

# Occupational Wage Survey

**NEW YORK, NEW YORK**

**APRIL 1960**

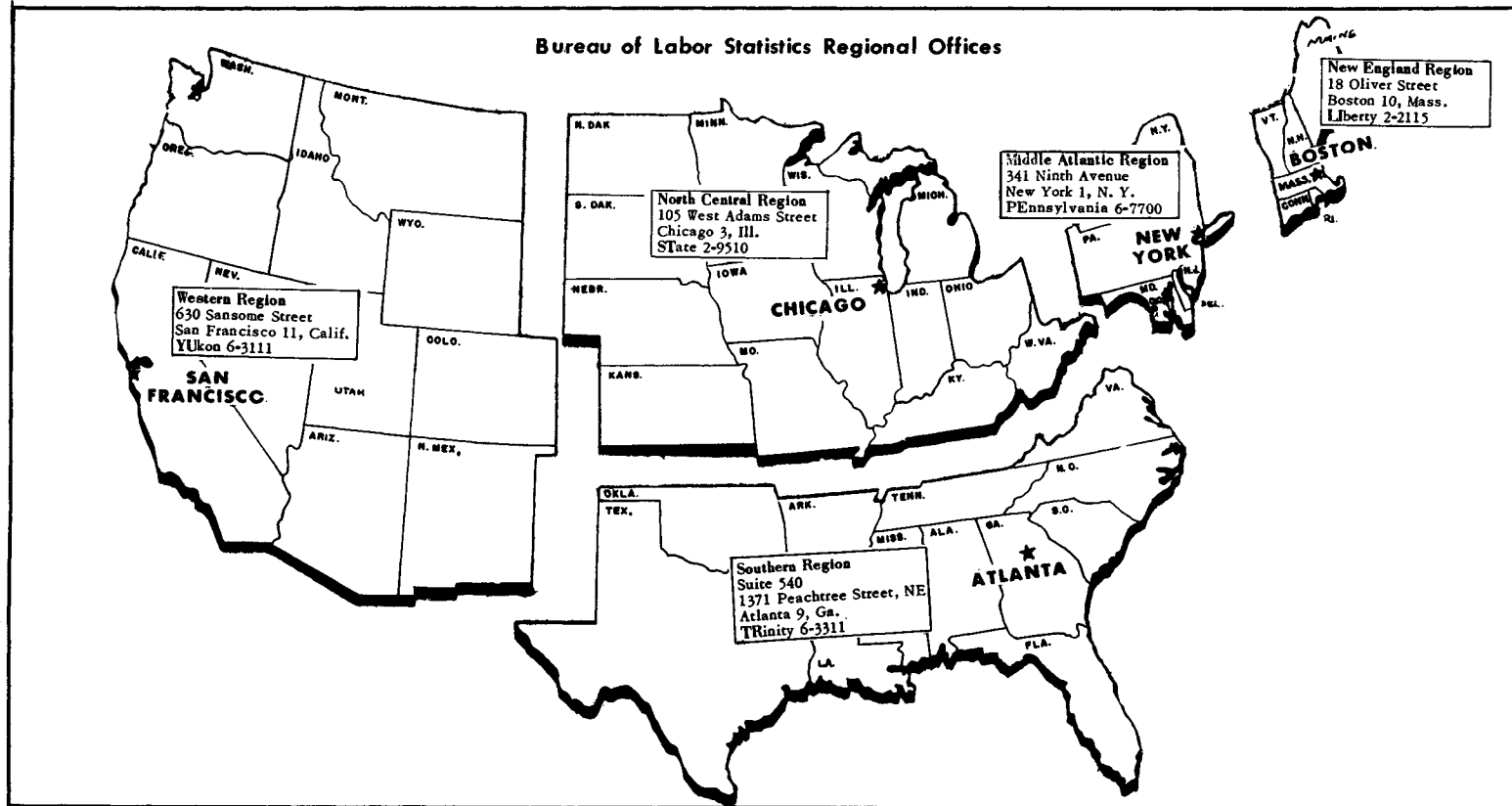
**Bulletin No. 1265-44**

**UNITED STATES DEPARTMENT OF LABOR**

**James P. Mitchell, Secretary**

**BUREAU OF LABOR STATISTICS**

**Ewan Clague, Commissioner**



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## Preface

### The Community Wage Survey Program

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

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 are available in the New York City area reports for April 1951, January 1952, February 1953 and 1954, March 1955, and April of each year since 1956. 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 New York City area are also available for miscellaneous plastics products (January 1960), the machinery industries (March 1960), and hotels (June 1960). 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—New York, N. Y.

### 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 economists<sup>1</sup> to representative establishments within six broad industry divisions: Manufacturing; transportation,<sup>2</sup> communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies 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. Wherever possible, separate tabulations are provided for each of the broad industry divisions.

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

### Occupations and Earnings

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

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

<sup>2</sup> Railroads; formerly excluded from the scope of these studies, have been added in nearly all of the areas to be studied during the winter of 1959-60; railroads will be added in the remaining areas next year. For scope of survey in this area, see footnote to "transportation, communication, and other public utilities" in table 1.

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.

Average earnings of men and women are presented separately for selected occupations in which both sexes are commonly employed. Differences in pay levels of men and women in these occupations are largely due to (1) differences in the distribution of the sexes among industries and establishments; (2) differences in specific duties performed, although the occupations are appropriately classified within the same survey job description; and (3) differences in length of service or merit review when individual salaries are adjusted on this basis. Longer average service of men would result in higher average pay when both sexes are employed within the same rate range. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments to allow for minor differences among establishments in specific duties performed.

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

### Establishment Practices and Supplementary Wage Provisions

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

Shift differential data (table B-1) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,<sup>3</sup> presented in terms of total plant worker employment, and (b) effective practice, presented on the basis of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

Minimum entrance rates (table B-2) relate only to the establishments visited. They are presented on an establishment, rather than on an employment basis. Paid holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the basis that these are applicable to all plant or office workers if a majority of such workers are eligible or may eventually qualify for the practices listed. Scheduled hours are treated statistically on the basis that these are applicable to all plant or office workers if a majority are covered.<sup>4</sup> Because of rounding, sums of individual items in these tabulations may not equal totals.

The first part of the paid holidays table presents the number of whole and half holidays actually provided. The second part combines whole and half holidays to show total holiday time.

The 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.

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<sup>3</sup> An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts.

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

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.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,<sup>5</sup> plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick-leave plans are limited to formal plans<sup>6</sup> which provide 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.

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

<sup>6</sup> An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick-leave allowances, determined on an individual basis, were excluded.



Table Establishments and workers within scope of survey and number studied in New York, N. Y.,<sup>1</sup> by major industry division,<sup>2</sup> April 1960

Industry division	Minimum employment establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study <sup>3</sup>	Studied	Within scope of study			Studied
				Total <sup>4</sup>	Office	Plant	
All divisions -----	-	4,358	553	1,406,100	422,100	631,200	630,910
Manufacturing -----	101	1,353	166	450,500	90,800	269,200	139,550
Nonmanufacturing -----	-	3,005	387	955,600	331,300	362,000	491,360
Transportation, communication, and other public utilities <sup>5</sup> -----	101	201	56	226,600	49,300	102,000	183,500
Wholesale trade -----	51	858	78	117,400	47,100	31,400	22,630
Retail trade (except limited-price variety stores) -----	101	287	76	162,700	24,100	118,300	104,820
Finance, insurance, and real estate -----	51	709	75	257,400	168,400	18,000	124,840
Services <sup>7</sup> -----	51	950	102	191,500	42,400	92,300	55,570

<sup>1</sup> The New York Area comprises New York City (Bronx, Kings, New York, Queens, and Richmond Counties). 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 payroll period studied, and (2) small establishments are excluded from the scope of the survey.

<sup>2</sup> The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division. Major changes from the earlier edition (used in the Bureau's labor market wage survey program prior to the winter of 1958-59) are the transfer of milk pasteurization plants and ready-mixed concrete establishments from trade (wholesale or retail) to manufacturing, and the transfer of radio and television broadcasting from services to the transportation, communication, and other public utilities division.

<sup>3</sup> Includes all establishments with total employment at or above the minimum-size limitation. All outlets (within the area) of companies in such industries as trade, finance, auto repair service, and motion-picture theaters are considered as 1 establishment.

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

<sup>5</sup> Railroads were included; taxicabs and services incidental to water transportation were excluded. The publicly operated portion of New York's transit system is, as a government operation, excluded from the scope of the studies.

