

Occupational Wage Survey

WASHINGTON, D.C.—MD.—VA.

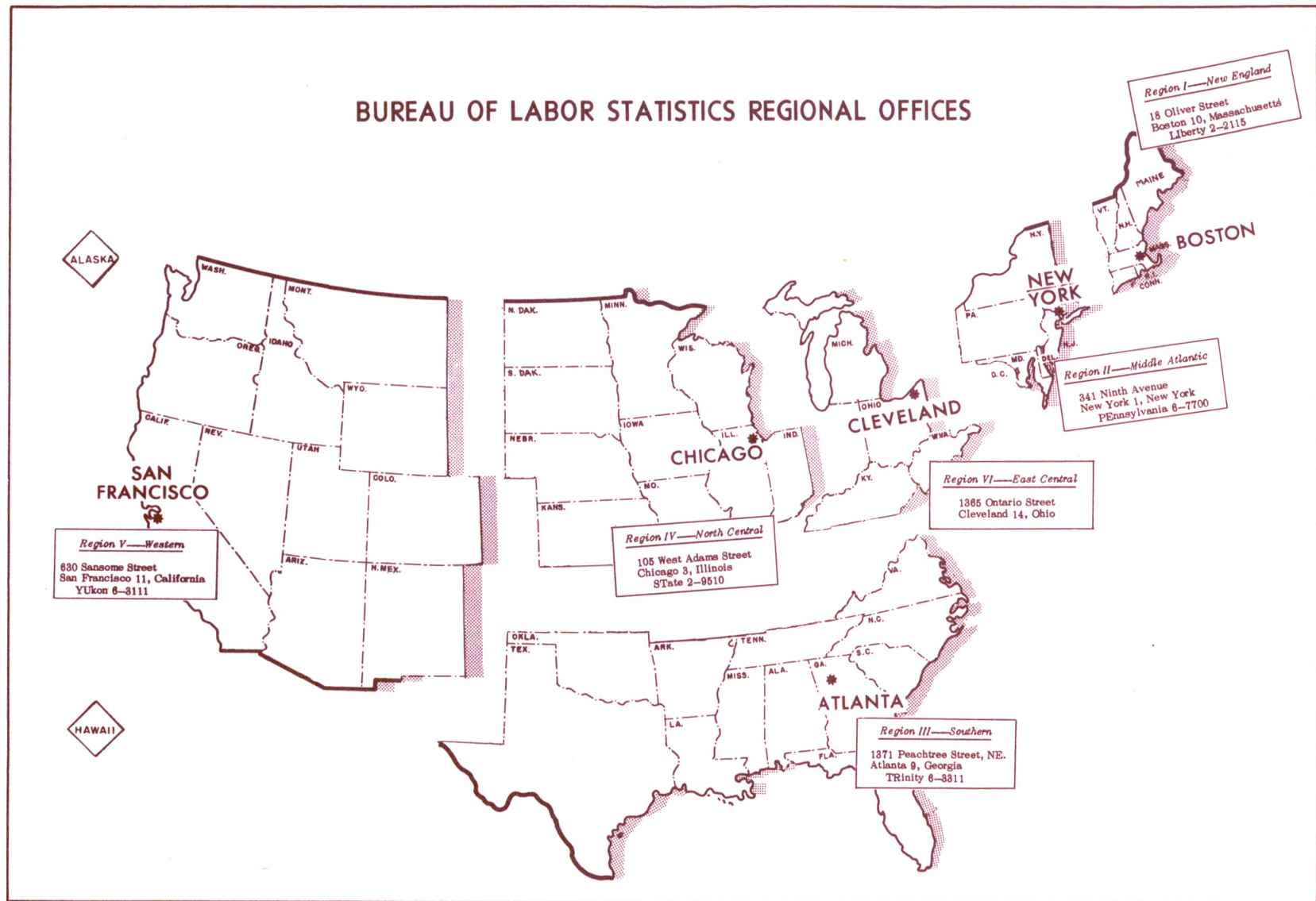
OCTOBER 1962

Bulletin No. 1345-16

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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Preface

The Labor Market Occupational Wage Survey Program

Eighty-two labor markets currently are included in the Bureau of Labor Statistics program of annual occupational wage surveys in major labor markets. These studies provide data on occupational earnings and related supplementary benefits. Information on related supplementary benefits is obtained biennially in most of the labor markets.

A preliminary report which presents earnings trends for selected occupational groups and average earnings in selected jobs is released within a month after the completion of the study in each area. This bulletin provides additional data not included in the preliminary report.

A two-part summary bulletin is issued after the completion of all of the area bulletins for a round of surveys (for the current round of surveys, the first part of this bulletin will be available late in 1963 and the second part early in 1964). The first part presents individual labor market data. The second part presents data relating to all metropolitan areas in the United States.

This bulletin was prepared in the Bureau's regional office in New York, N.Y., by Philip Goldstein, under the direction of Harold A. Barletta. The study was under the general direction of Frederick W. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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* NOTE: Similar tabulations are available for other major areas. (See inside back cover.)

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—Washington, D.C.—Md.—Va.

Introduction

This area is 1 of 82 labor markets in which the U.S. Department of Labor's Bureau of Labor Statistics conducts 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 to representative establishments within six broad industry divisions: Manufacturing; transportation, 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 because they tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

These surveys are conducted on a sample basis because of the unnecessary cost involved in surveying all establishments. To obtain optimum 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, and are of the following types: (a) Office clerical; (b) professional and technical; (c) maintenance and powerplant; and (d) custodial and material movement. Occupational classification is based on a uniform set of job descriptions designed to take account of interestablishment variation in duties within the same job. The occupations selected for study are listed and described in the appendix. Earnings data for some of the occupations listed and described are not presented in the A-series tables because either (1) employment in the occupation is too small to provide enough data to merit presentation, or (2) there is possibility of disclosure of individual establishment data.

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, 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.

Differences in pay levels for selected occupations in which both men and women are commonly employed 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 (in the B-series tables) on selected establishment practices and supplementary benefits as they relate to office and plant workers. The concept "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 included as plant workers in nonmanufacturing industries.

Minimum entrance salaries (table B-1) relate only to the establishments visited. They are presented in terms of establishments with formal minimum entrance salary policies.

Shift differential data (table B-2) are limited to manufacturing industries. This information is presented both in terms of (a) establishment policy,¹ presented in terms of total plant worker employment, and (b) effective practice, presented in terms 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.

The scheduled hours (table B-3) of a majority of the first-shift workers in an establishment are tabulated as applying to all of the plant or office workers of that establishment. Paid holidays; paid vacations; and health, insurance, and pension plans (tables B-4 through B-6) 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. Sums of individual items in tables B-2 through B-6 may not equal totals because of rounding.

Data on paid holidays (table B-4) are limited to data on holidays granted annually on a formal basis; i.e., (1) are provided for in written form, or (2) have been established by custom. Holidays ordinarily granted are included even though they may fall on a nonworkday, even if the worker is not granted another day off. The first part of the paid holidays table presents the number of whole and half holidays actually granted. The second part combines whole and half holidays to show total holiday time.

The summary of vacation plans (table B-5) is limited to formal policies, excluding informal arrangements 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 pay, payments not on a time basis were converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

¹ 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. An establishment was considered as having formal provisions if it (1) had operated late shifts during the 12 months prior to the survey, or (2) had provisions in written form for operating late shifts.

Data are presented for all health, insurance, and pension plans (table B-6) for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement. 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,² 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 plans³ which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide 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.

² The temporary disability laws in California and Rhode Island do not require employer contributions.

³ An establishment was considered as having a formal plan if it established at least the minimum number of days of sick leave that could be expected by each employee. Such a plan need not be written, but informal sick-leave allowances, determined on an individual basis, were excluded.

Table 1. Establishments and workers within scope of survey and number studied in Washington, D.C.—Md.—Va.,¹ by major industry division,² October 1962

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	Total ⁴
All divisions	-	797	223	199,200	36,100	121,100	128,620
Manufacturing	50	127	45	28,000	3,200	16,300	16,020
Nonmanufacturing	-	670	178	171,200	32,900	104,800	112,600
Transportation, communication, and other public utilities ⁵	50	69	27	37,600	6,600	24,200	30,650
Wholesale trade	50	78	28	11,300	2,400	6,000	6,570
Retail trade (except limited-price variety stores)	50	203	41	63,600	5,500	52,700	45,250
Finance, insurance, and real estate	50	113	33	18,900	10,500	6,300	9,320
Services ⁷	50	207	49	39,800	7,900	18,900	20,810

¹ The Washington Standard Metropolitan Statistical Area consists of Washington, D.C.; Alexandria and Falls Church Cities, and Arlington and Fairfax Counties, Va.; and Montgomery and Prince Georges Counties, Md. 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 employment indexes for the area 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.

