75	38.5	71.50	-	-	-	-	4	8	30	3	2	24	2	2	-	-	-	-	-	-	
Nonmanufacturing	260	37.5	62.00	-	-	2	24	65	91	38	25	15	-	-	-	-	-	-	-	-	-	
Wholesale trade	55	39.0	63.00	-	-	2	-	27	11	5	-	10	-	-	-	-	-	-	-	-	-	
Finance †	160	36.5	61.50	-	-	-	20	29	72	26	10	3	-	-	-	-	-	-	-	-	-	

See footnote 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,  
by industry division, Boston, Mass., October 1958)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly 1 hours (Standard)	Weekly 1 earnings (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
<b>Women—Continued</b>																					
Bookkeeping-machine operators, class B -----	1,370	38.5	57.50	-	84	182	319	258	252	126	66	57	12	3	11	-	-	-	-	-	-
Manufacturing -----	319	39.0	63.00	-	13	5	21	68	76	55	32	39	9	1	-	-	-	-	-	-	-
Nonmanufacturing -----	1,051	38.0	56.00	-	71	177	298	190	176	71	34	18	3	2	11	-	-	-	-	-	-
Wholesale trade -----	290	39.0	64.00	-	-	4	14	47	125	37	29	18	3	2	11	-	-	-	-	-	-
Retail trade -----	136	38.5	54.00	-	1	46	41	8	18	21	1	-	-	-	-	-	-	-	-	-	-
Finance † -----	609	37.5	52.50	-	70	116	242	133	31	13	4	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A -----	1,455	38.0	72.00	-	-	2	41	104	235	268	334	141	152	88	47	7	24	3	8	1	-
Manufacturing -----	543	39.0	72.50	-	-	-	6	21	108	74	158	55	42	37	17	3	20	2	-	-	-
Nonmanufacturing -----	912	37.0	71.50	-	-	2	35	83	127	194	176	86	110	51	30	4	4	1	8	1	-
Public utilities * -----	72	38.0	77.50	-	-	-	-	-	2	3	24	14	12	9	8	-	-	-	-	-	-
Wholesale trade -----	114	38.0	78.00	-	-	2	2	3	1	20	38	3	12	12	11	-	1	1	7	1	-
Retail trade -----	132	37.5	66.50	-	-	-	2	14	28	47	21	14	6	-	-	-	-	-	-	-	-
Finance † -----	444	37.0	69.50	-	-	-	14	54	79	95	89	52	46	9	3	1	1	-	1	-	-
Services -----	150	36.5	73.00	-	-	-	17	12	17	29	4	3	34	21	8	3	2	-	-	-	-
Clerks, accounting, class B -----	2,021	38.0	59.50	-	27	244	438	477	279	230	132	125	42	16	2	6	3	-	-	-	-
Manufacturing -----	529	39.0	63.00	-	3	21	110	117	60	98	51	23	30	13	-	3	-	-	-	-	-
Nonmanufacturing -----	1,492	38.0	58.50	-	24	223	328	360	219	132	81	102	12	3	2	3	3	-	-	-	-
Public utilities * -----	198	38.5	66.00	-	-	17	29	20	26	11	31	63	1	-	-	-	-	-	-	-	-
Wholesale trade -----	226	38.5	60.50	-	-	30	25	73	6	47	21	20	-	3	1	-	-	-	-	-	-
Retail trade -----	284	38.0	53.00	-	23	75	70	62	46	2	-	1	4	-	1	-	-	-	-	-	-
Finance † -----	621	37.5	56.00	-	-	88	191	195	87	52	6	2	-	-	-	-	-	-	-	-	-
Services -----	163	38.0	64.50	-	1	13	13	10	54	20	23	16	7	-	-	3	3	-	-	-	-
Clerks, file, class A -----	540	38.5	62.00	-	-	20	88	153	128	65	35	15	25	3	1	7	-	-	-	-	-
Manufacturing -----	200	39.5	63.50	-	-	-	11	60	66	37	12	4	6	3	1	-	-	-	-	-	-
Nonmanufacturing -----	340	37.5	61.00	-	-	20	77	93	62	28	23	11	19	-	-	7	-	-	-	-	-
Finance † -----	267	37.5	58.00	-	-	19	76	87	45	10	16	5	9	-	-	-	-	-	-	-	-
Clerks, file, class B -----	2,041	38.0	49.00	38	386	806	484	231	50	33	8	3	1	1	-	-	-	-	-	-	-
Manufacturing -----	371	39.5	53.50	-	33	61	119	98	24	30	5	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,670	38.0	48.00	38	353	745	365	133	26	3	2	1	1	-	-	-	-	-	-	-	-
Public utilities * -----	60	39.5	50.50	-	14	22	15	2	5	-	-	1	1	-	-	-	-	-	-	-	-
Wholesale trade -----	159	38.5	51.50	-	24	19	64	48	-	-	3	-	-	1	-	-	-	-	-	-	-
Retail trade -----	188	38.5	44.50	38	82	25	21	11	11	-	-	-	-	-	-	-	-	-	-	-	-
Finance † -----	1,134	37.5	48.00	-	223	613	224	62	9	2	-	1	-	-	-	-	-	-	-	-	-
Services -----	129	39.0	49.00	-	10	66	41	10	1	1	-	-	-	-	-	-	-	-	-	-	-
Clerks, order -----	484	39.0	61.00	-	18	59	55	77	93	129	15	12	5	21	-	-	-	-	-	-	-
Manufacturing -----	214	39.0	61.00	-	1	14	45	30	44	48	15	12	5	-	-	-	-	-	-	-	-
Nonmanufacturing -----	270	39.0	60.50	-	17	45	10	47	49	81	-	-	-	21	-	-	-	-	-	-	-
Wholesale trade -----	141	39.5	65.00	-	-	6	2	30	27	66	-	-	-	10	-	-	-	-	-	-	-
Retail trade -----	92	38.5	50.50	-	17	39	8	17	4	7	-	-	-	-	-	-	-	-	-	-	-
Clerks, payroll -----	1,040	38.5	66.00	-	6	50	54	153	218	200	172	103	38	7	24	8	5	1	-	-	1
Manufacturing -----	564	39.0	65.00	-	3	29	32	68	141	103	97	60	16	1	11	2	1	-	-	-	-
Nonmanufacturing -----	476	38.0	66.50	-	3	21	22	85	77	97	75	43	22	6	13	6	4	1	-	-	1
Public utilities * -----	97	37.5	69.00	-	-	-	5	31	6	5	19	14	7	1	8	1	-	-	-	-	-
Wholesale trade -----	55	39.5	75.00	-	-	-	-	4	7	15	12	4	4	-	-	3	4	1	-	-	1
Retail trade -----	149	38.0	61.50	-	3	14	14	23	30	30	17	17	1	-	-	-	-	-	-	-	-
Finance † -----	82	37.5	65.50	-	-	7	2	20	13	14	15	4	2	5	-	-	-	-	-	-	-
Services -----	93	39.0	69.00	-	-	-	1	7	21	33	12	4	8	-	5	2	-	-	-	-	-

See footnote 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,  
by industry division, Boston, Mass., October 1958)

