

Occupational Wage Survey

MINNEAPOLIS—ST. PAUL, MINNESOTA

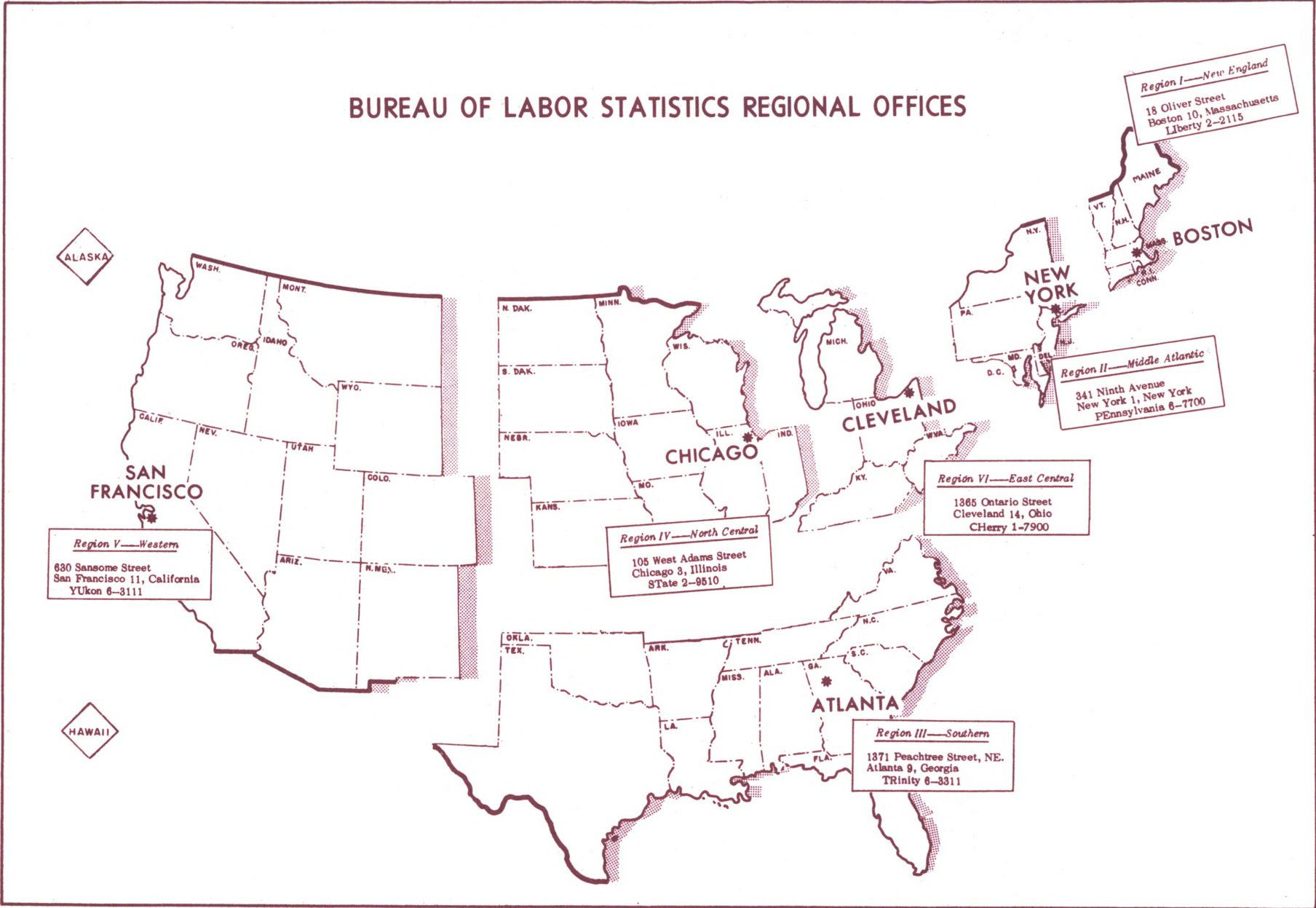
JANUARY 1963

Bulletin No. 1345-38

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 Chicago, Ill., by Kenneth Thorsten, under the direction of Woodrow C. Linn, 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.)

Current reports on occupational earnings and supplementary wage practices in the Minneapolis—St. Paul area are also available for flour and other grain mill products (November 1961) and the machinery industries (May 1962). 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—Minneapolis—St. Paul, Minn.

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 Minneapolis-St. Paul, Minn.,¹ by major industry division,² January 1963

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	
All divisions -----		1,131	275	276,500	58,500	159,500	166,270
Manufacturing -----	50	439	105	126,000	17,200	81,600	78,650
Nonmanufacturing -----	-	692	170	150,500	41,300	77,900	87,620
Transportation, communication, and other public utilities ⁵ -----	50	92	36	42,000	8,400	22,500	32,590
Wholesale trade -----	50	166	40	25,800	8,400	12,000	11,010
Retail trade -----	50	215	42	45,100	5,900	34,200	26,410
Finance, insurance, and real estate -----	50	110	30	23,400	16,800	⁶ 1,300	13,720
Services ⁷ -----	50	109	22	14,200	(⁸)	(⁸)	3,890

¹ The Minneapolis-St. Paul Standard Metropolitan Statistical Area consists of Anoka, Dakota, Hennepin, Ramsey, and Washington Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other 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 this 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.

⁸ This industry division is represented in estimates for "all industries" and "nonmanufacturing" in the Series A tables, and for "all industries" in the Series B tables. Separate presentation of data for this division is not made for one or more of the following reasons: (1) Employment in the division is too small to provide enough data to merit separate study, (2) the sample was not designed initially to permit separate presentation, (3) response was insufficient or inadequate to permit separate presentation, and (4) there is possibility of disclosure of individual establishment data.

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 sal-

aries 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.

The above text represents the method used in computing a new trend series (table 2). This series, initiated with the expansion of the labor market wage survey program to 80 Standard Metropolitan Statistical Areas, will replace the old series (1953 base) shown in table 3. Changes in the jobs surveyed and job descriptions since the start of the old series called for a reexamination of the jobs and job groupings for which trends were to be computed.

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.

Table 2. Percents of increase in standard weekly salaries and straight-time hourly earnings for selected occupational groups in Minneapolis-St. Paul, Minn., for selected periods

Industry and occupational group	January 1962 to January 1963	January 1961 to January 1962	January 1960 to January 1961
All industries:			
Office clerical (men and women) -----	2.9	3.3	3.4
Industrial nurses (men and women) -----	3.7	2.7	5.1
Skilled maintenance (men) -----	4.0	3.5	3.7
Unskilled plant (men) -----	2.7	4.0	4.5
Manufacturing:			
Office clerical (men and women) -----	2.5	4.2	3.1
Industrial nurses (men and women) -----	3.2	1.6	5.1
Skilled maintenance (men) -----	3.3	3.8	3.8
Unskilled plant (men) -----	2.0	4.0	3.6

Table 3. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Minneapolis-St. Paul, Minn., January 1963 and January 1962

(November 1952 = 100)

Industry and occupational group	January 1963	January 1962
All industries:		
Office clerical (women) -----	146.0	141.9
Industrial nurses (women) -----	154.4	149.6
Skilled maintenance (men) -----	152.7	146.9
Unskilled plant (men) -----	158.1	154.6
Manufacturing:		
Office clerical (women) -----	144.6	140.8
Industrial nurses (women) -----	152.3	147.6
Skilled maintenance (men) -----	149.3	144.6
Unskilled plant (men) -----	151.8	148.7

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, Minneapolis—St. Paul, Minn., January 1963)

