
Occupational Wage Survey

PHILADELPHIA, PENNSYLVANIA

NOVEMBER 1958

Bulletin No. 1240-8

UNITED STATES DEPARTMENT OF LABOR
James P. Mitchell, Secretary

BUREAU OF LABOR STATISTICS
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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 New York, N. Y., by Elliott A. Browar, under the direction of Frederick W. Mueller, Regional Wage and Industrial Relations Analyst.

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* NOTE: Similar tabulations for most of these items are available in the Philadelphia area reports for May 1950, October 1951, 1952, and 1953; November 1954, 1955, 1956, and October 1957. The 1953 report (BLS Bull. 1157-1) also provides a tabulation of the rate of pay for holiday work. The 1953 and 1957 reports provide tabulations of wage structure characteristics, labor-management agreements, and overtime pay provisions. The 1954 report includes data on frequency of wage payments, and pay provisions for holidays falling on nonworkdays. A directory indicating date of study and the price of the reports, as well as reports for other major areas, is available upon request.

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

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 agents¹ 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.² 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.

¹ 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.

² 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,³ presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers

³ 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.⁴ Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

⁴ 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 Philadelphia, Pa.,¹ by major industry division,² November 1958

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions -----	-	1,469	311	536,700	95,700	342,000	310,590
Manufacturing -----	101	661	134	312,400	38,100	220,400	173,850
Nonmanufacturing -----	-	808	177	224,300	57,600	121,600	136,740
Transportation (excluding railroads), communication, and other public utilities ⁵ -----	101	81	23	53,300	9,300	33,100	40,640
Wholesale trade -----	51	250	34	32,800	10,000	14,400	8,020
Retail trade ⁶ -----	101	105	34	67,900	9,200	52,500	51,870
Finance, insurance, and real estate -----	51	177	47	42,900	25,400	⁷ 2,800	27,000
Services ⁸ -----	51	195	39	27,400	3,700	18,800	9,210

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

² 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.

³ 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.

⁴ Includes executive, professional, and other workers excluded from the separate office and plant categories.

⁵ Also excludes taxicabs and services incidental to water transportation.

⁶ Excludes limited-price variety stores.

⁷ Estimate relates to real estate establishments only.

⁸ 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,⁵ 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 plans⁶ which provide

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

⁶ 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 weekends, holidays, and late shifts. The indexes are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on women in the following 18 jobs: Billers, machine (billing machine); bookkeeping-machine operators, class A and B; Comptometer operators; clerks, file, class A and B; clerks, order; clerks, payroll; key-punch operators; office girls; secretaries; stenographers, general; switchboard operators; switchboard operator-receptionists; tabulating-machine operators; transcribing-machine operators, general; and typists, class A and B. The industrial nurse data are based on women industrial nurses. Men in the following 10 skilled maintenance jobs and 3 unskilled jobs were included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; millwrights; painters; pipefitters; sheet-metal workers; and tool and die makers; unskilled—janitors, porters, and cleaners; laborers, material handling; and watchmen.

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

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

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

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

Indexes for the period 1953 to 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 Philadelphia, Pa., November 1958 and October 1957, and percents of increase for selected periods

Industry and occupational group	Indexes (October 1952 = 100)		Percent increase from—					
	November 1958	October 1957	October 1957 to November 1958	November 1956 to October 1957	November 1955 to November 1956	November 1954 to November 1955	October 1953 to November 1954	October 1952 to October 1953
All industries:								
Office clerical (women) -----	134.1	129.0	4.0	5.7	6.5	3.4	3.4	7.1
Industrial nurses (women) -----	134.9	130.2	3.7	6.5	6.2	4.3	3.0	7.1
Skilled maintenance (men) -----	132.9	128.8	3.2	5.2	5.2	4.0	4.4	7.2
Unskilled plant (men) -----	134.5	128.1	5.0	6.0	4.7	6.0	4.3	4.5
Manufacturing:								
Office clerical (women) -----	133.3	127.9	4.2	6.2	5.1	2.8	4.6	6.6
Industrial nurses (women) -----	133.9	130.7	2.4	5.7	6.1	5.0	2.9	7.9
Skilled maintenance (men) -----	132.3	128.2	3.2	5.1	5.4	3.8	3.9	7.2
Unskilled plant (men) -----	132.1	125.9	4.9	5.8	4.5	5.5	4.5	3.3