Sex, occupation, and industry division	Number of workers	Averages		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (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																					
Comptometer operators -----	1,057	38.0	\$ 59.50	2	33	113	197	227	207	131	77	25	19	12	7	6	1	-	-	-	-
Manufacturing -----	442	38.5	61.00	-	2	21	85	113	86	68	45	5	2	5	4	6	-	-	-	-	-
Nonmanufacturing -----	615	37.5	58.00	2	31	92	112	114	121	63	32	20	17	7	3	-	1	-	-	-	-
Wholesale trade -----	200	38.5	63.50	-	-	19	15	31	67	21	13	11	13	6	3	-	1	-	-	-	-
Retail trade -----	294	37.0	55.00	2	25	54	57	67	40	27	9	9	3	1	-	-	-	-	-	-	-
Finance † -----	69	37.0	52.50	-	6	12	35	7	6	3	-	-	-	-	-	-	-	-	-	-	-
Duplicating-machine operators (mimeograph or ditto) -----	141	39.0	56.00	-	4	32	41	20	16	14	4	6	4	-	-	-	-	-	-	-	-
Manufacturing -----	82	39.0	55.50	-	3	16	23	12	14	11	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	59	39.0	57.00	-	1	16	18	8	2	3	1	6	4	-	-	-	-	-	-	-	-
Key-punch operators -----	1,494	38.5	60.00	1	19	171	284	300	277	204	139	66	17	8	4	3	1	-	-	-	-
Manufacturing -----	573	37.5	62.50	-	3	29	90	90	129	101	57	32	5	4	3	-	-	-	-	-	-
Nonmanufacturing -----	921	37.5	58.50	1	16	142	194	210	148	103	52	34	12	4	1	3	1	-	-	-	-
Public utilities * -----	114	39.0	61.00	-	-	34	12	8	17	10	10	22	1	-	-	-	-	-	-	-	-
Wholesale trade -----	78	38.5	69.50	-	-	5	3	18	4	9	11	9	10	4	1	3	1	-	-	-	-
Retail trade -----	145	38.0	55.50	1	5	29	32	34	12	29	3	-	-	-	-	-	-	-	-	-	-
Finance † -----	549	37.5	57.00	-	11	74	147	148	96	54	15	3	1	-	-	-	-	-	-	-	-
Office girls -----	446	38.0	49.50	12	30	225	99	52	6	19	3	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	87	38.5	54.50	-	9	34	5	16	1	19	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	359	37.5	48.50	12	21	191	94	36	5	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade -----	52	38.0	44.00	11	19	16	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance † -----	267	37.0	49.50	-	-	157	78	27	5	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries -----	5,282	37.5	76.00	-	2	29	124	331	633	642	777	734	850	453	249	119	155	76	72	9	27
Manufacturing -----	1,966	38.5	78.00	-	-	1	10	67	179	153	290	278	562	183	128	39	38	15	15	1	7
Nonmanufacturing -----	3,316	37.5	74.50	-	2	28	114	264	454	489	487	456	288	270	121	80	117	61	57	8	20
Public utilities * -----	263	38.0	90.00	-	-	-	-	1	9	14	10	17	35	63	28	15	19	20	27	2	3
Wholesale trade -----	480	39.0	77.00	-	-	-	7	41	80	71	65	61	29	38	5	12	26	15	22	4	4
Retail trade -----	240	37.5	72.50	-	1	1	13	13	43	36	34	33	23	11	7	9	8	3	-	-	5
Finance † -----	1,477	36.5	73.50	-	1	16	36	125	226	227	199	242	143	123	63	38	24	9	4	-	1
Services -----	856	37.0	71.50	-	-	11	58	84	96	141	179	103	58	35	18	6	40	14	4	2	7
Stenographers, general -----	3,364	38.0	65.50	-	3	106	363	505	711	496	733	166	117	45	61	42	7	1	7	1	-
Manufacturing -----	1,378	39.0	68.00	-	1	12	79	168	237	191	534	103	33	8	5	5	1	-	1	-	-
Nonmanufacturing -----	1,986	37.5	64.00	-	2	94	284	337	474	305	199	63	84	37	56	37	6	1	6	1	-
Public utilities * -----	219	38.0	68.00	-	-	13	10	18	47	33	32	19	39	8	-	-	-	-	-	-	-
Wholesale trade -----	437	39.0	73.50	-	-	3	40	42	74	78	26	12	40	20	51	37	6	1	6	1	-
Retail trade -----	149	37.5	58.00	-	2	6	30	47	31	19	12	1	-	-	1	-	-	-	-	-	-
Finance † -----	979	36.5	60.50	-	-	68	163	213	248	154	100	24	1	7	1	-	-	-	-	-	-
Services -----	202	39.0	62.50	-	-	4	41	17	74	21	29	7	4	2	3	-	-	-	-	-	-
Stenographers, technical -----	410	38.5	68.00	-	-	1	16	55	100	97	70	20	25	9	6	8	2	1	-	-	-
Manufacturing -----	238	38.0	68.00	-	-	-	1	12	85	57	60	10	5	2	2	2	2	-	-	-	-
Nonmanufacturing -----	172	38.5	67.50	-	-	1	15	43	15	40	10	10	20	7	4	6	-	1	-	-	-
Finance † -----	71	38.5	59.50	-	-	1	15	33	7	5	6	3	1	-	-	-	-	-	-	-	-
Services -----	98	38.5	72.50	-	-	-	-	10	8	35	4	6	19	5	4	6	-	1	-	-	-

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, by industry division, Boston, Mass., October 1958)

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	\$ 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	
<b>Women—Continued</b>																						
Switchboard operators -----	707	38.5	61.50	5	9	105	83	122	127	100	61	34	47	5	8	1	-	-	-	-	-	
Manufacturing -----	162	39.0	70.00	-	-	-	2	27	29	33	16	22	26	1	6	-	-	-	-	-	-	
Nonmanufacturing -----	545	38.0	59.50	5	9	105	81	95	98	67	45	12	21	4	2	1	-	-	-	-	-	
Public utilities * -----	41	39.5	72.50	-	-	-	-	3	1	11	13	7	3	3	-	-	-	-	-	-	-	
Wholesale trade -----	80	39.0	65.50	-	-	-	13	8	25	12	5	1	13	-	2	1	-	-	-	-	-	
Retail trade -----	101	38.0	55.50	5	9	21	15	18	7	13	8	2	3	-	-	-	-	-	-	-	-	
Finance † -----	206	37.0	60.50	-	-	12	25	65	62	28	10	2	2	-	-	-	-	-	-	-	-	
Services -----	117	39.5	51.50	-	-	72	28	1	3	3	9	-	-	1	-	-	-	-	-	-	-	
Switchboard operator-receptionists -----	870	38.0	61.50	6	10	25	90	304	158	127	76	33	6	13	16	2	3	1	-	-	-	
Manufacturing -----	369	39.0	63.00	-	-	-	21	125	82	80	29	23	-	6	-	3	-	-	-	-	-	
Nonmanufacturing -----	501	38.0	60.50	6	10	25	69	179	76	47	47	10	6	13	10	2	-	1	-	-	-	
Public utilities * -----	34	38.0	61.00	-	2	-	5	5	12	2	-	8	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	157	39.0	65.00	-	-	-	20	62	10	21	15	-	5	13	10	-	-	1	-	-	-	
Retail trade -----	62	38.0	54.50	-	8	12	5	23	1	5	8	-	-	-	-	-	-	-	-	-	-	
Finance † -----	105	36.0	59.00	-	-	13	18	36	26	1	10	-	1	-	-	-	-	-	-	-	-	
Services -----	143	37.5	59.00	6	-	-	21	53	27	18	14	2	-	-	-	2	-	-	-	-	-	
Tabulating-machine operators -----	411	38.0	63.50	-	-	77	45	66	50	31	44	54	17	17	2	6	-	2	-	-	-	
Manufacturing -----	84	39.0	71.00	-	-	-	6	13	4	7	5	40	5	1	2	1	-	-	-	-	-	
Nonmanufacturing -----	327	37.5	61.50	-	-	77	39	53	46	24	39	14	12	16	-	5	-	2	-	-	-	
Finance † -----	175	37.0	65.00	-	-	17	12	35	30	21	27	12	7	14	-	-	-	-	-	-	-	
Transcribing-machine operators, general -----	1,057	38.0	60.50	-	13	120	168	279	188	140	42	50	45	3	3	6	-	-	-	-	-	
Manufacturing -----	334	39.0	64.00	-	3	12	10	108	75	38	12	43	32	1	-	-	-	-	-	-	-	
Nonmanufacturing -----	723	38.0	58.50	-	10	108	158	171	113	102	30	7	13	2	3	6	-	-	-	-	-	
Wholesale trade -----	106	39.0	65.50	-	-	9	14	12	21	18	15	-	6	2	3	6	-	-	-	-	-	
Finance † -----	351	37.5	57.00	-	9	42	83	106	59	42	10	-	-	-	-	-	-	-	-	-	-	
Services -----	247	37.5	56.50	-	-	56	57	51	33	40	1	2	7	-	-	-	-	-	-	-	-	
Typists, class A -----	1,473	38.5	61.50	-	-	30	208	447	400	147	137	58	21	9	10	5	1	-	-	-	-	
Manufacturing -----	706	39.5	61.00	-	-	7	70	277	196	66	76	7	3	4	-	-	-	-	-	-	-	
Nonmanufacturing -----	767	37.5	62.50	-	-	23	138	170	204	81	61	51	18	5	10	5	1	-	-	-	-	
Wholesale trade -----	51	38.5	77.00	-	-	-	5	5	1	1	8	6	12	2	8	3	-	-	-	-	-	
Finance † -----	444	37.0	60.00	-	-	6	113	132	101	41	20	26	4	1	-	-	-	-	-	-	-	
Services -----	236	38.0	64.00	-	-	1	19	32	95	35	32	14	2	2	1	2	1	-	-	-	-	
Typists, class B -----	3,800	38.0	54.50	1	194	905	1124	735	369	288	129	34	20	1	-	-	-	-	-	-	-	
Manufacturing -----	986	39.0	58.00	-	7	104	262	260	104	143	83	21	2	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	2,814	37.5	53.00	1	187	801	862	475	265	145	46	13	18	1	-	-	-	-	-	-	-	
Public utilities * -----	142	38.5	52.00	-	5	80	16	12	14	8	5	1	-	1	-	-	-	-	-	-	-	
Wholesale trade -----	258	38.5	58.50	-	-	19	60	97	38	18	5	5	16	-	-	-	-	-	-	-	-	
Retail trade -----	187	38.5	50.50	1	33	43	71	14	23	2	-	-	-	-	-	-	-	-	-	-	-	
Finance † -----	1,946	37.0	53.00	-	119	578	641	316	179	75	35	2	1	-	-	-	-	-	-	-	-	
Services -----	281	40.5	53.00	-	30	81	74	36	11	42	1	5	1	-	-	-	-	-	-	-	-	