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	\$ 145.00 and over	
<u>Men</u>																										
Clerks, accounting, class A	587	40.0	\$105.50	-	-	-	-	-	2	12	23	27	45	65	52	81	63	41	37	51	46	13	12	4	13	
Manufacturing	203	40.0	100.50	-	-	-	-	-	-	1	5	6	29	25	26	42	25	17	16	7	1	-	2	-	1	
Nonmanufacturing	384	40.0	108.00	-	-	-	-	-	2	11	18	21	16	40	26	39	38	24	21	44	45	13	10	4	12	
Public utilities ²	198	40.0	119.50	-	-	-	-	-	-	-	-	1	2	9	7	14	25	18	15	30	42	13	10	-	12	
Wholesale trade	147	40.0	95.50	-	-	-	-	-	2	10	16	17	14	22	15	13	7	5	5	14	3	-	-	4	-	
Clerks, accounting, class B	312	40.0	86.00	-	-	1	11	20	16	25	32	34	38	36	36	28	11	17	7	-	-	-	-	-	-	
Manufacturing	97	40.0	84.50	-	-	-	-	6	6	-	15	13	25	17	12	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	215	39.5	87.00	-	-	1	11	14	10	25	17	21	13	19	24	25	11	17	7	-	-	-	-	-	-	
Public utilities ²	100	40.0	94.50	-	-	-	-	12	2	1	7	1	6	6	15	23	7	13	7	-	-	-	-	-	-	
Wholesale trade	77	40.0	81.50	-	-	1	11	2	-	18	2	12	4	9	8	2	4	4	-	-	-	-	-	-	-	
Clerks, order	646	40.0	100.50	-	-	-	-	-	-	28	18	73	63	48	82	102	49	41	44	50	20	22	4	2	-	
Manufacturing	144	39.5	103.00	-	-	-	-	-	-	2	2	4	34	16	13	3	8	29	6	20	-	7	-	-	-	
Nonmanufacturing	502	40.0	100.00	-	-	-	-	-	-	26	16	69	29	32	69	99	41	12	38	30	20	15	4	2	-	
Wholesale trade	457	40.0	100.50	-	-	-	-	-	-	16	16	59	22	32	69	99	41	12	32	24	20	9	4	2	-	
Clerks, payroll	58	39.5	101.00	-	-	-	-	1	1	1	4	9	2	7	6	-	11	3	2	4	3	1	1	-	2	
Office boys	275	39.5	61.50	3	35	66	61	23	24	16	9	5	30	3	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	85	39.5	57.50	-	6	35	15	10	9	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	190	39.5	63.00	3	29	31	46	13	15	6	9	5	30	3	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	55	40.0	80.00	3	-	-	3	4	2	7	5	28	3	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	53	40.0	60.00	-	-	11	28	-	6	4	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	56	38.5	52.50	-	27	14	6	7	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	154	39.0	103.50	-	-	-	-	-	-	-	4	10	13	20	23	17	12	11	17	19	6	1	1	-	-	
Manufacturing	74	39.5	102.00	-	-	-	-	-	-	-	1	3	6	11	16	9	6	4	13	3	2	-	-	-	-	
Nonmanufacturing	80	38.5	105.00	-	-	-	-	-	-	-	3	7	7	9	7	8	6	7	4	16	4	1	1	-	-	
Finance ³	59	38.5	101.00	-	-	-	-	-	-	-	3	7	7	8	7	5	3	-	12	2	-	-	-	-	-	
Tabulating-machine operators, class B	304	39.5	91.00	-	-	-	-	4	13	22	29	30	39	43	36	47	25	8	7	1	-	-	-	-	-	
Manufacturing	93	40.0	91.00	-	-	-	-	3	1	7	10	15	8	10	12	6	10	6	4	1	-	-	-	-	-	
Nonmanufacturing	211	39.5	90.50	-	-	-	-	1	12	15	19	15	31	33	24	41	15	2	3	-	-	-	-	-	-	
Public utilities ²	57	40.0	97.00	-	-	-	-	1	-	1	1	5	11	12	21	4	-	1	-	-	-	-	-	-	-	
Wholesale trade	62	40.0	90.00	-	-	-	-	-	2	9	6	5	7	11	4	10	6	2	-	-	-	-	-	-	-	
Finance ³	70	38.5	87.50	-	-	-	-	1	8	5	10	4	12	9	8	6	5	-	2	-	-	-	-	-	-	
Tabulating-machine operators, class C	106	39.0	75.50	-	-	-	12	20	14	8	12	12	7	8	10	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	86	39.0	74.00	-	-	-	12	17	12	6	9	8	7	6	6	3	-	-	-	-	-	-	-	-	-	
Finance ³	50	38.5	71.50	-	-	-	4	14	10	4	3	8	5	2	-	-	-	-	-	-	-	-	-	-	-	
<u>Women</u>																										
Billers, machine (billing machine)	148	39.5	68.00	-	10	6	25	24	27	12	24	8	1	3	-	8	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	129	39.5	68.00	-	10	6	24	19	21	11	18	8	1	3	-	8	-	-	-	-	-	-	-	-	-	-
Wholesale trade	60	39.5	69.50	-	8	-	2	11	9	1	18	7	1	3	-	-	-	-	-	-	-	-	-	-	-	-
Billers, machine (bookkeeping machine)	135	41.0	67.00	-	-	23	15	28	34	10	12	4	-	-	1	-	8	-	-	-	-	-	-	-	-	-
Nonmanufacturing	113	41.5	67.50	-	-	21	12	25	22	10	10	4	-	-	1	-	8	-	-	-	-	-	-	-	-	-

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, Minneapolis—St. Paul, Minn., January 1963)

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	\$ 55.00	\$ 60.00	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00	\$ 85.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 110.00	\$ 115.00	\$ 120.00	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	\$ 145.00 and over			
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	over			
Women—Continued																												
Bookkeeping-machine operators, class A	204	39.0	\$80.50	-	-	-	-	-	13	43	58	34	19	17	11	-	5	3	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	156	39.0	79.50	-	-	-	-	-	12	42	41	24	13	8	10	-	5	-	1	-	-	-	-	-	-	-	-	-
Wholesale trade	68	40.0	85.00	-	-	-	-	-	2	9	8	19	12	5	9	-	4	-	-	-	-	-	-	-	-	-	-	
Bookkeeping-machine operators, class B	930	39.0	63.00	-	116	140	143	125	198	78	39	54	4	16	9	8	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	155	40.0	71.50	-	-	2	18	15	47	18	13	32	4	3	1	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	775	39.0	61.50	-	116	138	125	110	151	60	26	22	-	13	8	6	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	61	40.0	74.50	-	-	1	11	6	12	11	2	5	-	4	3	6	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	207	40.0	67.00	-	-	5	48	42	60	9	15	17	-	6	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	156	40.0	63.50	-	2	21	20	32	49	28	1	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	785	39.5	85.00	-	-	-	4	22	53	121	141	97	60	95	64	41	34	29	8	10	2	4	-	-	-	-	-	-
Manufacturing	200	39.5	87.00	-	-	-	-	-	4	9	42	56	19	26	11	24	2	2	1	3	1	-	-	-	-	-	-	-
Nonmanufacturing	585	39.5	84.50	-	-	-	4	22	49	112	99	41	41	69	53	17	32	27	7	7	1	4	-	-	-	-	-	-
Public utilities ²	91	40.0	94.00	-	-	-	-	2	8	13	9	8	5	12	12	7	7	2	1	-	-	-	-	-	-	-	-	-
Wholesale trade	138	40.0	85.00	-	-	-	-	2	7	21	30	14	13	29	8	1	5	6	-	-	2	-	-	-	-	-	-	
Retail trade	155	40.0	78.50	-	-	-	13	18	64	6	5	10	9	18	2	10	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	129	38.5	86.00	-	-	-	4	7	4	14	35	11	5	7	19	2	5	11	-	5	-	-	-	-	-	-	-	
Clerks, accounting, class B	1,911	39.0	68.00	2	38	143	295	377	321	284	174	95	58	57	16	15	28	8	-	-	-	-	-	-	-	-	-	-
Manufacturing	297	39.5	69.00	-	2	18	38	56	57	51	32	14	14	11	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,614	39.0	68.00	2	36	125	257	321	264	233	142	81	44	46	14	13	28	8	-	-	-	-	-	-	-	-	-	-
Public utilities ²	330	40.0	74.50	-	-	12	54	45	38	43	33	30	12	12	4	9	27	5	-	-	-	-	-	-	-	-	-	-
Wholesale trade	236	40.0	72.00	-	5	16	29	49	26	16	19	30	10	22	6	4	1	3	-	-	-	-	-	-	-	-	-	-
Retail trade	344	40.0	61.50	2	18	54	71	79	47	60	9	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	605	38.0	67.50	-	13	35	92	107	133	99	75	17	22	8	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class A	209	39.0	73.00	-	-	2	4	16	53	69	29	12	17	1	4	2	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	83	39.0	74.50	-	-	-	2	17	38	11	7	7	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	126	39.0	72.00	-	-	2	4	14	36	31	18	5	10	1	3	2	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	68	38.5	70.00	-	-	2	4	5	24	20	5	1	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	928	39.5	59.00	3	38	311	271	120	74	50	19	18	14	1	3	4	2	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	152	40.0	62.50	-	1	30	26	35	30	17	9	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	776	39.0	58.50	3	37	281	245	85	44	33	10	15	13	1	3	4	2	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	98	40.0	68.50	-	-	25	23	8	6	-	6	7	13	1	3	4	2	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	131	40.0	61.50	-	6	29	31	26	13	14	4	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	125	39.5	56.00	3	24	37	35	9	-	17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	391	38.5	56.00	-	4	181	143	36	25	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C	484	39.0	51.00	6	205	221	30	10	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	83	39.5	53.00	-	12	54	8	8	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	401	39.0	50.50	6	193	167	22	2	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	52	40.0	54.50	-	13	20	8	-	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	54	40.0	51.00	-	32	10	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	267	39.0	49.50	3	134	126	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	282	39.5	71.50	-	15	19	28	37	46	13	26	66	16	-	4	3	5	-	1	1	-	2	-	-	-	-	-	-
Manufacturing	106	39.5	76.00	-	-	-	-	15	24	8	10	37	5	-	4	3	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	176	40.0	69.00	-	15	19	28	22	22	5	16	29	11	-	-	-	5	-	1	1	-	2	-	-	-	-	-	-
Wholesale trade	64	40.0	81.00	-	-	-	4	4	8	4	9	7	-	-	-	-	5	-	1	1	-	2	-	-	-	-	-	-
Retail trade	68	40.0	56.50	-	15	13	21	8	10	-	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, Minneapolis—St. Paul, Minn., January 1963)