² The 1957 revised edition of the Standard Industrial Classification Manual was used in classifying establishments by industry division.

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

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

⁵ Taxicabs and services incidental to water transportation were excluded.

⁶ Estimate relates to real estate establishments only. Workers from the entire industry division are represented in the Series A tables, but from the real estate portion only in "all industry" estimates in the Series B tables.

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

Table 2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups in Washington, D.C.—Md.—Va., for selected periods

Occupational group	October 1961 to October 1962	November 1960 to October 1961	December 1959 to November 1960
Office clerical (men and women)	3.3	3.3	3.9
Industrial nurses (men and women)	2.7	3.3	4.7
Skilled maintenance (men)	5.1	3.5	4.7
Unskilled plant (men)	4.5	2.1	4.1

Wage Trends for Selected Occupational Groups

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

For office clerical workers and industrial nurses, the percentages of change 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 average straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The percentages 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 men and women in the following 19 jobs: Bookkeeping-machine operators, class B; clerks, accounting, class A and B; clerks, file, class A, B, and C; clerks, order; clerks, payroll; Comptometer operators; keypunch operators, class A and B; office boys and girls; secretaries; stenographers, general; stenographers, senior; switchboard operators; tabulating-machine operators, class B; and typists, class A and B. The industrial nurse data are based on men and women industrial nurses. Men in the following 8 skilled maintenance jobs and 2 unskilled jobs are included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; painters; pipefitters; and tool and die makers; unskilled—janitors, porters, and cleaners; and laborers, material handling.

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 employment in each of

the jobs during the period surveyed in 1961. These weighted earnings for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio (expressed as a percentage) of the group aggregate for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percentage of change from the one period to the other.

The percentages of change 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 average wages due to changes in the labor force resulting from labor turnover, force expansions, force reductions, and changes in the proportions 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 lower the average, whereas a reduction in the proportion of lower paid workers would have the opposite effect. Similarly, 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 establishments in the area.

The use of constant employment weights eliminates the effect of changes in the proportion of workers represented in each job included in the data. The percentages of change are not influenced by changes in standard work schedules or in premium pay for overtime, since they are based on pay for straight-time hours.

Wage indexes for selected groups of workers based on data from the labor market surveys were computed for 20 areas between 1953 and 1960. In 1961, the labor market occupational wage program was expanded to include 80 Standard Metropolitan Statistical Areas which will be surveyed annually. This expansion made data available for the computation of wage indexes for selected job groupings in each of the 80 areas. The above text represents the method used in computing these new wage change indexes. The new series was initiated last year and the data are not comparable with trends published prior to that time.

The new series covers the same job groupings as the earlier series with the following exceptions: The clerical and industrial nurse groups, formerly restricted to women, now include both men and women. Changes were also made in the jobs included within job groupings in order that an identical list could be employed in all areas.

A: Occupational Earnings
Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Washington, D.C.—Md.—Va., October 1962)

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	\$ 45.00 50.00	\$ 50.00 55.00	\$ 55.00 60.00	\$ 60.00 65.00	\$ 65.00 70.00	\$ 70.00 75.00	\$ 75.00 80.00	\$ 80.00 85.00	\$ 85.00 90.00	\$ 90.00 95.00	\$ 95.00 100.00	\$ 100.00 105.00	\$ 105.00 110.00	\$ 110.00 115.00	\$ 115.00 120.00	\$ 120.00 125.00	\$ 125.00 130.00	\$ 130.00 135.00	\$ 135.00 140.00	\$ 140.00 and over					
Men																													
Bookkeeping-machine operators, class B	58	37.5	\$72.50	-	-	9	17	11	2	-	-	1	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	58	37.5	72.50	-	-	9	17	11	2	-	-	1	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A	210	38.5	100.00	-	-	-	-	4	4	7	12	21	19	22	17	20	22	13	19	6	3	7	11	3	-	-	-	-	
Manufacturing	53	39.0	106.00	-	-	-	-	-	-	-	1	-	2	13	4	7	7	6	1	5	-	6	-	1	-	-	-	-	
Nonmanufacturing	157	38.5	98.00	-	-	-	-	4	4	7	11	21	17	9	13	13	15	7	18	1	3	1	11	2	-	-	-	-	
Public utilities ²	37	40.0	109.00	-	-	-	-	-	-	-	-	-	4	-	3	5	10	2	9	1	1	-	1	1	-	-	-	-	
Clerks, accounting, class B	108	38.5	81.50	-	-	-	7	2	14	11	19	17	15	6	1	3	5	5	1	2	-	-	-	-	-	-	-	-	
Nonmanufacturing	72	38.5	80.50	-	-	-	7	2	14	2	18	5	7	2	1	2	5	5	-	2	-	-	-	-	-	-	-	-	
Clerks, order	214	40.0	99.00	-	-	-	-	-	2	2	27	18	16	29	12	42	12	9	15	8	4	4	8	6	-	-	-	-	
Nonmanufacturing	181	40.0	99.50	-	-	-	-	-	2	2	17	18	14	23	12	39	12	7	11	4	4	4	6	6	-	-	-	-	
Wholesale trade	169	40.0	99.00	-	-	-	-	-	2	2	17	18	14	23	12	31	12	5	9	4	4	4	6	6	-	-	-	-	
Office boys	295	38.5	60.50	-	39	27	117	50	10	12	16	10	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	270	38.5	60.50	-	38	20	108	48	10	12	10	10	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	69	38.0	70.00	-	-	-	26	12	2	5	3	7	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	93	37.5	56.00	-	18	14	47	10	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	88	40.0	58.00	-	16	2	34	22	5	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class B	174	39.0	91.50	-	-	-	-	-	9	14	21	18	22	17	14	13	16	27	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	152	39.0	89.50	-	-	-	-	-	9	14	20	16	22	15	14	10	11	19	2	-	-	-	-	-	-	-	-	-	
Finance ³	56	37.5	81.50	-	-	-	-	-	7	6	13	6	9	10	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C	64	39.5	87.00	-	-	-	2	5	5	8	5	2	11	6	5	1	-	14	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	50	39.5	85.50	-	-	-	2	5	5	8	4	2	6	2	2	-	-	14	-	-	-	-	-	-	-	-	-	-	
Women																													
Billers, machine (billing machine)	93	40.0	60.50	-	6	8	25	30	4	16	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	81	40.0	60.00	-	6	8	25	24	4	12	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	155	39.5	68.50	-	11	15	10	27	11	20	36	2	19	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	132	39.5	66.50	-	11	15	10	27	11	15	28	2	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴	67	39.5	59.00	-	11	15	10	15	5	5	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class A	192	38.0	82.00	-	-	1	-	3	12	70	22	8	8	46	-	16	5	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	192	38.0	82.00	-	-	1	-	3	12	70	22	8	8	46	-	16	5	1	-	-	-	-	-	-	-	-	-	-	
Finance ³	156	37.0	79.50	-	-	-	-	2	12	68	19	4	6	41	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	831	38.5	67.00	-	8	48	173	200	143	101	54	58	16	21	-	9	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	817	38.5	67.00	-	8	48	173	200	143	100	48	52	16	20	-	9	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴	57	41.0	72.50	-	4	5	4	2	10	6	4	8	-	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	695	38.0	66.00	-	-	43	166	192	119	80	36	44	14	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, accounting, class A	489	39.0	89.00	-	-	-	3	14	16	29	31	62	81	90	74	45	13	10	17	3	1	-	-	-	-	-	-	-	
Manufacturing	55	40.0	90.50	-	-	-	-	-	-	-	6	13	12	4	8	5	2	3	2	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	434	39.0	89.00	-	-	-	3	14	16	29	25	49	69	86	66	40	11	7	15	3	1	-	-	-	-	-	-	-	
Public utilities ²	80	38.5	96.00	-	-	-	-	-	-	-	1	1	8	41	8	5	7	5	2	1	1	-	-	-	-	-	-	-	
Retail trade ⁴	145	40.0	82.00	-	-	-	3	10	12	23	5	29	17	9	22	13	2	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	81	37.5	87.00	-	-	-	-	4	2	6	8	4	19	22	11	4	1	-	-	-	-	-	-	-	-	-	-	-	
Services	118	38.5	92.50	-	-	-	-	-	2	-	11	15	25	14	21	18	1	2	9	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