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

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

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in New York, N.Y., April 1960 and April 1959, and percents of increase for selected periods

Industry and occupational group	Indexes (February 1953=100)		Percent increases from—						
	April 1960	April 1959	April 1959	April 1958	April 1957	April 1956	March 1955	February 1954	February 1953
			to April 1960	to April 1959	to April 1958	to April 1957	to April 1956	to March 1955	to February 1954
All industries:									
Office clerical (women) -----	133.4	128.2	4.1	3.0	3.5	5.2	5.9	3.5	4.3
Industrial nurses (women) -----	135.9	131.0	3.8	3.3	4.7	4.9	5.1	5.4	4.2
Skilled maintenance (men) -----	133.6	128.1	4.3	4.4	4.3	3.8	3.4	5.0	4.5
Unskilled plant (men) -----	136.1	130.4	4.4	4.2	4.6	5.3	5.0	2.6	5.4
Manufacturing:									
Office clerical (women) -----	136.3	130.9	4.2	3.6	2.9	5.9	5.3	4.7	5.2
Industrial nurses (women) -----	145.7	140.6	3.6	4.9	5.1	4.8	5.0	7.4	8.0
Skilled maintenance (men) -----	134.9	130.0	3.7	4.7	3.9	5.5	3.2	4.2	5.2
Unskilled plant (men) -----	137.6	134.8	2.1	3.9	5.5	7.5	3.8	3.8	6.3

### Wage Trends for Selected Occupational Groups

Presented in table 2 are indexes of salaries of office clerical workers and industrial nurses, and of average earnings of selected plant worker groups.

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

Adjustments have been made where necessary to maintain comparability. For example, in most of the areas surveyed, railroads were included in the coverage of the surveys for the first time this year. In computing the indexes, data relating to the railroad industry were excluded.

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 1959 for workers in 17 major labor markets appeared in BLS Bull. 1240-22, Wages and Related Benefits, 20 Labor Markets, Winter 1958-59.



Table A-1. Office Occupations--Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, New York, N. Y., April 1960)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$40.00 and under	\$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	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00 and over		
<b>Men--Continued</b>																											
Secretaries .....	182	36.0	\$100.50	-	-	-	-	-	-	-	59	1	8	13	9	26	14	10	7	3	13	3	3	1	12		
Tabulating-machine operators, class A .....	747	36.5	99.00	-	-	-	-	-	-	40	43	53	44	100	110	114	82	61	50	4	22	2	7	12	3		
Manufacturing .....	147	35.5	103.00	-	-	-	-	-	-	-	-	3	6	11	44	36	9	17	12	1	2	2	3	1	-		
Nonmanufacturing .....	600	36.5	98.00	-	-	-	-	-	-	40	43	50	38	89	66	78	73	44	38	3	20	-	4	11	3		
Finance <sup>4</sup> .....	372	36.0	93.00	-	-	-	-	-	-	40	43	36	21	64	37	54	52	16	1	-	-	-	-	8	-		
Tabulating-machine operators, class B .....	1,902	36.5	86.00	-	-	2	4	26	72	189	295	376	268	191	186	175	41	45	9	14	1	-	-	-			
Manufacturing .....	424	36.5	88.00	-	-	-	-	6	4	31	64	87	47	68	56	27	13	9	1	10	1	-	-	-			
Nonmanufacturing .....	1,478	36.5	85.50	-	-	2	4	20	68	158	231	289	221	123	130	148	28	36	8	4	-	8	-	-			
Public utilities <sup>2</sup> .....	251	38.0	94.00	-	-	-	-	-	7	6	32	19	25	16	46	69	15	10	5	1	-	-	-	-			
Wholesale trade .....	136	37.5	91.00	-	-	-	-	-	-	11	2	3	40	25	41	7	-	1	3	3	-	-	-	-			
Finance <sup>4</sup> .....	897	36.5	83.00	-	-	-	4	19	54	123	169	197	136	64	33	52	13	25	-	-	-	8	-	-			
Services .....	119	36.5	84.00	-	-	-	-	-	1	6	15	59	12	13	2	11	-	-	-	-	-	-	-	-			
Tabulating-machine operators, class C .....	1,398	36.5	67.50	-	18	30	158	361	340	139	202	97	36	12	-	4	1	-	-	-	-	-	-	-			
Manufacturing .....	220	37.0	69.00	-	-	15	20	52	36	16	29	31	14	6	-	-	1	-	-	-	-	-	-	-			
Nonmanufacturing .....	1,178	36.5	67.00	-	18	15	138	309	304	123	173	66	22	6	-	4	-	-	-	-	-	-	-	-			
Finance <sup>4</sup> .....	757	36.0	65.50	-	9	9	123	235	198	77	78	25	3	-	-	-	-	-	-	-	-	-	-	-			
Typists, class A .....	139	36.0	83.00	-	-	-	1	8	16	4	21	16	1	70	-	2	-	-	-	-	-	-	-	-			
Typists, class B .....	319	35.5	62.00	-	-	84	40	15	121	21	18	10	10	-	-	-	-	-	-	-	-	-	-	-			
Nonmanufacturing .....	298	35.0	61.50	-	-	84	36	15	108	21	18	8	8	-	-	-	-	-	-	-	-	-	-	-			
<b>Women</b>																											
Billers, machine (billing machine) .....	1,494	36.0	73.00	11	6	17	160	185	183	169	350	186	139	27	41	4	2	-	14	-	-	-	-	-			
Manufacturing .....	375	35.5	78.00	-	-	-	-	36	54	34	73	73	42	20	39	3	1	-	-	-	-	-	-	-			
Nonmanufacturing .....	1,119	36.5	71.00	11	6	17	160	149	129	135	277	113	97	7	2	1	1	-	14	-	-	-	-	-			
Wholesale trade .....	358	37.5	75.00	-	-	-	10	9	69	66	87	50	66	1	-	-	-	-	-	-	-	-	-	-			
Finance <sup>4</sup> .....	417	35.5	65.00	-	3	3	133	104	36	38	67	25	8	-	-	-	-	-	-	-	-	-	-	-			
Billers, machine (bookkeeping machine) .....	920	36.5	73.00	-	8	13	105	116	97	119	156	224	28	28	10	9	7	-	-	-	-	-	-	-			
Manufacturing .....	194	36.0	70.00	-	-	3	58	28	17	11	37	7	17	3	4	6	3	-	-	-	-	-	-	-			
Nonmanufacturing .....	726	36.5	73.50	-	8	10	47	88	80	108	119	217	11	25	6	3	4	-	-	-	-	-	-	-			
Retail trade <sup>3</sup> .....	262	38.5	68.00	-	3	10	32	51	57	62	27	6	3	5	2	2	2	-	-	-	-	-	-	-			
Services .....	112	36.0	73.50	-	5	-	5	15	4	18	32	17	6	6	4	-	-	-	-	-	-	-	-	-			
Bookkeeping-machine operators, class A .....	1,325	36.5	79.00	-	-	-	7	34	164	339	187	238	120	136	43	31	22	3	-	1	-	-	-	-			
Manufacturing .....	305	36.0	81.50	-	-	-	-	25	64	40	54	56	21	9	14	21	-	-	1	-	-	-	-	-			
Nonmanufacturing .....	1,020	36.5	78.00	-	-	-	7	34	139	275	147	184	64	115	34	17	1	3	-	-	-	-	-	-			
Wholesale trade .....	209	38.0	81.00	-	-	-	3	1	3	48	24	64	22	30	11	2	-	1	-	-	-	-	-	-			
Finance <sup>4</sup> .....	604	36.0	76.00	-	-	-	1	27	132	188	93	87	19	18	23	15	1	-	-	-	-	-	-	-			
Bookkeeping-machine operators, class B .....	5,758	36.0	69.00	-	4	320	786	1247	1031	659	664	496	282	172	51	12	8	23	3	-	-	-	-	-			
Manufacturing .....	512	36.0	76.00	-	4	4	44	51	48	31	142	95	28	34	8	8	6	6	3	-	-	-	-	-			
Nonmanufacturing .....	5,246	36.0	68.00	-	-	316	742	1196	983	628	522	401	254	136	43	4	2	17	-	-	-	-	-	-			
Wholesale trade .....	673	37.0	77.50	-	-	-	5	44	87	90	128	162	64	93	-	-	-	-	-	-	-	-	-	-			
Retail trade <sup>3</sup> .....	258	37.0	73.50	-	-	5	18	25	43	38	67	20	16	11	11	-	2	-	-	-	-	-	-	-			
Finance <sup>4</sup> .....	3,972	36.0	65.50	-	-	309	716	1083	820	432	276	164	109	11	32	3	-	17	-	-	-	-	-	-			
Services .....	248	36.0	75.50	-	-	2	3	41	32	26	40	39	42	23	-	-	-	-	-	-	-	-	-	-			