<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> Includes 1 worker at \$30 to \$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,  
by industry division, Boston, Mass., October 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)	Under \$50.00	\$50.00 and under	\$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	and over					
<b>Men</b>																															
Draftsmen, leader -----	594	39.5	\$ 149.00	-	-	-	-	-	-	1	-	-	6	6	15	31	34	19	11	10	31	26	41	31	332						
Manufacturing -----	239	40.0	141.50	-	-	-	-	-	-	1	-	-	6	6	15	31	32	19	10	10	12	-	-	-	-	2	97				
Nonmanufacturing -----	355	39.0	154.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	19	26	41	31	235					
Services -----	342	39.0	155.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16	26	37	31	232						
Draftsmen, senior -----	3,021	39.5	113.00	-	-	-	-	-	9	72	168	143	248	311	346	117	221	213	335	262	156	122	70	64	164						
Manufacturing -----	1,539	40.0	111.50	-	-	-	-	-	8	72	108	92	161	223	202	58	43	63	63	116	26	69	9	64	4162						
Nonmanufacturing -----	1,482	39.5	114.50	-	-	-	-	-	1	-	60	51	87	88	144	59	178	150	272	146	130	53	61	-	2						
Services -----	1,410	39.5	114.50	-	-	-	-	-	1	-	59	51	85	81	114	59	176	148	254	142	129	51	60	-	-						
Draftsmen, junior -----	1,211	40.0	84.50	17	3	7	60	192	157	111	120	112	69	70	108	65	13	86	15	3	3	-	-	-	-	-					
Manufacturing -----	791	40.0	86.50	-	-	7	36	149	84	67	48	89	36	42	75	65	-	84	3	3	3	-	-	-	-	-					
Nonmanufacturing -----	420	40.0	81.00	17	3	-	24	43	73	44	72	23	33	28	33	-	13	2	12	-	-	-	-	-	-	-					
Services -----	375	40.0	81.50	16	-	-	20	39	70	34	62	19	31	27	33	-	12	-	12	-	-	-	-	-	-	-					
Tracers -----	230	39.5	62.00	15	40	48	65	20	18	1	12	2	8	1	-	-	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing -----	137	39.5	64.00	15	12	27	26	19	17	-	10	2	8	1	-	-	-	-	-	-	-	-	-	-	-	-					
Services -----	120	40.0	63.50	12	9	25	23	19	16	-	8	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-					
<b>Women</b>																															
Nurses, industrial (registered) -----	277	39.5	81.00	-	-	-	9	18	28	54	76	55	16	9	5	7	-	-	-	-	-	-	-	-	-	-					
Manufacturing -----	199	39.5	81.50	-	-	-	9	5	19	31	71	43	11	3	3	4	-	-	-	-	-	-	-	-	-	-					
Nonmanufacturing -----	78	38.5	80.50	-	-	-	-	13	9	23	5	12	5	6	2	3	-	-	-	-	-	-	-	-	-	-					

<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: 8 at \$150 to \$160; 22 at \$160 to \$170; 20 at \$180 to \$190; 21 at \$190 to \$200; 24 at \$200 to \$210; 2 at \$210 and over.<sup>3</sup> Workers were distributed as follows: 73 at \$150 to \$155; 68 at \$155 to \$160; 10 at \$160 to \$165; 52 at \$165 to \$170; 8 at \$170 to \$180; 24 at \$180 to \$190.<sup>4</sup> Workers were distributed as follows: 81 at \$155 to \$160; 59 at \$160 to \$165; 22 at \$165 and over.