Table A-1. Office Occupations—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Washington, D. C.—Md.—Va., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																							
		Weekly hours (Standard)	Weekly earnings ¹ (Standard)	\$ 40.00 and under 45.00	\$ 45.00 - 50.00	\$ 50.00 - 55.00	\$ 55.00 - 60.00	\$ 60.00 - 65.00	\$ 65.00 - 70.00	\$ 70.00 - 75.00	\$ 75.00 - 80.00	\$ 80.00 - 85.00	\$ 85.00 - 90.00	\$ 90.00 - 95.00	\$ 95.00 - 100.00	\$ 100.00 - 105.00	\$ 105.00 - 110.00	\$ 110.00 - 115.00	\$ 115.00 - 120.00	\$ 120.00 - 125.00	\$ 125.00 - 130.00	\$ 130.00 - 135.00	\$ 135.00 - 140.00	\$ 140.00 and over			
				40.00	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	over			
Women—Continued																											
Clerks, accounting, class B	722	39.0	\$ 70.00	-	19	15	61	153	155	101	86	55	45	14	3	5	5	5	-	-	-	-	-	-	-	-	
Manufacturing	90	39.5	76.00	-	-	2	4	2	11	20	13	21	13	1	3	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	632	39.0	69.00	-	19	13	57	151	144	81	73	34	32	13	-	5	5	5	-	-	-	-	-	-	-	-	
Retail trade ⁴	176	40.0	66.00	-	14	11	22	39	21	21	25	9	9	5	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	193	38.0	66.50	-	-	2	15	69	69	11	13	6	-	8	-	-	-	-	-	-	-	-	-	-	-	-	
Services	113	39.0	70.00	-	-	-	20	6	23	37	13	6	8	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class A	99	38.5	77.50	-	-	-	3	3	5	33	13	27	2	11	1	-	1	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	69	39.0	76.50	-	-	-	3	3	5	31	8	5	2	11	-	-	1	-	-	-	-	-	-	-	-	-	
Clerks, file, class B	369	39.0	68.50	-	2	36	20	118	40	72	27	20	2	10	22	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	296	39.5	68.00	-	2	36	20	105	32	22	25	20	2	10	22	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	67	38.5	61.50	-	-	22	2	18	19	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	135	40.0	74.00	-	-	-	8	43	12	12	15	18	2	4	21	-	-	-	-	-	-	-	-	-	-	-	
Clerks, file, class C	616	39.0	57.50	5	83	99	236	94	65	29	1	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	591	39.0	57.50	5	83	99	224	87	59	29	1	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴	150	40.0	51.50	5	55	49	33	3	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	290	38.0	58.00	-	23	30	155	64	12	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	118	40.0	63.00	-	5	14	23	10	41	23	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Clerks, order	150	40.0	73.00	-	9	19	11	11	10	29	8	21	9	3	1	11	-	2	2	4	-	-	-	-	-	-	
Manufacturing	60	39.5	82.50	-	-	-	5	4	23	-	7	5	-	1	8	-	2	1	4	-	-	-	-	-	-	-	
Nonmanufacturing	90	40.0	67.00	-	9	19	11	6	6	6	8	14	4	3	-	3	-	1	-	-	-	-	-	-	-	-	
Wholesale trade	53	40.0	77.50	-	-	-	6	2	6	6	8	14	4	3	-	3	-	1	-	-	-	-	-	-	-	-	
Clerks, payroll	293	39.0	81.50	-	-	2	5	38	27	48	36	23	22	36	24	6	12	4	3	3	-	2	-	2	-	2	
Nonmanufacturing	249	39.0	80.00	-	-	2	5	38	24	43	34	16	14	26	21	4	12	4	3	3	-	-	-	-	-	-	
Public utilities ²	42	38.5	91.00	-	-	-	4	2	9	1	-	1	4	4	2	7	4	2	2	-	-	-	-	-	-	-	
Retail trade ⁴	73	40.5	76.00	-	-	2	3	19	7	6	6	6	5	7	10	-	2	-	-	-	-	-	-	-	-	-	
Finance ³	55	38.0	77.50	-	-	-	2	11	-	15	8	4	6	1	6	-	2	-	-	-	-	-	-	-	-	-	
Services	69	39.0	77.50	-	-	-	-	4	15	11	19	4	2	10	1	2	-	1	-	-	-	-	-	-	-	-	
Comptometer operators	200	39.5	81.00	-	-	-	3	8	22	30	29	32	28	17	18	8	5	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	171	39.0	81.50	-	-	-	3	8	17	22	26	30	24	10	18	8	5	-	-	-	-	-	-	-	-	-	
Wholesale trade	50	37.5	81.00	-	-	-	-	8	6	5	17	6	3	-	5	-	-	-	-	-	-	-	-	-	-	-	
Retail trade ⁴	94	40.0	77.00	-	-	-	3	8	8	16	21	13	18	7	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class A	244	39.5	84.50	-	-	-	4	8	19	26	33	36	26	26	28	9	24	3	2	-	-	-	-	-	-	-	
Nonmanufacturing	209	39.5	83.50	-	-	-	4	8	19	26	31	35	21	9	23	9	21	3	-	-	-	-	-	-	-	-	
Public utilities ²	42	39.5	101.00	-	-	-	-	-	-	-	-	-	-	1	19	3	19	-	-	-	-	-	-	-	-	-	
Keypunch operators, class B	371	39.5	70.00	-	1	2	21	108	53	88	50	18	11	3	13	3	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	326	39.5	69.50	-	1	2	21	103	51	75	45	6	5	2	12	3	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	66	38.0	74.50	-	-	-	-	33	4	2	7	3	1	1	12	3	-	-	-	-	-	-	-	-	-	-	
Finance ³	63	38.5	68.00	-	-	-	1	27	8	12	15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	118	40.0	69.00	-	-	-	4	31	23	42	14	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Office girls	52	39.0	58.50	1	7	2	25	6	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	3,162	39.0	94.50	-	-	8	-	10	55	115	268	372	456	428	433	365	228	113	107	66	61	20	31	26	-	-	
Manufacturing	261	39.5	94.50	-	-	-	-	-	-	6	21	33	41	32	45	33	10	15	2	3	2	1	2	-	-	-	
Nonmanufacturing	2,901	39.0	94.50	-	-	8	-	10	55	109	247	339	415	396	388	332	218	98	92	64	58	18	30	24	-	-	
Public utilities ²	285	39.0	102.00	-	-	-	-	-	-	5	28	27	31	17	16	38	44	10	25	11	5	6	15	7	-	-	
Wholesale trade	324	39.5	103.00	-	-	-	-	4	5	12	2	19	21	45	37	37	36	25	31	18	5	7	6	14	-	-	
Retail trade ⁴	228	40.0	89.00	-	-	8	-	17	17	17	31	21	20	32	34	9	18	-	4	-	-	-	-	-	-	-	
Finance ³	615	38.0	93.00	-	-	-	-	6	30	32	39	65	81	95	89	59	52	25	27	4	4	5	-	2	-	-	
Services	1,449	39.5	92.50	-	-	-	-	-	3	43	161	197	261	219	214	164	77	20	9	27	44	-	9	1	-	-	

See footnotes at end of table.

