

Occupational Wage Survey

BOSTON, MASSACHUSETTS

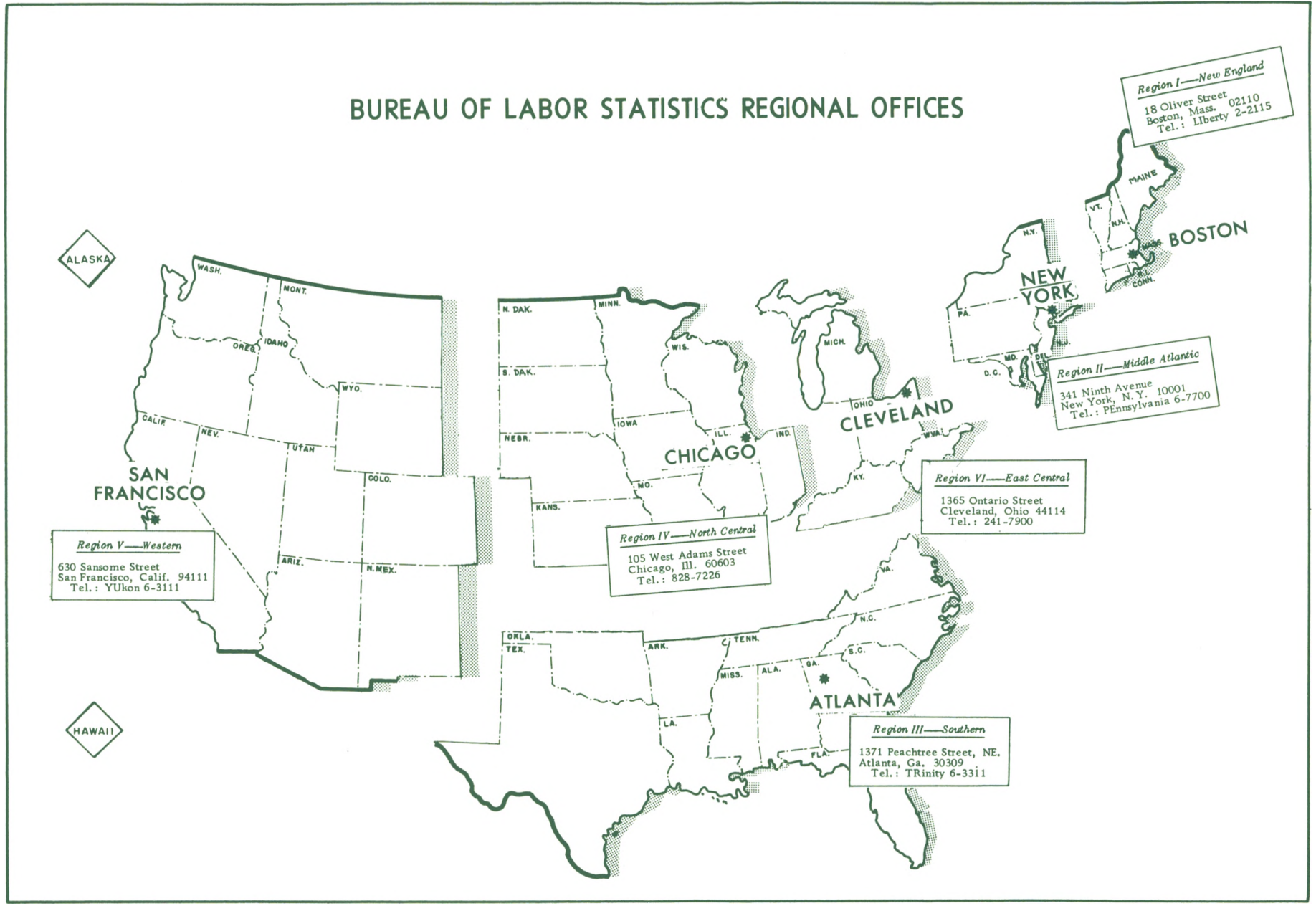
OCTOBER 1963

Bulletin No. 1385-16

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Ewan Clague, Commissioner

BUREAU OF LABOR STATISTICS REGIONAL OFFICES



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Preface

The Bureau of Labor Statistics program of annual occupational wage surveys in metropolitan areas is designed to provide data on occupational earnings, and establishment practices and supplementary wage provisions. It yields detailed data by selected industry divisions for metropolitan area labor markets, for economic regions, and for the United States. A major consideration in the program is the need for greater insight into (a) the movement of wages by occupational category and skill level, and (b) the structure and level of wages among labor markets and industry divisions.

A preliminary report and an individual area bulletin present survey results for each labor market studied. After completion of all of the individual area bulletins for a round of surveys, a two part summary bulletin is issued. The first part brings data for each of the labor markets studied into one bulletin. The second part presents information which has been projected from individual labor market data to relate to economic regions and the United States.

Eighty-two labor markets currently are included in the program. Information on occupational earnings is collected annually in each area. Information on establishment practices and supplementary wage provisions is obtained biennially in most of the areas.

This bulletin presents results of the survey in Boston, Mass., in October 1963. It was prepared in the Bureau's regional office in Boston, Mass., by Leo Epstein, under the direction of Paul V. Mulkern, Assistant Regional Director for Wages and Industrial Relations.

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

Current reports on occupational earnings and supplementary wage practices in the Boston area are also available for hospitals (June 1963), leather tanning and finishing (March 1963), machinery industries (March 1963), and women's and misses' dresses (March 1963). Union scales, indicative of prevailing pay levels, are available for building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—Boston, Mass.

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 economists¹ 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.

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