**Table A-3. Maintenance and Powerplant Occupations**

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

Occupation and industry division	Number of workers	Average hourly earnings	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 and over	
Carpenters, maintenance	575	2.51	11	4	-	12	6	29	35	21	92	42	63	63	14	78	8	8	2	<sup>2</sup> 87
Manufacturing	380	2.42	-	-	-	-	29	27	14	77	31	55	55	8	74	2	2	-	-	6
Nonmanufacturing	195	2.69	11	4	-	12	6	-	8	7	15	11	8	6	4	6	6	2	81	-
Retail trade	121	2.97	4	4	-	-	4	-	-	-	9	5	1	-	5	-	6	6	-	77
Electricians, maintenance	985	2.58	-	4	15	-	4	1	12	49	68	88	100	123	103	179	207	1	12	19
Manufacturing	821	2.62	-	-	-	-	-	-	12	42	56	77	59	91	98	153	202	-	12	19
Nonmanufacturing	164	2.40	-	4	15	-	4	1	-	7	12	11	41	32	5	26	5	1	-	-
Public utilities*	86	2.56	-	-	-	-	-	-	-	1	4	-	33	26	-	22	-	-	-	-
Engineers, stationary	365	2.51	3	-	-	14	9	-	26	26	37	20	42	57	12	34	30	25	1	<sup>2</sup> 29
Manufacturing	245	2.61	-	-	-	-	-	-	19	24	19	8	30	44	12	6	30	24	-	29
Nonmanufacturing	120	2.29	3	-	-	14	9	-	7	2	18	12	12	13	-	28	-	1	1	-
Firemen, stationary boiler	490	2.12	<sup>4</sup> 30	22	10	14	60	69	22	53	37	40	44	30	51	8	-	-	-	-
Manufacturing	302	2.19	-	3	-	3	45	60	17	32	35	32	18	2	47	8	-	-	-	-
Nonmanufacturing	188	2.00	30	19	10	11	15	9	5	21	2	8	26	28	4	-	-	-	-	-
Helpers, trades, maintenance	700	2.01	25	14	58	64	86	59	75	47	225	34	7	6	-	-	-	-	-	-
Manufacturing	543	2.02	15	13	37	57	81	36	55	35	187	20	1	6	-	-	-	-	-	-
Nonmanufacturing	157	2.01	10	1	21	7	5	23	20	12	38	14	6	-	-	-	-	-	-	-
Public utilities*	72	2.15	-	-	-	-	4	11	6	12	37	-	2	-	-	-	-	-	-	-
Wholesale trade	54	1.99	5	-	10	-	1	12	8	-	-	14	4	-	-	-	-	-	-	-
Machine-tool operators, toolroom	339	2.48	-	-	-	-	-	-	-	24	62	56	62	12	21	77	25	-	-	-
Manufacturing	339	2.48	-	-	-	-	-	-	-	24	62	56	62	12	21	77	25	-	-	-
Machinists, maintenance	968	2.60	-	-	-	-	1	2	27	57	114	59	87	120	105	51	79	220	43	3
Manufacturing	928	2.60	-	-	-	-	1	2	27	57	102	59	76	118	103	42	79	220	39	3
Nonmanufacturing	40	2.53	-	-	-	-	-	-	-	-	12	-	11	2	2	9	-	-	4	-
Public utilities*	40	2.53	-	-	-	-	-	-	-	-	12	-	11	2	2	9	-	-	4	-
Mechanics, automotive (maintenance)	612	2.25	-	15	10	17	26	32	104	67	68	105	58	45	3	21	23	14	4	-
Manufacturing	144	2.42	-	-	-	-	4	12	8	33	14	31	16	1	2	15	4	4	-	-
Nonmanufacturing	468	2.20	-	15	10	17	26	28	92	59	35	91	27	29	2	19	8	10	-	-
Public utilities*	338	2.21	-	-	-	-	15	23	82	51	35	78	24	29	1	-	-	-	-	-
Wholesale trade	112	2.17	-	15	10	15	10	5	2	8	-	6	3	-	1	19	8	10	-	-
Mechanics, maintenance	1,399	2.33	-	14	-	7	36	186	211	95	82	161	154	95	90	113	145	2	2	6
Manufacturing	1,133	2.30	-	-	-	6	36	184	209	78	70	95	123	91	49	43	143	-	-	6
Nonmanufacturing	266	2.46	-	14	-	1	-	2	2	17	12	66	31	4	41	70	2	2	-	-
Public utilities*	97	2.52	-	-	-	-	-	1	-	12	4	9	22	4	10	35	-	-	-	-
Retail trade	106	2.41	-	-	-	-	-	1	2	-	6	57	9	-	28	3	-	-	-	-
Millwrights	335	2.44	-	-	-	-	-	10	32	22	9	20	51	136	47	4	4	-	-	-
Manufacturing	335	2.44	-	-	-	-	-	10	32	22	9	20	51	136	47	4	4	-	-	-
Oilers	240	1.97	3	10	20	46	16	23	43	28	23	24	4	-	-	-	-	-	-	-
Manufacturing	216	1.97	3	8	18	46	16	23	43	8	23	24	4	-	-	-	-	-	-	-
Painters, maintenance	377	2.22	<sup>5</sup> 25	7	6	35	18	22	17	21	35	30	46	62	35	15	2	-	-	1
Manufacturing	216	2.39	-	7	6	35	8	16	13	18	15	21	26	53	29	14	2	-	-	1
Nonmanufacturing	161	1.98	25	-	-	-	10	6	4	3	20	9	6	1	-	-	-	-	-	-
Public utilities*	38	2.41	-	-	-	-	-	-	1	-	9	-	14	9	-	-	-	-	-	-
Services	62	1.60	25	7	4	17	7	-	-	-	1	-	-	-	1	-	-	-	-	-
Pipefitters, maintenance	535	2.55	-	-	-	-	-	10	16	21	23	71	68	112	52	43	103	15	-	1
Manufacturing	511	2.55	-	-	-	-	-	10	16	17	23	69	63	111	52	40	94	15	-	1
Plumbers, maintenance	56	2.50	-	-	1	1	-	-	-	5	3	6	3	27	3	5	1	-	-	1
Sheet-metal workers, maintenance	174	2.56	-	-	-	-	-	-	4	2	5	17	24	75	14	17	14	-	2	-
Manufacturing	172	2.56	-	-	-	-	-	-	4	2	5	17	23	75	13	17	14	-	2	-
Tool and die makers	932	2.74	-	-	-	-	-	-	-	2	20	122	109	74	128	77	119	49	31	<sup>6</sup> 201
Manufacturing	901	2.75	-	-	-	-	-	-	-	-	19	114	105	58	128	77	119	49	31	201

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.  
<sup>2</sup> Workers were distributed as follows: 57 at \$3.30 to \$3.40; 16 at \$3.40 to \$3.50; 14 at \$3.50 and over.  
<sup>3</sup> Workers were distributed as follows: 4 at \$3.10 to \$3.20; 3 at \$3.20 to \$3.30; 18 at \$3.30 to \$3.40; 4 at \$3.50 and over.  
<sup>4</sup> Workers were distributed as follows: 10 at \$1.30 to \$1.40; 20 at \$1.40 to \$1.50.  
<sup>5</sup> Workers were distributed as follows: 11 at \$1.30 to \$1.40; 14 at \$1.40 to \$1.50.  
<sup>6</sup> Workers were distributed as follows: 197 at \$3.10 to \$3.20; 4 at \$3.30 and over.  
 \* 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, by industry division, Boston, Mass., October 1958)