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, New York, N. Y., April 1960)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																						
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under	\$ 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	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00 and over	
<b>Women—Continued</b>																										
Tabulating-machine operators, class A	126	36.5	\$97.00	-	-	-	-	-	-	2	6	9	8	43	10	25	7	4	9	2	1	-	-	-	-	-
Nonmanufacturing	100	36.5	96.50	-	-	-	-	-	-	2	6	5	8	36	6	21	3	3	9	-	1	-	-	-	-	-
Tabulating-machine operators, class B	1,042	36.0	79.50	-	-	-	10	53	112	171	159	278	135	30	31	32	27	4	-	-	-	-	-	-	-	-
Nonmanufacturing	971	36.0	79.00	-	-	-	10	53	112	163	158	267	106	29	26	32	13	2	-	-	-	-	-	-	-	-
Finance <sup>4</sup>	306	37.0	81.50	-	-	-	-	16	17	26	60	65	91	17	8	-	6	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class C	313	37.0	72.50	-	-	11	10	13	67	83	84	13	22	8	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	284	37.0	72.00	-	-	11	10	9	63	82	68	11	22	8	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	2,522	36.0	72.00	-	-	38	179	498	418	417	359	253	199	75	32	24	15	4	1	3	3	2	-	-	2	
Manufacturing	607	36.0	76.50	-	-	4	12	78	83	114	104	64	57	42	24	16	6	3	-	-	-	-	-	-	-	-
Nonmanufacturing	1,915	36.0	71.00	-	-	34	167	420	335	303	255	189	142	33	8	8	9	1	1	3	3	2	-	-	2	
Wholesale trade	719	36.0	71.00	-	-	-	44	189	108	91	97	72	93	17	2	3	3	-	-	-	-	-	-	-	-	-
Finance <sup>4</sup>	970	35.5	69.50	-	-	33	114	203	201	161	122	74	24	14	6	1	5	1	1	3	3	2	-	-	2	
Typists, class A	8,960	36.0	70.00	-	29	278	845	1861	1944	1436	1032	608	351	213	137	148	49	13	6	2	2	-	4	-	2	
Manufacturing	1,438	35.5	76.00	-	-	-	16	190	245	214	315	206	86	54	46	32	20	3	1	2	2	-	4	-	2	
Nonmanufacturing	7,522	36.0	69.00	-	29	278	829	1671	1699	1222	717	402	265	159	91	116	29	10	5	-	-	-	-	-	-	
Public utilities <sup>2</sup>	825	36.5	71.50	-	-	96	88	139	108	150	61	38	4	7	40	94	-	-	-	-	-	-	-	-	-	
Wholesale trade	910	36.0	74.50	-	-	-	-	193	168	155	115	102	80	38	21	17	12	9	-	-	-	-	-	-	-	
Retail trade <sup>3</sup>	183	36.5	68.00	-	-	7	15	42	35	47	25	1	3	7	1	-	-	-	-	-	-	-	-	-	-	
Finance <sup>4</sup>	4,317	36.0	66.00	-	29	149	614	1136	1147	694	287	141	57	50	5	1	1	1	5	-	-	-	-	-	-	
Services	1,267	35.5	73.50	-	-	26	112	161	241	176	229	120	121	57	24	4	16	-	-	-	-	-	-	-	-	
Typists, class B	13,337	36.0	62.50	34	548	1593	3015	3065	2378	1382	745	315	168	54	14	25	-	1	-	-	-	-	-	-	-	
Manufacturing	2,259	36.0	66.50	-	32	236	360	410	408	310	219	135	92	26	10	21	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	11,078	36.0	61.50	34	516	1357	2655	2655	1970	1072	526	180	76	28	4	4	-	1	-	-	-	-	-	-	-	
Public utilities <sup>2</sup>	592	37.5	67.50	-	-	10	115	170	100	80	46	33	9	21	4	4	-	-	-	-	-	-	-	-	-	
Wholesale trade	1,046	36.0	66.50	-	-	42	176	260	263	102	128	33	42	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade <sup>3</sup>	553	36.5	60.50	-	23	87	159	112	93	62	6	1	3	6	-	-	-	1	-	-	-	-	-	-	-	
Finance <sup>4</sup>	7,382	36.0	60.00	34	395	1149	2057	1692	1194	571	229	47	13	1	-	-	-	-	-	-	-	-	-	-	-	
Services	1,505	36.5	64.00	-	98	69	148	421	320	257	117	66	9	-	-	-	-	-	-	-	-	-	-	-	-	

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Excludes limited-price variety stores.<sup>4</sup> Finance, insurance, and real estate.

Table A-1a. Office Occupations—Central Offices

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis in central offices, New York, N. Y., April 1960)

Sex and occupation	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings (Standard)	\$ 40.00 and under 45.00	\$ 45.00	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00 and over		
<b>Men</b>																											
Clerks, accounting, class A	595	35.0	\$97.00	-	-	-	3	12	14	30	84	80	45	49	36	55	47	17	16	44	21	10	7	6	19		
Clerks, accounting, class B	200	35.5	81.00	-	-	-	-	37	16	34	31	24	16	1	3	5	5	15	9	2	1	-	1	-	-	-	
Office boys	1,146	36.0	56.00	61	161	325	310	176	50	19	4	7	21	-	12	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	107	35.5	103.00	-	-	-	-	-	-	-	-	3	9	10	22	33	5	8	9	1	1	2	3	1	-	-	
Tabulating-machine operators, class B	283	35.5	84.50	-	-	-	-	6	3	18	74	66	32	38	24	8	4	2	1	6	1	-	-	-	-	-	
Tabulating-machine operators, class C	152	36.5	66.00	-	-	11	9	33	64	18	8	2	4	2	-	-	1	-	-	-	-	-	-	-	-	-	
<b>Women</b>																											
Bookkeeping-machine operators, class B	185	35.5	81.50	-	-	-	2	8	12	21	40	49	21	16	7	-	3	3	3	-	-	-	-	-	-	-	
Clerks, accounting, class A	429	36.0	89.00	-	-	4	3	11	7	27	86	51	51	54	49	28	14	19	3	8	10	-	-	4	-	-	
Clerks, accounting, class B	740	36.5	70.50	40	40	35	79	101	124	64	75	60	22	23	31	15	7	16	3	4	1	-	-	-	-	-	
Clerks, file, class A	332	35.5	82.00	-	-	2	4	22	78	27	38	24	28	22	45	21	10	5	6	-	-	-	-	-	-	-	
Clerks, file, class B	876	36.0	62.50	-	10	172	319	119	68	59	36	47	15	19	9	2	-	1	-	-	-	-	-	-	-	-	
Clerks, payroll	198	36.5	78.50	-	-	7	4	22	19	21	53	18	12	19	3	11	-	3	2	1	1	1	1	1	-	-	
Comptometer operators	1,012	36.0	75.00	-	-	52	50	141	144	113	164	136	77	47	28	36	15	9	-	-	-	-	-	-	-	-	
Keypunch operators	1,029	36.5	68.50	-	30	30	76	250	209	169	117	85	32	17	10	4	-	-	-	-	-	-	-	-	-	-	
Office girls	163	35.0	56.00	-	21	96	16	-	3	21	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	6,896	36.0	99.00	-	-	-	-	5	140	292	640	671	703	838	609	630	440	384	447	348	246	116	132	93	162	-	
Stenographers, general	3,420	35.5	78.50	-	-	10	46	372	488	588	624	336	360	230	140	78	102	24	18	4	-	-	-	-	-	-	
Switchboard operators	512	36.0	76.50	-	4	7	10	40	100	88	71	91	36	26	28	10	1	-	-	-	-	-	-	-	-	-	
Transcribing-machine operators, general	367	35.5	81.50	-	-	-	-	19	24	49	86	51	63	32	20	17	6	-	-	-	-	-	-	-	-	-	
Typists, class A	925	35.5	75.00	-	-	-	26	114	167	174	193	119	22	31	32	31	14	1	1	-	-	-	-	-	-	-	
Typists, class B	1,108	35.5	66.50	-	-	30	253	295	218	111	75	52	39	25	10	-	-	-	-	-	-	-	-	-	-	-	

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

Central (or district administrative) offices are establishments primarily engaged in general administrative, supervisory, purchasing, accounting, and other management functions performed centrally for the other establishments of the same company. They are classified on the basis of the most appropriate major industry group representing the primary activity of the establishments served. The majority of central offices were classified in manufacturing; the remainder were in retail trade, public utilities, and wholesale trade. They are appropriately represented in the estimates for these major groups and for all industries and nonmanufacturing in the Series A tables.