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 may be due to such factors as (1) differences in the distribution of the sexes among industries and establishments; (2) differences in length of service or merit review when individual salaries are adjusted on this basis; and (3) differences in specific duties performed, although the occupations are appropriately classified within the same survey job description. Job descriptions used in classifying employees in these surveys are usually more generalized than those used in individual establishments. This allows 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 wage provisions as they relate to office and plant workers. Administrative, executive, and professional employees, and force-account construction workers who are utilized as a separate work force are excluded. "Office workers" include working supervisors and nonsupervisory workers performing clerical or related functions. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. Cafeteria workers and routemen are excluded in manufacturing industries, but included 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 plant workers in manufacturing industries. This information is presented both in terms of (a) establishment policy,² 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 weekly 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 non-workday, 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,

² 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.

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.

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,³ 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 plans⁴ 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.

³ The temporary disability laws in California and Rhode Island do not require employer contributions.

⁴ 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 Boston, Mass.,¹ by major industry division,² October 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	Total ⁴
All divisions.....	-	1,329	278	443,300	99,800	251,500	249,020
Manufacturing.....	100	466	96	211,100	30,700	138,000	111,010
Nonmanufacturing.....	-	863	182	232,200	69,100	113,500	138,010
Transportation, communication, and other public utilities ⁵	100	60	28	40,800	8,000	23,900	33,580
Wholesale trade.....	50	224	43	25,100	7,200	11,300	7,610
Retail trade.....	100	132	37	66,500	7,600	53,000	47,350
Finance, insurance, and real estate.....	50	201	36	55,300	37,800	61,800	32,390
Services ⁷	50	246	38	44,500	8,500	23,500	17,080

¹ The Boston Standard Metropolitan Statistical Area consists of Suffolk County, 15 communities in Essex County, 29 in Middlesex County, 19 in Norfolk County, and 9 in Plymouth County. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in 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. Boston's transit system is municipally operated and is excluded by definition from the scope of the study.

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

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

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups, and percents of increase for selected periods, Boston, Mass.