Occupation <sup>1</sup> and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			\$ 0.80 and under	\$ 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	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90 and over
			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	2.50	2.60	2.70	2.80	2.90	and over	
<b>Elevator operators, passenger (men)</b> .....	<b>483</b>	<b>1.28</b>	-	43	46	52	36	236	12	22	19	1	10	1	5	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	475	1.27	-	43	46	52	36	236	12	21	17	1	10	1	-	-	-	-	-	-	-	-	-	-
Public utilities* .....	26	1.58	-	-	-	-	8	-	-	1	8	-	8	1	-	-	-	-	-	-	-	-	-	-
Finance† .....	302	1.35	-	-	6	-	20	234	12	20	9	1	-	-	-	-	-	-	-	-	-	-	-	-
Services .....	100	1.04	-	33	18	47	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Elevator operators, passenger (women)</b> .....	<b>424</b>	<b>1.18</b>	7	43	86	117	66	72	13	6	1	2	6	2	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing .....	402	1.17	7	43	86	117	54	72	12	-	1	2	6	2	-	-	-	-	-	-	-	-	-	-
Retail trade .....	199	1.08	7	43	56	64	29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance† .....	129	1.26	-	-	18	9	20	70	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Guards</b> .....	<b>938</b>	<b>1.91</b>	-	-	-	-	1	25	24	30	79	87	332	42	28	190	46	-	24	30	-	-	-	-
Manufacturing .....	571	1.95	-	-	-	-	19	19	3	49	60	202	10	-	135	44	-	-	19	30	-	-	-	-
Nonmanufacturing .....	367	1.84	-	-	-	-	1	6	24	27	30	27	130	32	28	55	2	-	5	-	-	-	-	-
Finance† .....	253	1.77	-	-	-	-	1	5	24	27	30	27	85	28	13	11	2	-	-	-	-	-	-	-
<b>Janitors, porters, and cleaners (men)</b> .....	<b>3,945</b>	<b>1.59</b>	11	52	124	234	236	660	331	536	379	177	334	421	68	351	16	-	15	-	-	-	-	-
Manufacturing .....	1,765	1.76	-	-	-	20	33	57	157	332	253	39	173	358	30	287	11	-	15	-	-	-	-	-
Nonmanufacturing .....	2,180	1.44	11	52	124	214	203	603	174	204	126	138	161	63	38	64	5	-	-	-	-	-	-	-
Public utilities* .....	419	1.75	-	-	-	-	2	6	3	82	56	94	119	22	12	13	5	-	-	-	-	-	-	-
Wholesale trade .....	103	1.75	-	-	-	5	2	6	15	9	-	17	5	17	22	5	-	-	-	-	-	-	-	-
Retail trade .....	536	1.36	-	30	49	88	57	173	49	11	10	-	-	23	-	46	-	-	-	-	-	-	-	-
Finance† .....	741	1.42	-	-	38	6	42	381	55	90	60	27	37	1	4	-	-	-	-	-	-	-	-	-
Services .....	381	1.19	11	22	37	115	92	40	52	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Janitors, porters, and cleaners (women)</b> .....	<b>2,008</b>	<b>1.31</b>	22	35	106	255	402	957	62	34	8	86	31	-	6	3	1	-	-	-	-	-	-	-
Manufacturing .....	247	1.53	-	-	2	19	52	31	19	12	5	70	27	-	6	3	1	-	-	-	-	-	-	-
Nonmanufacturing .....	1,761	1.28	22	35	104	236	350	926	43	22	3	16	4	-	-	-	-	-	-	-	-	-	-	-
Retail trade .....	112	1.07	-	24	36	48	-	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance† .....	1,280	1.31	-	-	49	28	334	835	32	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Laborers, material handling</b> .....	<b>4,708</b>	<b>1.81</b>	-	3	76	179	164	229	178	637	399	292	608	391	308	649	395	48	88	14	50	-	-	-
Manufacturing .....	2,633	1.79	-	-	9	28	64	184	97	539	206	164	321	232	209	370	106	24	72	8	-	-	-	-
Nonmanufacturing .....	2,075	1.82	-	3	67	151	100	45	81	98	193	128	287	159	99	279	289	24	16	6	50	-	-	-
Public utilities* .....	504	2.10	-	-	-	-	-	-	-	2	9	163	13	8	94	215	-	-	-	-	-	-	-	-
Wholesale trade .....	737	1.89	-	-	-	29	31	22	35	25	61	79	130	84	56	12	22	16	6	50	-	-	-	-
Retail trade .....	794	1.61	-	3	63	118	60	8	45	72	130	39	40	16	7	129	62	2	-	-	-	-	-	-
<b>Order fillers</b> .....	<b>2,239</b>	<b>1.82</b>	-	-	34	39	91	120	140	115	152	298	258	389	121	121	273	31	3	3	35	3	3	10
Manufacturing .....	745	1.90	-	-	-	9	-	-	6	55	41	180	170	127	50	6	43	16	3	3	30	3	3	-
Nonmanufacturing .....	1,494	1.79	-	-	34	30	91	120	134	60	111	118	88	262	71	115	230	15	-	-	5	-	-	10
Wholesale trade .....	1,062	1.75	-	-	10	22	39	107	122	46	92	86	86	262	9	115	36	15	-	-	5	-	-	10
Retail trade .....	432	1.87	-	-	24	8	52	13	12	14	19	32	2	-	62	-	194	-	-	-	-	-	-	-
<b>Packers, shipping (men)</b> .....	<b>1,803</b>	<b>1.72</b>	-	-	16	53	75	249	60	322	129	178	147	138	102	76	243	3	12	-	-	-	-	-
Manufacturing .....	1,135	1.68	-	-	6	13	24	188	28	273	103	106	124	90	68	39	58	3	12	-	-	-	-	-
Nonmanufacturing .....	668	1.78	-	-	10	40	51	61	32	49	26	72	23	48	34	37	185	-	-	-	-	-	-	-
Wholesale trade .....	461	1.95	-	-	-	-	10	25	21	32	19	40	23	48	34	24	185	-	-	-	-	-	-	-
Retail trade .....	177	1.38	-	-	10	36	37	36	11	17	7	10	-	-	-	13	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table A-4. Custodial and Material Movement Occupations—Continued

(Average straight-time hourly earnings for selected occupations studied on an area basis, by industry division, Boston, Mass., October 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—																					
			\$ 0.80 and under	\$ 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	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90
			.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	2.50	2.60	2.70	2.80	2.90	and over
Packers, shipping (women) -----	354	1.45	-	-	24	36	15	101	19	89	2	-	52	16	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	245	1.48	-	-	24	21	-	85	3	44	-	-	52	16	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	109	1.38	-	-	-	15	15	16	16	45	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade -----	70	1.32	-	-	-	15	15	14	6	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receiving clerks -----	751	1.83	-	-	15	-	34	21	47	77	72	78	74	80	90	55	29	40	17	19	2	-	1	-
Manufacturing -----	344	1.91	-	-	-	-	-	18	16	15	16	41	49	54	58	29	14	21	9	3	-	-	1	-
Nonmanufacturing -----	407	1.77	-	-	15	-	34	3	31	62	56	37	25	26	32	26	15	19	8	16	2	-	-	-
Wholesale trade -----	194	1.88	-	-	-	-	7	2	2	25	32	20	20	17	13	22	10	3	4	15	2	-	-	-
Retail trade -----	170	1.71	-	-	1	-	23	1	24	37	24	5	4	8	13	4	5	16	4	1	-	-	-	-
Shipping clerks -----	758	1.99	-	-	4	1	2	13	30	48	63	52	98	50	133	84	55	20	28	35	-	21	18	3
Manufacturing -----	322	2.10	-	-	-	-	-	8	13	6	16	16	23	37	36	47	41	10	20	27	-	3	18	1
Nonmanufacturing -----	436	1.91	-	-	4	1	2	5	17	42	47	36	75	13	97	37	14	10	8	8	-	18	-	2
Wholesale trade -----	285	2.01	-	-	-	-	-	5	-	10	30	15	42	13	89	32	13	10	-	6	-	18	-	2
Retail trade -----	94	1.74	-	-	4	1	2	-	11	20	11	14	7	-	8	5	1	-	8	2	-	-	-	-
Services -----	55	1.67	-	-	-	-	-	-	6	11	6	6	26	-	-	-	-	-	-	-	-	-	-	-
Shipping and receiving clerks -----	486	1.97	-	-	-	2	16	14	17	2	28	38	44	84	98	63	29	13	-	24	1	3	10	-
Manufacturing -----	252	2.08	-	-	-	-	-	-	-	-	32	13	26	76	53	21	13	-	18	-	-	-	-	-
Nonmanufacturing -----	234	1.85	-	-	-	2	16	14	17	2	28	6	31	58	22	10	8	-	6	1	3	10	-	-
Wholesale trade -----	51	2.05	-	-	-	-	-	-	10	-	2	2	1	-	10	-	-	-	2	1	3	10	-	-
Truckdrivers <sup>3</sup> -----	3,354	2.19	-	-	8	-	55	55	22	114	83	149	150	237	198	247	1142	102	177	126	293	142	-	54
Manufacturing -----	1,074	2.25	-	-	-	-	13	38	-	-	17	58	54	33	98	163	148	77	163	29	31	98	-	54
Nonmanufacturing -----	2,280	2.16	-	-	8	-	42	17	22	114	66	91	96	204	100	84	994	25	14	97	262	44	-	-
Public utilities* -----	839	2.27	-	-	-	-	-	-	-	-	1	-	4	-	7	4	811	-	12	-	-	-	-	-
Wholesale trade -----	802	2.24	-	-	-	-	25	-	-	29	50	35	-	101	87	21	134	17	-	-	259	44	-	-
Retail trade -----	517	2.03	-	-	.8	-	-	4	10	30	9	42	90	103	5	58	48	8	2	97	3	-	-	-
Services -----	112	1.50	-	-	-	-	15	13	12	53	6	13	-	-	-	-	-	-	-	-	-	-	-	-
Truckdrivers, light (under 1½ tons) -----	494	1.86	-	-	-	-	55	39	20	47	38	95	17	-	22	34	39	28	-	-	-	60	-	-
Manufacturing -----	239	2.11	-	-	-	-	13	26	-	-	17	18	11	-	21	30	30	13	-	-	-	60	-	-
Nonmanufacturing -----	255	1.63	-	-	-	-	42	13	20	47	21	77	6	-	1	4	9	15	-	-	-	-	-	-
Wholesale trade -----	107	1.69	-	-	-	-	25	-	-	12	15	35	-	-	-	5	15	-	-	-	-	-	-	-
Services -----	77	1.48	-	-	-	-	15	13	12	18	6	13	-	-	-	-	-	-	-	-	-	-	-	-
Truckdrivers, medium (1½ to and including 4 tons) -----	1,153	2.08	-	-	8	-	-	16	2	62	10	53	101	214	138	163	178	18	112	12	28	38	-	-
Manufacturing -----	483	2.23	-	-	-	-	-	12	-	-	-	39	11	30	45	86	64	13	112	5	28	38	-	-
Nonmanufacturing -----	670	1.97	-	-	8	-	-	4	2	62	10	14	90	184	93	77	114	5	-	7	-	-	-	-
Public utilities* -----	73	2.23	-	-	-	-	-	-	-	-	1	-	-	-	7	-	65	-	-	-	-	-	-	-
Wholesale trade -----	242	2.04	-	-	-	-	-	-	-	12	-	-	-	81	82	20	45	2	-	-	-	-	-	-
Retail trade -----	318	1.90	-	-	8	-	-	4	2	14	9	14	90	103	4	56	4	3	-	7	-	-	-	-
Truckdrivers, heavy (over 4 tons, trailer type) -----	1,021	2.37	-	-	-	-	-	-	-	-	-	-	26	3	2	21	596	48	48	60	217	-	-	-
Manufacturing -----	198	2.25	-	-	-	-	-	-	-	-	-	-	26	3	2	20	48	48	48	-	3	-	-	-
Nonmanufacturing -----	823	2.40	-	-	-	-	-	-	-	-	-	-	-	-	-	1	548	-	-	60	214	-	-	-
Public utilities* -----	472	2.27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	472	-	-	-	-	-	-	-
Wholesale trade -----	275	2.59	-	-	-	-	-	-	-	-	-	-	-	-	1	60	-	-	-	-	214	-	-	-