Table A-1. Office Occupations—Men and Women—Continued

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Washington, D. C.—Md.—Va., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																					
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (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 and over	
Women—Continued																									
Stenographers, general	609	38.5	\$83.50	-	-	1	2	11	61	106	90	67	78	72	48	48	20	5	-	-	-	-	-	-	-
Nonmanufacturing	583	38.5	83.50	-	-	1	2	10	60	100	83	65	78	67	47	46	19	5	-	-	-	-	-	-	-
Public utilities ²	153	39.5	92.00	-	-	-	-	4	8	1	18	17	15	12	20	34	19	5	-	-	-	-	-	-	-
Finance ³	117	37.5	74.50	-	-	-	2	2	30	27	37	9	3	7	-	-	-	-	-	-	-	-	-	-	-
Services	261	38.5	83.50	-	-	-	-	-	18	66	18	27	52	47	27	6	-	-	-	-	-	-	-	-	-
Stenographers, senior	177	38.0	96.50	-	-	-	-	-	-	-	-	9	36	57	28	17	11	17	1	1	-	-	-	-	-
Nonmanufacturing	171	38.0	96.00	-	-	-	-	-	-	-	-	9	36	57	28	11	11	17	1	1	-	-	-	-	-
Switchboard operators	814	39.0	65.50	33	91	56	89	147	93	85	72	59	41	28	10	1	6	3	-	-	-	-	-	-	-
Nonmanufacturing	773	39.0	65.00	33	91	56	89	146	85	81	66	43	37	26	10	1	6	3	-	-	-	-	-	-	-
Public utilities ²	77	39.0	82.50	-	-	7	-	8	6	-	1	13	10	19	9	-	4	-	-	-	-	-	-	-	-
Retail trade ⁴	144	40.0	64.00	-	1	12	24	44	25	11	18	8	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	284	38.5	60.00	33	90	-	-	58	31	22	21	14	8	5	-	-	2	-	-	-	-	-	-	-	-
Services	236	39.5	65.00	-	-	32	65	36	19	40	18	6	18	-	-	1	-	1	-	-	-	-	-	-	-
Switchboard operator-receptionists	307	39.5	74.50	-	13	-	11	14	72	56	28	51	32	14	8	5	2	-	-	-	-	1	-	-	-
Manufacturing	68	39.5	73.00	-	-	-	1	7	11	20	16	8	3	-	-	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	239	39.0	75.00	-	13	-	10	7	61	36	12	43	29	14	8	3	2	-	-	-	-	1	-	-	-
Public utilities ²	27	37.5	84.00	-	-	-	-	-	-	6	-	6	3	12	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	69	39.5	76.50	-	-	-	2	4	16	16	9	6	6	2	2	3	2	-	-	-	-	1	-	-	-
Services	79	38.5	79.50	-	-	-	5	1	12	7	-	28	20	-	6	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B	58	38.0	84.00	-	-	-	-	1	4	17	8	4	8	1	5	3	-	1	6	-	-	-	-	-	-
Nonmanufacturing	55	38.0	83.00	-	-	-	-	1	4	17	8	4	8	1	5	1	-	-	6	-	-	-	-	-	-
Tabulating-machine operators, class C	44	39.0	75.00	-	-	-	1	8	9	9	3	1	6	5	1	-	1	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	197	39.0	75.00	-	-	-	-	24	10	82	27	28	13	12	1	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	187	38.5	75.00	-	-	-	-	22	8	80	25	28	12	11	1	-	-	-	-	-	-	-	-	-	-
Finance ³	66	38.0	76.00	-	-	-	-	4	8	21	11	10	10	2	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	630	39.0	77.50	-	-	-	14	19	92	120	122	128	79	38	6	12	-	-	-	-	-	-	-	-	-
Nonmanufacturing	601	38.5	78.00	-	-	-	14	11	88	117	117	121	77	38	6	12	-	-	-	-	-	-	-	-	-
Retail trade ⁴	67	40.0	78.50	-	-	-	14	-	1	18	5	2	10	9	-	8	-	-	-	-	-	-	-	-	-
Finance ³	250	37.0	75.50	-	-	-	-	-	65	69	45	39	19	13	-	-	-	-	-	-	-	-	-	-	-
Services	192	40.0	77.50	-	-	-	-	9	17	28	55	52	25	6	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	2,049	39.0	66.50	2	13	66	196	559	519	436	169	68	11	10	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	140	39.5	69.00	-	-	-	3	37	37	35	13	14	1	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,909	39.0	66.50	2	13	66	193	522	482	401	156	54	10	10	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	104	39.0	74.00	-	-	-	-	18	7	42	16	5	6	10	-	-	-	-	-	-	-	-	-	-	-
Retail trade ⁴	170	40.5	64.00	2	9	15	19	37	33	38	12	4	1	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	895	38.0	64.50	-	4	41	95	383	233	92	34	13	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	707	40.0	68.50	-	-	8	73	82	195	223	93	31	2	-	-	-	-	-	-	-	-	-	-	-	-

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

Table A-2. Professional and Technical Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Washington, D.C.—Md.—Va., October 1962)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																			
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$ 60.00 and under 65.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00	\$ 150.00	\$ 155.00 and over
<u>Men</u>																							
Draftsmen, senior -----	255	40.0	\$122.50	-	-	-	-	-	2	5	9	22	22	22	37	36	32	24	7	5	6	19	7
Manufacturing -----	78	40.0	125.50	-	-	-	-	-	-	1	3	3	8	4	5	19	13	6	3	-	-	9	4
Nonmanufacturing -----	177	40.0	120.50	-	-	-	-	-	2	4	6	19	14	18	32	17	19	18	4	5	6	10	3
Public utilities ² -----	35	39.5	134.50	-	-	-	-	-	-	-	-	-	-	1	11	3	-	4	1	5	1	9	-
Services -----	132	40.0	115.00	-	-	-	-	-	2	4	6	19	14	17	21	14	15	14	3	-	3	-	-
Draftsmen, junior -----	256	40.0	88.50	16	12	15	19	32	35	33	24	21	32	13	4	-	-	-	-	-	-	-	-
Manufacturing -----	96	40.0	84.50	12	7	8	2	16	10	14	10	8	1	8	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	160	40.0	91.00	4	5	7	17	16	25	19	14	13	31	5	4	-	-	-	-	-	-	-	-
Services -----	101	40.0	83.00	4	5	7	17	16	24	16	4	3	5	-	-	-	-	-	-	-	-	-	-
<u>Women</u>																							
Nurses, industrial (registered) -----	48	39.5	95.50	-	-	4	5	5	4	7	4	1	6	6	-	1	5	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Transportation, communication, and other public utilities.

Table A-3. Office, Professional, and Technical Occupations—Men and Women Combined

(Average straight-time weekly earnings for selected occupations studied on an area basis
by industry division, Washington, D.C.—Md.—Va., October 1962)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine) -----	103	\$ 62.00	Clerks, payroll -----	317	\$ 82.50	Switchboard operator-receptionists -----	307	\$ 74.50
Nonmanufacturing -----	91	61.00	Nonmanufacturing -----	267	81.00	Manufacturing -----	68	73.00
Billers, machine (bookkeeping machine) -----	157	68.50	Public utilities ⁴ -----	51	94.50	Nonmanufacturing -----	239	75.00
Nonmanufacturing -----	134	66.50	Retail trade ² -----	73	76.00	Public utilities ⁴ -----	27	84.00
Retail trade ² -----	67	59.00	Finance ³ -----	57	77.50	Wholesale trade -----	69	76.50
Bookkeeping-machine operators, class A -----	209	82.00	Services -----	75	77.50	Services -----	79	79.50
Nonmanufacturing -----	209	82.00	Comptometer operators -----	205	81.00	Tabulating-machine operators, class B -----	232	89.50
Finance ³ -----	166	79.50	Nonmanufacturing -----	176	81.50	Nonmanufacturing -----	207	88.00
Bookkeeping-machine operators, class B -----	889	67.50	Wholesale trade -----	54	80.00	Finance ³ -----	64	81.00
Nonmanufacturing -----	875	67.50	Retail trade ² -----	94	77.00	Tabulating-machine operators, class C -----	108	82.00
Retail trade ² -----	57	72.50	Keypunch operators, class A -----	263	86.50	Nonmanufacturing -----	87	80.50
Finance ³ -----	730	65.50	Nonmanufacturing -----	224	85.00	Transcribing-machine operators, general -----	199	75.00
Clerks, accounting, class A -----	699	92.50	Public utilities ⁴ -----	57	103.50	Nonmanufacturing -----	187	75.00
Manufacturing -----	108	98.00	Keypunch operators, class B -----	379	70.50	Finance ³ -----	66	76.00
Nonmanufacturing -----	591	91.50	Nonmanufacturing -----	334	69.50	Typists, class A -----	648	78.00
Public utilities ⁴ -----	117	100.00	Public utilities ⁴ -----	72	76.00	Nonmanufacturing -----	619	78.00
Retail trade ² -----	172	84.00	Finance ³ -----	64	68.00	Retail trade ² -----	68	78.50
Finance ³ -----	129	86.00	Services -----	118	69.00	Finance ³ -----	250	75.50
Services -----	142	94.00	Office boys and girls -----	347	60.50	Services -----	201	78.50
Clerks, accounting, class B -----	830	71.50	Nonmanufacturing -----	319	60.50	Typists, class B -----	2,083	67.00
Manufacturing -----	126	78.00	Public utilities ⁴ -----	86	68.00	Manufacturing -----	143	69.00
Nonmanufacturing -----	704	70.00	Finance ³ -----	97	56.00	Nonmanufacturing -----	1,940	66.50
Retail trade ² -----	193	66.50	Services -----	105	58.50	Public utilities ⁴ -----	122	75.00
Finance ³ -----	213	67.00	Secretaries -----	3,198	94.50	Retail trade ² -----	171	64.00
Services -----	126	70.50	Manufacturing -----	263	94.50	Finance ³ -----	907	64.50
Clerks, file, class A -----	113	79.50	Nonmanufacturing -----	2,935	94.50	Services -----	707	68.50
Nonmanufacturing -----	83	79.00	Public utilities ⁴ -----	300	102.00	<u>Professional and technical occupations</u>		
Clerks, file, class B -----	389	68.00	Wholesale trade -----	335	103.50	Draftsmen, senior -----	258	122.00
Nonmanufacturing -----	310	67.50	Retail trade ² -----	236	88.00	Manufacturing -----	80	125.50
Finance ³ -----	79	61.00	Finance ³ -----	615	93.00	Nonmanufacturing -----	178	120.50
Services -----	135	74.00	Services -----	1,449	92.50	Public utilities ⁴ -----	35	134.50
Clerks, file, class C -----	645	57.50	Stenographers, general -----	626	84.00	Services -----	133	115.00
Nonmanufacturing -----	609	57.50	Nonmanufacturing -----	600	84.00	Draftsmen, junior -----	258	88.50
Retail trade ² -----	151	51.50	Public utilities ⁴ -----	165	93.00	Manufacturing -----	96	84.50
Finance ³ -----	303	58.00	Finance ³ -----	122	74.50	Nonmanufacturing -----	162	91.00
Services -----	118	63.00	Services -----	261	83.50	Services -----	102	83.00
Clerks, order -----	364	88.50	Stenographers, senior -----	184	96.50	Nurses, industrial (registered) -----	48	95.50
Manufacturing -----	93	88.00	Nonmanufacturing -----	178	96.00			
Nonmanufacturing -----	271	88.50	Switchboard operators -----	835	65.00			
Wholesale trade -----	222	94.00	Nonmanufacturing -----	794	64.50			
			Public utilities ⁴ -----	77	82.50			
			Retail trade ² -----	144	64.00			
			Finance ³ -----	305	58.50			
			Services -----	236	65.00			