Industry and occupational group	Index (October 1960=100)	Percents of increase			
	October 1963	October 1962 to October 1963	October 1961 to October 1962	October 1960 to October 1961	October 1959 to October 1960
All industries:					
Office clerical (men and women).....	109.5	2.9	2.5	3.9	4.9
Industrial nurses (men and women).....	111.4	2.6	3.8	4.5	4.1
Skilled maintenance (men).....	109.1	3.1	3.5	2.2	4.7
Unskilled plant (men).....	109.2	2.8	3.4	2.8	4.6
Manufacturing:					
Office clerical (men and women).....	109.6	2.9	3.1	3.3	4.0
Industrial nurses (men and women).....	110.8	2.1	4.4	4.0	4.1
Skilled maintenance (men).....	107.8	3.1	3.5	1.1	4.8
Unskilled plant (men).....	105.3	2.4	2.2	.7	4.6

Wage Trends for Selected Occupational Groups

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

For office clerical workers and industrial nurses, the percentages of change relate to average weekly salaries for normal hours of work, that is, the standard work schedule for which straight-time salaries are paid. For plant worker groups, they measure changes in average straight-time hourly earnings, excluding premium pay for overtime and for work on weekends, holidays, and late shifts. The percentages are based on data for selected key occupations and include most of the numerically important jobs within each group. The office clerical data are based on men and women in the following 19 jobs: Bookkeeping-machine operators, class B; clerks, accounting, class A and B; clerks, file, class A, B, and C; clerks, order; clerks, payroll; Comptometer operators; keypunch operators, class A and B; office boys and girls; secretaries; stenographers, general; stenographers, senior; switchboard operators; tabulating-machine operators, class B; and typists, class A and B. The industrial nurse data are based on men and women industrial nurses. Men in the following 8 skilled maintenance jobs and 2 unskilled jobs are included in the plant worker data: Skilled—carpenters; electricians; machinists; mechanics; mechanics, automotive; painters; pipefitters; and tool and die makers; unskilled—janitors, porters, and cleaners; and laborers, material handling.

Average weekly salaries or average hourly earnings were computed for each of the selected occupations. The average salaries or hourly earnings were then multiplied by employment in each of the jobs during the period surveyed in 1961. These weighted earnings

for individual occupations were then totaled to obtain an aggregate for each occupational group. Finally, the ratio (expressed as a percentage) of the group aggregate for the one year to the aggregate for the other year was computed and the difference between the result and 100 is the percentage of change from the one period to the other. The indexes were computed by multiplying the ratios for each group aggregate for each period after the base year (1961).

The indexes and 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 reflect only changes in average pay for straight-time hours. They are not influenced by changes in standard work schedules, as such, or by premium pay for overtime.

The above text represents the method used in computing a new index (1961 base) and trend series. This series, initiated with the expansion of the labor market wage survey program to 80 Standard Metropolitan Statistical Areas, replaces the old series (1953 base).