Table A-1. Office Occupations

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis,
by industry division, Philadelphia, Pa., November 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	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
				40.00	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	over
Men																					
Clerks, accounting, class A	824	38.5	\$ 94.00	-	-	6	3	4	15	32	32	54	89	70	110	81	99	56	81	50	42
Manufacturing	568	38.5	96.50	-	-	-	-	1	1	21	9	25	53	50	89	68	95	12	78	43	23
Nonmanufacturing	256	38.0	88.00	-	-	6	3	3	14	11	23	29	36	20	21	13	4	44	3	7	19
Public utilities *	53	38.0	97.50	-	-	-	-	-	-	-	4	1	-	11	9	-	-	23	3	2	-
Finance †	76	37.0	83.50	-	-	5	3	3	7	2	10	6	4	8	4	1	2	16	-	-	5
Clerks, accounting, class B	452	38.0	70.50	-	6	2	34	43	70	73	68	17	69	35	7	7	15	4	2	-	-
Manufacturing	276	38.0	71.50	-	-	-	22	10	49	34	53	7	59	30	7	-	1	2	2	-	-
Nonmanufacturing	176	37.5	69.00	-	6	2	12	33	21	39	15	10	10	5	-	7	14	2	-	-	-
Public utilities *	25	39.0	81.50	-	-	-	1	9	-	-	-	1	1	-	-	1	12	-	-	-	-
Wholesale trade	58	39.5	69.00	-	-	-	-	-	14	21	13	8	-	-	-	2	-	-	-	-	-
Finance †	61	35.5	61.00	-	5	1	7	20	4	15	-	-	9	-	-	-	-	-	-	-	-
Clerks, order	282	39.0	82.50	-	-	-	-	10	13	19	36	55	67	13	14	14	4	22	1	1	13
Nonmanufacturing	215	39.0	85.00	-	-	-	-	9	7	12	15	35	65	10	11	13	4	22	-	-	12
Wholesale trade	173	39.0	83.50	-	-	-	-	9	7	10	13	33	49	6	7	7	2	22	-	-	8
Clerks, payroll	183	39.5	89.00	-	-	-	-	3	1	11	6	24	12	30	45	15	18	1	8	2	7
Manufacturing	120	39.5	89.00	-	-	-	-	1	1	11	3	10	12	26	21	15	7	1	8	-	4
Nonmanufacturing	63	39.5	89.00	-	-	-	-	2	-	-	3	14	-	4	24	-	11	-	-	2	3
Office boys	668	38.0	50.50	22	165	142	160	66	61	32	7	13	-	-	-	-	-	-	-	-	-
Manufacturing	328	39.0	51.50	13	67	67	98	20	25	20	5	13	-	-	-	-	-	-	-	-	-
Nonmanufacturing	340	37.5	49.50	9	98	75	62	46	36	12	2	-	-	-	-	-	-	-	-	-	-
Public utilities *	72	37.0	45.50	-	43	14	4	4	3	2	2	-	-	-	-	-	-	-	-	-	-
Wholesale trade	84	39.0	54.50	-	2	24	3	23	26	6	-	-	-	-	-	-	-	-	-	-	-
Finance †	98	36.5	50.00	9	24	5	32	18	6	4	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators	839	38.5	78.50	-	1	9	36	41	63	79	85	117	105	135	48	52	12	30	2	5	19
Manufacturing	468	39.0	84.00	-	-	-	1	2	25	33	41	74	67	99	28	43	8	21	2	5	19
Nonmanufacturing	371	38.0	72.00	-	1	9	35	39	38	46	44	43	38	36	20	9	4	9	-	-	-
Wholesale trade	87	38.5	80.50	-	-	-	-	-	7	11	6	17	13	13	8	6	4	2	-	-	-
Finance †	214	37.5	67.00	-	1	9	34	38	27	24	22	18	14	10	7	3	-	7	-	-	-
Women																					
Billers, machine (billing machine)	359	37.5	62.50	-	1	3	33	141	50	28	76	6	7	13	-	1	-	-	-	-	-
Manufacturing	152	37.5	64.50	-	-	-	22	52	13	6	37	1	7	13	-	1	-	-	-	-	-
Nonmanufacturing	207	37.5	61.50	-	1	3	11	89	37	22	39	5	-	-	-	-	-	-	-	-	-
Finance †	57	35.0	61.50	-	1	1	6	7	27	5	5	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	183	39.0	60.00	-	10	30	15	46	25	14	21	11	7	4	-	-	-	-	-	-	-
Nonmanufacturing	136	39.0	57.50	-	10	29	15	26	17	12	19	8	-	-	-	-	-	-	-	-	-
Retail trade *	118	39.5	56.50	-	10	29	15	19	12	12	13	8	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class A	327	37.5	69.50	-	-	1	15	51	22	105	56	16	17	13	29	1	1	-	-	-	-
Manufacturing	211	38.0	72.50	-	-	-	-	33	14	59	35	9	17	13	29	1	1	-	-	-	-
Nonmanufacturing	116	37.5	64.50	-	-	1	15	18	8	46	21	7	-	-	-	-	-	-	-	-	-
Finance †	60	36.5	65.00	-	-	1	4	11	8	18	12	6	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	1,357	38.0	57.50	-	26	211	336	325	217	77	71	47	26	8	5	-	8	-	-	-	-
Manufacturing	226	38.5	64.50	-	2	2	19	34	70	35	24	26	9	4	1	-	-	-	-	-	-
Nonmanufacturing	1,131	38.0	56.00	-	24	209	317	291	147	42	47	21	17	4	4	-	8	-	-	-	-
Wholesale trade	198	39.0	67.00	-	-	6	9	28	53	21	40	14	11	4	4	-	8	-	-	-	-
Retail trade *	99	38.5	59.00	-	2	8	28	20	18	6	4	7	6	-	-	-	-	-	-	-	-
Finance †	811	38.0	53.00	-	22	195	274	235	71	13	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, Philadelphia, Pa., November 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	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
				40.00	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	over
Women—Continued																					
Clerks, accounting, class A -----	1,040	38.0	\$77.00	-	-	12	38	48	156	81	139	142	106	99	90	67	12	10	7	25	8
Manufacturing -----	402	38.5	85.00	-	-	-	-	2	14	6	71	66	31	56	58	67	2	2	3	24	-
Nonmanufacturing -----	638	37.0	72.00	-	-	12	38	46	142	75	68	76	75	43	32	-	10	8	4	1	8
Public utilities * -----	59	37.0	85.00	-	-	-	-	-	-	2	6	8	9	19	8	-	-	4	2	1	-
Wholesale trade -----	80	39.0	83.00	-	-	-	-	-	25	-	-	-	28	-	11	-	2	4	2	-	8
Retail trade * -----	141	39.0	71.50	-	-	5	11	8	10	13	43	23	7	18	3	-	-	-	-	-	-
Finance † -----	317	36.0	67.00	-	-	7	27	38	95	46	17	41	27	4	7	-	8	-	-	-	-
Clerks, accounting, class B -----	2,243	37.5	60.00	2	63	258	430	431	493	206	86	107	63	54	12	10	15	4	9	-	-
Manufacturing -----	889	38.0	62.50	-	-	38	146	149	263	95	62	57	49	21	4	4	-	-	1	-	-
Nonmanufacturing -----	1,354	37.5	58.50	2	63	220	284	282	230	111	24	50	14	33	8	6	15	4	8	-	-
Public utilities * -----	118	37.0	70.00	-	-	1	22	19	8	26	9	2	3	15	-	-	13	-	-	-	-
Wholesale trade -----	187	39.0	67.50	-	-	19	20	30	31	21	-	31	7	16	-	-	-	4	8	-	-
Retail trade * -----	599	38.0	57.00	2	41	61	150	142	108	53	11	9	4	2	8	6	2	-	-	-	-
Finance † -----	385	36.0	52.50	-	22	138	84	83	47	7	2	2	-	-	-	-	-	-	-	-	-
Services -----	65	38.5	61.50	-	-	1	8	8	36	4	2	6	-	-	-	-	-	-	-	-	-
Clerks, file, class A -----	474	38.0	65.50	-	6	23	85	69	65	44	69	48	38	11	3	13	-	-	-	-	-
Manufacturing -----	185	39.0	70.00	-	-	-	24	31	18	21	18	21	35	3	2	12	-	-	-	-	-
Nonmanufacturing -----	289	37.5	62.00	-	6	23	61	38	47	23	51	27	3	8	1	1	-	-	-	-	-
Public utilities * -----	38	36.0	61.50	-	-	-	3	12	9	10	3	1	-	-	-	-	-	-	-	-	-
Finance † -----	160	37.0	60.50	-	-	20	43	23	28	7	17	18	1	1	1	1	-	-	-	-	-
Clerks, file, class B -----	1,575	38.0	49.50	17	502	386	339	146	90	49	23	18	5	-	-	-	-	-	-	-	-
Manufacturing -----	326	39.0	56.00	-	20	62	90	65	22	31	22	14	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	1,249	38.0	48.00	17	482	324	249	81	68	18	1	4	5	-	-	-	-	-	-	-	-
Public utilities * -----	58	37.5	58.00	-	-	12	15	7	12	6	1	2	3	-	-	-	-	-	-	-	-
Wholesale trade -----	180	39.5	51.50	-	42	17	63	23	20	11	-	2	2	-	-	-	-	-	-	-	-
Retail trade * -----	248	39.5	44.50	3	152	56	30	6	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance † -----	681	37.0	47.00	14	267	222	126	34	17	1	-	-	-	-	-	-	-	-	-	-	-
Services -----	82	38.0	51.00	-	21	17	15	11	18	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order -----	838	39.0	61.00	4	109	113	93	122	147	21	9	109	32	55	-	-	20	-	-	-	4
Manufacturing -----	336	38.0	66.00	-	-	10	55	44	103	3	9	43	30	36	-	-	3	-	-	-	-
Nonmanufacturing -----	502	39.0	58.00	4	109	103	38	78	44	18	-	66	2	19	-	-	17	-	-	-	4
Wholesale trade -----	306	39.5	61.00	-	76	58	24	28	-	18	-	60	2	19	-	-	17	-	-	-	4
Retail trade * -----	156	39.5	51.50	4	33	45	14	50	4	-	-	6	-	-	-	-	-	-	-	-	-
Clerks, payroll -----	1,189	38.0	69.00	-	5	22	181	96	167	160	181	150	61	49	55	39	7	5	2	3	6
Manufacturing -----	774	38.5	70.50	-	1	11	70	44	115	119	125	119	56	22	49	35	5	1	-	2	-
Nonmanufacturing -----	415	37.5	65.50	-	4	11	111	52	52	41	56	31	5	27	6	4	2	4	2	1	6
Public utilities * -----	119	37.0	62.00	-	-	-	56	10	15	10	11	1	-	11	4	-	-	-	-	-	-
Retail trade * -----	95	38.5	61.00	-	4	8	28	15	13	7	3	9	-	-	-	2	2	4	-	-	-
Finance † -----	63	34.5	63.50	-	-	2	11	17	6	5	15	2	2	3	-	-	-	-	-	-	-
Services -----	51	38.5	62.00	-	-	1	16	3	11	12	4	2	1	1	-	-	-	-	-	-	-
Comptometer operators -----	1,122	38.0	64.00	2	13	73	142	169	172	188	194	73	30	42	18	3	3	-	-	-	-
Manufacturing -----	488	38.5	67.50	-	-	6	27	59	76	132	91	45	20	20	8	1	3	-	-	-	-
Nonmanufacturing -----	634	38.0	61.50	2	13	67	115	110	96	56	103	28	10	22	10	2	-	-	-	-	-
Public utilities * -----	28	37.0	63.50	-	-	-	2	7	11	2	4	2	-	-	-	-	-	-	-	-	-
Wholesale trade -----	160	39.5	67.50	-	-	-	14	40	20	24	29	9	-	14	8	2	-	-	-	-	-
Retail trade * -----	417	37.5	59.00	2	13	61	91	57	63	28	67	15	10	8	2	-	-	-	-	-	-

See footnotes at end of table.