¹ Earnings relate to regular straight-time weekly salaries that are paid for standard workweeks.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Transportation, communication, and other public utilities.

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis
by industry division, Washington, D.C.-Md.-Va., October 1962)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.60	\$1.60 and under 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 3.10	\$3.10 3.20	\$3.20 3.30	\$3.30 3.40	\$3.40 3.50	\$3.50 3.60	\$3.60 3.70	\$3.70 3.80	\$3.80 3.90	\$3.90 4.00	\$4.00 and over
Carpenters, maintenance	140	\$2.86	-	-	-	1	1	-	-	8	7	10	14	19	15	14	8	11	5	-	8	3	-	-	-	3	-	13
Nonmanufacturing	116	2.87	-	-	-	1	1	-	-	6	7	7	14	17	14	9	2	11	2	-	7	2	-	-	-	3	-	213
Services	53	2.62	-	-	-	-	1	-	-	-	7	7	5	11	11	6	-	5	-	-	-	-	-	-	-	-	-	-
Electricians, maintenance	119	2.93	-	-	-	-	-	-	1	1	1	10	16	1	33	9	14	3	-	5	2	-	10	-	2	10	1	-
Nonmanufacturing	91	2.78	-	-	-	-	-	-	1	1	1	10	16	1	32	8	8	-	-	3	1	-	9	-	-	-	-	-
Public utilities ³	29	2.79	-	-	-	-	-	-	-	-	-	-	-	-	25	-	3	-	-	-	1	-	-	-	-	-	-	-
Engineers, stationary	335	2.97	2	8	-	2	1	3	14	2	7	38	3	6	60	4	9	8	24	49	2	41	29	6	-	2	9	6
Manufacturing	73	3.01	-	-	-	-	-	-	-	-	-	30	-	1	-	-	-	2	1	-	24	9	6	-	-	-	-	-
Nonmanufacturing	262	2.95	2	8	-	2	1	3	14	2	7	8	3	6	59	4	9	8	22	48	2	17	20	-	-	2	9	6
Finance ⁴	85	2.65	2	-	-	2	-	-	12	-	1	8	-	-	46	-	2	-	2	9	1	-	-	-	-	-	-	-
Services	96	2.86	-	8	-	-	1	3	2	2	6	-	3	6	12	2	4	-	14	22	1	1	-	-	-	-	9	-
Firemen, stationary boiler	84	1.86	38	7	-	2	-	8	4	-	-	-	12	9	-	-	4	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	79	1.84	38	7	-	2	-	5	4	-	-	-	10	9	-	-	4	-	-	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades	323	2.26	21	6	10	22	5	10	26	42	17	55	109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	308	2.30	9	6	10	22	5	8	26	41	17	55	109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ³	281	2.35	-	-	10	21	3	3	24	39	17	55	109	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Machinists, maintenance	67	3.02	-	-	-	-	-	-	-	1	6	2	3	2	4	14	-	-	9	11	2	2	2	8	-	1	-	-
Mechanics, automotive (maintenance)	712	2.75	-	-	-	7	37	5	12	19	-	49	54	59	97	101	181	39	6	3	20	23	-	-	-	-	-	-
Manufacturing	129	2.71	-	-	-	2	-	-	2	-	-	6	28	14	13	42	22	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	583	2.76	-	-	-	5	37	5	10	19	-	43	26	45	84	59	159	39	6	3	20	23	-	-	-	-	-	-
Public utilities ³	485	2.76	-	-	-	5	29	5	5	14	-	43	19	36	83	52	143	3	3	2	20	23	-	-	-	-	-	-
Mechanics, maintenance	167	3.15	-	-	-	1	16	-	-	-	4	8	9	2	1	2	-	26	2	10	13	4	15	29	14	8	1	2
Manufacturing	143	3.18	-	-	-	-	15	-	-	-	4	8	5	1	1	2	-	24	2	-	8	4	15	29	14	8	1	2
Painters, maintenance	207	2.47	-	-	11	4	14	14	11	41	8	28	13	13	7	3	11	1	4	2	2	12	3	-	-	-	5	-
Nonmanufacturing	198	2.46	-	-	11	4	14	14	11	41	8	28	12	12	6	2	8	-	4	1	2	12	3	-	-	-	5	-
Public utilities ³	27	3.13	-	-	-	-	-	-	-	-	-	-	2	6	-	-	-	-	4	1	2	12	-	-	-	-	-	-
Finance ⁴	79	2.15	-	-	11	4	6	6	6	37	-	6	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	77	2.35	-	-	-	-	8	8	5	4	8	22	10	3	6	2	1	-	-	-	-	-	-	-	-	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² All workers were at \$4 to \$4.10.³ Transportation, communication, and other public utilities.⁴ Finance, insurance, and real estate.⁵ Workers were distributed as follows: 8 at \$0.80 to \$0.90; 21 at \$1.30 to \$1.40; and 9 at \$1.50 to \$1.60.