See footnotes at end of table.



## B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Shift Differentials

(Percent of manufacturing plant workers in establishments having formal provisions for shift work, and in establishments actually operating late shifts by type and amount of differential, Boston, Mass., October 1958)

Shift differential	In establishments having formal provisions <sup>1</sup> for—		In establishments actually operating—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	81.4	72.5	10.0	2.3
With shift pay differential .....	80.5	72.5	9.8	2.3
Uniform cents (per hour) .....	36.2	29.5	5.3	1.3
5 cents .....	7.3	.7	.7	-
6 cents .....	1.5	-	.3	-
7 cents .....	3.0	2.7	( <sup>2</sup> )	.1
7½ cents .....	2.4	4.0	.1	.1
8 cents .....	3.4	.9	.3	( <sup>2</sup> )
9 cents .....	.6	.6	( <sup>2</sup> )	( <sup>2</sup> )
9½ cents .....	.8	-	.1	-
10 cents .....	8.3	8.8	1.8	.4
12 cents .....	.7	3.6	-	.2
12½ cents .....	-	.5	-	( <sup>2</sup> )
13 cents .....	1.2	-	.6	-
15 cents .....	2.9	3.4	.5	.2
16 cents .....	.8	.8	.5	.1
17 cents .....	.8	-	.1	-
19 cents .....	-	1.2	-	.2
Over 19 cents .....	2.5	2.2	.2	( <sup>2</sup> )
Uniform percentage .....	41.3	41.5	4.5	1.0
5 percent .....	2.6	1.2	.2	( <sup>2</sup> )
7 percent .....	4.0	4.6	.4	( <sup>2</sup> )
7½ percent .....	.7	-	.1	-
10 percent .....	33.1	20.7	3.7	.5
12½ percent .....	.9	.7	.1	( <sup>2</sup> )
15 percent .....	-	14.3	-	.4
Full day's pay for reduced hours .....	3.1	1.5	.1	-
No shift pay differential .....	.9	-	.1	-

<sup>1</sup> Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.<sup>2</sup> Less than 0.05 percent.

Table B-2. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, Boston, Mass., October 1958)

Minimum weekly salary <sup>1</sup>	Inexperienced typists											Other inexperienced clerical workers <sup>2</sup>										
	All industries	Manufacturing					Nonmanufacturing					All industries	Manufacturing					Nonmanufacturing				
		Based on standard weekly hours <sup>3</sup> of—											Based on standard weekly hours <sup>3</sup> of—									
		All sched-ules	35	37 1/2	38 3/4	40	All sched-ules	35	36 1/4	37 1/2	40		All sched-ules	35	37 1/2	38 3/4	40	All sched-ules	35	36 1/4	37 1/2	40
Establishments studied	252	86	xxx	xxx	xxx	xxx	166	xxx	xxx	xxx	xxx	252	86	xxx	xxx	xxx	xxx	166	xxx	xxx	xxx	xxx
Establishments having a specified minimum	131	50	4	12	5	26	81	6	10	19	28	136	48	4	14	5	24	88	7	11	20	29
\$35.00 and under \$37.50	1	-	-	-	-	-	1	1	-	-	-	2	-	-	-	-	-	2	1	-	-	-
\$37.50 and under \$40.00	6	1	-	-	-	-	5	-	-	-	1	8	1	-	1	-	-	7	-	-	1	1
\$40.00 and under \$42.50	14	7	1	1	-	5	7	-	1	-	4	18	8	1	3	-	4	10	-	3	1	5
\$42.50 and under \$45.00	16	6	1	3	-	2	10	-	2	4	4	19	6	1	3	-	2	13	1	2	3	4
\$45.00 and under \$47.50	43	14	1	5	3	5	29	3	3	9	4	42	14	1	4	3	6	28	4	3	10	2
\$47.50 and under \$50.00	14	6	-	2	1	2	8	-	1	3	2	15	7	-	2	1	3	8	-	-	3	3
\$50.00 and under \$52.50	18	8	-	1	1	5	10	1	-	3	6	13	6	1	1	1	3	7	-	-	2	5
\$52.50 and under \$55.00	4	1	1	-	-	-	3	-	1	-	2	5	-	-	-	-	5	-	2	-	-	3
\$55.00 and under \$57.50	4	-	-	-	-	-	4	1	1	-	2	4	-	-	-	-	4	1	-	-	-	3
\$57.50 and under \$60.00	3	1	-	-	-	1	2	-	1	-	1	3	1	-	-	1	2	-	1	-	-	1
\$60.00 and under \$62.50	1	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
\$62.50 and under \$65.00	2	2	-	-	-	2	-	-	-	-	-	2	2	-	-	-	2	-	-	-	-	-
\$65.00 and under \$67.50	1	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
\$67.50 and under \$70.00	4	3	-	-	-	3	1	-	-	-	1	3	2	-	-	-	2	1	-	-	-	1
\$70.00 and under \$72.50	-	-	-	-	-	-	-	-	-	-	-	2	1	-	-	1	1	-	-	-	-	1
Establishments having no specified minimum	69	30	xxx	xxx	xxx	xxx	39	xxx	xxx	xxx	xxx	75	30	xxx	xxx	xxx	xxx	45	xxx	xxx	xxx	xxx
Establishments which did not employ workers in this category	52	6	xxx	xxx	xxx	xxx	46	xxx	xxx	xxx	xxx	41	8	xxx	xxx	xxx	xxx	33	xxx	xxx	xxx	xxx

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Boston, Mass., October 1958)