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	\$ 145.00 and over		
Women—Continued																											
Clerks, payroll	589	39.5	\$ 78.00	-	4	5	17	94	75	69	104	65	29	38	22	31	22	8	1	4	-	-	-	-	1	-	
Manufacturing	254	39.5	75.00	-	-	1	1	42	48	34	59	28	14	16	7	4	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	335	39.5	80.50	-	4	4	16	52	27	35	45	37	15	22	15	27	22	8	1	4	-	-	-	-	1	-	
Public utilities ²	106	40.0	93.50	-	-	-	2	2	10	7	4	12	6	4	4	24	18	8	1	3	-	-	-	-	1	-	
Wholesale trade	73	40.0	84.00	-	1	-	1	12	2	1	6	16	6	12	8	3	4	-	-	1	-	-	-	-	-	-	
Retail trade	95	39.5	71.00	-	-	4	3	23	11	18	25	7	3	1	-	-	-	-	-	-	-	-	-	-	-	-	
Comptometer operators	703	39.5	72.50	-	9	34	48	120	124	122	74	46	27	44	37	16	-	1	1	-	-	-	-	-	-	-	
Manufacturing	144	39.5	77.00	-	-	-	6	19	27	14	29	10	5	20	-	12	-	1	1	-	-	-	-	-	-	-	
Nonmanufacturing	559	39.5	71.00	-	9	34	42	101	97	108	45	36	22	24	37	4	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	57	40.0	93.50	-	-	-	-	2	-	2	-	-	7	9	37	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	232	40.0	70.50	-	-	2	15	50	45	61	29	9	8	9	-	4	-	-	-	-	-	-	-	-	-	-	
Retail trade	159	40.0	64.50	-	-	28	16	36	26	39	10	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	105	38.0	69.00	-	9	4	11	13	26	6	10	24	6	-	-	-	-	-	-	-	-	-	-	-	-	-	
Duplicating-machine operators (Mimeograph or Ditto)	63	39.0	63.50	-	3	22	1	12	10	6	1	4	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class A	229	39.5	74.00	-	-	-	14	21	59	30	46	24	25	3	3	1	1	2	-	-	-	-	-	-	-	-	
Manufacturing	74	39.5	78.50	-	-	-	2	-	11	18	13	7	16	3	3	-	-	1	-	-	-	-	-	-	-	-	
Nonmanufacturing	155	39.5	72.00	-	-	-	12	21	48	12	33	17	9	-	-	1	1	1	-	-	-	-	-	-	-	-	
Public utilities ²	44	40.0	74.50	-	-	-	-	3	18	4	11	5	-	-	-	1	1	1	-	-	-	-	-	-	-	-	
Finance ³	53	39.0	73.00	-	-	-	-	6	4	8	13	8	6	-	-	-	-	-	-	-	-	-	-	-	-	-	
Keypunch operators, class B	1,207	39.5	68.00	-	15	114	215	267	176	165	69	25	14	21	110	15	1	-	-	-	-	-	-	-	-	-	
Manufacturing	372	39.5	67.00	-	-	20	45	88	86	69	46	14	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	835	39.5	68.50	-	15	94	170	179	90	96	23	11	14	17	110	15	1	-	-	-	-	-	-	-	-	-	
Public utilities ²	261	40.0	82.50	-	-	10	22	27	13	32	8	4	7	14	110	13	1	-	-	-	-	-	-	-	-	-	
Wholesale trade	117	40.0	68.00	-	-	17	14	25	13	18	11	7	7	3	-	2	-	-	-	-	-	-	-	-	-	-	
Retail trade	82	40.0	59.00	-	-	13	31	32	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	369	38.5	61.00	-	15	54	103	92	58	43	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Office girls	448	39.0	52.50	9	168	179	57	16	9	1	3	4	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	62	39.0	52.00	-	21	24	16	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	386	39.0	52.50	9	147	155	41	15	9	1	3	4	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	78	40.0	52.50	-	21	35	18	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	243	38.5	50.50	9	112	105	14	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Secretaries	2,869	39.5	89.50	-	-	-	10	44	101	129	405	446	417	467	272	257	98	80	60	36	20	11	9	6	1	-	
Manufacturing	1,203	39.5	90.50	-	-	-	2	6	11	53	137	186	194	221	145	110	49	34	26	14	9	3	3	-	-	-	
Nonmanufacturing	1,666	39.5	88.50	-	-	-	8	38	90	76	268	260	223	246	127	147	49	46	34	22	11	8	6	6	1	-	
Public utilities ²	269	40.0	93.50	-	-	-	-	10	14	17	23	36	26	21	13	44	17	16	11	8	4	2	4	2	1	-	
Wholesale trade	465	40.0	90.50	-	-	-	-	-	11	36	64	68	46	74	50	43	19	24	11	8	3	-	-	4	-	-	
Retail trade	204	40.0	85.50	-	-	-	4	5	13	6	31	52	31	23	23	11	3	2	4	-	-	-	-	-	-	-	
Finance ³	594	38.5	86.50	-	-	-	-	15	31	17	125	79	102	117	37	47	6	4	2	6	4	-	2	-	-	-	
Stenographers, general	2,123	39.5	74.00	-	5	99	141	382	381	336	240	150	62	59	114	79	33	32	7	3	-	-	-	-	-	-	
Manufacturing	717	39.5	71.00	-	-	22	33	104	193	164	95	55	17	20	5	5	-	3	1	-	-	-	-	-	-	-	
Nonmanufacturing	1,406	39.5	75.00	-	5	77	108	278	188	172	145	95	45	39	109	74	33	29	6	3	-	-	-	-	-	-	
Public utilities ²	456	40.0	89.50	-	-	3	3	29	33	49	33	14	29	36	99	63	29	27	6	3	-	-	-	-	-	-	
Wholesale trade	387	40.0	75.00	-	4	4	9	60	54	77	57	77	16	2	10	11	4	2	-	-	-	-	-	-	-	-	
Retail trade	120	40.0	64.50	-	-	8	18	46	19	16	12	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ³	392	38.5	63.00	-	1	62	75	115	71	30	34	3	-	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, Minneapolis-St. Paul, Minn., January 1963)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																						
		Weekly hours (Standard)	Weekly earnings (Standard)	\$40.00 and under	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00 and over	
				45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	over	
Women—Continued																										
Stenographers, senior	1,301	39.5	\$80.00	-	-	-	11	42	170	247	311	217	117	47	11	33	19	31	25	14	4	2	-	-	-	-
Manufacturing	649	39.5	77.00	-	-	-	1	35	97	148	140	116	65	29	2	11	1	-	1	3	-	-	-	-	-	-
Nonmanufacturing	652	39.0	83.00	-	-	-	10	7	73	99	171	101	52	18	9	22	18	31	24	11	4	2	-	-	-	-
Public utilities ²	176	40.0	99.50	-	-	-	-	2	4	23	16	8	6	4	7	18	16	31	24	11	4	2	-	-	-	-
Wholesale trade	88	39.5	80.50	-	-	-	2	2	13	10	1	34	11	7	2	4	2	-	-	-	-	-	-	-	-	-
Retail trade	88	40.0	75.00	-	-	-	8	1	17	20	14	12	13	3	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	144	39.0	76.50	-	-	-	-	2	36	25	35	20	22	4	-	-	-	-	-	-	-	-	-	-	-	-
Switchboard operators	468	40.5	69.50	-	22	40	77	72	60	52	30	31	20	37	13	3	11	-	-	-	-	-	-	-	-	-
Manufacturing	94	39.5	78.50	-	-	-	1	8	16	18	13	14	7	8	6	1	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	374	41.0	67.50	-	22	40	76	64	44	34	17	17	13	29	7	2	9	-	-	-	-	-	-	-	-	-
Public utilities ²	52	40.0	93.00	-	-	-	-	-	-	5	4	2	25	5	2	9	-	-	-	-	-	-	-	-	-	-
Retail trade	84	39.5	58.50	-	21	16	11	9	5	17	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	80	39.0	69.00	-	1	-	11	5	36	14	4	5	1	3	-	-	-	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists	644	39.5	69.00	3	4	38	56	125	134	125	67	51	17	11	9	4	-	-	-	-	-	-	-	-	-	-
Manufacturing	261	39.5	70.00	-	-	14	15	53	44	55	45	10	14	9	-	2	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	383	39.5	68.00	3	4	24	41	72	90	70	22	41	3	2	9	2	-	-	-	-	-	-	-	-	-	-
Public utilities ²	73	40.0	70.00	-	-	6	9	11	16	7	6	12	-	2	4	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	139	40.0	71.50	-	-	-	11	19	43	29	8	22	-	5	2	-	-	-	-	-	-	-	-	-	-	-
Retail trade	80	40.0	60.50	3	4	9	8	28	18	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	55	37.5	70.50	-	-	-	13	2	10	12	8	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class B	71	40.0	82.00	-	-	-	-	7	-	8	20	13	9	8	2	1	1	-	2	-	-	-	-	-	-	-
Nonmanufacturing	50	40.0	81.50	-	-	-	-	7	-	5	13	9	9	3	-	1	1	-	2	-	-	-	-	-	-	-
Tabulating-machine operators, class C	133	39.5	64.00	-	1	3	40	43	24	6	8	4	2	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	118	39.5	63.00	-	1	3	38	43	15	6	8	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, general	570	39.0	68.50	-	3	37	73	111	99	84	77	57	20	5	-	4	-	-	-	-	-	-	-	-	-	-
Manufacturing	159	39.0	74.00	-	-	3	3	24	19	28	38	35	7	2	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	411	39.0	66.50	-	3	34	70	87	80	56	39	22	13	3	-	4	-	-	-	-	-	-	-	-	-	-
Wholesale trade	120	40.0	71.00	-	-	2	2	36	28	14	15	11	6	2	-	4	-	-	-	-	-	-	-	-	-	-
Finance ³	208	38.5	63.00	-	3	29	61	42	27	21	18	2	5	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class A	674	39.5	70.50	-	-	10	64	142	148	97	88	79	20	9	12	2	3	-	-	-	-	-	-	-	-	-
Manufacturing	248	40.0	71.50	-	-	-	9	41	61	59	46	17	11	3	-	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	426	39.0	70.00	-	-	10	55	101	87	38	42	62	9	6	12	2	2	-	-	-	-	-	-	-	-	-
Public utilities ²	94	40.0	79.00	-	-	-	2	11	10	6	9	38	1	4	9	2	2	-	-	-	-	-	-	-	-	-
Wholesale trade	65	39.5	75.00	-	-	1	4	10	9	7	10	11	8	2	3	-	-	-	-	-	-	-	-	-	-	-
Retail trade	60	40.0	63.00	-	-	-	16	31	5	5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	184	38.0	65.00	-	-	9	33	45	60	20	11	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Typists, class B	2,386	39.0	61.50	-	47	448	666	638	297	125	62	20	24	6	35	15	2	1	-	-	-	-	-	-	-	-
Manufacturing	822	39.5	62.00	-	5	81	219	262	167	55	30	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,564	39.0	61.00	-	42	367	447	376	130	70	32	17	24	6	35	15	2	1	-	-	-	-	-	-	-	-
Public utilities ²	174	40.0	81.00	-	-	-	10	18	29	13	12	10	23	6	35	15	2	1	-	-	-	-	-	-	-	-
Wholesale trade	298	40.0	60.50	-	14	77	50	77	35	25	14	5	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	92	40.0	55.00	-	9	42	24	6	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	893	38.0	58.00	-	17	235	306	256	53	20	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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.