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, New York, N. Y., April 1960)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF--																									
		Weekly hours (Standard)	Weekly earnings <sup>1</sup> (Standard)	Under \$65.00	\$65.00 and under 70.00	70.00 - 75.00	75.00 - 80.00	80.00 - 85.00	85.00 - 90.00	90.00 - 95.00	95.00 - 100.00	100.00 - 105.00	105.00 - 110.00	110.00 - 115.00	115.00 - 120.00	120.00 - 125.00	125.00 - 130.00	130.00 - 135.00	135.00 - 140.00	140.00 - 145.00	145.00 - 150.00	150.00 - 155.00	155.00 - 160.00	160.00 - 165.00	165.00 and over				
<b>Men</b>																													
Draftsmen, leader .....	563	38.5	\$170.00	-	-	-	-	-	-	-	14	1	17	2	1	-	20	6	6	17	56	17	83	-	-	-	-	323	
Manufacturing .....	168	38.5	171.00	-	-	-	-	-	-	-	-	-	17	-	-	-	-	4	5	2	24	4	10	-	-	-	-	102	
Nonmanufacturing .....	395	38.5	169.50	-	-	-	-	-	-	-	14	1	-	2	1	-	20	2	1	15	32	13	73	-	-	-	-	221	
Draftsmen, senior .....	3,665	38.5	128.00	-	-	4	-	35	20	38	161	261	188	311	285	300	323	331	168	298	211	294	118	181	-	-	-	138	
Manufacturing .....	1,297	37.5	119.50	-	-	4	-	31	16	18	118	150	106	103	152	126	134	95	41	75	31	9	34	9	-	-	-	45	
Nonmanufacturing .....	2,368	39.5	133.00	-	-	-	-	4	4	20	43	111	82	208	133	174	189	236	127	223	180	285	84	172	-	-	-	93	
Public utilities <sup>4</sup> .....	93	36.5	123.50	-	-	-	-	4	1	8	17	-	2	2	6	7	-	19	2	14	-	-	2	4	-	-	-	5	
Retail trade <sup>5</sup> .....	101	37.0	132.00	-	-	-	-	-	-	-	-	-	4	15	6	11	0	14	4	12	2	4	2	2	-	-	-	14	
Services .....	1,994	40.0	133.50	-	-	-	-	-	3	12	18	105	65	173	107	138	170	202	110	163	154	260	80	160	-	-	-	74	
Draftsmen, junior .....	1,866	38.5	90.50	30	186	162	120	257	223	252	168	88	37	126	73	57	30	21	8	26	1	1	-	-	-	-	-	-	
Manufacturing .....	697	38.5	83.00	12	116	74	64	109	136	76	33	33	11	24	6	-	-	1	-	1	-	1	-	-	-	-	-	-	
Nonmanufacturing .....	1,169	38.5	94.50	18	70	88	56	148	87	176	135	55	26	102	67	57	30	20	8	25	1	-	-	-	-	-	-	-	
Public utilities <sup>4</sup> .....	152	35.5	81.50	4	30	34	16	16	13	17	11	3	1	3	1	2	-	-	-	-	1	-	-	-	-	-	-	-	
Services .....	868	39.5	97.50	7	40	34	26	121	66	127	108	50	25	79	65	40	30	20	5	25	-	-	-	-	-	-	-	-	
Tracers .....	102	39.0	83.00	6	17	22	7	13	5	7	-	6	5	-	10	5	-	5	-	-	-	-	-	-	-	-	-	-	
Manufacturing .....	59	38.5	73.50	13	19	7	2	5	7	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Women</b>																													
Nurses, industrial (registered) .....	582	37.0	96.50	8	-	16	40	48	55	95	102	84	44	30	18	16	6	6	1	2	-	4	-	-	-	-	-	1	
Manufacturing .....	230	38.0	100.50	-	-	-	18	14	24	37	19	38	14	28	15	7	4	5	1	2	-	3	-	-	-	-	-	1	
Nonmanufacturing .....	352	36.5	93.50	8	-	10	22	34	31	58	83	46	30	8	3	9	2	1	-	-	-	1	-	-	-	-	-	-	
Public utilities <sup>4</sup> .....	87	37.0	93.00	-	-	6	10	10	4	13	13	24	1	4	-	1	1	-	-	-	-	-	-	-	-	-	-	-	
Retail trade <sup>5</sup> .....	69	38.0	93.00	-	-	2	1	9	14	17	8	9	6	1	-	1	-	-	-	-	-	1	-	-	-	-	-	-	
Finance <sup>7</sup> .....	126	36.0	91.00	8	-	8	11	12	11	24	22	10	14	-	2	2	1	1	-	-	-	-	-	-	-	-	-	-	

<sup>1</sup> Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.<sup>2</sup> Workers were distributed as follows: 90 at \$165 to \$175; 127 at \$175 to \$185; and 106 at \$185 and over.<sup>3</sup> Workers were distributed as follows: 21 at \$165 to \$175; 43 at \$175 to \$185; and 38 at \$185 and over.<sup>4</sup> Transportation, communication, and other public utilities.<sup>5</sup> Excludes limited-price variety stores.<sup>6</sup> Includes 3 workers in manufacturing and 3 in nonmanufacturing at under \$60.<sup>7</sup> Finance, insurance, and real estate.

NOTE: See note on p. 5, relative to the inclusion of railroads.

**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, New York, N. Y., April 1960)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																					
			Under \$ 1.80	\$ 1.80 and under 1.90	\$ 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	\$ 3.70	\$ 3.80 and over	
<b>Carpenters, maintenance</b> .....	<b>1,039</b>	<b>\$2.67</b>	-	-	52	84	44	64	19	66	55	133	57	162	118	67	21	47	13	13	1	8	11	4
Manufacturing .....	344	2.78	-	-	-	3	20	30	10	18	50	39	22	38	16	10	11	37	12	13	-	1	11	3
Nonmanufacturing .....	695	2.62	-	-	52	81	24	34	9	48	5	94	35	124	102	57	10	10	1	-	1	7	-	
Public utilities <sup>2</sup> .....	127	2.78	-	-	-	1	1	2	2	31	-	9	-	58	6	2	7	-	-	-	-	7	-	
Retail trade <sup>3</sup> .....	204	2.86	-	-	-	5	3	1	4	6	1	13	32	46	27	54	1	9	1	-	-	-	-	
Finance <sup>4</sup> .....	173	2.67	-	-	-	2	3	19	3	11	2	72	2	10	45	1	2	1	-	-	-	-	-	
Services .....	181	2.17	-	-	52	73	17	12	-	-	2	-	1	-	24	-	-	-	-	-	-	-	-	
<b>Electricians, maintenance</b> .....	<b>1,593</b>	<b>2.78</b>	-	1	90	26	20	113	50	86	129	137	120	225	188	104	106	32	56	25	4	1	7	73
Manufacturing .....	837	2.91	-	-	-	7	-	59	5	45	95	66	104	110	67	31	69	22	55	25	3	1	-	73
Nonmanufacturing .....	756	2.64	-	1	90	19	20	54	45	41	34	71	16	115	121	73	37	10	1	-	1	-	7	-
Public utilities <sup>2</sup> .....	180	2.76	-	-	-	-	1	3	2	15	17	41	4	62	-	32	1	1	-	-	1	-	-	-
Retail trade <sup>3</sup> .....	126	2.85	-	1	-	-	4	9	10	1	3	4	5	12	26	36	-	8	-	-	-	-	7	-
Finance <sup>4</sup> .....	257	2.71	-	-	-	2	5	26	33	24	14	25	6	11	69	5	36	1	-	-	-	-	-	-
Services .....	193	2.29	-	-	90	17	10	16	-	1	-	1	-	30	26	-	-	1	-	-	-	-	-	-
<b>Engineers, stationary</b> .....	<b>1,610</b>	<b>2.97</b>	-	-	-	25	14	50	37	75	89	135	57	300	181	136	79	46	119	67	66	4	2	<sup>5</sup> 128
Manufacturing .....	644	3.22	-	-	-	-	-	10	-	4	39	71	20	45	52	35	42	16	70	62	47	3	-	128
Nonmanufacturing .....	966	2.81	-	-	-	25	14	40	37	71	50	64	37	255	129	101	37	30	49	5	19	1	2	-
Public utilities <sup>2</sup> .....	172	2.86	-	-	-	-	1	3	4	14	15	5	-	74	-	25	10	-	20	1	-	-	-	-
Retail trade <sup>3</sup> .....	116	3.01	-	-	-	5	-	3	-	-	6	1	-	10	16	34	7	11	18	-	3	1	1	-
Finance <sup>4</sup> .....	372	2.85	-	-	-	-	1	5	19	15	17	9	22	147	60	36	9	19	8	4	-	-	1	-
Services .....	265	2.61	-	-	-	20	12	29	14	42	12	44	15	3	45	6	11	-	1	-	11	-	-	-
<b>Firemen, stationary boiler</b> .....	<b>632</b>	<b>2.48</b>	34	62	52	15	34	39	71	50	50	68	28	2	29	1	-	48	-	-	-	-	49	-
Manufacturing .....	309	2.79	2	16	-	7	20	21	10	15	23	52	18	-	28	-	-	48	-	-	-	-	49	-
Nonmanufacturing .....	323	2.19	32	46	52	8	14	18	61	35	27	16	10	2	1	1	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup> .....	62	2.39	-	-	-	3	9	-	21	8	16	4	-	-	-	1	-	-	-	-	-	-	-	-
<b>Helpers, trades, maintenance</b> .....	<b>1,444</b>	<b>2.23</b>	<sup>6</sup> 104	67	69	92	198	190	413	173	54	46	3	-	-	-	34	-	1	-	-	-	-	-
Manufacturing .....	575	2.21	64	63	27	55	77	81	35	46	50	40	2	-	-	-	34	-	1	-	-	-	-	-
Nonmanufacturing .....	869	2.25	40	4	42	37	121	109	378	127	4	6	1	-	-	-	-	-	-	-	-	-	-	-
Public utilities <sup>2</sup> .....	610	2.29	1	-	1	33	99	88	277	109	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Services .....	90	1.91	28	1	37	-	16	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Machinists, maintenance</b> .....	<b>1,447</b>	<b>2.90</b>	-	-	-	29	86	70	39	50	183	91	106	183	52	38	146	38	64	95	17	4	135	21
Manufacturing .....	1,361	2.90	-	-	-	29	86	68	39	47	165	86	106	150	42	34	145	38	64	95	7	4	135	21
Nonmanufacturing .....	86	2.85	-	-	-	-	-	2	-	3	18	5	-	33	10	4	1	-	-	-	10	-	-	-
<b>Mechanics, automotive (maintenance)</b> .....	<b>2,710</b>	<b>2.65</b>	-	33	19	30	54	5	55	725	502	449	286	118	78	58	89	100	-	58	5	12	33	1
Manufacturing .....	601	2.80	-	-	-	17	-	2	22	12	163	15	155	83	24	4	-	4	-	58	5	3	33	1
Nonmanufacturing .....	2,109	2.61	-	33	19	13	54	3	33	713	339	434	131	35	54	54	89	96	-	-	-	-	-	-
Public utilities <sup>2</sup> .....	1,609	2.63	-	-	-	-	3	3	28	674	268	267	109	30	35	45	42	96	-	-	-	-	-	-
<b>Méchanics, maintenance</b> .....	<b>1,867</b>	<b>2.75</b>	4	5	58	36	51	43	140	145	409	116	179	204	47	48	55	23	76	60	13	4	132	19
Manufacturing .....	1,276	2.77	4	-	4	32	42	14	136	47	340	82	154	144	4	26	16	3	-	60	13	4	132	19
Nonmanufacturing .....	591	2.71	-	5	54	4	9	27	4	98	69	34	25	60	43	22	39	20	76	-	-	-	-	-
Public utilities <sup>2</sup> .....	246	2.85	-	-	-	-	-	4	3	95	21	13	-	4	-	4	6	20	76	-	-	-	-	-