Table A-5. Custodial and Material Movement Occupations—Continued

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, Washington, D. C.—Md.—Va., October 1962)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			\$0.70 and under .80	\$0.80 .90	\$0.90 1.00	\$1.00 1.10	\$1.10 1.20	\$1.20 1.30	\$1.30 1.40	\$1.40 1.50	\$1.50 1.60	\$1.60 1.70	\$1.70 1.80	\$1.80 1.90	\$1.90 2.00	\$2.00 2.10	\$2.10 2.20	\$2.20 2.30	\$2.30 2.40	\$2.40 2.50	\$2.50 2.60	\$2.60 2.70	\$2.70 2.80	\$2.80 2.90	\$2.90 3.00	\$3.00 and over		
Shipping clerks -----	100	\$ 2.19	-	-	-	-	-	8	-	-	-	-	8	2	17	8	23	13	6	3	3	3	-	1	5			
Nonmanufacturing -----	53	2.08	-	-	-	-	-	8	-	-	-	-	8	2	4	4	15	1	5	3	-	1	-	1	1			
Shipping and receiving clerks -----	98	2.30	-	-	-	-	-	-	-	5	-	3	2	4	20	10	5	10	13	-	4	18	2	-	2			
Nonmanufacturing -----	85	2.31	-	-	-	-	-	-	-	5	-	3	1	-	19	10	5	7	13	-	-	18	2	-	2			
Truckdrivers ⁶ -----	2,970	2.30	-	-	-	-	58	43	66	107	65	40	99	93	145	198	90	80	147	242	643	217	498	61	78	-		
Manufacturing -----	786	2.35	-	-	-	-	-	-	10	-	2	1	6	63	51	20	42	21	71	96	390	13	-	-	-	-		
Nonmanufacturing -----	2,184	2.28	-	-	-	-	58	43	56	107	63	39	93	30	94	178	48	59	76	146	253	204	498	61	78	-		
Public utilities ⁵ -----	713	2.59	-	-	-	-	-	-	-	-	7	-	7	-	-	15	-	3	2	88	208	83	300	-	-	-		
Wholesale trade -----	639	2.17	-	-	-	-	15	5	20	14	20	32	40	16	79	112	26	24	26	10	36	40	20	26	78	-		
Retail trade ⁴ -----	658	2.25	-	-	-	-	43	31	19	2	31	1	34	4	6	46	20	29	47	45	9	78	178	35	-	-		
Services -----	157	1.54	-	-	-	-	-	7	17	91	5	6	12	4	3	1	2	2	1	3	-	3	-	-	-	-		
Truckdrivers, light (under 1½ tons) -----	431	1.61	-	-	-	-	58	43	36	85	27	16	25	21	39	17	6	27	22	2	7	-	-	-	-	-		
Manufacturing -----	63	2.06	-	-	-	-	-	-	-	-	2	1	6	2	24	-	-	7	21	-	-	-	-	-	-	-		
Nonmanufacturing -----	368	1.54	-	-	-	-	58	43	36	85	25	15	19	19	15	17	6	20	1	2	7	-	-	-	-	-		
Wholesale trade -----	136	1.70	-	-	-	-	15	5	4	12	20	14	6	12	14	12	4	18	-	-	-	-	-	-	-	-		
Retail trade ⁴ -----	101	1.26	-	-	-	-	43	31	15	2	5	1	4	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services -----	113	1.48	-	-	-	-	-	7	17	71	-	-	9	1	1	1	2	1	1	2	-	-	-	-	-	-		
Truckdrivers, medium (1½ to and including 4 tons) -----	552	2.28	-	-	-	-	-	-	18	20	29	5	38	1	35	5	23	21	19	51	236	25	-	26	-	-		
Manufacturing -----	75	2.20	-	-	-	-	-	-	10	-	-	-	-	1	6	2	2	14	12	14	8	6	-	-	-	-		
Nonmanufacturing -----	477	2.29	-	-	-	-	-	-	8	20	29	5	38	-	29	3	21	7	7	37	228	19	-	26	-	-		
Wholesale trade -----	138	2.34	-	-	-	-	-	-	4	2	-	2	8	-	20	-	20	2	-	4	36	14	-	26	-	-		
Retail trade ⁴ -----	105	1.96	-	-	-	-	-	-	4	-	26	-	30	-	3	2	1	1	5	31	1	1	-	-	-	-		
Truckdrivers, heavy (over 4 tons, trailer type) -----	561	2.61	-	-	-	-	-	-	-	-	7	-	19	4	10	14	2	4	26	22	30	118	196	35	74	-		
Nonmanufacturing -----	533	2.61	-	-	-	-	-	-	-	-	7	-	19	4	10	14	2	4	26	15	13	114	196	35	74	-		
Public utilities ⁵ -----	46	2.13	-	-	-	-	-	-	-	-	7	-	7	-	-	14	-	-	-	-	10	8	-	-	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type) -----	628	2.46	-	-	-	-	-	-	-	-	-	-	-	6	42	14	2	-	38	76	370	74	2	-	4	-		
Nonmanufacturing -----	123	2.41	-	-	-	-	-	-	-	-	-	-	-	-	36	2	2	-	-	1	5	71	2	-	4	-		
Truckers, power (forklift) -----	132	1.93	-	-	-	-	-	-	-	12	30	-	20	14	18	1	-	2	7	5	3	19	1	-	-	-		
Manufacturing -----	89	1.73	-	-	-	-	-	-	-	12	30	-	20	12	7	-	-	-	6	1	1	-	-	-	-	-		

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ Finance, insurance, and real estate.⁴ Excludes limited-price variety stores.⁵ Transportation, communication, and other public utilities.⁶ Includes all drivers regardless of size and type of truck operated.

B: Establishment Practices and Supplementary Wage Provisions

13

Table B-1. 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, Washington, D.C.—Md.—Va., October 1962)

Minimum weekly straight-time salary ¹	Inexperienced typists						Other inexperienced clerical workers ²					
	All industries	Manufacturing		Nonmanufacturing			All industries	Manufacturing		Nonmanufacturing		
		Based on standard weekly hours ³ of—						Based on standard weekly hours ³ of—				
		All schedules	40	All schedules	37½	40		All schedules	40	All schedules	37½	40
Establishments studied -----	223	45	xxx	178	xxx	xxx	223	45	xxx	178	xxx	xxx
Establishments having a specified minimum -----	88	15	10	73	9	51	98	18	12	80	10	54
\$40.00 and under \$42.50 -----	1	-	-	1	1	-	1	-	-	1	1	-
\$42.50 and under \$45.00 -----	1	1	-	-	-	-	-	-	-	-	-	-
\$45.00 and under \$47.50 -----	9	-	-	9	2	6	12	-	-	12	2	9
\$47.50 and under \$50.00 -----	1	-	-	1	-	1	4	-	-	4	-	3
\$50.00 and under \$52.50 -----	8	-	-	8	-	7	12	-	-	12	1	9
\$52.50 and under \$55.00 -----	4	-	-	4	-	3	8	1	-	7	-	5
\$55.00 and under \$57.50 -----	15	5	3	10	-	7	18	6	5	12	-	8
\$57.50 and under \$60.00 -----	7	-	-	7	2	3	8	1	1	7	2	3
\$60.00 and under \$62.50 -----	19	6	6	13	2	8	17	5	5	12	3	6
\$62.50 and under \$65.00 -----	7	2	1	5	1	3	8	3	1	5	1	3
\$65.00 and under \$67.50 -----	7	1	-	6	-	6	4	1	-	3	-	3
\$67.50 and under \$70.00 -----	3	-	-	3	1	1	2	1	-	1	-	1
\$70.00 and under \$72.50 -----	2	-	-	2	-	2	1	-	-	1	-	1
\$72.50 and under \$75.00 -----	1	-	-	1	-	1	1	-	-	1	-	1
\$75.00 and under \$77.50 -----	1	-	-	1	-	1	1	-	-	1	-	1
\$77.50 and under \$80.00 -----	-	-	-	-	-	-	-	-	-	-	-	-
\$80.00 and under \$82.50 -----	2	-	-	2	-	2	1	-	-	1	-	1
Establishments having no specified minimum -----	43	10	xxx	33	xxx	xxx	60	15	xxx	45	xxx	xxx
Establishments which did not employ workers in this category -----	92	20	xxx	72	xxx	xxx	65	12	xxx	53	xxx	xxx

¹ These salaries relate to formally established minimum starting (hiring) regular straight-time salaries that are paid for standard workweeks.

² Excludes workers in subclerical jobs such as messenger or office girl.

³ Data are presented for all standard workweeks combined, and for the most common standard workweeks reported.

Table B-2. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,
Washington, D.C.—Md.—Va., October 1962)

Shift differential	Percent of manufacturing plant workers—			
	In establishments having formal provisions ¹ for—		Actually working on—	
	Second shift work	Third or other shift work	Second shift	Third or other shift
Total	79.3	67.3	14.4	4.9
With shift pay differential	70.5	60.0	13.5	4.7
Uniform cents (per hour)	45.1	37.3	8.4	2.9
5 cents	7.2	.9	2.0	-
7½ cents	2.9	2.9	.5	.3
10 cents	2.0	2.0	.2	.1
12 cents	3.9	3.9	(²)	.2
13⅓ cents	1.8	-	.7	-
14⅓ cents	7.7	-	1.1	-
15 cents	4.3	4.3	.5	.1
16 cents	8.2	-	1.9	-
17½ cents	1.4	1.4	-	-
20 cents	5.6	1.1	1.4	-
24 cents	-	8.2	-	.9
26⅔ cents	-	1.8	-	.1
28⅔ cents	-	6.1	-	.7
30 cents	-	4.6	-	.5
Uniform percentage	4.1	4.1	.8	.2
10 percent	4.1	1.1	.8	-
12½ percent	-	1.9	-	.2
15 percent	-	1.2	-	-
Full day's pay for reduced hours	2.6	-	-	-
Other formal pay differential ³	18.6	18.6	4.3	1.6
With no shift pay differential	8.8	7.3	.9	.2

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.² Less than 0.05 percent.³ Primarily cents-per-hour differentials, varying by occupation.

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, Washington, D.C.—Md.—Va., October 1962)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers -----	100	100	100	100	100	100	100	100	100	100	100	100	100
35 hours -----	9	4	7	2	1	22	4	3	20	-	-	-	-
Over 35 and under 37½ hours -----	2	-	-	3	(⁵)	7	(⁵)	1	2	-	1	2	-
37½ hours -----	18	27	32	9	6	21	9	3	14	-	-	2	2
38 hours -----	1	-	-	-	-	2	-	-	-	-	-	-	-
Over 38 and under 40 hours -----	7	2	14	-	-	15	1	-	-	-	-	-	-
40 hours -----	61	65	46	86	85	33	85	72	56	96	91	59	88
Over 40 and under 44 hours -----	1	-	-	-	4	-	-	(⁵)	1	-	5	-	-
44 hours -----	(⁵)	-	-	-	(⁵)	-	-	6	2	-	3	10	4
Over 44 and under 48 hours -----	1	2	-	-	2	-	(⁵)	2	3	2	-	3	-
48 hours -----	1	-	-	-	1	-	-	10	2	-	-	21	2
Over 48 hours -----	-	-	-	-	-	-	-	3	-	2	-	4	4

¹ Transportation, communication, and other public utilities.