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, Minneapolis—St. Paul, Minn., January 1963)

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)	\$55.00 and under	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00	\$95.00	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00	\$130.00	\$135.00	\$140.00	\$145.00	\$150.00	\$155.00	\$160.00	\$165.00	
				60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00	105.00	110.00	115.00	120.00	125.00	130.00	135.00	140.00	145.00	150.00	155.00	160.00	165.00	and over	
Men																											
Draftsmen, leader	129	39.5	\$142.50	-	-	-	-	-	-	-	-	-	-	-	6	4	10	9	4	30	13	11	10	8	14	10	
Manufacturing	124	39.5	142.00	-	-	-	-	-	-	-	-	-	-	-	6	4	10	9	4	30	13	8	10	7	14	9	
Draftsmen, senior	820	40.0	119.00	-	-	-	1	3	5	6	15	59	65	68	111	102	104	83	53	57	53	5	28	1	1	-	
Manufacturing	651	40.0	117.50	-	-	-	1	3	5	6	15	51	51	67	99	82	82	64	26	34	42	2	20	-	1	-	
Nonmanufacturing	169	40.0	125.50	-	-	-	-	-	-	-	-	8	14	1	12	20	22	19	27	23	11	3	8	1	-	-	
Public utilities ²	75	40.0	131.00	-	-	-	-	-	-	-	-	-	-	-	5	9	9	10	14	13	8	3	3	1	-	-	
Draftsmen, junior	542	40.0	93.50	-	6	21	12	30	79	68	129	57	28	39	18	19	28	8	-	-	-	-	-	-	-	-	
Manufacturing	429	39.5	92.50	-	-	12	10	26	70	62	115	40	23	23	17	11	20	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	113	40.0	97.00	-	6	9	2	4	9	6	14	17	5	16	1	8	8	8	-	-	-	-	-	-	-	-	
Public utilities ²	32	40.0	111.50	-	-	-	1	1	2	2	1	1	-	4	1	3	8	8	-	-	-	-	-	-	-	-	
Tracers	69	39.5	75.50	2	6	17	11	9	12	7	4	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	67	39.5	75.00	2	6	17	11	9	12	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Women																											
Nurses, industrial (registered)	128	39.5	98.00	-	-	-	1	4	2	14	24	39	15	9	13	2	2	2	1	-	-	-	-	-	-	-	
Manufacturing	89	39.5	97.50	-	-	-	-	4	1	7	19	34	7	6	8	1	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.

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, Minneapolis—St. Paul, Minn., January 1963)

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)	171	\$70.00	Bookkeeping-machine operators, class B	937	\$63.00	Clerks, accounting, class B	2,223	\$71.00
Nonmanufacturing	150	70.00	Manufacturing	155	71.50	Manufacturing	394	73.00
Public utilities ²	32	87.00	Nonmanufacturing	782	61.50	Nonmanufacturing	1,829	70.50
Wholesale trade	60	69.50	Public utilities ²	61	74.50	Public utilities ²	430	79.00
Billers, machine (bookkeeping machine)	143	66.50	Wholesale trade	207	67.00	Wholesale trade	313	74.50
Nonmanufacturing	121	66.50	Retail trade	163	63.50	Retail trade	348	61.50
Bookkeeping-machine operators, class A	213	81.50	Clerks, accounting, class A	1,372	94.00	Finance ³	631	68.00
Manufacturing	55	86.50	Manufacturing	403	94.00	Clerks, file, class A	220	73.50
Nonmanufacturing	158	79.50	Nonmanufacturing	969	94.00	Manufacturing	83	74.50
Wholesale trade	68	85.00	Public utilities ²	289	111.50	Nonmanufacturing	137	73.50
			Wholesale trade	285	90.50	Finance ³	68	70.00
			Retail trade	161	79.00			
			Finance ³	162	88.50			

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Minneapolis-St. Paul, Minn., January 1963)

Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Clerks, file, class B	943	\$ 59.00	Office boys and girls	723	\$ 56.00	Tabulating-machine operators, class B	375	\$ 89.00
Manufacturing	152	62.50	Manufacturing	147	55.00	Manufacturing	114	89.50
Nonmanufacturing	791	58.50	Nonmanufacturing	576	56.00	Nonmanufacturing	261	89.00
Public utilities ²	103	69.00	Public utilities ²	73	77.00	Public utilities ²	66	94.50
Wholesale trade	132	61.50	Wholesale trade	96	58.50	Wholesale trade	87	88.50
Retail trade	125	56.00	Retail trade	89	53.50	Finance ³	77	88.00
Finance ³	400	56.00	Finance ³	299	51.00	Tabulating-machine operators, class C	239	69.00
Clerks, file, class C	488	51.00	Secretaries	2,879	89.50	Nonmanufacturing	204	67.50
Manufacturing	83	53.00	Manufacturing	1,203	90.50	Finance ³	98	68.50
Nonmanufacturing	405	50.50	Nonmanufacturing	1,676	88.50	Transcribing-machine operators, general	570	68.50
Public utilities ²	52	54.50	Public utilities ²	277	93.50	Manufacturing	159	74.00
Wholesale trade	54	51.00	Wholesale trade	467	90.50	Nonmanufacturing	411	66.50
Finance ³	269	49.50	Retail trade	204	85.50	Wholesale trade	120	71.00
Clerks, order	928	92.00	Finance ³	594	86.50	Finance ³	208	63.00
Manufacturing	250	91.50	Stenographers, general	2,124	74.00	Typists, class A	684	70.50
Nonmanufacturing	678	92.00	Manufacturing	717	71.00	Manufacturing	255	71.50
Wholesale trade	521	98.00	Nonmanufacturing	1,407	75.00	Nonmanufacturing	429	70.00
Retail trade	113	72.50	Public utilities ²	457	89.50	Public utilities ²	94	79.00
Clerks, payroll	647	80.00	Wholesale trade	387	75.00	Wholesale trade	68	75.50
Manufacturing	283	77.00	Retail trade	120	64.50	Retail trade	60	63.00
Nonmanufacturing	364	83.00	Finance ³	392	63.00	Finance ³	184	65.00
Public utilities ²	129	97.50	Stenographers, senior	1,303	80.00	Typists, class B	2,404	61.50
Wholesale trade	78	84.00	Manufacturing	650	77.00	Manufacturing	822	62.00
Retail trade	96	71.00	Nonmanufacturing	653	83.00	Nonmanufacturing	1,582	61.00
Comptometer operators	712	72.50	Public utilities ²	177	99.50	Public utilities ²	175	81.00
Manufacturing	145	77.00	Wholesale trade	88	80.50	Wholesale trade	298	60.50
Nonmanufacturing	567	71.50	Retail trade	88	75.00	Retail trade	109	56.50
Public utilities ²	59	94.00	Finance ³	144	76.50	Finance ³	893	58.00
Wholesale trade	232	70.50	Switchboard operators	471	69.50	<u>Professional and technical occupations</u>		
Retail trade	159	64.50	Manufacturing	94	78.50	Draftsmen, leader	129	142.50
Finance ³	105	69.00	Nonmanufacturing	377	67.50	Manufacturing	124	142.00
Duplicating-machine operators (Mimeograph or Ditto)	73	65.00	Public utilities ²	55	93.50	Draftsmen, senior	825	119.00
Keypunch operators, class A	230	74.00	Retail trade	84	58.50	Manufacturing	656	117.00
Manufacturing	75	78.50	Finance ³	80	69.00	Nonmanufacturing	169	125.50
Nonmanufacturing	155	72.00	Switchboard operator-receptionists	644	69.00	Public utilities ²	75	131.00
Public utilities ²	44	74.50	Manufacturing	261	70.00	Draftsmen, junior	545	93.50
Finance ³	53	73.00	Nonmanufacturing	383	68.00	Manufacturing	432	92.50
Keypunch operators, class B	1,212	68.00	Public utilities ²	73	70.00	Nonmanufacturing	113	97.00
Manufacturing	373	67.00	Wholesale trade	139	71.50	Public utilities ²	32	111.50
Nonmanufacturing	839	68.50	Retail trade	80	60.50	Nurses, industrial (registered)	129	98.50
Public utilities ²	265	83.00	Finance ³	55	70.50	Manufacturing	90	97.50
Wholesale trade	117	68.00	Tabulating-machine operators, class A	173	103.00	Tracers	98	74.00
Retail trade	82	59.00	Manufacturing	86	102.00	Manufacturing	74	74.00
Finance ³	369	61.00	Nonmanufacturing	87	104.00			
			Finance ³	60	100.50			