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, New York, N. Y., April 1960)

Occupation and industry division	Number of workers	Average hourly earnings <sup>1</sup>	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																					
			Under \$1.80	\$1.80 and under 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 and over
Millwrights	187	\$2.81	-	-	-	-	-	6	-	16	-	42	42	8	8	58	7	-	-	-	-	-	-	-
Manufacturing	167	2.83	-	-	-	-	6	-	12	-	32	40	4	8	58	7	-	-	-	-	-	-	-	-
Oilers	316	2.32	27	19	37	27	37	67	14	25	11	12	4	-	-	-	-	-	-	-	-	36	-	-
Manufacturing	246	2.37	27	-	34	27	27	36	12	25	6	12	4	-	-	-	-	-	-	-	-	36	-	-
Nonmanufacturing	70	2.14	-	19	3	-	10	31	2	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Painters, maintenance	1,221	2.39	10	5	229	191	70	49	183	50	71	75	24	76	91	42	20	-	3	1	19	-	11	1
Manufacturing	208	2.64	4	-	4	2	4	19	29	11	48	20	13	16	6	-	10	-	-	1	10	-	11	-
Nonmanufacturing	1,013	2.34	6	5	225	189	66	30	154	39	23	55	11	60	85	42	10	-	3	-	9	-	-	1
Public utilities <sup>2</sup>	147	2.74	-	-	-	-	1	11	4	18	-	48	-	33	10	5	8	-	-	-	8	-	-	-
Retail trade <sup>3</sup>	94	2.78	-	-	1	3	5	1	4	10	11	1	1	8	11	32	2	-	3	-	1	-	-	1
Finance <sup>4</sup>	293	2.50	-	-	-	1	35	9	146	6	10	6	4	19	52	5	-	-	-	-	-	-	-	-
Services	479	2.04	6	5	224	185	25	9	-	5	2	-	6	-	12	-	-	-	-	-	-	-	-	-
Pipefitters, maintenance	247	2.76	-	-	7	-	7	10	3	25	33	12	-	88	25	21	2	-	-	-	-	-	14	-
Manufacturing	186	2.75	-	-	7	-	7	10	2	15	27	12	-	68	3	21	-	-	-	-	-	-	14	-
Plumbers, maintenance	385	2.49	-	2	72	10	19	11	42	19	23	59	14	86	17	8	-	-	-	-	-	2	-	1
Manufacturing	56	2.63	-	-	-	-	-	1	3	14	18	5	10	2	-	-	-	-	-	-	-	2	-	1
Nonmanufacturing	329	2.46	-	2	72	10	19	10	39	5	5	54	4	84	17	8	-	-	-	-	-	-	-	-
Finance <sup>4</sup>	145	2.66	-	-	-	-	1	2	31	2	-	46	1	48	13	1	-	-	-	-	-	-	-	-
Services	117	2.03	-	2	72	9	16	8	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheet-metal workers, maintenance	85	2.78	-	-	-	-	-	-	8	4	12	8	7	24	3	18	-	-	-	-	-	-	-	1
Manufacturing	63	2.79	-	-	-	-	-	-	8	4	6	2	7	17	-	18	-	-	-	-	-	-	-	1
Tool and die makers	1,340	3.03	-	-	-	-	-	11	31	17	11	19	256	90	91	224	135	107	315	-	9	9	9	6
Manufacturing	1,304	3.03	-	-	-	-	-	11	31	17	11	18	256	90	91	189	135	107	315	-	9	9	9	6

<sup>1</sup> Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.<sup>2</sup> Transportation, communication, and other public utilities.<sup>3</sup> Excludes limited-price variety stores.<sup>4</sup> Finance, insurance, and real estate.<sup>5</sup> Workers were distributed as follows: 87 at \$3.80 to \$3.90; and 41 at \$3.90 and over.<sup>6</sup> Workers were distributed as follows: 3 at under \$1.40; 45 at \$1.40 to \$1.60; and 56 at \$1.60 to \$1.80.

NOTE: See note on p. 5, relative to the inclusion of railroads.





## B: Establishment Practices and Supplementary Wage Provisions

Table B-1. Shift Differentials

(Percent of manufacturing plant workers in establishments having formal provisions for shift work, and in establishments actually operating late shifts by type and amount of differential, New York, N. Y., April 1960)

Shift differential	In establishments having formal provisions <sup>1</sup> for—		In establishments actually operating—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total .....	62.5	47.1	11.3	2.8
With shift pay differential .....	61.0	45.9	11.0	2.7
Uniform cents (per hour) .....	38.1	22.9	8.9	1.9
2½ cents .....	.4	.4	.1	.1
5 cents .....	4.4	-	.5	-
6 <sup>9</sup> / <sub>10</sub> or 7 cents .....	3.4	1.8	.8	-
7½ cents .....	.6	-	.2	-
8 cents .....	1.2	-	.3	-
10 cents .....	13.6	9.9	2.2	.7
12 or 12½ cents .....	1.3	3.4	.3	.4
13 <sup>4</sup> / <sub>5</sub> cents .....	6.7	-	3.4	-
14 or 14 <sup>3</sup> / <sub>10</sub> cents .....	.2	1.1	.2	.1
15 cents .....	3.4	1.9	.5	.2
15 <sup>3</sup> / <sub>10</sub> or 15 <sup>2</sup> / <sub>5</sub> cents .....	2.4	1.4	.6	( <sup>2</sup> )
16 or 17½ cents .....	-	2.3	-	.4
27 cents and over .....	.4	.7	( <sup>2</sup> )	.1
Uniform percentage .....	20.1	13.8	1.8	.1
5 percent .....	1.6	.4	.3	-
7 percent .....	.4	-	.1	-
10 percent .....	12.9	6.5	1.0	.1
12 percent .....	1.5	-	-	-
15 percent .....	3.7	6.9	.5	( <sup>2</sup> )
Full day's pay for reduced hours .....	-	.6	-	-
Other formal shift pay differential .....	2.7	8.7	.3	.8
No shift pay differential .....	1.5	1.2	.3	.1