Table A-1. Office Occupations—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis,
by industry division, Philadelphia, Pa., November 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
Women—Continued																					
Duplicating-machine operators (mimeograph or ditto)	137	38.5	\$ 57.00	1	13	19	33	24	6	20	17	3	-	1	-	-	-	-	-	-	-
Manufacturing	73	39.5	60.50	-	5	-	19	13	4	18	10	3	-	1	-	-	-	-	-	-	-
Nonmanufacturing	64	37.5	53.00	1	8	19	14	11	2	2	7	-	-	-	-	-	-	-	-	-	-
Key-punch operators	1,893	38.0	62.00	-	8	159	283	387	346	308	197	107	54	24	18	2	-	-	-	-	-
Manufacturing	912	38.5	65.00	-	1	46	76	135	162	197	153	73	44	20	3	2	-	-	-	-	-
Nonmanufacturing	981	37.5	59.00	-	7	113	207	252	184	111	44	34	10	4	15	-	-	-	-	-	-
Public utilities *	134	37.5	61.50	-	-	1	56	34	12	7	2	6	3	-	13	-	-	-	-	-	-
Wholesale trade	257	38.5	60.50	-	-	20	45	69	54	28	13	20	2	4	2	-	-	-	-	-	-
Retail trade ^a	86	38.5	59.00	-	-	9	20	14	8	12	3	-	-	-	-	-	-	-	-	-	-
Finance †	464	37.0	57.00	-	7	83	86	120	87	58	13	5	5	-	-	-	-	-	-	-	-
Office girls	353	38.0	48.00	9	122	99	90	16	8	6	3	-	-	-	-	-	-	-	-	-	-
Manufacturing	123	38.5	49.50	-	29	56	20	8	1	6	3	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	230	37.5	47.00	9	93	43	70	8	7	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	71	39.5	45.50	-	40	7	23	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance †	84	36.0	45.50	4	40	27	11	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Secretaries	6,130	38.0	81.50	-	5	10	81	139	386	744	765	922	799	623	534	371	230	129	86	98	208
Manufacturing	2,944	38.5	85.50	-	-	-	21	27	138	246	355	387	379	310	314	262	160	93	80	56	116
Nonmanufacturing	3,186	37.5	78.00	-	5	10	60	112	248	498	410	535	420	313	220	109	70	36	6	42	92
Public utilities *	335	37.5	93.50	-	-	-	8	17	12	13	11	37	31	22	39	35	13	11	3	29	54
Wholesale trade	911	38.0	81.50	-	-	-	7	-	58	54	96	183	160	164	102	23	23	14	1	2	24
Retail trade ^a	262	38.5	76.00	-	5	5	6	13	19	25	43	30	32	40	22	10	9	2	-	1	-
Finance †	1,291	36.5	74.00	-	-	4	34	72	119	313	206	163	164	84	49	38	19	9	2	10	5
Services	387	38.0	73.00	-	-	1	5	10	40	93	54	122	33	3	8	3	6	-	-	-	9
Stenographers, general	4,564	38.5	66.00	1	15	123	475	835	851	859	453	399	288	136	41	40	11	6	31	-	-
Manufacturing	2,420	39.0	67.50	-	2	41	171	426	372	501	242	252	224	122	32	29	6	-	-	-	-
Nonmanufacturing	2,144	37.5	63.50	1	13	82	304	409	479	358	211	147	64	14	9	11	5	6	31	-	-
Public utilities *	425	37.5	68.00	-	-	4	96	53	68	54	59	12	28	8	3	5	-	6	29	-	-
Wholesale trade	483	39.0	67.50	-	-	7	46	62	58	134	72	52	28	5	6	6	5	-	2	-	-
Retail trade ^a	196	38.0	62.50	1	2	10	15	42	49	24	20	33	-	-	-	-	-	-	-	-	-
Finance †	970	37.0	60.00	-	11	61	146	227	284	128	54	50	8	1	-	-	-	-	-	-	-
Services	70	37.5	63.00	-	-	-	1	25	20	18	6	-	-	-	-	-	-	-	-	-	-
Stenographers, technical	139	37.5	70.50	-	-	-	7	12	29	5	43	22	6	4	5	5	1	-	-	-	-
Manufacturing	53	39.0	73.50	-	-	-	-	9	11	1	11	4	4	3	5	5	-	-	-	-	-
Nonmanufacturing	86	36.5	69.00	-	-	-	7	3	18	4	32	18	2	1	-	-	1	-	-	-	-
Switchboard operators	1,025	38.5	62.00	30	85	69	106	168	139	123	111	108	30	36	14	5	1	-	-	-	-
Manufacturing	241	39.0	71.00	-	-	-	7	24	26	55	22	71	16	11	7	1	1	-	-	-	-
Nonmanufacturing	784	38.5	59.50	30	85	69	99	144	113	68	89	37	14	25	7	4	-	-	-	-	-
Public utilities *	142	38.0	72.00	-	-	-	-	19	20	14	31	27	2	22	7	-	-	-	-	-	-
Wholesale trade	79	39.5	71.00	-	-	2	6	6	2	18	26	-	12	3	-	4	-	-	-	-	-
Retail trade ^a	145	39.0	52.50	5	17	29	41	32	10	-	11	-	-	-	-	-	-	-	-	-	-
Finance †	223	37.0	59.00	-	-	8	39	81	67	20	7	1	-	-	-	-	-	-	-	-	-
Services	195	39.0	50.50	25	68	30	13	6	14	16	14	9	-	-	-	-	-	-	-	-	-

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, Philadelphia, Pa., November 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	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00 and over
Women--Continued																					
Switchboard operator-receptionists -----	822	38.0	\$ 61.00	-	32	52	67	154	229	144	76	44	19	3	2	-	-	-	-	-	-
Manufacturing -----	417	38.5	63.00	-	-	19	44	43	126	110	35	28	7	3	2	-	-	-	-	-	-
Nonmanufacturing -----	405	37.5	59.50	-	32	33	23	111	103	34	41	16	12	-	-	-	-	-	-	-	-
Public utilities * -----	36	37.5	66.50	-	-	-	-	13	1	9	4	9	-	-	-	-	-	-	-	-	-
Wholesale trade -----	202	38.5	58.00	-	28	14	6	55	57	7	31	4	-	-	-	-	-	-	-	-	-
Retail trade † -----	54	38.0	59.00	-	-	12	-	12	22	1	4	3	-	-	-	-	-	-	-	-	-
Finance † -----	68	35.0	62.50	-	-	7	17	2	15	15	-	-	12	-	-	-	-	-	-	-	-
Tabulating-machine operators -----	373	38.0	69.00	-	-	1	39	51	47	80	42	50	13	14	13	23	-	-	-	-	-
Manufacturing -----	129	38.5	80.00	-	-	-	-	3	-	29	22	22	4	14	12	23	-	-	-	-	-
Nonmanufacturing -----	244	37.5	63.50	-	-	1	39	48	47	51	20	28	9	-	1	-	-	-	-	-	-
Public utilities * -----	49	37.0	66.00	-	-	-	8	9	9	3	8	9	2	-	1	-	-	-	-	-	-
Finance † -----	145	37.5	63.00	-	-	1	20	33	29	38	10	8	6	-	-	-	-	-	-	-	-
Transcribing-machine operators, general -----	711	38.0	58.50	-	16	102	202	111	99	70	53	32	12	4	2	8	-	-	-	-	-
Manufacturing -----	177	38.5	60.00	-	-	-	71	45	16	17	8	9	4	1	2	4	-	-	-	-	-
Nonmanufacturing -----	534	38.0	58.00	-	16	102	131	66	83	53	45	23	8	3	-	4	-	-	-	-	-
Wholesale trade -----	187	39.5	65.00	-	-	3	41	20	36	21	35	17	8	2	-	4	-	-	-	-	-
Finance † -----	288	36.5	53.50	-	12	91	79	39	33	28	4	2	-	-	-	-	-	-	-	-	-
Typists, class A -----	1,277	38.5	65.50	-	1	25	148	208	303	163	173	127	79	24	8	18	-	-	-	-	-
Manufacturing -----	662	39.0	69.50	-	-	3	28	93	129	116	82	95	79	16	3	18	-	-	-	-	-
Nonmanufacturing -----	615	37.5	61.50	-	1	22	120	115	174	47	91	32	-	8	5	-	-	-	-	-	-
Public utilities * -----	105	37.0	59.00	-	-	2	53	11	17	2	11	-	-	4	5	-	-	-	-	-	-
Finance † -----	245	37.0	59.00	-	1	19	56	62	52	15	36	4	-	-	-	-	-	-	-	-	-
Services -----	112	38.5	62.00	-	-	-	10	25	67	-	4	6	-	-	-	-	-	-	-	-	-
Typists, class B -----	3,771	38.0	55.00	2	197	757	1162	737	491	172	131	83	33	1	1	4	-	-	-	-	-
Manufacturing -----	1,398	39.0	57.50	-	22	172	446	272	225	70	85	78	26	1	1	-	-	-	-	-	-
Nonmanufacturing -----	2,373	37.5	51.00	2	175	585	716	465	266	102	46	5	7	-	-	4	-	-	-	-	-
Public utilities * -----	160	37.5	58.00	-	-	19	47	37	25	17	11	3	1	-	-	-	-	-	-	-	-
Wholesale trade -----	567	39.5	56.00	-	21	40	231	113	102	18	32	-	6	-	-	4	-	-	-	-	-
Retail trade † -----	314	39.0	53.50	2	83	44	49	30	49	55	-	2	-	-	-	-	-	-	-	-	-
Finance † -----	1,149	36.0	51.00	-	71	438	311	265	49	12	3	-	-	-	-	-	-	-	-	-	-
Services -----	183	38.0	53.50	-	-	44	78	20	41	-	-	-	-	-	-	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Excludes limited-price variety stores.³ Workers were distributed as follows: 27 at \$120 to \$130; 17 at \$130 to \$140; 10 at \$140 and over.