² Excludes limited-price variety stores.

³ Finance, insurance, and real estate.

⁴ Includes data for real estate in addition to those industry divisions shown separately.

⁵ Less than 0.5 percent.

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, Washington, D.C.-Md.-Va., October 1962)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays	99	97	100	100	100	99	100	96	96	99	100	95	98
Workers in establishments providing no paid holidays	1	3				1		4	4	1		5	2
Number of days													
2 half holidays	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
1 holiday	-	-	-	-	-	-	-	5	-	4	-	10	-
2 holidays	-	-	-	-	-	-	-	1	-	-	-	3	-
3 holidays	(⁵)	-	-	-	1	-	-	(⁵)	-	-	-	-	1
5 holidays	1	-	-	4	1	-	1	3	-	-	9	2	12
5 holidays plus 1 half day	(⁵)	-	-	-	-	-	-	-	-	-	-	-	-
6 holidays	13	2	1	8	40	6	19	23	13	5	18	26	46
6 holidays plus 1 half day	1	6	-	-	2	(⁵)	(⁵)	1	(⁵)	-	-	2	-
6 holidays plus 2 half days	2	10	-	11	2	-	-	2	10	-	6	-	-
6 holidays plus 3 half days	(⁵)	-	-	-	-	-	(⁵)	-	-	-	-	-	-
7 holidays	19	30	31	9	39	5	13	23	28	33	10	19	19
7 holidays plus 1 half day	3	(⁵)	(⁵)	7	-	-	11	1	-	-	1	-	8
7 holidays plus 2 half days	2	-	-	-	-	5	1	(⁵)	-	-	-	-	1
8 holidays	40	43	66	32	15	46	30	33	37	57	38	31	10
8 holidays plus 1 half day	6	-	-	2	-	11	12	(⁵)	-	-	4	-	1
8 holidays plus 2 half days	1	-	2	-	-	1	-	-	-	-	-	-	-
9 holidays	6	5	-	23	1	8	8	3	7	-	14	3	(⁵)
9 holidays plus 1 half day	1	-	-	-	-	3	-	-	-	-	-	-	-
10 holidays	4	-	-	3	-	13	-	-	-	-	-	-	-
10 holidays plus 2 half days	1	-	-	-	-	-	3	(⁵)	-	-	-	-	(⁵)
Total holiday time⁶													
11 days	1	-	-	-	-	-	3	(⁵)	-	-	-	-	(⁵)
10 or more days	5	-	-	3	-	13	3	(⁵)	-	-	-	-	(⁵)
9½ or more days	6	-	-	3	-	16	3	(⁵)	-	-	-	-	(⁵)
9 or more days	13	5	2	26	1	25	11	3	7	-	14	3	1
8½ or more days	19	5	2	28	1	37	23	3	7	-	18	3	2
8 or more days	60	48	68	60	15	88	54	37	44	57	56	33	12
7½ or more days	63	49	68	67	15	88	65	38	44	57	57	33	20
7 or more days	84	88	99	88	57	93	78	62	82	90	73	53	39
6½ or more days	85	95	99	88	59	93	79	63	83	90	73	55	39
6 or more days	98	97	100	96	98	99	97	86	96	95	91	80	84
5½ or more days	99	97	100	96	98	99	99	86	96	95	91	80	84
5 or more days	99	97	100	100	99	99	100	89	96	95	100	82	96
3 or more days	99	97	100	100	100	99	100	89	96	95	100	82	98
2 or more days	99	97	100	100	100	99	100	91	96	95	100	85	98
1 or more days	99	97	100	100	100	99	100	96	96	99	100	95	100

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ 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.

Table B-5. Paid Vacations

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Washington, D. C.—Md.—Va., October 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations	100	100	100	100	100	100	100	99	95	100	100	100	99
Length-of-time payment	100	100	100	100	100	100	100	98	95	100	97	100	99
Percentage payment	-	-	-	-	-	-	-	(⁵)	-	-	3	-	-
Flat-sum payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations								1	5				
Amount of vacation pay⁶													
<u>After 6 months of service</u>													
Under 1 week	6	3	1	-	5	12	5	7	10	-	13	2	25
1 week	42	59	64	57	24	39	30	24	32	45	26	14	16
Over 1 and under 2 weeks	12	4	1	2	5	10	35	5	14	5	2	2	6
2 weeks	3	-	-	-	-	9	3	1	-	-	-	-	3
<u>After 1 year of service</u>													
1 week	17	16	24	26	37	1	13	55	39	40	56	65	59
Over 1 and under 2 weeks	(⁵)	-	(⁵)	-	-	-	-	3	3	1	-	5	4
2 weeks	77	80	75	72	58	99	64	38	51	59	41	28	32
Over 2 and under 3 weeks	6	4	(⁵)	2	2	-	22	1	3	-	2	-	3
3 weeks	1	-	-	-	3	-	1	1	1	-	-	2	1
<u>After 2 years of service</u>													
1 week	4	5	5	9	7	-	2	29	17	25	27	35	31
Over 1 and under 2 weeks	3	-	17	-	-	-	1	(⁵)	-	1	-	-	1
2 weeks	85	90	77	89	85	97	74	64	75	74	71	57	59
Over 2 and under 3 weeks	3	4	(⁵)	2	-	-	10	2	4	-	2	-	6
3 weeks	5	-	-	-	8	3	13	4	1	-	-	8	2
<u>After 3 years of service</u>													
1 week	1	-	1	-	3	-	1	9	6	2	12	9	20
Over 1 and under 2 weeks	(⁵)	-	-	-	2	-	-	(⁵)	-	-	-	1	-
2 weeks	87	66	99	96	87	97	70	79	64	98	82	80	70
Over 2 and under 3 weeks	3	5	(⁵)	2	-	-	10	2	5	-	2	-	6
3 weeks	9	29	-	2	8	3	19	8	22	-	3	10	3
<u>After 4 years of service</u>													
1 week	1	-	1	-	3	-	1	9	6	2	12	9	17
Over 1 and under 2 weeks	(⁵)	-	-	-	2	-	-	(⁵)	-	-	-	1	-
2 weeks	87	66	99	93	87	96	70	80	64	98	79	80	74
Over 2 and under 3 weeks	3	5	(⁵)	2	-	1	10	2	5	-	2	-	6
3 weeks	9	29	-	5	8	3	19	8	22	-	6	10	3
<u>After 5 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	80	50	95	90	90	84	65	77	56	88	84	81	73
Over 2 and under 3 weeks	3	5	-	2	-	3	6	2	6	-	2	-	5
3 weeks	16	45	4	8	9	13	23	13	35	12	9	12	5
Over 3 and under 4 weeks	1	-	(⁵)	-	-	-	5	(⁵)	-	-	-	-	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, Washington, D.C.—Md.—Va., October 1962)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade ²	Services
Amount of vacation pay⁶—Continued													
<u>After 10 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	36	19	65	48	33	29	27	41	24	55	50	34	53
Over 2 and under 3 weeks	2	-	3	2	-	3	2	2	-	6	2	-	4
3 weeks	58	81	31	50	64	68	56	48	72	39	42	57	22
Over 3 and under 4 weeks	(⁵)	-	(⁵)	-	-	-	1	(⁵)	1	-	-	-	1
4 weeks	3	-	-	-	3	-	10	2	-	-	-	2	5
Over 4 weeks	1	-	-	-	-	-	4	(⁵)	-	-	-	-	(⁵)
<u>After 12 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	31	19	61	42	29	21	21	38	24	52	49	34	41
Over 2 and under 3 weeks	6	-	3	7	-	11	6	3	-	6	3	-	13
3 weeks	54	71	35	51	68	62	45	49	72	42	42	57	24
Over 3 and under 4 weeks	5	-	(⁵)	-	-	6	13	1	1	-	-	-	2
4 weeks	3	10	-	-	3	-	10	2	-	-	-	2	5
Over 4 weeks	1	-	-	-	-	-	4	(⁵)	-	-	-	-	(⁵)
<u>After 15 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	11	11	1	24	22	7	16	25	18	3	30	29	39
Over 2 and under 3 weeks	1	-	-	-	-	2	-	1	-	-	-	-	4
3 weeks	70	58	95	73	75	81	34	60	60	84	64	62	30
Over 3 and under 4 weeks	3	-	(⁵)	3	-	5	7	1	1	-	1	-	3
4 weeks	11	31	3	-	3	4	27	7	18	13	-	2	7
Over 4 weeks	3	-	-	-	-	-	16	(⁵)	-	-	-	-	1
<u>After 20 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	11	9	1	24	19	7	16	20	10	3	30	20	39
Over 2 and under 3 weeks	-	-	-	-	-	-	-	1	-	-	-	-	4
3 weeks	57	45	62	46	54	79	34	42	54	48	43	41	30
Over 3 and under 4 weeks	2	1	(⁵)	3	-	-	7	1	2	-	1	-	3
4 weeks	26	45	37	27	26	14	27	30	31	48	21	31	7
Over 4 weeks	3	-	-	-	-	-	16	(⁵)	-	-	-	-	1
<u>After 25 years of service</u>													
1 week	(⁵)	-	-	-	1	-	1	6	-	-	5	7	11
Over 1 and under 2 weeks	-	-	-	-	-	-	-	(⁵)	-	-	-	-	2
2 weeks	11	9	1	24	19	7	14	20	10	3	30	20	39
Over 2 and under 3 weeks	-	-	-	-	-	-	-	1	-	-	-	-	4
3 weeks	45	38	33	34	38	71	32	35	48	31	30	38	30
Over 3 and under 4 weeks	2	1	(⁵)	3	-	-	7	1	2	-	1	-	3
4 weeks	33	52	33	40	42	22	29	29	37	31	34	35	8
Over 4 weeks	9	-	32	-	-	-	16	7	-	35	-	-	1