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

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

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, New York, N. Y., April 1960)

Maximum weekly salary <sup>1</sup>	Inexperienced typists										Other inexperienced clerical workers <sup>2</sup>											
	All industries	Manufacturing					Nonmanufacturing					All industries	Manufacturing					Nonmanufacturing				
		Based on standard weekly hours <sup>3</sup> of—											Based on standard weekly hours <sup>3</sup> of—									
		All sched-ules	35	37 <sup>1</sup> / <sub>2</sub>	40	All sched-ules	35	36 <sup>1</sup> / <sub>4</sub>	37 <sup>1</sup> / <sub>2</sub>	40	All sched-ules		35	37 <sup>1</sup> / <sub>2</sub>	40	All sched-ules	35	36 <sup>1</sup> / <sub>4</sub>	37 <sup>1</sup> / <sub>2</sub>	40		
Establishments studied .....	553	166	xxx	xxx	xxx	387	xxx	xxx	xxx	xxx	553	166	xxx	xxx	xxx	387	xxx	xxx	xxx	xxx		
Establishments having a specified minimum .....	246	71	41	9	12	175	76	22	40	29	275	76	46	8	12	199	77	23	49	35		
\$37.50 and under \$40.00 .....	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-		
\$40.00 and under \$42.50 .....	1	-	-	-	-	1	-	-	-	1	6	1	-	-	1	5	1	-	1	1		
\$42.50 and under \$45.00 .....	3	-	-	-	-	3	1	-	-	2	7	1	-	-	1	6	3	-	1	2		
\$45.00 and under \$47.50 .....	13	2	1	-	1	11	2	2	4	3	28	4	3	-	1	24	6	3	11	3		
\$47.50 and under \$50.00 .....	12	5	2	1	2	7	1	1	1	2	29	5	2	1	2	24	9	2	6	4		
\$50.00 and under \$52.50 .....	49	15	5	4	2	34	14	6	12	1	70	21	9	5	2	49	19	10	13	4		
\$52.50 and under \$55.00 .....	29	5	5	-	-	24	11	3	3	4	28	8	5	1	1	20	8	2	4	5		
\$55.00 and under \$57.50 .....	63	16	11	3	2	47	22	8	10	6	39	10	8	-	1	29	14	5	6	2		
\$57.50 and under \$60.00 .....	20	5	3	1	-	15	12	1	1	1	19	8	7	1	-	11	7	1	1	2		
\$60.00 and under \$62.50 .....	32	11	6	-	1	21	9	-	6	5	25	8	5	-	-	17	6	-	4	5		
\$62.50 and under \$65.00 .....	6	4	4	-	-	2	-	-	1	1	3	2	2	-	-	1	-	-	-	1		
\$65.00 and under \$67.50 .....	6	1	-	-	1	5	2	1	1	1	6	2	1	-	1	4	1	-	1	2		
\$67.50 and under \$70.00 .....	4	2	2	-	-	2	1	-	1	-	5	2	2	-	-	3	2	-	1	-		
\$70.00 and under \$72.50 .....	1	1	1	-	-	-	-	-	-	-	2	1	1	-	-	1	1	-	-	-		
\$72.50 and under \$75.00 .....	3	2	-	-	2	1	1	-	-	-	2	2	-	-	2	-	-	-	-	-		
\$75.00 and over .....	4	2	1	-	1	2	-	-	-	2	5	1	1	-	-	4	-	-	-	4		
Establishments having no specified minimum .....	122	35	xxx	xxx	xxx	87	xxx	xxx	xxx	xxx	135	40	xxx	xxx	xxx	95	xxx	xxx	xxx	xxx		
Establishments which did not employ workers in this category .....	185	60	xxx	xxx	xxx	125	xxx	xxx	xxx	xxx	143	50	xxx	xxx	xxx	93	xxx	xxx	xxx	xxx		

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

NOTE: See note on p. 18, relative to the inclusion of railroads.

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, New York, N. Y., April 1960)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours .....	1	-	-	-	( <sup>5</sup> )	1	-	( <sup>5</sup> )	-	-	-	2	-
35 hours .....	54	65	44	41	23	58	56	5	11	( <sup>5</sup> )	4	2	( <sup>5</sup> )
Over 35 and under 36 <sup>1</sup> / <sub>4</sub> hours .....	1	( <sup>5</sup> )	-	1	-	2	4	1	2	-	-	-	-
36 <sup>1</sup> / <sub>4</sub> hours .....	9	8	6	9	17	11	4	5	11	-	3	4	-
Over 36 <sup>1</sup> / <sub>4</sub> and under 37 <sup>1</sup> / <sub>2</sub> hours .....	5	( <sup>5</sup> )	-	3	5	9	1	( <sup>5</sup> )	1	-	-	( <sup>5</sup> )	-
37 <sup>1</sup> / <sub>2</sub> hours .....	17	17	7	36	24	11	28	5	3	3	11	12	2
Over 37 <sup>1</sup> / <sub>2</sub> and under 40 hours .....	1	1	-	2	4	-	( <sup>5</sup> )	2	2	-	2	5	( <sup>5</sup> )
40 hours .....	13	8	43	8	26	7	6	77	68	94	80	68	87
Over 40 and under 45 hours .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	2	-	-	-	7	3
45 hours .....	-	-	-	-	-	-	-	2	1	3	-	-	5
Over 45 hours .....	-	-	-	-	-	-	-	1	1	-	-	1	3

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Excludes data for limited-price variety stores.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>5</sup> Less than 0.5 percent.

NOTE: Estimates for all industries and public utilities include data for railroads (SIC 40), omitted from the scope of all labor market wage surveys made before the winter of 1959-60. Where significant, the effect of the inclusion of railroads is greatest on the data shown separately for the public utilities division.



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, New York, N. Y., April 1960)

Item	OFFICE WORKERS <sup>1</sup>							PLANT WORKERS					
	All industries	Manufacturing	Public utilities	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	100	100	100	99	100	100	98	100	98	100	98	94
Workers in establishments providing no paid holidays	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	2	-	2	-	2	6
<b>Number of days</b>													
Less than 6 days	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	3	5	-	-	4	-
6 days	1	-	-	1	( <sup>5</sup> )	( <sup>5</sup> )	5	10	7	4	2	8	33
6 days plus 2 half days	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	1	1	2	-	-	-	( <sup>5</sup> )
7 days	12	11	30	11	56	1	14	28	21	27	11	55	26
7 days plus 1 half day	2	3	-	3	1	( <sup>5</sup> )	6	2	3	-	( <sup>5</sup> )	3	1
7 days plus 2, 3, 4, or 6 half days	2	( <sup>5</sup> )	1	2	-	-	13	2	-	( <sup>5</sup> )	( <sup>5</sup> )	8	1
8 days	7	10	9	8	3	4	10	13	19	15	14	7	5
8 days plus 1 half day	2	5	-	5	1	-	8	1	2	-	4	( <sup>5</sup> )	-
8 days plus 2 half days	2	4	4	3	4	-	2	2	5	-	( <sup>5</sup> )	( <sup>5</sup> )	( <sup>5</sup> )
8 days plus 3 or 4 half days	2	3	2	3	1	( <sup>5</sup> )	1	1	1	-	( <sup>5</sup> )	2	-
9 days	9	13	-	14	2	10	10	7	10	10	10	1	11
9 days plus 1, 2, 3, or 4 half days	1	3	1	3	( <sup>5</sup> )	( <sup>5</sup> )	3	2	2	( <sup>5</sup> )	1	2	2
10 days	7	16	2	11	6	2	9	6	8	-	9	( <sup>5</sup> )	7
10 days plus 1 half day	2	2	-	4	8	( <sup>5</sup> )	-	1	1	-	5	( <sup>5</sup> )	-
10 days plus 2 half days	2	2	1	2	10	1	2	1	2	-	-	( <sup>5</sup> )	2
10 days plus 3, 4, or 5 half days	2	1	-	5	-	2	( <sup>5</sup> )	( <sup>5</sup> )	( <sup>5</sup> )	-	( <sup>5</sup> )	-	-
11 days	29	18	45	9	6	44	12	16	8	51	25	7	6
11 days plus 1 half day	3	3	1	3	-	3	4	1	1	( <sup>5</sup> )	3	-	( <sup>5</sup> )
11 days plus 2 half days	2	1	2	8	1	3	-	( <sup>5</sup> )	( <sup>5</sup> )	1	3	-	-
11 days plus 3 half days	2	-	1	1	-	4	-	( <sup>5</sup> )	-	-	1	-	-
12 days	9	1	1	2	( <sup>5</sup> )	21	( <sup>5</sup> )	2	3	( <sup>5</sup> )	3	-	-
12 days plus 1, 2, or 3 half days	2	2	( <sup>5</sup> )	-	-	4	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-
13 or more days	1	3	-	2	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	7	-	( <sup>5</sup> )
<b>Total holiday time<sup>6</sup></b>													
14 or more days	1	2	-	1	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	4	-	( <sup>5</sup> )
13½ or more days	1	2	( <sup>5</sup> )	1	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	4	-	( <sup>5</sup> )
13 or more days	1	3	( <sup>5</sup> )	2	( <sup>5</sup> )	-	1	( <sup>5</sup> )	( <sup>5</sup> )	-	7	-	( <sup>5</sup> )
12½ or more days	5	4	2	5	( <sup>5</sup> )	8	1	( <sup>5</sup> )	( <sup>5</sup> )	-	7	-	( <sup>5</sup> )
12 or more days	17	7	4	14	1	32	1	3	4	1	13	-	( <sup>5</sup> )
11½ or more days	20	10	6	20	1	37	5	4	5	1	16	-	1
11 or more days	52	30	52	34	17	82	19	21	16	52	42	7	9
10½ or more days	53	32	52	38	25	82	20	22	17	52	47	7	9
10 or more days	61	49	57	51	32	84	29	28	26	52	56	8	15
9½ or more days	63	54	58	52	32	84	31	30	28	52	56	11	18
9 or more days	75	71	62	70	38	94	48	39	42	52	67	13	29
8½ or more days	78	75	62	76	39	94	59	40	44	52	70	13	29
8 or more days	85	86	70	85	42	99	74	55	63	67	85	28	34
7½ or more days	87	88	70	88	43	99	80	56	66	67	87	31	35
7 or more days	99	100	100	99	99	99	95	85	88	94	98	87	61
6 or more days	99	100	100	100	99	100	100	96	95	98	100	95	94
5 or more days	99	100	100	100	99	100	100	96	97	98	100	95	94
4 or more days	99	100	100	100	99	100	100	97	98	98	100	95	94
3 or more days	99	100	100	100	99	100	100	98	100	98	100	95	94
1 or more days	99	100	100	100	99	100	100	98	100	98	100	98	94