* 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, Philadelphia, Pa., November 1958)

Sex, occupation, and industry division	Number of workers	AVERAGES		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 55.00 and under 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 and over
Men																					
Draftsmen, leader	195	39.5	\$ 149.00	-	-	-	-	-	-	-	-	-	-	-	2	1	4	4	22	25	² 137
Manufacturing	148	40.0	149.50	-	-	-	-	-	-	-	-	-	-	-	2	-	2	-	14	25	³ 105
Draftsmen, senior	1,527	39.5	109.00	-	3	16	20	28	43	79	75	157	173	247	91	177	155	122	27	81	33
Manufacturing	1,282	39.5	108.50	-	3	16	20	28	41	75	53	123	124	231	87	159	105	86	25	81	25
Nonmanufacturing	245	38.0	111.50	-	-	-	-	-	2	4	22	34	49	16	4	18	50	36	2	-	8
Wholesale trade	80	37.0	115.00	-	-	-	-	-	-	2	-	2	23	-	2	7	33	11	-	-	-
Draftsmen, junior	841	39.5	81.50	15	74	68	81	99	158	121	104	80	19	16	2	2	1	1	-	-	-
Manufacturing	576	40.0	83.50	8	28	36	53	64	122	80	83	70	13	16	2	1	-	-	-	-	-
Nonmanufacturing	265	39.0	77.50	⁴ 7	46	32	28	35	36	41	21	10	6	-	-	1	1	1	-	-	-
Women																					
Nurses, industrial (registered)	295	39.0	85.00	2	7	23	38	37	52	48	27	21	23	10	2	-	2	-	-	-	3
Manufacturing	236	39.5	85.00	-	2	16	29	33	45	36	24	20	22	6	1	-	2	-	-	-	-
Nonmanufacturing	59	38.5	83.50	2	5	7	9	4	7	12	3	1	1	4	1	-	-	-	-	-	3

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Workers were distributed as follows: 18 at \$140 to \$150; 56 at \$150 to \$160; 41 at \$160 to \$170; 17 at \$170 to \$180; 5 at \$180 and over.³ Workers were distributed as follows: 9 at \$140 to \$150; 51 at \$150 to \$160; 31 at \$160 to \$170; 14 at \$170 to \$180.⁴ All workers at \$50 and under \$55.

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, Philadelphia, Pa., November 1958)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																						
			Under \$ 1.60	\$ 1.60 and under 1.70	\$ 1.70 1.80	\$ 1.80 1.90	\$ 1.90 2.00	\$ 2.00 2.10	\$ 2.10 2.20	\$ 2.20 2.30	\$ 2.30 2.40	\$ 2.40 2.50	\$ 2.50 2.60	\$ 2.60 2.70	\$ 2.70 2.80	\$ 2.80 2.90	\$ 2.90 3.00	\$ 3.00 3.10	\$ 3.10 3.20	\$ 3.20 3.30	\$ 3.30 3.40	\$ 3.40 3.50	\$ 3.50 3.60	\$ 3.60 and over	
Carpenters, maintenance	763	2.65	3	7	2	20	2	70	38	23	58	101	86	62	30	11	2	165	4	-	-	8	-	² 71	
Manufacturing	576	2.62	-	-	1	9	-	51	37	1	41	97	64	58	29	5	2	165	-	-	-	7	-	9	
Nonmanufacturing	187	2.73	3	7	1	11	2	19	1	22	17	4	22	4	1	6	-	-	4	-	-	1	-	62	
Public utilities*	34	2.53	-	-	-	-	-	-	-	5	11	-	12	-	-	2	-	-	-	-	-	-	-	-	
Retail trade ³	69	3.43	-	-	-	-	-	-	-	-	-	-	9	4	-	-	-	-	-	-	-	1	-	55	
Electricians, maintenance	1,722	2.69	7	-	-	3	23	40	78	42	97	252	207	159	236	58	40	316	100	15	14	1	-	34	
Manufacturing	1,473	2.70	-	-	-	-	35	73	12	77	244	187	144	197	49	37	315	65	4	13	1	-	-	20	
Nonmanufacturing	249	2.63	7	-	-	3	23	5	5	30	20	8	20	15	39	9	3	1	35	11	1	-	-	14	
Public utilities*	67	2.72	-	-	-	-	-	-	1	5	17	5	9	-	-	5	-	-	25	-	-	-	-	-	
Retail trade ³	106	2.92	-	-	-	-	-	1	-	-	2	-	11	14	38	-	3	1	10	11	1	-	-	14	
Engineers, stationary	969	2.34	6	23	52	65	13	72	49	66	125	241	94	20	53	20	23	32	5	10	-	-	-	-	
Manufacturing	654	2.45	-	-	2	-	10	50	39	43	87	228	75	8	46	18	23	10	5	10	-	-	-	-	
Nonmanufacturing	315	2.12	6	23	50	65	3	22	10	23	38	13	19	12	7	2	-	22	-	-	-	-	-	-	
Public utilities*	34	2.31	3	2	2	-	-	-	1	9	3	-	-	10	4	-	-	-	-	-	-	-	-	-	
Finance†	150	2.09	-	-	5	56	3	20	7	10	28	3	14	2	-	2	-	-	-	-	-	-	-	-	
Services	106	2.02	3	21	43	9	-	2	2	4	-	-	-	-	-	-	-	22	-	-	-	-	-	-	

See footnotes at end of table.

Table A-3. Maintenance and Powerplant Occupations—Continued

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

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																							
			Under \$ 1.60	\$ 1.60 and under 1.70	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60 and over		
Firemen, stationary boiler -----	601	2.15	39	8	42	68	22	101	64	94	44	19	43	4	22	26	-	5	-	-	-	-	-	-	-	
Manufacturing -----	496	2.20	23	2	42	42	4	77	57	87	44	19	43	3	22	26	-	5	-	-	-	-	-	-	-	
Nonmanufacturing -----	105	1.89	16	6	-	26	18	24	7	7	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Helpers, trades, maintenance -----	1,302	2.21	38	6	77	63	103	174	182	117	90	241	17	194	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	1,047	2.25	14	4	70	50	76	94	141	88	81	235	-	194	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	255	2.04	24	2	7	13	27	80	41	29	9	6	17	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities* -----	186	2.14	-	2	2	-	19	73	40	19	8	6	17	-	-	-	-	-	-	-	-	-	-	-	-	
Machine-tool operators, toolroom -----	486	2.63	-	-	-	-	-	4	11	21	23	47	138	39	101	26	51	25	-	-	-	-	-	-	-	
Manufacturing -----	486	2.63	-	-	-	-	-	4	11	21	23	47	138	39	101	26	51	25	-	-	-	-	-	-	-	
Machinists, maintenance -----	1,205	2.70	-	-	-	-	-	74	62	18	80	121	105	136	101	107	83	230	68	2	5	-	-	-	13	
Manufacturing -----	1,067	2.68	-	-	-	-	-	74	62	18	57	117	89	115	101	107	82	226	2	4	-	-	-	-	13	
Nonmanufacturing -----	138	2.87	-	-	-	-	-	-	-	-	23	4	16	21	-	-	1	4	66	2	1	-	-	-	-	
Mechanics, automotive (maintenance) -----	1,029	2.55	-	-	-	-	-	17	32	94	97	193	264	79	143	36	48	26	-	-	-	-	-	-	-	
Manufacturing -----	335	2.53	-	-	-	-	-	6	-	8	29	176	28	31	20	5	6	26	-	-	-	-	-	-	-	
Nonmanufacturing -----	694	2.55	-	-	-	-	-	11	32	86	68	17	236	48	123	31	42	-	-	-	-	-	-	-	-	
Public utilities* -----	401	2.53	-	-	-	-	-	-	27	74	64	4	131	1	27	31	42	-	-	-	-	-	-	-	-	
Wholesale trade -----	176	2.63	-	-	-	-	-	6	-	4	3	13	56	-	94	-	-	-	-	-	-	-	-	-	-	
Retail trade ¹ -----	82	2.60	-	-	-	-	-	-	-	-	-	-	38	42	2	-	-	-	-	-	-	-	-	-	-	
Mechanics, maintenance -----	2,110	2.55	-	-	-	16	82	55	153	143	103	350	380	282	46	104	54	293	27	10	-	-	-	-	-	
Manufacturing -----	2,018	2.55	-	-	-	16	82	55	153	139	91	340	362	282	44	102	22	293	27	10	-	-	-	-	-	
Nonmanufacturing -----	92	2.65	-	-	-	-	-	-	-	4	12	16	24	-	2	2	32	-	-	-	-	-	-	-	-	
Millwrights -----	383	2.65	-	-	-	-	9	1	-	2	9	53	33	142	63	34	26	9	2	-	-	-	-	-	-	
Manufacturing -----	380	2.65	-	-	-	-	9	1	-	1	9	53	33	142	63	34	26	9	-	-	-	-	-	-	-	
Oilers -----	485	1.98	136	-	12	41	30	39	54	94	49	14	11	-	5	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	484	1.98	136	-	11	41	30	39	54	94	49	14	11	-	5	-	-	-	-	-	-	-	-	-	-	
Painters, maintenance -----	557	2.40	27	8	35	25	24	23	21	41	62	37	93	18	5	9	58	51	20	-	-	-	-	-	-	
Manufacturing -----	334	2.54	-	-	4	9	2	20	20	29	40	35	54	18	5	9	38	51	-	-	-	-	-	-	-	
Nonmanufacturing -----	223	2.19	27	8	31	16	22	3	1	12	22	2	39	-	-	-	20	-	20	-	-	-	-	-	-	
Public utilities* -----	66	2.61	-	-	-	-	-	-	-	5	13	-	28	-	-	-	20	-	-	-	-	-	-	-	-	
Finance† -----	81	1.93	-	1	23	16	22	2	1	7	6	2	1	-	-	-	-	-	-	-	-	-	-	-	-	
Pipefitters, maintenance -----	918	2.73	-	-	-	-	1	23	52	14	36	107	95	141	40	30	24	307	38	-	-	-	-	-	10	
Manufacturing -----	866	2.72	-	-	-	-	-	23	52	12	36	107	76	141	40	30	24	307	8	-	-	-	-	-	10	
Plumbers, maintenance -----	90	2.42	1	10	7	7	-	3	2	12	12	-	7	3	5	1	-	8	2	2	1	-	-	-	7	
Nonmanufacturing -----	69	2.32	1	10	7	7	-	2	-	11	11	-	5	1	2	-	-	-	2	2	1	-	-	-	7	
Sheet-metal workers, maintenance -----	224	2.65	-	-	-	-	-	2	8	18	4	28	41	36	25	23	5	27	6	-	-	-	-	-	1	
Manufacturing -----	202	2.65	-	-	-	-	-	2	8	6	4	28	38	36	24	23	5	27	1	-	-	-	-	-	-	
Tool and die makers -----	1,804	2.87	-	-	-	-	-	-	22	44	32	49	45	75	248	563	277	209	156	10	53	-	1	20	20	
Manufacturing -----	1,802	2.87	-	-	-	-	-	-	22	44	32	47	45	75	248	563	277	209	156	10	53	-	1	20	20	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² All workers were at \$3.60 to \$3.70.³ Excludes limited-price variety stores.⁴ Workers were distributed as follows: 2 at under \$1.50; 14 at \$1.50 to \$1.60.⁵ Workers were distributed as follows: 27 at under \$1.50; 109 at \$1.50 to \$1.60.