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

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, Minneapolis-St. Paul, Minn., January 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																							
			Under \$2.00	\$2.00 and under 2.10	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	3.60	3.70	3.80	3.90	4.00	4.10 and over	
Carpenters, maintenance	259	\$3.02	-	-	3	-	-	9	52	6	29	15	5	9	64	4	12	3	-	23	20	5	-	-	-	
Manufacturing	139	3.01	-	-	3	-	-	15	52	6	29	15	5	9	64	4	12	3	-	23	20	5	-	-	-	
Nonmanufacturing	120	3.04	-	-	-	-	-	9	37	6	12	3	4	-	3	-	2	-	23	16	5	-	-	-	-	
Public utilities ²	59	2.61	-	-	-	-	-	9	37	-	9	-	-	-	3	-	1	-	-	-	-	-	-	-	-	
Electricians, maintenance	415	3.28	-	-	-	-	-	3	3	45	16	19	29	2	75	86	14	49	38	5	4	-	24	3		
Manufacturing	324	3.27	-	-	-	-	-	3	2	13	13	18	27	2	75	85	13	49	8	4	-	11	1	-		
Nonmanufacturing	91	3.33	-	-	-	-	-	-	1	32	3	1	2	-	1	1	-	30	5	-	-	13	2	-		
Public utilities ²	62	3.16	-	-	-	-	-	-	1	32	-	-	-	-	1	-	-	23	5	-	-	-	-	-		
Engineers, stationary	541	3.02	-	-	-	-	24	11	30	19	42	38	39	120	100	43	6	31	4	7	27	-	-	-	-	
Manufacturing	287	3.05	-	-	-	-	24	-	5	13	25	27	9	80	22	25	-	20	4	6	27	-	-	-	-	
Nonmanufacturing	254	2.99	-	-	-	-	-	11	25	6	17	11	30	40	78	18	6	11	-	1	-	-	-	-	-	
Public utilities ²	54	2.63	-	-	-	-	-	11	25	1	6	7	3	-	-	-	1	-	-	-	-	-	-	-	-	
Finance ³	63	3.16	-	-	-	-	-	-	-	2	-	2	-	-	48	-	-	10	-	1	-	-	-	-	-	
Firemen, stationary boiler	351	2.75	11	12	2	19	21	41	38	25	27	40	26	33	14	-	-	5	27	10	-	-	-	-	-	
Manufacturing	236	2.79	11	11	2	19	19	25	23	11	8	34	10	27	9	-	-	5	27	10	-	-	-	-	-	
Nonmanufacturing	115	2.65	-	1	-	15	2	16	15	14	19	6	16	6	5	-	-	-	-	-	-	-	-	-	-	
Public utilities ²	34	2.59	-	-	-	-	-	9	15	1	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Helpers, maintenance trades	249	2.61	8	6	1	18	2	32	26	84	47	2	4	3	16	-	-	-	-	-	-	-	-	-	-	
Manufacturing	179	2.59	8	6	1	15	1	22	9	74	24	2	1	-	16	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	70	2.65	-	-	-	3	1	10	17	10	23	-	3	3	-	-	-	-	-	-	-	-	-	-	-	
Machine-tool operators, toolroom	167	2.78	-	-	-	-	-	-	16	35	47	47	4	14	-	4	-	-	-	-	-	-	-	-	-	
Manufacturing	167	2.78	-	-	-	-	-	-	16	35	47	47	4	14	-	4	-	-	-	-	-	-	-	-	-	
Machinists, maintenance	566	3.27	-	-	-	-	-	-	11	3	17	15	20	31	45	267	78	12	1	32	-	34	-	-	-	
Manufacturing	552	3.27	-	-	-	-	-	-	11	3	8	15	20	31	45	267	78	12	1	27	-	34	-	-	-	
Mechanics, automotive (maintenance)	979	3.01	-	-	-	-	-	-	38	12	45	135	54	241	421	8	20	-	-	3	-	2	-	-	-	
Manufacturing	105	2.99	-	-	-	-	-	-	10	11	2	11	24	14	13	1	14	-	-	3	-	2	-	-	-	
Nonmanufacturing	874	3.01	-	-	-	-	-	-	28	1	43	124	30	227	408	7	6	-	-	-	-	-	-	-	-	
Public utilities ²	817	3.01	-	-	-	-	-	-	28	1	40	124	18	193	406	7	-	-	-	-	-	-	-	-	-	
Mechanics, maintenance	556	2.94	-	-	1	-	16	39	35	60	44	69	37	122	2	89	4	4	-	10	-	24	-	-	-	
Manufacturing	411	2.90	-	-	-	-	16	38	31	52	34	53	10	105	-	38	-	-	-	10	-	24	-	-	-	
Nonmanufacturing	145	3.04	-	-	1	-	-	1	4	8	10	16	27	17	2	51	4	4	-	-	-	-	-	-	-	
Public utilities ²	65	3.18	-	-	1	-	-	1	2	1	-	-	6	1	-	49	2	2	-	-	-	-	-	-	-	
Millwrights	201	3.11	-	-	-	-	-	-	2	-	10	9	27	6	109	18	2	18	-	-	-	-	-	-	-	
Manufacturing	198	3.11	-	-	-	-	-	-	2	-	9	9	27	6	109	18	-	18	-	-	-	-	-	-	-	
Oilers	101	2.72	-	-	-	3	2	32	10	4	25	5	4	-	-	-	14	-	-	2	-	-	-	-	-	
Manufacturing	99	2.72	-	-	-	3	2	32	10	4	25	3	4	-	-	-	14	-	-	2	-	-	-	-	-	
Painters, maintenance	198	3.21	-	-	1	-	-	-	14	-	7	12	15	19	25	9	19	53	4	18	-	2	-	-	-	
Manufacturing	65	3.04	-	-	-	-	-	-	4	-	1	3	12	15	25	-	1	3	-	1	-	-	-	-	-	
Nonmanufacturing	133	3.29	-	-	1	-	-	-	10	-	6	9	3	4	-	9	18	50	4	17	-	2	-	-	-	
Finance ³	54	3.36	-	-	1	-	-	-	-	-	2	2	3	-	-	-	18	20	-	8	-	-	-	-	-	
Pipefitters, maintenance	191	3.24	-	-	-	-	-	-	-	3	8	6	2	36	4	80	9	22	-	8	2	11	-	-	-	
Manufacturing	172	3.25	-	-	-	-	-	-	-	3	-	6	2	35	4	80	9	21	-	-	2	10	-	-	-	
Tool and die makers	755	3.36	-	-	-	-	-	-	6	6	10	25	15	110	76	41	76	40	50	300	-	-	-	-	-	
Manufacturing	755	3.36	-	-	-	-	-	-	6	6	10	25	15	110	76	41	76	40	50	300	-	-	-	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Minneapolis-St. Paul, Minn., January 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			\$ 1.00	\$ 1.10	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.50		
			and under 1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	and over		
Elevator operators, passenger (men)	81	\$ 1.64	-	-	-	47	-	-	-	-	-	26	1	-	-	4	3	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	81	1.64	-	-	-	47	-	-	-	-	-	26	1	-	-	4	3	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women)	190	1.59	-	-	4	59	13	12	28	61	-	-	-	-	3	5	5	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	190	1.59	-	-	4	59	13	12	28	61	-	-	-	-	3	5	5	-	-	-	-	-	-	-	-	-	-	-	-	
Guards and watchmen	979	2.10	-	-	151	63	6	4	31	14	2	40	45	103	125	109	51	61	74	55	20	9	16	-	-	-	-	-	-	
Manufacturing	452	2.39	-	-	-	-	-	3	6	1	2	21	1	79	108	26	41	45	72	47	1	9	-	-	-	-	-	-	-	
Guards	393	2.43	-	-	-	-	-	-	1	-	1	12	1	60	94	18	32	45	72	47	1	9	-	-	-	-	-	-	-	
Watchmen	69	2.13	-	-	-	-	-	3	5	1	1	9	-	19	14	8	9	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	517	1.84	-	-	151	63	6	1	25	13	-	19	44	24	17	83	10	16	2	8	19	-	16	-	-	-	-	-	-	
Janitors, porters, and cleaners (men)	2,924	1.99	6	28	75	102	105	195	132	92	139	282	660	317	266	188	124	102	103	8	-	-	-	-	-	-	-	-	-	
Manufacturing	1,405	2.16	-	-	10	1	21	17	7	32	43	63	392	283	153	143	66	81	86	7	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	1,519	1.83	6	28	65	101	84	178	125	60	96	219	268	34	113	45	58	21	17	1	-	-	-	-	-	-	-	-	-	
Public utilities ³	230	2.21	-	-	3	-	6	2	9	1	3	-	32	7	3	69	25	48	5	17	-	-	-	-	-	-	-	-	-	
Wholesale trade	108	2.10	-	-	10	-	-	10	1	-	2	3	20	10	13	12	10	16	-	1	-	-	-	-	-	-	-	-	-	
Retail trade	472	1.69	-	24	7	34	59	70	72	29	40	94	13	4	25	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ⁴	367	1.93	-	-	-	15	-	2	18	24	34	60	200	5	2	7	-	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women)	670	1.66	-	-	15	29	41	409	28	3	21	37	44	21	19	-	2	-	1	-	-	-	-	-	-	-	-	-	-	
Manufacturing	136	1.90	-	-	3	-	17	1	1	3	18	33	44	13	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	534	1.60	-	-	12	29	24	408	27	-	3	4	-	8	16	-	2	-	1	-	-	-	-	-	-	-	-	-	-	
Public utilities ³	58	1.85	-	-	3	1	6	22	-	-	-	-	-	7	16	-	2	-	1	-	-	-	-	-	-	-	-	-	-	
Retail trade	67	1.46	-	-	7	26	6	20	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ⁴	365	1.58	-	-	-	2	6	354	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling	5,844	2.49	28	7	29	18	20	22	25	117	76	228	118	108	278	418	965	1492	331	341	1118	-	16	55	-	34	-	-	-	
Manufacturing	1,783	2.33	-	-	-	-	2	5	9	38	63	222	103	70	220	270	431	124	77	30	14	-	16	55	-	34	-	-	-	