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

NOTE: See note on p. 18, relative to the inclusion of railroads.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1960)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>Method of payment</b>													
Workers in establishments providing paid vacations .....	99	100	100	100	100	99	100	99	100	100	100	99	98
Length-of-time payment .....	99	99	100	100	100	99	99	94	88	100	100	99	96
Percentage payment .....	( <sup>5</sup> )	-	-	-	-	-	( <sup>5</sup> )	1	1	-	-	-	2
Flat-sum payment .....	-	-	-	-	-	-	-	3	7	-	-	-	-
Other .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	2	4	-	-	-	-
Workers in establishments providing no paid vacations .....	( <sup>5</sup> )	-	-	-	-	( <sup>5</sup> )	-	( <sup>5</sup> )	-	-	-	1	2
<b>Amount of vacation pay<sup>6</sup></b>													
<u>After 6 months of service</u>													
Under 1 week .....	4	4	1	7	24	( <sup>5</sup> )	8	28	45	2	6	23	14
1 week .....	52	63	46	53	46	-	46	27	15	50	49	40	13
Over 1 and under 2 weeks .....	18	19	11	12	14	19	28	7	12	3	14	( <sup>5</sup> )	2
2 weeks .....	15	3	15	7	-	27	7	4	2	19	( <sup>5</sup> )	1	( <sup>5</sup> )
<u>After 1 year of service</u>													
1 week .....	8	9	19	3	35	1	14	48	51	26	15	45	81
Over 1 and under 2 weeks .....	( <sup>5</sup> )	-	-	-	5	-	-	4	4	-	-	5	-
2 weeks .....	91	90	81	96	60	99	86	40	31	69	74	49	17
Over 2 and under 3 weeks .....	( <sup>5</sup> )	-	-	1	-	-	1	1	2	-	7	-	1
3 weeks .....	( <sup>5</sup> )	1	-	-	-	-	-	6	12	5	4	-	-
<u>After 2 years of service</u>													
1 week .....	2	1	17	-	( <sup>5</sup> )	-	2	17	24	15	7	3	20
Over 1 and under 2 weeks .....	1	4	2	-	-	( <sup>5</sup> )	1	12	17	3	-	-	15
2 weeks .....	93	91	81	99	87	97	91	62	45	77	82	87	63
Over 2 and under 3 weeks .....	2	-	-	1	12	2	7	3	2	-	7	9	1
3 weeks .....	1	3	-	-	-	2	-	6	12	5	4	-	-
<u>After 3 years of service</u>													
1 week .....	2	( <sup>5</sup> )	17	-	( <sup>5</sup> )	-	( <sup>5</sup> )	7	9	12	4	3	5
Over 1 and under 2 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	5	11	-	-	-	-
2 weeks .....	91	91	80	98	83	93	91	76	63	83	82	82	93
Over 2 and under 3 weeks .....	2	1	( <sup>5</sup> )	1	12	2	7	3	2	-	7	9	1
3 weeks .....	5	8	3	1	4	5	2	8	14	5	7	4	-
4 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	-	-	-	-	-	-
<u>After 5 years of service</u>													
1 week .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	4	7	-	3	3	2
2 weeks .....	68	79	80	85	55	60	55	72	67	87	63	63	95
Over 2 and under 3 weeks .....	10	1	3	5	6	20	7	6	6	1	8	6	1
3 weeks .....	21	20	16	11	39	20	38	16	18	10	27	27	1
4 weeks .....	( <sup>5</sup> )	1	-	-	-	-	-	1	2	2	-	-	-

See footnotes at end of table.

Table B-5. Paid Vacations—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, New York, N. Y., April 1960)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
<b>Amount of vacation pay<sup>6</sup>—Continued</b>													
<u>After 10 years of service</u>													
1 week .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	4	7	-	3	3	1
2 weeks .....	29	33	55	39	15	17	40	45	43	55	33	25	72
Over 2 and under 3 weeks .....	7	1	1	7	-	15	1	5	8	4	4	-	5
3 weeks .....	61	61	40	53	84	67	54	43	40	36	61	69	20
4 weeks .....	2	5	3	( <sup>5</sup> )	2	1	6	2	2	5	-	2	( <sup>5</sup> )
<u>After 15 years of service</u>													
1 week .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	4	7	-	3	3	1
2 weeks .....	10	15	2	18	13	4	19	21	28	1	13	17	32
Over 2 and under 3 weeks .....	( <sup>5</sup> )	-	-	-	-	1	1	2	3	-	1	-	1
3 weeks .....	81	70	93	80	85	84	72	68	55	94	80	74	63
Over 3 and under 4 weeks .....	2	-	-	2	-	4	-	( <sup>5</sup> )	-	-	( <sup>5</sup> )	-	-
4 weeks .....	8	15	5	( <sup>5</sup> )	2	8	9	5	7	5	3	4	1
<u>After 20 years of service</u>													
1 week .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	4	7	-	3	3	1
2 weeks .....	9	14	2	17	13	3	18	20	25	1	12	17	31
Over 2 and under 3 weeks .....	( <sup>5</sup> )	-	-	-	-	1	1	2	3	-	1	-	1
3 weeks .....	67	54	88	67	64	67	67	63	54	83	70	61	63
Over 3 and under 4 weeks .....	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-	-	( <sup>5</sup> )	( <sup>5</sup> )	-	-	-	-
4 weeks .....	24	32	10	16	23	29	14	11	11	16	14	17	2
<u>After 25 years of service</u>													
1 week .....	( <sup>5</sup> )	-	-	-	( <sup>5</sup> )	-	-	4	7	-	3	3	1
2 weeks .....	9	14	2	17	13	3	17	19	25	1	12	17	28
Over 2 and under 3 weeks .....	( <sup>5</sup> )	-	-	-	-	-	1	2	3	-	1	-	1
3 weeks .....	35	35	66	54	23	16	59	52	47	66	62	32	66
Over 3 and under 4 weeks .....	( <sup>5</sup> )	1	( <sup>5</sup> )	-	-	-	-	1	2	-	-	-	-
4 weeks .....	56	50	31	29	65	81	24	22	16	33	22	46	2

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Excludes limited-price variety stores.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>5</sup> Less than 0.5 percent.<sup>6</sup> Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years.