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

† Finance, insurance, and real estate.

Table A-4. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis,
by industry division, Philadelphia, Pa., November 1958)

Occupation ¹ and industry division	Number workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																						
			Under \$ 0.90	\$ 0.90 and under 1.00	1.00 1.10	1.10 1.20	1.20 1.30	1.30 1.40	1.40 1.50	1.50 1.60	1.60 1.70	1.70 1.80	1.80 1.90	1.90 2.00	2.00 2.10	2.10 2.20	2.20 2.30	2.30 2.40	2.40 2.50	2.50 2.60	2.60 2.70	2.70 2.80	2.80 2.90	2.90 and over	
Elevator operators, passenger (men) -----	813	1.56	3	52	9	1	62	8	116	166	227	78	53	18	3	15	-	2	-	-	-	-	-	-	
Manufacturing -----	118	1.75	-	-	-	-	2	-	13	9	-	28	53	11	-	2	-	-	-	-	-	-	-	-	
Nonmanufacturing -----	695	1.53	3	52	9	1	60	8	103	157	227	50	-	7	3	13	-	2	-	-	-	-	-	-	
Retail trade ³ -----	90	1.47	-	-	-	-	3	1	73	4	-	-	-	7	-	-	-	2	-	-	-	-	-	-	
Finance [†] -----	518	1.58	-	-	-	1	57	4	30	153	226	47	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women) -----	330	1.29	-	56	80	3	16	14	93	22	23	15	-	6	-	2	-	-	-	-	-	-	-	-	
Manufacturing -----	292	1.25	-	56	80	3	16	5	82	22	23	-	-	3	-	2	-	-	-	-	-	-	-	-	
Retail trade ³ -----	92	1.32	-	-	21	3	12	-	53	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	
Finance [†] -----	63	1.51	-	-	-	-	4	5	29	4	21	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	108	1.00	-	56	52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards -----	2,428	1.65	-	-	703	148	31	92	59	31	195	99	57	299	127	260	130	13	153	27	4	-	-	-	
Manufacturing -----	1,153	2.06	-	-	3	16	2	18	17	2	45	57	37	284	126	219	130	13	153	27	4	-	-	-	
Nonmanufacturing -----	1,275	1.28	-	-	700	132	29	74	42	29	150	42	20	15	1	41	-	-	-	-	-	-	-	-	
Finance [†] -----	292	1.54	-	-	-	2	28	73	42	29	42	20	15	1	8	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (men) -----	5,955	1.66	15	88	333	329	202	333	291	676	648	1031	386	514	632	341	86	48	2	-	-	-	-	-	
Manufacturing -----	3,273	1.79	-	-	10	126	103	95	79	201	381	749	198	425	619	171	82	34	-	-	-	-	-	-	
Nonmanufacturing -----	2,682	1.50	15	88	323	203	99	238	212	475	267	282	188	89	13	170	4	14	2	-	-	-	-	-	
Public utilities * -----	590	1.87	-	-	-	-	2	14	7	24	95	119	91	74	9	155	-	-	-	-	-	-	-	-	
Wholesale trade -----	143	1.62	-	-	14	14	3	10	-	-	9	31	46	13	-	3	-	-	-	-	-	-	-	-	
Retail trade ³ -----	723	1.37	-	83	65	144	29	116	108	22	18	59	42	1	4	12	4	14	2	-	-	-	-	-	
Finance [†] -----	770	1.54	-	-	2	13	24	35	68	415	132	71	9	1	-	-	-	-	-	-	-	-	-	-	
Services -----	456	1.15	15	5	242	32	41	63	29	14	13	2	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women) -----	3,097	1.29	11	14	236	1420	473	195	181	183	136	119	42	17	64	2	4	-	-	-	-	-	-	-	
Manufacturing -----	749	1.51	-	-	55	74	34	165	106	13	126	49	40	17	64	2	4	-	-	-	-	-	-	-	
Nonmanufacturing -----	2,348	1.23	11	14	181	1346	439	30	75	170	10	70	2	-	-	-	-	-	-	-	-	-	-	-	
Public utilities * -----	152	1.58	-	-	-	-	2	8	66	4	2	68	2	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade -----	65	1.14	-	-	31	14	2	12	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ³ -----	215	1.14	-	-	56	142	3	1	1	4	8	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance [†] -----	1,533	1.24	-	-	40	886	432	9	8	156	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Services -----	383	1.10	11	14	54	304	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling -----	9,572	1.93	-	1	165	244	230	477	262	274	1109	329	851	619	1060	928	2207	417	47	49	303	-	-	-	
Manufacturing -----	5,554	1.54	-	-	7	138	137	191	160	179	619	183	701	428	893	457	919	261	7	9	265	-	-	-	
Nonmanufacturing -----	4,018	1.90	-	1	158	106	93	286	102	95	490	146	150	191	167	471	1288	156	40	40	38	-	-	-	
Public utilities * -----	834	2.18	-	-	-	-	-	-	-	-	-	-	4	-	-	243	587	-	-	-	-	-	-	-	
Wholesale trade -----	1,410	1.86	-	-	-	-	28	216	50	71	364	17	-	35	103	193	139	88	34	34	38	-	-	-	
Retail trade ³ -----	1,754	1.82	-	1	143	106	60	70	52	24	126	129	146	156	64	35	562	68	6	6	-	-	-	-	
Order fillers -----	2,837	2.03	-	-	6	65	62	76	97	79	89	291	159	170	142	456	567	378	116	8	4	18	10	44	
Manufacturing -----	1,179	1.92	-	-	3	60	46	43	45	20	20	49	121	141	126	348	134	-	3	-	-	-	8	12	
Nonmanufacturing -----	1,658	2.10	-	-	3	5	16	33	52	59	69	242	38	29	16	108	433	378	113	8	4	18	2	32	
Wholesale trade -----	914	2.13	-	-	-	-	14	21	42	43	61	71	-	-	6	102	176	235	89	2	-	18	2	32	
Retail trade ³ -----	645	2.02	-	-	3	5	2	12	10	16	8	171	38	29	10	6	158	143	24	6	4	-	-	-	
Packers, shipping (men) -----	1,353	1.78	-	-	15	29	61	57	129	138	97	236	100	70	129	188	25	35	23	12	4	1	-	4	
Manufacturing -----	947	1.80	-	-	4	9	40	23	89	118	68	141	97	67	73	141	16	27	23	6	-	1	-	4	
Nonmanufacturing -----	406	1.72	-	-	11	20	21	34	40	20	29	95	3	3	56	47	9	8	-	6	4	-	-	-	
Retail trade ³ -----	112	1.53	-	-	11	6	14	13	12	3	9	30	3	3	2	-	2	2	-	2	-	-	-	-	
Packers, shipping (women) -----	673	1.50	-	-	64	54	52	67	94	12	205	47	49	9	4	7	3	-	6	-	-	-	-	-	
Manufacturing -----	421	1.40	-	-	64	46	42	64	91	11	19	35	43	6	-	-	-	-	-	-	-	-	-	-	
Retail trade ³ -----	356	1.43	-	-	64	18	28	41	91	11	19	35	43	6	-	-	-	-	-	-	-	-	-	-	
Receiving clerks -----	979	1.97	-	-	11	12	8	14	71	34	72	64	97	100	125	100	63	108	73	17	1	5	1	3	
Manufacturing -----	522	2.10	-	-	-	-	-	1	18	12	10	23	34	90	74	81	59	42	54	16	-	4	1	3	
Nonmanufacturing -----	457	1.83	-	-	11	12	8	13	53	22	62	41	63	10	51	19	4	66	19	1	1	1	-	-	
Wholesale trade -----	163	2.03	-	-	-	-	-	3	3	-	42	24	3	-	7	-	-	64	15	-	1	1	-	-	
Retail trade ³ -----	226	1.73	-	-	11	12	7	9	17	10	18	17	57	10	38	19	-	-	-	1	-	-	-	-	