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

A: Occupational Earnings

Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Boston, Mass., October 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)	Under \$45	\$45 and under \$50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150 and over		
Men																												
Clerks, accounting, class A	587	38.0	\$101.50	-	-	-	-	1	13	13	21	51	25	77	66	61	68	60	39	28	44	13	2	1	4	-	-	
Manufacturing	171	38.5	102.00	-	-	-	-	-	2	3	12	15	28	18	32	19	-	6	6	26	4	-	-	-	-	-	-	
Nonmanufacturing	416	38.0	101.50	-	-	-	-	1	13	11	18	39	10	49	48	29	49	60	33	22	18	9	2	1	4	-	-	
Wholesale trade	59	38.0	104.00	-	-	-	-	-	-	-	-	-	-	23	12	2	4	2	7	3	-	1	-	-	3	-	-	
Finance ²	114	36.0	89.00	-	-	-	-	1	12	6	10	33	4	8	9	5	13	7	2	-	1	3	-	-	-	-	-	
Services	84	39.5	104.00	-	-	-	-	-	-	-	1	3	6	9	18	4	10	14	4	2	12	-	-	-	-	-	-	
Clerks, accounting, class B	343	39.0	79.00	-	-	1	23	33	19	70	40	66	20	15	16	22	10	3	-	1	3	-	1	-	-	-	-	
Manufacturing	86	38.5	82.00	-	-	-	-	5	7	2	3	51	7	-	2	-	6	3	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	257	39.0	77.50	-	-	1	23	28	12	68	37	15	13	15	14	22	4	-	-	1	3	-	1	-	-	-	-	
Wholesale trade	121	39.5	75.50	-	-	-	11	15	6	32	28	10	8	-	2	-	4	-	-	1	3	-	1	-	-	-	-	
Clerks, order	598	39.5	97.00	-	-	-	4	11	20	8	28	46	63	112	94	41	43	53	28	10	1	3	5	4	4	20	-	
Manufacturing	198	39.0	93.50	-	-	-	-	-	12	-	26	25	16	41	28	4	8	17	2	6	1	3	5	4	-	-	-	
Nonmanufacturing	400	39.5	99.00	-	-	-	4	11	8	8	2	21	47	71	66	37	35	36	26	4	-	-	-	-	4	20	-	
Wholesale trade	396	39.5	99.00	-	-	-	4	11	8	8	2	21	47	70	63	37	35	36	26	4	-	-	-	-	4	20	-	
Clerks, payroll	90	39.0	93.00	-	-	-	-	-	2	7	10	12	8	3	11	17	10	6	-	1	3	-	-	-	-	-	-	
Manufacturing	52	38.5	90.00	-	-	-	-	-	7	8	11	-	-	11	9	1	5	-	-	-	-	-	-	-	-	-	-	
Office boys	894	37.5	57.00	1	7	402	228	126	73	32	13	10	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing	190	38.5	59.00	-	-	62	40	41	35	10	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	704	37.5	56.50	1	7	340	188	85	38	22	11	10	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Public utilities ³	44	39.0	62.00	-	-	12	13	6	1	6	1	3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Wholesale trade	93	38.5	59.00	-	-	35	26	10	13	-	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ²	377	36.0	56.00	-	-	209	90	46	19	5	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services	157	39.0	55.50	-	-	4	73	46	19	4	11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class A	327	38.0	101.50	-	-	-	-	-	-	5	5	25	45	45	40	45	36	37	10	5	12	1	5	3	3	5	-	
Manufacturing	158	39.5	102.00	-	-	-	-	-	-	-	1	4	14	22	24	32	20	29	2	-	10	-	-	-	-	-	-	
Nonmanufacturing	169	37.5	100.50	-	-	-	-	-	-	5	4	21	31	23	16	13	16	8	8	5	2	1	5	3	3	5	-	
Finance ²	97	36.5	92.00	-	-	-	-	-	-	5	2	15	28	19	7	5	13	1	2	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class B	451	38.0	85.50	-	-	-	1	16	33	63	63	76	53	32	29	42	12	10	7	7	7	-	-	-	-	-	-	
Manufacturing	155	39.0	88.00	-	-	-	-	2	2	10	23	30	20	17	22	22	6	-	-	1	-	-	-	-	-	-	-	
Nonmanufacturing	296	37.5	84.00	-	-	-	1	14	31	53	40	46	33	15	7	20	6	10	7	6	7	-	-	-	-	-	-	
Wholesale trade	47	39.0	92.50	-	-	-	-	1	1	11	4	6	2	4	8	4	4	2	-	-	-	-	-	-	-	-	-	
Retail trade	60	37.5	81.00	-	-	-	-	3	8	8	7	13	4	8	-	9	-	-	-	-	-	-	-	-	-	-	-	
Finance ²	150	36.5	76.50	-	-	-	1	10	23	40	21	29	21	4	1	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C	182	38.0	74.50	-	-	3	6	21	29	51	25	20	5	12	1	-	4	5	-	-	-	-	-	-	-	-	-	
Manufacturing	80	39.0	74.50	-	-	-	-	3	14	30	10	12	-	10	1	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	102	37.5	74.00	-	-	3	6	18	15	21	15	8	5	2	-	-	4	5	-	-	-	-	-	-	-	-	-	
Finance ²	71	36.5	70.00	-	-	3	6	14	9	18	12	6	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Typists, class B	53	38.5	69.00	-	-	3	3	17	9	5	2	11	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Women																												
Billers, machine (billing machine)	377	39.0	72.50	-	-	4	22	57	78	95	27	18	44	-	24	-	4	-	-	4	-	-	-	-	-	-	-	-
Manufacturing	164	39.0	71.00	-	-	-	11	22	28	59	10	8	22	-	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	213	39.0	74.00	-	-	4	11	35	50	36	17	10	22	-	20	-	4	-	-	4	-	-	-	-	-	-	-	
Wholesale trade	152	39.0	77.00	-	-	4	4	13	31	31	16	7	18	-	20	-	4	-	-	4	-	-	-	-	-	-	-	
Billers, machine (bookkeeping machine)	216	38.5	64.00	-	-	39	65	41	6	25	20	3	-	3	14	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing	178	38.5	60.50	-	-	39	65	41	5	6	15	3	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
Retail trade	141	38.0	58.00	-	-	39	48	41	5	5	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