Weekly hours	OFFICE WORKERS <sup>1</sup>							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries <sup>1</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	1	-	-	-	-	3	-	( <sup>2</sup> )	1	-	-	-	-
35 hours	12	12	3	-	11	16	15	2	1	-	-	3	5
Over 35 and under 36 1/4 hours	2	( <sup>2</sup> )	-	-	-	5	-	-	-	-	-	-	-
36 1/4 hours	7	2	-	7	5	14	7	1	1	-	-	-	1
Over 36 1/4 and under 37 1/2 hours	2	( <sup>2</sup> )	-	-	11	4	-	( <sup>2</sup> )	-	-	-	1	-
37 1/2 hours	26	16	58	30	13	31	16	7	5	-	3	19	2
Over 37 1/2 and under 38 3/4 hours	7	1	-	6	11	11	18	2	-	-	2	11	-
38 3/4 hours	6	6	-	4	6	8	-	-	-	-	-	-	-
Over 38 3/4 and under 40 hours	1	-	-	-	20	1	-	1	-	-	-	4	-
40 hours	35	63	39	52	23	7	44	79	87	97	71	50	78
Over 40 and under 44 hours	-	-	-	-	-	-	-	1	-	-	12	4	-
44 and under 48 hours	( <sup>2</sup> )	1	-	1	( <sup>2</sup> )	-	-	3	3	1	6	-	10
48 hours	-	-	-	-	-	-	-	4	2	2	7	7	5
Over 48 hours	-	-	-	-	-	-	-	( <sup>2</sup> )	-	-	-	1	-

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>2</sup> Less than 0.5 percent.

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

† Finance, insurance, and real estate.

Table B-4. Paid Holidays

(Percent distribution of office and plant workers in all industries and in industry divisions by number of paid holidays provided annually, Boston, Mass., October 1958)

Item	OFFICE WORKERS:							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries <sup>1</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	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	97	100	99	100	96	70
Workers in establishments providing no paid holidays	-	-	-	-	-	-	-	3	-	1	-	4	30
<b>Number of days</b>													
Less than 6 holidays	1	-	-	-	8	-	-	6	4	2	-	15	6
6 holidays	1	1	1	1	3	-	2	7	6	5	2	5	29
6 holidays plus 2 half days	( <sup>2</sup> )	1	-	-	-	-	1	1	2	-	4	-	-
6 holidays plus 5 half days	( <sup>2</sup> )	-	-	-	-	-	1	-	-	-	-	-	-
7 holidays	2	5	1	-	( <sup>2</sup> )	-	2	19	28	9	-	-	15
7 holidays plus 1 half day	( <sup>2</sup> )	1	-	-	-	-	-	( <sup>2</sup> )	-	-	1	-	-
7 holidays plus 2 half days	4	-	-	-	61	-	-	7	-	-	5	32	-
7 holidays plus 4 half days	( <sup>2</sup> )	-	-	-	-	-	1	-	-	-	-	-	-
8 holidays	2	2	2	-	1	1	5	6	8	-	-	2	8
8 holidays plus 1 half day	5	16	-	-	-	-	-	8	14	-	-	-	-
8 holidays plus 2 half days	1	3	-	-	-	-	1	1	2	-	-	-	-
8 holidays plus 4 half days	( <sup>2</sup> )	-	-	-	-	-	( <sup>2</sup> )	-	-	-	-	-	-
9 holidays	7	12	4	7	( <sup>2</sup> )	3	14	7	9	8	10	-	2
9 holidays plus 1 half day	2	1	-	-	1	3	-	1	2	-	-	2	-
9 holidays plus 2 half days	( <sup>2</sup> )	-	( <sup>2</sup> )	-	1	-	-	( <sup>2</sup> )	-	2	-	1	-
10 holidays	16	25	7	41	20	6	7	20	15	7	50	37	3
10 holidays plus 1 half day	6	5	53	-	( <sup>2</sup> )	-	-	5	2	43	-	-	-
10 holidays plus 2 half days	( <sup>2</sup> )	-	-	4	-	-	-	-	-	-	-	-	-
11 holidays	44	27	31	41	6	67	57	8	5	22	26	4	7
11 holidays plus 1 half day	8	1	-	3	-	18	-	1	2	-	-	-	-
11 holidays plus 2 or 3 half days	1	-	-	4	-	2	-	( <sup>2</sup> )	-	-	2	-	-
12 holidays and over	1	1	-	-	-	-	8	( <sup>2</sup> )	1	-	-	-	( <sup>2</sup> )
<b>Total holiday time<sup>3</sup></b>													
13 or more days	1	( <sup>2</sup> )	-	-	-	-	8	( <sup>2</sup> )	1	-	-	-	( <sup>2</sup> )
12 1/2 or more days	2	1	-	-	-	2	8	( <sup>2</sup> )	1	-	-	-	( <sup>2</sup> )
12 or more days	2	1	-	4	-	2	8	1	1	-	2	-	( <sup>2</sup> )
11 1/2 or more days	10	2	-	8	-	20	8	2	3	-	2	-	( <sup>2</sup> )
11 or more days	54	29	31	52	6	87	66	10	8	22	28	4	7
10 1/2 or more days	60	34	85	52	6	87	66	14	10	65	28	4	7
10 or more days	76	59	93	92	26	93	73	34	25	74	78	42	10
9 1/2 or more days	78	60	93	92	28	96	73	36	27	74	78	44	10
9 or more days	85	75	96	99	28	99	89	43	37	82	88	44	13
8 1/2 or more days	90	90	96	99	28	99	91	51	51	82	88	44	13
8 or more days	96	93	98	99	89	100	96	64	59	82	93	77	20
7 1/2 or more days	97	94	98	99	89	100	96	64	59	82	94	77	20
7 or more days	99	99	99	99	89	100	98	84	90	91	98	77	36
6 or more days	99	100	100	100	92	100	100	92	96	97	100	84	65
5 1/2 or more days	99	100	100	100	92	100	100	92	97	97	100	84	65
5 or more days	99	100	100	100	92	100	100	93	97	99	100	86	70
4 or more days	99	100	100	100	96	100	100	95	99	99	100	89	70
3 or more days	99	100	100	100	96	100	100	96	100	99	100	89	70
2 or more days	99	100	100	100	96	100	100	96	100	99	100	90	70
1 or more days	100	100	100	100	100	100	100	97	100	99	100	96	70

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.

<sup>2</sup> Less than 0.5 percent.

<sup>3</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.

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

† Finance, insurance, and real estate.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions  
by vacation pay provisions, Boston, Mass., October 1958)