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, Philadelphia, Pa., November 1958)

Occupation ¹ and industry division	Number workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																						
			Under \$ 0.90	\$ 0.90 and under 1.00	\$ 1.00 - 1.10	\$ 1.10 - 1.20	\$ 1.20 - 1.30	\$ 1.30 - 1.40	\$ 1.40 - 1.50	\$ 1.50 - 1.60	\$ 1.60 - 1.70	\$ 1.70 - 1.80	\$ 1.80 - 1.90	\$ 1.90 - 2.00	\$ 2.00 - 2.10	\$ 2.10 - 2.20	\$ 2.20 - 2.30	\$ 2.30 - 2.40	\$ 2.40 - 2.50	\$ 2.50 - 2.60	\$ 2.60 - 2.70	\$ 2.70 - 2.80	\$ 2.80 - 2.90 and over		
Shipping clerks	508	2.12	-	-	-	-	12	10	15	8	3	49	107	72	42	49	37	20	19	19	22	23	1		
Manufacturing	398	2.14	-	-	-	-	-	10	-	-	1	40	103	67	35	47	21	7	17	18	8	23	1		
Nonmanufacturing	110	2.05	-	-	-	-	12	-	15	8	2	9	4	5	7	2	16	13	2	1	14	-	-		
Shipping and receiving clerks	324	2.20	-	-	-	-	-	-	-	16	18	31	-	42	36	15	93	32	31	4	4	2	-		
Manufacturing	98	1.99	-	-	-	-	-	-	-	11	9	31	-	9	18	-	11	-	9	-	-	-	-		
Nonmanufacturing	226	2.29	-	-	-	-	-	-	-	5	9	-	-	33	18	15	82	32	22	4	4	2	-		
Retail trade ³	141	2.39	-	-	-	-	-	-	-	-	-	-	-	-	7	8	78	20	18	4	4	2	-		
Truckdrivers ⁴	8,201	2.42	-	-	-	-	8	27	21	48	67	40	38	108	95	260	3663	1555	826	642	755	8	40		
Manufacturing	2,400	2.42	-	-	-	-	-	6	-	21	66	12	36	51	76	174	643	242	371	628	54	-	20		
Nonmanufacturing	5,801	2.43	-	-	-	-	8	21	21	27	1	28	2	57	19	86	3020	1313	455	14	701	8	20		
Public utilities *	2,940	2.37	-	-	-	-	1	14	13	8	1	2	2	16	13	9	1976	885	-	-	-	-	-		
Wholesale trade	1,971	2.54	-	-	-	-	7	-	-	-	-	-	-	-	6	72	560	208	375	14	701	8	20		
Retail trade ³	808	2.39	-	-	-	-	-	2	-	4	-	13	-	-	-	5	484	220	80	-	-	-	-		
Services	82	1.85	-	-	-	-	-	5	8	15	-	13	-	41	-	-	-	-	-	-	-	-	-		
Truckdrivers, light (under 1½ tons)	324	2.07	-	-	-	-	1	20	19	30	28	9	11	38	18	57	17	35	-	38	3	-	-		
Nonmanufacturing	156	1.94	-	-	-	-	1	20	19	16	-	6	1	38	12	7	14	22	-	-	-	-	-		
Services	57	1.87	-	-	-	-	-	4	6	10	-	1	-	36	-	-	-	-	-	-	-	-	-		
Truckdrivers, medium (1½ to and including 4 tons)	3,614	2.40	-	-	-	-	7	7	-	18	39	29	23	37	60	77	1858	516	410	513	20	-	-		
Manufacturing	1,419	2.45	-	-	-	-	-	6	-	7	38	9	22	32	53	70	240	69	340	513	20	-	-		
Nonmanufacturing	2,195	2.36	-	-	-	-	7	1	-	11	1	20	1	5	7	7	1618	447	70	-	-	-	-		
Public utilities *	1,772	2.37	-	-	-	-	-	-	-	2	1	-	1	-	1	2	1420	345	-	-	-	-	-		
Wholesale trade	258	2.39	-	-	-	-	7	-	-	-	-	-	-	-	6	-	97	78	70	-	-	-	-		
Truckdrivers, heavy (over 4 tons, trailer type)	2,272	2.52	-	-	-	-	-	-	-	-	-	-	-	-	6	4	590	761	316	8	587	-	-		
Manufacturing	187	2.42	-	-	-	-	-	-	-	-	-	-	-	-	6	4	132	-	15	4	26	-	-		
Nonmanufacturing	2,085	2.53	-	-	-	-	-	-	-	-	-	-	-	-	-	-	458	761	301	4	561	-	-		
Public utilities *	798	2.43	-	-	-	-	-	-	-	-	-	-	-	-	-	-	258	540	-	-	-	-	-		
Wholesale trade	1,103	2.61	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186	51	301	4	561	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type)	1,199	2.44	-	-	-	-	-	-	-	-	-	-	4	19	8	2	787	173	4	14	140	8	40		
Manufacturing	276	2.42	-	-	-	-	-	-	-	-	-	-	4	19	8	2	129	90	-	4	-	-	20		
Nonmanufacturing	923	2.44	-	-	-	-	-	-	-	-	-	-	-	-	-	-	658	83	4	10	140	8	20		
Wholesale trade	382	2.57	-	-	-	-	-	-	-	-	-	-	-	-	-	-	143	57	4	10	140	8	20		
Truckers, power (forklift)	1,897	2.10	-	-	1	-	1	-	19	30	76	113	199	170	119	382	414	224	104	16	29	-	-		
Manufacturing	1,472	2.07	-	-	-	-	-	18	-	76	113	183	166	84	336	310	109	40	8	29	-	-	-		
Nonmanufacturing	425	2.20	-	-	1	-	1	-	1	30	-	-	16	4	35	46	104	115	64	8	-	-	-		
Retail trade ³	194	2.25	-	-	1	-	1	-	1	-	-	-	16	4	35	1	14	73	44	4	-	-	-		
Truckers, power (other than forklift)	359	2.01	-	-	-	-	-	-	9	6	33	44	52	36	18	68	52	29	4	8	-	-	-		
Manufacturing	345	2.00	-	-	-	-	-	-	9	6	33	44	52	34	18	68	42	29	2	8	-	-	-		
Watchmen	1,439	1.60	-	22	90	129	131	69	101	166	184	64	136	106	118	39	54	30	-	-	-	-	-		
Manufacturing	766	1.74	-	-	6	42	34	18	74	73	129	52	69	61	118	6	54	30	-	-	-	-	-		
Nonmanufacturing	673	1.44	-	22	84	87	97	51	27	93	55	12	67	45	-	33	-	-	-	-	-	-	-		
Public utilities *	194	1.71	-	-	-	45	-	-	4	9	-	8	67	28	-	33	-	-	-	-	-	-	-		
Retail trade ³	150	1.42	-	-	14	13	21	36	3	30	15	4	-	14	-	-	-	-	-	-	-	-	-		
Finance †	172	1.46	-	-	-	15	37	13	12	54	38	-	-	3	-	-	-	-	-	-	-	-	-		
Services	90	1.14	-	22	19	-	39	2	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ Excludes limited-price variety stores.⁴ Includes all drivers regardless of size and type of truck operated.

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

† Finance, insurance, and real estate.