NOTE: See note on p. 18, relative to the inclusion of railroads. 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-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, New York, N. Y., April 1960)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Finance <sup>3</sup>	Services	All industries <sup>4</sup>	Manufacturing	Public utilities <sup>1</sup>	Wholesale trade	Retail trade <sup>2</sup>	Services
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance .....	92	92	81	91	92	96	87	92	95	87	98	92	89
Accidental death and dismemberment insurance .....	41	39	57	47	33	40	34	47	40	65	58	41	54
Sickness and accident insurance or sick leave or both <sup>5</sup> .....	85	91	82	85	90	81	87	81	78	88	84	83	78
Sickness and accident insurance .....	31	37	31	36	50	25	25	63	72	37	52	64	64
Sick leave (full pay and no waiting period) .....	75	79	73	75	42	77	79	23	14	36	60	28	21
Sick leave (partial pay or waiting period) .....	2	5	5	-	13	-	( <sup>6</sup> )	12	7	38	-	7	5
Hospitalization insurance .....	80	85	71	71	84	88	54	87	94	62	91	94	82
Surgical insurance .....	78	86	73	68	81	83	52	84	93	57	87	90	79
Medical insurance .....	57	67	56	50	61	59	37	61	67	49	49	71	56
Catastrophe insurance .....	45	34	44	36	14	63	28	9	6	26	14	5	5
Retirement pension .....	79	80	73	77	72	88	50	78	78	84	80	76	72
No health, insurance, or pension plan .....	( <sup>6</sup> )	1	-	1	1	-	( <sup>6</sup> )	2	1	-	1	2	5

<sup>1</sup> Transportation, communication, and other public utilities.<sup>2</sup> Excludes limited-price variety stores.<sup>3</sup> Finance, insurance, and real estate.<sup>4</sup> Includes data for real estate in addition to those industry divisions shown separately.<sup>5</sup> Unduplicated total of workers receiving sick leave or sickness and accident insurance shown separately below. Sick-leave plans are limited to those which definitely establish at least the minimum number of days' pay that can be expected by each employee. Informal sick-leave allowances determined on an individual basis are excluded.<sup>6</sup> Less than 0.5 percent.

NOTE: See note on p. 18, relative to the inclusion of railroads.

## 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 economists are instructed to exclude working supervisors, apprentices, learners, beginners, trainees, handicapped workers, part-time, temporary, and probationary workers.

### OFFICE

#### BILLER, MACHINE

Prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. For wage study purposes, billers, machine, are classified by type of machine, as follows:

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

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

#### BOOKKEEPING-MACHINE OPERATOR

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

*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

**CLERK, ACCOUNTING—Continued**

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 or accounts payable vouchers, entering vouchers in voucher registers; reconciling bank accounts; posting subsidiary ledgers controlled by general ledgers, or posting simple cost accounting data. 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*—In an established filing system containing a number of varied subject matter files, classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or may 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 which is easily identifiable, or locates or assists in locating material in 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.

**KEYPUNCH 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 keypunch machine, following written information on records. May duplicate cards by using the duplicating device attached to machine. May keep 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 memorandums 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

*Class A*—Operates a variety of tabulating or electrical accounting machines, typically including such machines as the tabulator, calculator, interpreter, collator and others. Performs complete reporting assignments without close supervision, and performs difficult wiring as required. The complete reporting and tabulating assignments typically involve a variety of long and complex reports which often are of irregular or nonrecurring type requiring some planning and sequencing of steps to be taken. As a more experienced operator, is typically involved in training new operators in machine operations, or partially trained operators in wiring from diagrams and operating sequences of long and complex reports. *Does not include* working supervisors performing tabulating-machine operations *and* day-to-day supervision of the work and production of a group of tabulating-machine operators.

*Class B*—Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the sorter, reproducer, and collator. This work is performed under specific instructions and may include the performance of some wiring from diagrams. The work typically involves, for example, tabulations involving a repetitive accounting exercise, a complete but small tabulating study, or parts of a longer and more complex report. Such reports and studies are usually of a recurring nature where the procedures are well established. May also include the training of new employees in the basic operation of the machine.

*Class C*—Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with specific instructions. May include simple wiring from diagrams and some filing work. The work typically involves portions of a work unit, for example, individual sorting or collating runs, or repetitive operations.

## 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 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 include typing of stencils, mats, or similar materials for use in duplicating processes. 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 when it involves combining material from several sources or responsibility for correct spelling, syllabication, punc-

**TYPIST—Continued**

tuation, etc., of technical or unusual words or foreign language material; planning layout and typing of complicated statistical tables to maintain uniformity and balance in spacing. May type routine form letters varying details to suit circumstances.

*Class B*—Performs one or more of the following: Copy typing from rough or clear 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 TECHNICAL****DRAFTSMAN, 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 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

**DRAFTSMAN, SENIOR—Continued**

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 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 POWERPLANT

### CARPENTER, 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 boilerroom 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

**MACHINIST, MAINTENANCE—Continued**

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

**MILLWRIGHT—Continued**

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 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.

## CUSTODIAL AND MATERIAL MOVEMENT

### ELEVATOR 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 gate-men 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

## TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; 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.

### JANITOR, PORTER, OR CLEANER—Continued

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

**LABORER, MATERIAL HANDLING—Continued**

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

**SHIPPING AND RECEIVING CLERK—Continued**

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 60 major labor markets during late 1959 and early 1960. These bulletins, when available, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C., or from any of the BLS regional sales offices shown on the inside front cover.

A summary bulletin containing data for all labor markets, combined with additional analysis, will be issued early in 1961.

Bulletins for the areas listed below are now available.

Allentown-Bethlehem-Easton, Pa.-N.J., March 1960-BLS Bull. 1265-33,  
price 25 cents

Baltimore, Md., September 1959-BLS Bull. 1265-7, price 15 cents

Birmingham, Ala., March 1960-BLS Bull. 1265-37, price 25 cents

Boston, Mass., October 1959-BLS Bull. 1265-8, price 25 cents

Buffalo, N.Y., October 1959-BLS Bull. 1265-4, price 20 cents

Canton, Ohio, December 1959-BLS Bull. 1265-10, price 25 cents

Cincinnati, Ohio-Ky., February 1960-BLS Bull. 1265-31, price 25 cents

Cleveland, Ohio, September 1959-BLS Bull. 1265-1, price 20 cents

Dallas, Tex., October 1959-BLS Bull. 1265-3, price 20 cents

Dayton, Ohio, December 1959-BLS Bull. 1265-9, price 25 cents

Denver, Colo., December 1959-BLS Bull. 1265-11, price 25 cents

Des Moines, Iowa, February 1960-BLS Bull. 1265-30, price 25 cents

Detroit, Mich., January 1960-BLS Bull. 1265-25, price 20 cents

Fort Worth, Tex., November 1959-BLS Bull. 1265-13, price 25 cents

Indianapolis, Ind., January 1960-BLS Bull. 1265-22, price 25 cents

Jackson, Miss., February 1960-BLS Bull. 1265-26, price 25 cents

Jacksonville, Fla., December 1959-BLS Bull. 1265-14, price 25 cents

Kansas City, Mo.-Kans., January 1960-BLS Bull. 1265-23, price 25 cents

Los Angeles-Long Beach, Calif., April 1960-BLS Bull. 1265-35,  
price 25 cents

Memphis, Tenn., January 1960-BLS Bull. 1265-19, price 25 cents

Miami, Fla., December 1959-BLS Bull. 1265-6, price 20 cents

Minneapolis-St. Paul, Minn., January 1960-BLS Bull. 1265-21,  
price 25 cents

Newark and Jersey City, N.J., February 1960-BLS Bull. 1265-28,  
price 25 cents

New Orleans, La., February 1960-BLS Bull. 1265-32, price 25 cents

Philadelphia, Pa., November 1959-BLS Bull. 1265-16, price 25 cents

Pittsburgh, Pa., December 1959-BLS Bull. 1265-20, price 25 cents

Portland, Maine, November 1959-BLS Bull. 1265-12, price 20 cents

Richmond, Va., February 1960-BLS Bull. 1265-24, price 25 cents

St. Louis, Mo., October 1959-BLS Bull. 1265-5, price 25 cents

San Bernardino-Riverside-Ontario, Calif., November 1959-  
BLS Bull. 1265-15, price 25 cents

San Francisco-Oakland, Calif., January 1960-BLS Bull. 1265-17,  
price 25 cents

Seattle, Wash., August 1959-BLS Bull. 1265-2, price 25 cents

Sioux Falls, S. Dak., February 1960-BLS Bull. 1265-29, price 20 cents

South Bend, Ind., April 1960-BLS Bull. 1265-38, price 25 cents

Washington, D.C.-Md.-Va., December 1959-BLS Bull. 1265-18,  
price 25 cents

Waterbury, Conn., March 1960-BLS Bull. 1265-36, price 25 cents

York, Pa., February 1960-BLS Bull. 1265-27, price 25 cents