Nonmanufacturing	4,061	2.56	28	7	29	18	18	17	16	79	13	6	15	38	58	148	534	1368	254	311	1104	-	-	-	-	-	-	-	-	-
Public utilities ³	2,264	2.64	-	-	-	-	-	-	-	-	-	-	-	-	37	97	401	635	198	-	896	-	-	-	-	-	-	-	-	
Wholesale trade	1,302	2.58	-	-	-	-	-	-	-	70	-	-	-	-	-	24	83	683	50	185	207	-	-	-	-	-	-	-	-	
Retail trade	487	2.16	28	7	29	10	18	17	16	9	13	6	15	38	21	27	50	50	6	126	1	-	-	-	-	-	-	-	-	
Order fillers	2,743	2.50	-	-	-	-	3	2	43	70	100	39	9	17	172	211	357	368	484	828	23	2	15	-	-	-	-	-	-	
Manufacturing	497	2.33	-	-	-	-	3	2	-	43	10	12	-	10	102	122	37	77	27	39	13	-	-	-	-	-	-	-	-	
Nonmanufacturing	2,246	2.54	-	-	-	-	-	-	43	27	90	27	9	7	70	89	320	291	457	789	10	2	15	-	-	-	-	-	-	
Public utilities ³	216	2.67	-	-	-	-	-	-	-	-	-	-	-	-	4	3	3	20	25	161	-	-	-	-	-	-	-	-	-	
Wholesale trade	1,494	2.59	-	-	-	-	-	-	-	8	-	-	-	-	62	65	313	223	356	441	9	2	15	-	-	-	-	-	-	
Retail trade	536	2.35	-	-	-	-	-	-	43	27	82	27	9	7	4	21	4	48	76	187	1	-	-	-	-	-	-	-	-	
Packers, shipping (men)	1,074	2.42	-	1	1	3	4	16	29	16	4	8	39	115	70	69	139	331	104	107	2	4	6	2	2	-	-	-	2	
Manufacturing	416	2.27	-	-	-	-	4	5	9	16	-	8	33	94	50	61	40	68	23	5	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	658	2.51	-	1	1	3	-	11	20	-	4	-	6	21	20	8	99	263	81	102	2	4	6	2	2	-	-	-	2	
Wholesale trade	555	2.53	-	-	-	-	-	-	20	-	4	-	-	20	20	8	99	206	63	97	2	4	6	2	2	-	-	-	2	
Retail trade	103	2.38	-	1	1	3	-	11	-	-	-	-	6	1	-	-	-	57	18	5	-	-	-	-	-	-	-	-	-	
Packers, shipping (women)	390	1.83	-	2	17	30	38	31	11	17	23	3	179	17	-	-	17	-	1	-	4	-	-	-	-	-	-	-	-	
Manufacturing	236	2.01	-	-	-	10	3	10	-	-	-	2	177	17	-	-	16	-	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	154	1.57	-	2	17	20	35	21	11	17	23	1	2	-	-	-	1	-	-	-	4	-	-	-	-	-	-	-	-	
Retail trade	140	1.52	-	2	17	20	35	21	11	7	23	1	2	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks	515	2.50	-	-	-	-	-	5	-	2	21	12	28	16	49	31	52	85	37	61	103	5	1	3	2	2	-	-	-	
Manufacturing	268	2.50	-	-	-	-	-	-	-	-	11	8	21	-	24	20	31	58	18	14	58	2	-	3	-	-	-	-	-	
Nonmanufacturing	247	2.50	-	-	-	-	-	5	-	2	10	4	7	16	25	11	21	27	19	47	45	3	1	-	2	2	-	-	-	
Wholesale trade	109	2.68	-	-	-	-	-	-	-	-	-	-	-	-	10	16	8	12	30	25	3	1	-	-	2	2	-	-	-	
Retail trade	119	2.33	-	-	-	-	-	5	-	2	10	4	7	16	22	-	4	13	6	11	19	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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, Minneapolis—St. Paul, Minn., January 1963)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			\$ 1.00 and under	\$ 1.10	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.50 and over		
			1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	3.50	over		
Shipping clerks	366	\$ 2.65	-	-	-	-	-	-	-	-	-	-	-	11	-	20	41	29	45	49	70	54	24	5	11	-	2	-	5	
Manufacturing	207	2.59	-	-	-	-	-	-	-	-	-	-	-	11	-	19	33	10	24	32	30	25	8	4	11	-	-	-	-	
Nonmanufacturing	159	2.72	-	-	-	-	-	-	-	-	-	-	-	-	-	1	8	19	21	17	40	29	16	1	-	-	2	-	5	
Wholesale trade	128	2.68	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	18	20	15	38	20	9	1	-	-	2	-	-	
Shipping and receiving clerks	265	2.52	-	-	-	-	4	-	9	10	10	-	1	22	16	45	30	39	30	22	6	-	-	12	-	9	-	-		
Manufacturing	137	2.52	-	-	-	-	-	-	-	-	-	-	8	-	21	16	33	18	16	5	-	1	-	12	-	7	-	-		
Nonmanufacturing	128	2.52	-	-	-	-	4	-	9	10	2	-	1	1	-	12	12	23	25	22	5	-	-	-	-	2	-	-		
Wholesale trade	71	2.66	-	-	-	-	4	-	4	-	-	-	-	-	-	12	2	21	3	22	5	-	-	-	-	2	-	-		
Truckdrivers ⁵	3,571	2.82	-	-	-	-	-	-	20	-	1	21	9	43	37	29	140	240	389	2196	305	106	13	13	-	9	-	-		
Manufacturing	470	2.80	-	-	-	-	-	-	-	-	-	-	-	28	16	18	15	49	124	64	29	105	-	13	-	9	-	-		
Nonmanufacturing	3,101	2.82	-	-	-	-	-	-	20	-	1	21	9	15	21	11	125	191	265	2132	276	1	13	-	-	-	-	-		
Public utilities ³	1,882	2.85	-	-	-	-	-	-	-	-	1	1	-	4	21	11	103	5	-	1679	43	1	13	-	-	-	-	-		
Wholesale trade	617	2.84	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	103	89	181	233	-	-	-	-	-	-	-		
Retail trade	519	2.70	-	-	-	-	-	-	20	-	-	-	17	9	11	-	-	11	3	176	272	-	-	-	-	-	-	-		
Truckdrivers, light (under 1½ tons)	434	2.68	-	-	-	-	-	-	20	-	1	14	9	15	17	4	15	78	47	133	11	70	-	-	-	-	-	-		
Manufacturing	144	2.84	-	-	-	-	-	-	-	-	-	-	-	16	3	3	12	29	11	-	70	-	-	-	-	-	-	-		
Nonmanufacturing	290	2.60	-	-	-	-	-	-	20	-	1	14	9	15	1	1	12	66	18	122	11	-	-	-	-	-	-	-		
Wholesale trade	68	2.72	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11	22	18	6	11	-	-	-	-	-	-	-		
Retail trade	162	2.57	-	-	-	-	-	-	20	-	-	-	10	9	11	-	-	1	-	111	-	-	-	-	-	-	-	-		
Truckdrivers, medium (1½ to and including 4 tons)	1,840	2.83	-	-	-	-	-	-	-	-	-	-	7	-	3	20	12	125	43	237	1277	72	28	-	7	-	9	-		
Manufacturing	157	2.85	-	-	-	-	-	-	-	-	-	-	-	-	3	-	2	12	15	35	45	2	27	-	7	-	9	-		
Nonmanufacturing	1,683	2.83	-	-	-	-	-	-	-	-	-	-	7	-	-	20	10	113	28	202	1232	70	1	-	-	-	-	-		
Public utilities ³	1,267	2.84	-	-	-	-	-	-	-	-	-	-	-	-	-	20	10	103	5	-	1125	3	1	-	-	-	-	-		
Wholesale trade	243	2.83	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20	68	88	67	-	-	-	-	-	-		
Retail trade	173	2.70	-	-	-	-	-	-	-	-	-	-	7	-	-	-	-	10	3	134	19	-	-	-	-	-	-	-		
Truckdrivers, heavy (over 4 tons, trailer type)	1,026	2.87	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	81	20	716	189	-	13	6	-	-	-		
Manufacturing	70	2.82	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	20	19	8	16	-	-	6	-	-	-	-		
Nonmanufacturing	956	2.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61	1	708	173	-	13	-	-	-	-	-		
Public utilities ³	602	2.89	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	549	40	-	13	-	-	-	-	-		
Wholesale trade	212	2.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61	1	17	133	-	-	-	-	-	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type)	192	2.73	-	-	-	-	-	-	-	-	-	-	-	-	24	-	13	-	2	71	48	30	4	-	-	-	-	-		
Manufacturing	78	2.58	-	-	-	-	-	-	-	-	-	-	-	-	24	-	13	-	2	27	-	8	4	-	-	-	-	-		
Nonmanufacturing	114	2.84	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44	48	22	-	-	-	-	-	-	-		
Truckers, power (forklift)	924	2.58	-	-	-	-	-	-	3	8	10	23	7	105	40	93	141	104	224	143	1	8	13	-	1	-	-	-		
Manufacturing	481	2.45	-	-	-	-	-	-	3	8	10	23	7	101	40	87	76	54	38	12	-	8	13	-	1	-	-	-		
Nonmanufacturing	443	2.72	-	-	-	-	-	-	-	-	-	-	-	4	-	6	65	50	186	131	1	-	-	-	-	-	-	-		
Public utilities ³	231	2.71	-	-	-	-	-	-	-	-	-	-	-	-	-	1	61	-	124	45	-	-	-	-	-	-	-	-		
Wholesale trade	119	2.71	-	-	-	-	-	-	-	-	-	-	-	-	-	4	4	50	16	45	-	-	-	-	-	-	-	-		
Retail trade	93	2.75	-	-	-	-	-	-	-	-	-	-	-	4	-	1	-	-	46	41	1	-	-	-	-	-	-	-		
Truckers, power (other than forklift)	364	2.51	-	-	-	-	-	-	-	-	-	1	6	20	49	143	40	75	21	-	9	-	-	-	-	-	-	-		
Manufacturing	181	2.54	-	-	-	-	-	-	-	-	-	1	6	20	29	-	38	63	15	-	9	-	-	-	-	-	-	-		
Nonmanufacturing	183	2.48	-	-	-	-	-	-	-	-	-	-	-	-	20	143	2	12	6	-	-	-	-	-	-	-	-	-		