Table B-1. Shift Differentials

(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, Philadelphia, Pa., November 1958)

Shift differential	In establishments having formal provisions ¹ for—		In establishments actually operating—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	85.3	82.1	15.1	5.9
With shift pay differential	79.7	79.9	13.5	5.9
Uniform cents (per hour)	37.3	33.3	5.9	2.6
5 cents	7.4	1.3	1.0	(²)
5½ cents	.6	.6	(²)	-
6 or 7 cents	3.8	-	.8	-
7½ cents	5.0	3.5	.4	.2
8 cents	8.4	1.9	1.5	.1
9 cents	.3	.3	(²)	(²)
10 cents	6.5	12.8	.7	1.1
11 cents	1.8	.4	.8	-
12 cents	.6	3.4	.1	.4
13 or 13½ cents	2.2	.7	.5	(²)
15 cents	-	2.3	-	.1
16 cents	-	4.0	-	.5
Over 16 cents	.7	2.1	.1	.1
Uniform percentage	40.8	39.0	7.1	2.2
5 percent	6.6	1.1	1.0	(²)
7 percent	6.1	5.5	1.3	.2
7¼, 7½, or 8 percent	2.8	3.2	.6	.1
10 percent	25.3	26.0	4.2	1.9
12 percent	-	.5	-	(²)
15 percent	-	2.7	-	-
Full day's pay for reduced hours	-	3.4	-	.4
Other formal paid differential	1.6	4.2	.5	.6
No shift pay differential	5.6	2.2	1.6	(²)

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.

² 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, Philadelphia, Pa., November 1958)

Minimum weekly salary ¹	Inexperienced typists										Other inexperienced clerical workers ²											
	All industries	Manufacturing					Nonmanufacturing					All industries	Manufacturing					Nonmanufacturing				
		Based on standard weekly hours ³ of—											Based on standard weekly hours ³ of—									
		All sched-ules	37½	38¾	40	All sched-ules	35	37½	38¾	40	All sched-ules		37½	38¾	40	All sched-ules	35	37½	38¾	40		
Establishments studied _____	311	134	xxxx	xxxx	xxxx	177	xxxx	xxxx	xxxx	xxxx	311	134	xxxx	xxxx	xxxx	177	xxxx	xxxx	xxxx	xxxx		
Establishments having a specified minimum _____	163	79	15	12	48	84	13	22	8	29	169	80	15	12	47	89	14	22	9	32		
\$32.50 and under \$35.00 _____	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	1		
\$35.00 and under \$37.50 _____	1	-	-	-	-	1	-	-	-	1	1	-	-	-	-	1	-	-	-	1		
\$37.50 and under \$40.00 _____	2	-	-	-	-	2	1	-	1	-	5	1	1	-	-	4	1	-	2	-		
\$40.00 and under \$42.50 _____	22	9	4	1	3	13	2	1	-	7	40	12	4	1	5	28	6	4	2	11		
\$42.50 and under \$45.00 _____	20	5	-	-	5	15	2	2	2	6	17	7	1	1	5	10	-	4	-	4		
\$45.00 and under \$47.50 _____	34	12	3	4	4	22	4	9	1	5	28	11	2	3	4	17	2	4	3	6		
\$47.50 and under \$50.00 _____	13	8	1	2	5	5	2	1	1	-	14	6	-	2	4	8	2	4	-	1		
\$50.00 and under \$52.50 _____	28	15	7	3	5	13	1	5	1	4	26	17	7	3	7	9	2	3	-	3		
\$52.50 and under \$55.00 _____	10	5	-	-	3	5	-	1	1	3	10	6	-	-	4	4	-	-	1	3		
\$55.00 and under \$57.50 _____	6	4	-	-	4	2	-	2	-	-	3	2	-	-	2	1	-	1	-	-		
\$57.50 and under \$60.00 _____	8	5	-	-	5	3	-	1	-	2	6	4	-	1	3	2	-	1	-	1		
\$60.00 and under \$62.50 _____	8	7	-	2	5	1	-	-	1	-	8	6	-	1	5	2	-	1	1	-		
\$62.50 and under \$65.00 _____	4	3	-	-	3	1	-	-	-	1	4	3	-	-	3	1	-	-	-	1		
\$65.00 and under \$67.50 _____	3	2	-	-	2	1	1	-	-	-	3	2	-	-	2	1	1	-	-	-		
\$67.50 and under \$70.00 _____	2	2	-	-	2	-	-	-	-	-	2	2	-	-	2	-	-	-	-	-		
\$70.00 and over _____	2	2	-	-	2	-	-	-	-	-	1	1	-	-	1	-	-	-	-	-		
Establishments having no specified minimum _____	72	26	xxxx	xxxx	xxxx	46	xxxx	xxxx	xxxx	xxxx	92	33	xxxx	xxxx	xxxx	59	xxxx	xxxx	xxxx	xxxx		
Establishments which did not employ workers in this category _____	75	29	xxxx	xxxx	xxxx	46	xxxx	xxxx	xxxx	xxxx	49	21	xxxx	xxxx	xxxx	28	xxxx	xxxx	xxxx	xxxx		
Data not available _____	1	-	xxxx	xxxx	xxxx	1	xxxx	xxxx	xxxx	xxxx	1	-	xxxx	xxxx	xxxx	1	xxxx	xxxx	xxxx	xxxx		

¹ Lowest salary rate formally established for hiring inexperienced workers for typing or other clerical jobs.² Rates applicable to messengers, office girls, or similar subclerical jobs are not considered.³ Hours reflect the workweek for which employees receive their regular straight-time salaries. Data are presented for all workweeks combined, and for 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, Philadelphia, Pa., November 1958)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
	100	100	100	100	100	100	100	100	100	100	100	100	100
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours	2	(³)	-	-	-	6	-	1	1	-	-	-	-
35 hours	10	5	13	2	10	20	2	1	2	-	7	1	-
Over 35 and under 36¾ hours	(³)	1	-	1	-	-	-	(³)	-	-	-	-	3
36¾ hours	5	2	6	-	-	11	12	(³)	-	1	-	-	-
Over 36¾ and under 37½ hours	3	1	-	1	-	11	1	-	-	-	-	10	4
37½ hours	27	23	43	27	15	27	50	10	12	-	-	2	-
Over 37½ and under 38¾ hours	1	1	-	-	3	1	-	(³)	-	-	-	(³)	1
38¾ hours	11	17	(³)	20	7	3	16	(³)	-	-	1	1	-
Over 38¾ and under 40 hours	2	-	-	-	-	7	-	(³)	-	-	-	1	-
40 hours	39	50	38	49	65	14	18	84	85	99	87	75	74
Over 40 and under 44 hours	(³)	(³)	-	-	-	-	-	2	-	-	5	9	-
44 hours	(³)	-	-	-	(³)	-	1	(³)	-	-	-	-	6
Over 44 hours	-	-	-	-	-	-	-	2	(³)	-	-	2	12

¹ Excludes data for limited-price variety stores.² Includes data for real estate in addition to those industry divisions shown separately.³ 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, Philadelphia, Pa., November 1958)

Item	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	100	100	100	100	100	100	100	99	100	100	91	99	85
Workers in establishments providing no paid holidays	-	-	-	-	-	-	-	1	-	-	9	1	15
Number of days													
Less than 6 holidays	(³)	1	-	-	1	-	3	2	1	-	8	8	5
6 holidays	15	19	1	20	38	(³)	31	22	16	2	6	43	72
6 holidays plus 1 half day	2	1	-	10	1	-	9	1	1	-	4	-	-
6 holidays plus 2, 3, or 7 half days	2	5	1	1	2	(³)	(³)	2	2	-	-	3	-
7 holidays	15	21	7	16	37	2	15	30	38	28	8	12	4
7 holidays plus 1 half day	6	8	4	7	8	1	30	1	2	-	1	-	-
7 holidays plus 2 half days	2	6	-	-	-	-	-	3	4	-	-	1	-
7 holidays plus 5 or 7 half days	(³)	-	-	-	-	-	-	(³)	-	-	-	-	-
8 holidays	18	25	41	27	6	1	7	24	25	37	37	20	1
8 holidays plus 1 half day	2	3	(³)	6	1	-	-	3	3	-	7	-	-
8 holidays plus 2 or 3 half days	1	1	-	-	-	2	-	(³)	1	-	-	-	-
9 holidays	6	5	6	8	6	8	5	5	4	3	14	10	3
9 holidays plus 1 half day	1	(³)	6	-	-	-	-	(³)	1	1	-	-	-
10 holidays	5	4	26	5	-	(³)	-	2	1	14	6	-	-
10 holidays plus 1 half day	1	-	5	-	-	3	-	1	-	7	-	-	-
11 holidays	(³)	-	-	-	-	1	-	1	1	-	-	-	-
11 holidays plus 1 or 2 half days	1	-	-	-	-	3	(³)	-	-	-	-	-	-
12 holidays	4	1	3	-	-	14	-	(³)	-	3	-	-	-
12 holidays plus 1 or 2 half days	1	-	-	-	-	3	-	-	-	-	-	-	-
13 holidays	16	-	-	-	-	62	-	(³)	-	5	-	-	-
Total holiday time⁴													
13 days	17	-	-	-	-	63	-	(³)	-	5	-	-	-
12 1/2 or more days	17	-	-	-	-	65	-	(³)	-	5	-	-	-
12 or more days	22	1	3	-	-	79	(³)	1	-	8	-	-	-
11 1/2 or more days	22	1	3	-	-	82	(³)	1	-	8	-	-	-
11 or more days	23	1	3	-	-	82	(³)	2	2	8	-	-	-
10 1/2 or more days	24	1	8	-	-	86	(³)	3	2	15	-	-	-
10 or more days	29	6	34	5	-	86	(³)	5	2	29	6	-	-
9 1/2 or more days	30	6	40	5	-	88	(³)	5	3	30	6	-	-
9 or more days	37	12	46	13	6	95	5	11	7	33	22	10	3
8 1/2 or more days	39	15	46	19	7	95	5	13	11	33	27	10	3
8 or more days	59	46	87	46	13	96	12	40	39	70	64	31	4
7 1/2 or more days	66	54	92	53	21	97	41	41	41	70	65	31	4
7 or more days	83	79	99	70	61	99	57	74	82	98	72	47	8
6 1/2 or more days	85	81	99	80	61	99	66	74	83	98	77	47	8
6 or more days	99	99	100	100	99	100	97	96	99	100	83	91	80
5 or more days	99	100	100	100	99	100	100	97	100	100	91	91	83
4 or more days	100	100	100	100	100	100	100	97	100	100	91	92	85
1 or more days	100	100	100	100	100	100	100	99	100	100	91	99	85