Vacation policy	OFFICE WORKERS:							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries †	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>Method of payment</b>													
Workers in establishments providing paid vacations -----	100	100	100	100	100	100	100	100	100	100	100	100	100
Length-of-time payment -----	99	100	85	100	100	100	100	91	88	88	100	100	89
Percentage payment -----	1	-	15	-	-	-	-	8	11	12	-	-	11
Other -----	-	-	-	-	-	-	-	1	1	-	-	-	-
Workers in establishments providing no paid vacations -----	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Amount of vacation pay <sup>2</sup></b>													
<u>After 6 months of service</u>													
Less than 1 week -----	2	3	-	-	-	3	1	22	36	-	13	-	7
1 week -----	50	64	36	42	77	38	56	31	21	32	28	59	13
Over 1 but less than 2 weeks -----	6	6	1	20	-	6	8	1	1	2	12	-	( <sup>3</sup> )
2 weeks -----	29	13	54	9	-	48	22	4	( <sup>3</sup> )	44	7	-	1
<u>After 1 year of service</u>													
1 week -----	4	4	2	5	21	-	10	58	76	8	29	29	82
Over 1 but less than 2 weeks -----	( <sup>3</sup> )	-	-	-	-	-	1	2	3	-	-	-	-
2 weeks -----	91	93	98	95	79	92	79	39	20	91	64	71	18
Over 2 but less than 3 weeks -----	( <sup>3</sup> )	-	-	-	-	-	2	( <sup>3</sup> )	-	-	-	-	( <sup>3</sup> )
3 weeks -----	5	3	-	-	-	8	8	1	1	1	-	-	( <sup>3</sup> )
Over 4 weeks -----	-	-	-	-	-	-	-	( <sup>3</sup> )	-	-	7	-	-
<u>After 2 years of service</u>													
1 week -----	1	1	2	2	-	-	4	32	45	8	15	4	46
Over 1 but less than 2 weeks -----	( <sup>3</sup> )	( <sup>3</sup> )	-	-	-	-	-	17	28	-	1	-	-
2 weeks -----	91	93	98	98	100	87	70	49	24	91	77	96	54
Over 2 but less than 3 weeks -----	3	3	-	-	-	2	18	1	1	-	-	-	( <sup>3</sup> )
3 weeks -----	5	3	-	-	-	10	8	1	2	1	-	-	( <sup>3</sup> )
Over 4 weeks -----	-	-	-	-	-	-	-	( <sup>3</sup> )	-	-	7	-	-
<u>After 3 years of service</u>													
1 week -----	1	1	2	2	-	-	3	14	17	8	6	2	39
Over 1 but less than 2 weeks -----	-	-	-	-	-	-	-	14	23	-	5	-	-
2 weeks -----	90	93	98	98	100	87	55	69	56	86	82	98	61
Over 2 but less than 3 weeks -----	3	3	-	-	-	2	18	1	1	-	-	-	( <sup>3</sup> )
3 weeks -----	7	3	1	-	-	10	24	2	2	6	-	-	( <sup>3</sup> )
Over 4 weeks -----	-	-	-	-	-	-	-	( <sup>3</sup> )	-	-	7	-	-

See footnotes at end of table.

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-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1958)

Vacation policy	OFFICE WORKERS:							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries <sup>1</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
<b>Amount of vacation pay<sup>2</sup>—Continued</b>													
<u>After 5 years of service</u>													
1 week	( <sup>3</sup> )	( <sup>3</sup> )	2	2	-	-	-	1	1	-	5	2	-
2 weeks	66	84	96	98	43	46	49	81	88	94	88	51	92
Over 2 but less than 3 weeks	6	4	-	-	-	9	18	3	4	-	-	-	( <sup>3</sup> )
3 weeks	27	12	3	-	57	45	27	15	7	6	-	47	8
Over 4 weeks	( <sup>3</sup> )	-	-	-	-	-	6	( <sup>3</sup> )	-	-	7	-	-
<u>After 10 years of service</u>													
1 week	( <sup>3</sup> )	( <sup>3</sup> )	-	2	-	-	-	1	1	-	5	2	-
2 weeks	46	73	60	64	7	25	40	55	69	60	67	9	82
Over 2 but less than 3 weeks	5	3	-	-	-	10	2	5	8	-	4	-	( <sup>3</sup> )
3 weeks	44	21	40	34	46	64	50	30	21	39	17	54	18
4 weeks	5	3	-	-	47	-	2	9	1	1	-	36	-
Over 4 weeks	( <sup>3</sup> )	-	-	-	-	-	6	( <sup>3</sup> )	-	-	7	-	-
<u>After 15 years of service</u>													
1 week	( <sup>3</sup> )	( <sup>3</sup> )	-	2	-	-	-	1	1	-	5	2	-
2 weeks	12	14	2	24	1	9	27	17	18	-	20	6	69
Over 2 but less than 3 weeks	2	-	-	-	-	6	2	1	2	-	-	-	( <sup>3</sup> )
3 weeks	81	83	98	75	52	85	62	72	78	99	68	57	31
Over 3 but less than 4 weeks	-	-	-	-	-	-	-	( <sup>3</sup> )	1	-	-	-	-
4 weeks	5	3	-	-	47	-	2	9	1	1	-	36	-
Over 4 weeks	( <sup>3</sup> )	-	-	-	-	-	6	( <sup>3</sup> )	-	-	7	-	-
<u>After 20 years of service</u>													
1 week	( <sup>3</sup> )	( <sup>3</sup> )	-	2	-	-	-	1	1	-	5	2	-
2 weeks	11	12	2	24	1	9	27	17	17	-	20	6	69
Over 2 but less than 3 weeks	( <sup>3</sup> )	-	-	-	-	-	2	1	2	-	-	-	( <sup>3</sup> )
3 weeks	72	81	97	62	46	68	62	69	76	99	59	49	31
Over 3 but less than 4 weeks	1	-	-	-	-	4	-	( <sup>3</sup> )	1	-	-	-	-
4 weeks	15	7	1	13	53	19	2	12	4	1	9	43	-
Over 4 weeks	( <sup>3</sup> )	-	-	-	-	-	6	( <sup>3</sup> )	-	-	7	-	-
<u>After 25 years of service</u>													
1 week	( <sup>3</sup> )	( <sup>3</sup> )	-	2	-	-	-	1	1	-	5	2	-
2 weeks	8	10	2	20	1	3	27	16	16	-	15	6	69
Over 2 but less than 3 weeks	( <sup>3</sup> )	-	-	-	-	-	2	1	2	-	-	-	( <sup>3</sup> )
3 weeks	53	67	68	62	33	38	61	56	60	74	64	48	24
Over 3 but less than 4 weeks	1	3	-	-	-	-	-	3	5	-	-	-	-
4 weeks	38	20	30	17	66	60	3	23	17	26	9	44	6
Over 4 weeks	( <sup>3</sup> )	-	-	-	-	-	6	( <sup>3</sup> )	-	-	7	-	-

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>2</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.<sup>3</sup> Less than 0.5 percent.

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

† Finance, insurance, and real estate.



Table B-6. Health, Insurance, and Pension Plans

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, Boston, Mass., October 1958)

Type of benefit	OFFICE WORKERS:							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Finance†	Services	All industries <sup>1</sup>	Manufacturing	Public utilities*	Wholesale trade	Retail trade	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	92	91	98	95	91	96	64	90	91	95	91	89	85
Accidental death and dismemberment insurance	53	58	90	41	54	48	27	59	61	80	39	50	77
Sickness and accident insurance or sick leave or both <sup>2</sup>	73	90	96	67	90	53	74	94	95	99	71	91	90
Sickness and accident insurance	41	61	20	40	66	25	34	78	90	30	44	70	76
Sick leave (full pay and no waiting period)	61	74	86	64	44	49	50	16	7	34	46	26	11
Sick leave (partial pay or waiting period)	3	3	1	-	26	-	-	11	7	46	8	9	7
Hospitalization insurance	82	91	43	86	59	91	47	79	92	48	78	55	81
Surgical insurance	81	89	43	90	55	91	45	76	92	48	85	51	51
Medical insurance	56	71	20	57	32	58	42	49	62	22	54	32	33
Catastrophe insurance	38	16	6	24	17	71	26	7	8	7	15	3	3
Retirement pension	79	76	92	68	61	89	59	66	72	90	58	57	23
No health, insurance, or pension plan	1	1	-	2	( <sup>3</sup> )	1	1	1	1	-	6	3	5

<sup>1</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>2</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.<sup>3</sup> Less than 0.5 percent.

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

† Finance, insurance, and real estate.



## Appendix : Occupational 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 shipments 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 20 major labor markets during late 1958 and early 1959. These bulletins, numbered 1240-1 through 1240-20, when available, may be purchased from the Superintendent of Documents, Government Printing Office, Washington 25, D. C., or from any of the BLS regional sales offices shown below.

A summary bulletin (1240-21) containing data for all labor markets, combined with additional analysis will be issued early in 1960.

Bulletins for the areas listed below are now available.

Seattle, Wash., August 1958 – BLS Bull. 1240-1, price 25 cents  
Baltimore, Md., August 1958 – BLS Bull. 1240-2, price 25 cents