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 Transportation, communication, and other public utilities.⁴ Finance, insurance, and real estate.⁵ Includes all drivers regardless of size and type of truck operated.

B: Establishment Practices and Supplementary Wage Provisions

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, Minneapolis-St. Paul, Minn., January 1963)

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	38¾	40		All schedules	40	All schedules	37½	38¾	40	
Establishments studied -----	275	105	xxx	170	xxx	xxx	xxx	275	105	xxx	170	xxx	xxx	xxx	
Establishments having a specified minimum -----	127	53	45	74	14	7	51	139	54	45	85	14	7	61	
\$ 40.00 and under \$ 42.50 -----	-	-	-	-	-	-	-	3	-	-	3	-	-	3	
\$ 42.50 and under \$ 45.00 -----	1	-	-	1	-	-	1	1	-	-	1	1	-	-	
\$ 45.00 and under \$ 47.50 -----	10	-	-	10	1	-	9	24	4	3	20	1	3	16	
\$ 47.50 and under \$ 50.00 -----	26	8	7	18	4	5	9	25	5	5	20	5	3	10	
\$ 50.00 and under \$ 52.50 -----	32	14	11	18	4	1	11	32	15	11	17	3	1	12	
\$ 52.50 and under \$ 55.00 -----	17	10	9	7	2	1	4	13	9	8	4	1	-	3	
\$ 55.00 and under \$ 57.50 -----	12	7	6	5	-	-	5	10	6	6	4	-	-	4	
\$ 57.50 and under \$ 60.00 -----	8	5	4	3	2	-	1	6	4	3	2	2	-	-	
\$ 60.00 and under \$ 62.50 -----	6	3	3	3	1	-	2	8	4	4	4	1	-	3	
\$ 62.50 and under \$ 65.00 -----	2	-	-	2	-	-	2	3	-	-	3	-	-	3	
\$ 65.00 and under \$ 67.50 -----	3	-	-	3	-	-	3	3	1	1	2	-	-	2	
\$ 67.50 and under \$ 70.00 -----	5	4	3	1	-	-	1	4	4	2	-	-	-	-	
\$ 70.00 and under \$ 72.50 -----	1	-	-	1	-	-	1	1	-	-	1	-	-	1	
\$ 72.50 and under \$ 75.00 -----	2	1	1	1	-	-	1	3	1	1	2	-	-	2	
Over \$ 75.00 -----	2	1	1	1	-	-	1	3	1	.1	2	-	-	2	
Establishments having no specified minimum -----	60	23	xxx	37	xxx	xxx	xxx	82	30	xxx	52	xxx	xxx	xxx	
Establishments which did not employ workers in this category -----	88	29	xxx	59	xxx	xxx	xxx	54	21	xxx	33	xxx	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, Minneapolis-St. Paul, Minn., January 1963)

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	93.1	83.2	13.5	2.3
With shift pay differential	92.0	83.2	13.4	2.3
Uniform cents (per hour)	70.4	62.4	11.1	2.1
4 cents8	-	-	-
5 cents	6.6	2.6	.5	-
6 cents	2.2	-	.5	-
7 cents	7.0	1.5	1.8	-
8 cents	5.1	-	.5	-
9 cents4	-	.1	-
10 cents	24.8	9.1	3.2	.2
11 cents	1.3	1.9	.3	-
12 cents	7.8	16.1	.9	.7
12½ cents5	1.0	.1	(²)
13 cents	5.5	1.2	1.3	-
14 cents	-	2.5	-	.1
15 cents8	14.8	.1	.5
Over 15 and under 20 cents	5.9	2.4	1.5	.2
20 cents	1.1	3.3	.2	.3
Over 20 cents5	6.0	.3	.1
Uniform percentage	20.5	19.8	1.9	.1
5 percent	1.8	-	.1	-
6 percent8	-	(²)	-
7½ percent	14.0	-	.9	-
8 percent8	.8	.2	(²)
10 percent	3.2	2.3	.7	(²)
12½ percent	-	13.5	-	.1
13 percent	-	3.2	-	-
Other shift pay differential	1.0	1.0	.3	-
With no shift pay differential	1.0	-	.2	-

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

² Less than 0.05 percent.

Table B-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, Minneapolis-St. Paul, Minn., January 1963)

Weekly hours	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
35 hours -----	(⁵)	(⁵)	-	-	-	1	4	8	-	-	-
Over 35 and under 37 ¹ / ₂ hours -----	1	1	-	-	-	3	-	-	-	-	-
37 ¹ / ₂ hours -----	15	10	-	5	5	36	3	3	-	-	3
Over 37 ¹ / ₂ and under 38 ³ / ₄ hours -----	2	-	-	-	-	8	-	-	-	-	-
38 ³ / ₄ hours -----	8	4	-	-	4	24	-	-	-	-	-
Over 38 ³ / ₄ and under 40 hours -----	3	9	-	-	2	-	(⁵)	-	-	-	1
40 hours -----	69	75	100	95	89	28	90	87	99	100	90
Over 40 and under 44 hours -----	(⁵)	(⁵)	-	-	-	-	1	1	1	-	-
44 hours -----	(⁵)	(⁵)	-	-	-	-	(⁵)	-	-	-	-
45 hours and over -----	(⁵)	(⁵)	-	-	-	-	2	2	-	-	5

¹ Includes data for services in addition to those industry divisions shown separately.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Includes data for real estate and services 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, Minneapolis-St. Paul, Minn., January 1963)

Item	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public ² utilities	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public ² utilities	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays -----	99	100	99	100	100	100	99	100	100	98	100
Workers in establishments providing no paid holidays -----	(⁵)	-	(⁵)	-	-	-	1	-	-	2	-
Number of days											
3 holidays -----	-	-	-	-	-	-	(⁵)	-	-	-	2
6 holidays -----	38	32	22	36	73	39	37	18	30	45	72
6 holidays plus 1 half day -----	6	11	-	2	9	5	6	8	-	2	7
6 holidays plus 2 half days -----	6	7	-	12	-	10	8	13	-	12	-
6 holidays plus 3 half days -----	(⁵)	-	-	2	-	-	(⁵)	-	-	2	-
7 holidays -----	23	19	62	20	11	14	27	27	60	22	18
7 holidays plus 1 half day -----	4	11	-	-	2	1	9	17	-	-	-
7 holidays plus 2 half days -----	2	3	-	4	3	-	1	2	-	1	1
7 holidays plus 5 half days -----	1	-	-	-	-	-	-	-	-	-	-
8 holidays -----	9	13	2	23	1	4	7	13	(⁵)	10	-
8 holidays plus 1 half day -----	5	3	14	-	-	6	1	-	9	-	-
8 holidays plus 2 half days -----	2	1	-	-	-	6	(⁵)	-	-	4	-
9 holidays -----	(⁵)	-	-	(⁵)	-	-	(⁵)	-	-	-	-
9 holidays plus 2 half days -----	2	-	-	-	-	7	-	-	-	-	-
10 holidays -----	1	-	-	-	-	4	-	-	-	-	-
10 holidays plus 4 half days -----	1	-	-	-	-	2	-	-	-	-	-
11 holidays -----	(⁵)	1	-	-	-	-	1	2	-	-	-
Total holiday time ⁶											
12 days -----	1	-	-	-	-	2	-	-	-	-	-
11 or more days -----	1	1	-	-	-	2	1	2	-	-	-
10 or more days -----	4	1	-	-	-	14	1	2	-	-	-
9 1/2 or more days -----	5	1	-	-	-	14	1	2	-	-	-
9 or more days -----	7	3	-	(⁵)	-	20	1	2	-	4	-
8 1/2 or more days -----	12	5	14	(⁵)	-	26	3	2	9	4	-
8 or more days -----	23	21	16	28	4	30	11	17	10	15	1
7 1/2 or more days -----	27	32	16	30	6	31	20	34	10	17	1
7 or more days -----	56	57	78	62	17	55	55	73	70	51	19
6 1/2 or more days -----	62	68	78	64	27	61	61	82	70	53	26
6 or more days -----	99	100	99	100	100	100	99	100	100	98	98
3 or more days -----	99	100	99	100	100	100	99	100	100	98	100