¹ Transportation, communication, and other public utilities.² Excludes limited-price variety stores.³ Finance, insurance, and real estate.⁴ Includes data for real estate in addition to those industry divisions shown separately.⁵ Less than 0.5 percent.⁶ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay. 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. Estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 5 years includes those who receive 3 weeks' pay or more after fewer years of service.

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,¹ Washington, D.C.—Md.—Va., October 1962)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade ³	Finance ⁴	Services	All industries ⁵	Manufacturing	Public utilities	Wholesale trade	Retail trade ³	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	91	85	94	95	90	92	89	88	88	94	89	89	81
Accidental death and dismemberment insurance	50	54	47	58	32	65	42	56	49	56	57	59	58
Sickness and accident insurance or sick leave or both ⁶	90	98	81	92	98	93	83	84	90	76	85	90	76
Sickness and accident insurance	29	48	19	44	33	29	21	52	70	35	43	57	54
Sick leave (full pay and no waiting period)	72	72	75	77	52	76	76	39	22	56	61	35	37
Sick leave (partial pay or waiting period)	6	3	1	2	37	-	-	16	4	15	13	25	5
Hospitalization insurance	71	85	55	90	81	65	73	80	89	67	90	85	78
Surgical insurance	68	79	55	64	78	65	73	78	80	67	76	84	78
Medical insurance	47	49	37	62	27	52	56	41	55	52	71	25	50
Catastrophe insurance	58	60	75	73	44	53	53	42	27	74	54	34	35
Retirement pension	79	73	79	86	77	82	76	60	37	74	66	66	51
No health, insurance, or pension plan	1	1	-	9	2	-	1	6	2	4	6	6	12

¹ Includes those plans for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement.² Transportation, communication, and other public utilities.³ Excludes limited-price variety stores.⁴ Finance, insurance, and real estate.⁵ Includes data for real estate in addition to those industry divisions shown separately.⁶ 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.

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, 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; and requires judgment and experience in making proper assignments and allocations. May assist in preparing, adjusting and closing journal entries; and 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; and posting subsidiary ledgers controlled by general ledgers, or posting simple cost accounting data. This job does not require a knowledge of accounting and book-keeping 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 file material such as correspondence, reports, technical documents, etc. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

Class B—Sorts, codes, and files unclassified material by simple (subject matter) headings or partly classified material by finer subheadings. Prepares simple related index and cross-reference aids. As requested locates clearly identified material in files and forwards material. May perform related clerical tasks required to maintain and service files.

Class C—Performs routine filing of material that has already been classified or which is easily classified in a simple serial classification system (e.g., alphabetical, chronological, or numerical). As requested, locates readily available material in files and forwards material; and may fill out withdrawal charge. Performs simple clerical and manual tasks required to maintain and service files.

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; and 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; and 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

Class A—Operates a numerical and/or alphabetical or combination keypunch machine to transcribe data from various source documents to keypunch tabulating cards. Performs same tasks as lower level keypunch operator but in addition, work requires application of coding skills and the making of some determinations, for example, locates on the source document the items to be punched; extracts information from several documents; and searches for and interprets information on the document to determine information to be punched. May train inexperienced operators.

Class B—Under close supervision or following specific procedures or instructions, transcribes data from source documents to punched cards. Operates a numerical and/or alphabetical or combination keypunch machine to keypunch tabulating cards. May verify cards. Working from various standardized source documents, follows specified sequences which have been coded or prescribed in detail and require little or no selecting, coding, or interpreting data to be punched. Problems arising from erroneous items or codes, missing information, etc., are referred to supervisor.

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

SECRETARY—Continued

making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; and 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 transcribe dictation. May also type from written copy. May maintain files, keep simple records, or perform other relatively routine clerical tasks. May operate from a stenographic pool. Does not include transcribing-machine work. (See transcribing-machine operator.)

STENOGRAPHER, SENIOR

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 transcribe dictation. May also type from written copy. May also set up and maintain files, keep records, etc.

OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographers, general as evidenced by the following: Work requires high degree of stenographic speed and accuracy; and a thorough working knowledge of general business and office procedures and of the specific business operations, organization, policies, procedures, files, workflow, etc. Uses this knowledge in performing stenographic duties and responsible clerical tasks such as, maintaining followup files; assembling material for reports, memorandums, letters, etc.; composing simple letters from general instructions; reading and routing incoming mail; and answering routine questions, 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.

TABULATING-MACHINE OPERATOR—Continued

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, punctuation, etc., of technical or unusual words or foreign language material; and 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.; and 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; and 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 involved in strength of materials, beams and trusses; verifying

DRAFTSMAN, SENIOR—Continued

completed work, checking dimensions, materials to be used, and quantities; writing specifications; and 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

CARPENTER, MAINTENANCE—Continued

power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; and 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; and 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; and 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

Fire 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; and checks water and safety valve. May clean, oil, or assist in repairing boilerroom equipment.

HELPER, MAINTENANCE TRADES

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; and 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, gages, 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; and making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment operated in an establishment. Work involves *most of the following*: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's handtools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds and speeds of machining; knowledge of the working

MACHINIST, MAINTENANCE—Continued

properties of the common metals; selecting standard materials, parts, and equipment required for his work; and 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, gages, 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; and alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

Repairs machinery or mechanical equipment of an establishment. Work involves *most of the following*: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of handtools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending of the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shop; reassembling machines; and making all necessary adjustments for operation. In general, the work of a maintenance mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose *primary duties* involve setting up or adjusting machines.

MILLWRIGHT

Installs new machines or heavy equipment and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment and parts to be used; and 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; and 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

PIPEFITTER, MAINTENANCE—Continued

and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and 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; and 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

SHEET-METAL WORKER, MAINTENANCE—Continued

types of sheet-metal-working machines; using a variety of handtools in cutting, bending, forming, shaping, fitting, and assembling; and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

TOOL AND DIE MAKER

(Die maker; jig maker; tool maker; fixture maker; gage maker)

Constructs and repairs machine-shop tools, gages, 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; heattreating 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; and selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

For cross-industry wage study purposes, tool and die makers in tool and die jobbing shops are excluded from this classification.

CUSTODIAL AND MATERIAL 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; charwomen; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve *a combination of the following*: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms. Workers who specialize in window washing are excluded.

LABORER, MATERIAL HANDLING

(Loader and unloader; handler and stacker; shelver; trucker; stockman or stock helper; warehouseman or warehouse helper)

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and 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; and 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; and maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk

Shipping clerk

Shipping and receiving clerk

TRUCKDRIVER

Drives a truck within a city or industrial area to transport materials, merchandise, equipment, or men between various types of establishments such as: Manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. May also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order. *Driver-salesmen and over-the-road drivers are excluded.*

For wage study purposes, truckdrivers are classified by size and type of equipment, as follows: (Tractor-trailer should be rated on the basis of trailer capacity.)

Truckdriver (combination of sizes listed separately)
Truckdriver, light (under 1½ tons)
Truckdriver, medium (1½ to and including 4 tons)
Truckdriver, heavy (over 4 tons, trailer type)
Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

Operates a manually controlled gasoline- or electric-powered truck or tractor to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

For wage study purposes, workers are classified by type of truck, as follows:

Trucker, power (forklift)
Trucker, power (other than forklift)

WATCHMAN

Makes rounds of premises periodically in protecting property against fire, theft, and illegal entry.