¹ Excludes limited-price variety stores.² Includes data for real estate in addition to those industry divisions shown separately.³ Less than 0.5 percent.⁴ All combinations of full and half days that add to the same amount are combined; for example, the proportion of workers receiving a total of 7 days includes those with 7 full days and no half days, 6 full days and 2 half days, 5 full days and 4 half days, and so on. Proportions were then cumulated.

* 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, Philadelphia, Pa., November 1958)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations	99	100	100	100	100	99	100	99	100	100	89	100	100
Length-of-time payment	99	99	100	100	100	99	92	78	70	100	78	100	67
Percentage payment	(³)	(³)	-	-	-	-	-	18	29	-	8	-	-
Flat-sum payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	(³)	-	-	-	-	-	8	3	1	-	3	-	33
Workers in establishments providing no paid vacations	(³)	-	-	-	-	(³)	-	(³)	-	-	11	-	-
Amount of vacation pay⁴													
<u>After 6 months of service</u>													
Less than 1 week	12	8	30	15	21	7	18	27	29	7	9	36	23
1 week	44	54	48	26	18	43	34	16	17	29	17	9	3
Over 1 and under 2 weeks	15	13	10	22	3	22	12	2	7	7	3	-	-
2 weeks	10	4	-	5	-	27	19	(³)	1	-	-	-	-
<u>After 1 year of service</u>													
1 week	19	14	42	17	78	1	19	72	72	67	48	85	69
Over 1 and under 2 weeks	(³)	-	1	-	-	-	7	5	4	5	-	-	26
2 weeks	80	86	57	83	22	98	74	22	24	23	33	15	5
3 weeks	-	-	-	-	-	-	-	(³)	-	5	-	-	-
<u>After 2 years of service</u>													
1 week	5	7	3	12	15	-	5	46	51	34	36	41	33
Over 1 and under 2 weeks	1	1	-	-	1	-	8	19	25	-	7	2	35
2 weeks	93	92	97	88	84	99	82	34	24	61	37	57	32
Over 2 and under 3 weeks	(³)	-	-	-	-	-	5	-	-	-	-	-	-
3 weeks	(³)	-	-	-	-	-	(³)	(³)	-	5	-	-	-
<u>After 3 years of service</u>													
1 week	3	5	3	9	1	-	4	20	19	33	17	10	29
Over 1 and under 2 weeks	(³)	1	-	-	-	-	8	20	27	-	7	-	33
2 weeks	94	91	97	91	99	99	83	58	51	62	56	90	38
Over 2 and under 3 weeks	1	1	-	-	-	-	5	(³)	1	-	-	-	-
3 weeks	1	2	-	-	-	-	(³)	1	2	5	-	-	-

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, Philadelphia, Pa., November 1958)

Vacation policy	OFFICE WORKERS ¹							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
Amount of vacation pay⁴—Continued													
<u>After 5 years of service</u>													
1 week	(³)	(³)	-	-	-	-	-	3	3	-	-	5	2
Over 1 and under 2 weeks	(³)	-	-	-	-	-	1	1	1	-	-	-	7
2 weeks	85	79	90	87	92	94	51	85	84	94	89	90	65
Over 2 and under 3 weeks	4	7	-	-	-	4	12	4	5	-	-	-	26
3 weeks	10	14	10	13	8	1	36	6	7	6	-	5	-
<u>After 10 years of service</u>													
1 week	(³)	(³)	-	-	-	-	-	3	3	-	-	5	2
Over 1 and under 2 weeks	(³)	-	-	-	-	-	1	(³)	-	-	-	-	7
2 weeks	53	46	73	53	15	74	41	47	53	38	53	22	64
Over 2 and under 3 weeks	5	6	3	-	-	7	7	11	14	7	-	-	26
3 weeks	41	47	24	47	85	18	45	37	29	55	36	73	1
Over 3 and under 4 weeks	-	-	-	-	-	-	-	1	1	-	-	-	-
4 weeks	(³)	-	-	-	-	-	6	-	-	-	-	-	-
<u>After 15 years of service</u>													
1 week	(³)	(³)	-	-	-	-	-	3	3	-	-	5	2
2 weeks	13	11	4	24	14	15	23	18	16	-	38	17	66
Over 2 and under 3 weeks	(³)	-	-	-	-	-	5	2	2	-	-	-	18
3 weeks	85	87	94	76	86	84	64	70	71	100	51	78	6
Over 3 and under 4 weeks	(³)	(³)	-	-	-	-	2	3	8	-	-	-	8
4 weeks	1	1	2	-	-	-	6	(³)	(³)	-	-	-	-
<u>After 20 years of service</u>													
1 week	(³)	(³)	-	-	-	-	-	3	3	-	-	5	2
2 weeks	12	11	4	24	14	8	21	17	16	-	38	17	56
Over 2 and under 3 weeks	(³)	-	-	-	-	-	6	3	2	-	-	-	25
3 weeks	75	74	94	58	79	79	65	64	62	99	40	73	9
Over 3 and under 4 weeks	1	1	-	-	-	-	2	6	9	-	-	-	8
4 weeks	11	13	2	18	7	12	6	6	8	(³)	11	5	-
<u>After 25 years of service</u>													
1 week	(³)	(³)	-	-	-	-	-	3	3	-	-	5	2
2 weeks	10	11	4	24	13	5	20	15	14	-	38	10	55
Over 2 and under 3 weeks	(³)	-	-	-	-	-	6	3	2	-	-	-	25
3 weeks	42	46	62	49	27	31	51	49	51	76	32	44	10
Over 3 and under 4 weeks	1	1	-	-	-	-	2	5	7	-	-	-	8
4 weeks ⁵	46	41	34	27	60	63	21	24	23	24	19	41	-

¹ Excludes data for limited-price variety stores.² Includes data for real estate in addition to those industry divisions shown separately.³ Less than 0.5 percent.⁴ 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.⁵ 4 weeks' pay is available. After service of 30 or more years, to an additional 2 percent of office workers (chiefly in public utilities) and to 1 percent of plant workers.

* 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, Philadelphia, Pa., November 1958)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Finance†	Services	All industries ²	Manufacturing	Public utilities*	Wholesale trade	Retail trade ¹	Services
All workers _____	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance _____	97	98	99	88	97	99	99	91	88	99	89	94	97
Accidental death and dismemberment insurance _____	34	36	55	31	26	26	41	38	34	39	40	43	84
Sickness and accident insurance or sick leave or both ³ _____	81	92	95	75	87	63	59	88	92	98	81	82	62
Sickness and accident insurance _____	39	59	38	44	42	7	42	78	87	68	63	64	57
Sick leave (full pay and no waiting period) _____	66	75	85	71	28	60	45	12	6	29	20	21	7
Sick leave (partial pay or waiting period) _____	4	(⁴)	7	1	38	-	-	9	6	20	3	17	4
Hospitalization insurance _____	68	79	24	67	86	62	61	84	92	58	74	75	75
Surgical insurance _____	64	78	20	55	82	59	37	77	87	39	62	73	59
Medical insurance _____	39	51	16	39	32	34	26	48	53	21	36	41	68
Catastrophe insurance _____	25	20	1	21	32	40	24	8	10	5	12	6	2
Retirement pension _____	84	82	91	71	85	94	50	65	68	95	52	61	7
No health, insurance, or pension plan _____	1	(⁴)	-	3	2	-	1	3	3	(⁴)	7	5	-

¹ Excludes data for limited-price variety stores.² Includes data for real estate in addition to those industry divisions shown separately.³ Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.⁴ 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:

Billers, 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.

Billers, 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; shelve; 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
Buffalo (Erie and Niagara Counties), N. Y., September 1958 –
BLS Bull. 1240-3, price 25 cents
St. Louis, Mo., October 1958 – BLS Bull. 1240-4, price 15 cents