¹ Includes data for services in addition to those industry divisions shown separately.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Includes data for real estate and services 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, Minneapolis-St. Paul, Minn., January 1963)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
All workers -----	100	100	100	100	100	100	100	100	100	100	100
Method of payment											
Workers in establishments providing paid vacations -----	99	100	99	100	100	99	99	100	100	100	100
Length-of-time payment -----	99	99	99	100	100	99	93	88	100	100	100
Percentage payment -----	(⁵)	1	-	-	-	-	6	12	-	-	-
Flat-sum payment -----	-	-	-	-	-	-	-	-	-	-	-
Other -----	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations -----	(⁵)	-	(⁵)	-	-	(⁵)	(⁵)	-	-	-	-
Amount of vacation pay⁶											
<u>After 6 months of service</u>											
Under 1 week -----	7	5	1	7	25	7	31	38	-	19	46
1 week -----	40	36	4	26	7	80	9	8	6	20	9
Over 1 and under 2 weeks -----	11	28	2	5	-	4	(⁵)	-	-	4	-
2 weeks -----	1	1	-	-	-	2	(⁵)	-	2	-	-
<u>After 1 year of service</u>											
1 week -----	31	18	80	33	77	3	81	84	82	70	79
Over 1 and under 2 weeks -----	(⁵)	(⁵)	-	-	-	-	7	-	-	-	-
2 weeks -----	68	81	20	66	23	97	14	8	16	29	21
Over 2 and under 3 weeks -----	(⁵)	-	-	1	-	-	(⁵)	-	-	1	-
Over 3 and under 4 weeks -----	(⁵)	1	-	-	-	-	(⁵)	1	-	-	-
Over 4 weeks -----	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 2 years of service</u>											
1 week -----	8	5	7	19	17	(⁵)	49	63	45	37	15
Over 1 and under 2 weeks -----	5	(⁵)	31	-	-	-	6	10	4	1	-
2 weeks -----	85	88	62	81	83	99	42	22	49	61	85
Over 2 and under 3 weeks -----	2	6	-	1	-	-	2	3	-	1	-
Over 3 and under 4 weeks -----	(⁵)	1	-	-	-	-	(⁵)	1	-	-	-
Over 4 weeks -----	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 3 years of service</u>											
1 week -----	(⁵)	1	-	(⁵)	-	-	5	9	1	3	-
Over 1 and under 2 weeks -----	(⁵)	(⁵)	-	-	-	-	5	9	1	3	-
2 weeks -----	97	90	99	99	100	99	85	74	95	93	100
Over 2 and under 3 weeks -----	2	6	-	1	-	-	2	4	-	1	-
3 weeks -----	1	2	-	-	-	-	1	2	-	-	-
Over 3 and under 4 weeks -----	(⁵)	1	-	-	-	-	(⁵)	1	-	-	-
Over 4 weeks -----	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 4 years of service</u>											
1 week -----	(⁵)	1	-	(⁵)	-	-	5	9	1	3	-
Over 1 and under 2 weeks -----	(⁵)	(⁵)	-	-	-	-	4	8	1	3	-
2 weeks -----	96	89	99	99	100	99	86	75	95	93	100
Over 2 and under 3 weeks -----	2	6	-	1	-	-	3	5	-	1	-
3 weeks -----	1	3	-	-	-	-	1	3	-	-	-
Over 3 and under 4 weeks -----	(⁵)	1	-	-	-	-	(⁵)	1	-	-	-
Over 4 weeks -----	-	-	-	-	-	-	(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, Minneapolis-St. Paul, Minn., January 1963)

Vacation policy	OFFICE WORKERS						PLANT WORKERS				
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade
Amount of vacation pay⁵—Continued											
<u>After 5 years of service</u>											
Over 1 and under 2 weeks	(⁵)	(⁵)	-	-	-	-	1	2	-	-	-
2 weeks	88	73	99	99	96	93	81	67	97	98	92
Over 2 and under 3 weeks	7	15	-	1	-	7	11	21	1	1	-
3 weeks	5	11	-	-	4	-	6	9	-	1	8
Over 3 and under 4 weeks	(⁵)	1	-	-	-	-	(⁵)	1	-	-	-
Over 4 weeks	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 10 years of service</u>											
2 weeks	36	19	69	34	39	34	37	24	69	34	38
Over 2 and under 3 weeks	4	2	-	1	-	10	5	10	-	3	-
3 weeks	59	71	31	66	61	55	54	62	29	63	62
Over 3 and under 4 weeks	2	7	-	-	-	-	1	2	-	-	-
4 weeks	(⁵)	1	-	-	-	-	1	2	-	-	-
Over 4 weeks	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 12 years of service</u>											
2 weeks	30	17	55	20	37	31	27	15	48	14	33
Over 2 and under 3 weeks	3	4	-	4	-	5	6	10	-	6	-
3 weeks	65	72	45	76	63	63	65	71	49	79	67
Over 3 and under 4 weeks	2	7	-	-	-	-	1	2	-	-	-
4 weeks	(⁵)	1	-	-	-	-	1	2	-	-	-
Over 4 weeks	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 15 years of service</u>											
2 weeks	5	5	3	15	11	1	7	5	1	5	12
Over 2 and under 3 weeks	1	-	-	-	-	3	1	3	-	-	-
3 weeks	89	87	96	83	89	90	88	86	92	95	88
Over 3 and under 4 weeks	4	7	-	-	-	7	2	3	-	-	-
4 weeks	1	2	1	2	-	-	2	3	5	-	-
Over 4 weeks	-	-	-	-	-	-	(⁵)	-	2	-	-
<u>After 20 years of service</u>											
2 weeks	5	4	3	12	11	-	5	3	1	3	12
Over 2 and under 3 weeks	-	-	-	-	-	-	1	3	-	-	-
3 weeks	65	46	77	60	86	71	58	51	61	59	67
Over 3 and under 4 weeks	(⁵)	1	-	-	-	-	1	2	-	-	-
4 weeks	28	43	20	29	3	29	32	38	36	38	21
Over 4 weeks	2	6	-	-	-	-	2	3	2	-	-
<u>After 25 years of service</u>											
2 weeks	5	4	3	12	11	-	5	3	1	3	12
Over 2 and under 3 weeks	-	-	-	-	-	-	1	3	-	-	-
3 weeks	35	36	44	29	23	31	38	44	30	25	23
Over 3 and under 4 weeks	3	-	-	-	-	8	(⁵)	1	-	-	-
4 weeks	53	53	53	54	66	54	52	46	66	71	65
Over 4 weeks	5	7	-	6	-	7	2	4	2	-	-

¹ Includes data for services in addition to those industry divisions shown separately.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Includes data for real estate and services 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 Minneapolis-St. Paul, Minn., January 1963)

Type of benefit	OFFICE WORKERS						PLANT WORKERS				
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	All industries ⁵	Manufacturing	Public utilities ³	Wholesale trade	Retail trade
All workers	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:											
Life insurance	94	96	91	94	85	97	90	93	91	99	78
Accidental death and dismemberment insurance	45	35	38	64	46	53	44	35	43	80	46
Sickness and accident insurance or sick leave or both ⁶	73	85	95	70	81	53	88	95	72	90	84
Sickness and accident insurance	34	54	16	41	57	10	73	89	24	71	65
Sick leave (full pay and no waiting period)	49	50	89	41	29	46	15	11	25	30	17
Sick leave (partial pay or waiting period)	3	1	2	8	10	-	11	10	26	13	5
Hospitalization insurance	89	97	70	93	68	99	87	97	72	91	70
Surgical insurance	87	94	70	93	62	99	85	94	72	90	69
Medical insurance	79	82	65	90	29	99	73	80	65	88	53
Catastrophe insurance	61	45	70	48	59	83	23	14	58	28	27
Retirement pension	79	80	56	73	71	99	66	70	70	77	61
No health, insurance, or pension plan	1	1	(⁷)	2	3	-	2	2	1	-	3

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 Includes data for services in addition to those industry divisions shown separately.

³ Transportation, communication, and other public utilities.

⁴ Finance, insurance, and real estate.

⁵ Includes data for real estate and services 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.

⁷ Less than 0.5 percent.

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; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; 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.