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, Boston, Mass., October 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 ² (Standard)	Under \$45	\$45 and under \$50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150 and over	
Women—Continued																											
Bookkeeping-machine operators, class A	203	37.5	\$83.00	-	-	-	-	7	9	31	38	15	37	29	36	-	-	-	-	1	-	-	-	-	-	-	-
Manufacturing	107	38.0	89.50	-	-	-	-	-	-	6	4	3	35	22	36	-	-	-	-	1	-	-	-	-	-	-	-
Nonmanufacturing	96	37.0	75.50	-	-	-	-	7	9	25	34	12	2	7	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ²	62	36.5	73.00	-	-	-	-	7	9	25	13	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bookkeeping-machine operators, class B	1,076	38.5	68.00	-	2	57	135	259	118	218	161	64	49	6	6	-	1	-	-	-	-	-	-	-	-	-	-
Manufacturing	222	39.0	74.00	-	-	5	27	13	57	80	15	12	6	6	-	1	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	854	38.5	66.00	-	2	57	130	232	105	161	81	49	37	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	240	39.0	74.50	-	-	-	26	13	86	47	31	37	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	77	38.0	62.50	-	2	5	23	19	10	13	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ²	506	38.0	63.00	-	-	39	107	186	72	62	26	14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class A	1,504	38.0	88.50	-	-	8	36	61	107	174	185	261	265	143	112	79	28	7	24	9	-	1	-	4	-	-	-
Manufacturing	525	38.5	89.50	-	-	-	-	2	46	60	78	85	109	48	48	17	4	3	20	5	-	-	-	-	-	-	-
Nonmanufacturing	979	37.5	87.50	-	-	8	36	59	61	114	107	176	156	95	64	62	24	4	4	4	-	1	-	4	-	-	-
Public utilities ³	107	38.0	98.50	-	-	-	-	-	-	6	4	44	17	8	17	5	3	3	-	-	-	-	-	-	-	-	-
Wholesale trade	97	38.5	89.50	-	-	1	4	2	9	5	18	21	4	26	5	1	3	1	-	-	-	-	-	-	-	-	-
Retail trade	193	37.5	89.50	-	-	-	-	4	18	12	33	47	21	18	5	22	9	1	-	-	-	-	-	-	-	-	-
Finance ²	383	37.0	81.50	-	-	7	32	40	30	82	48	41	43	35	13	9	2	-	-	1	-	-	-	-	-	-	-
Services	199	37.0	91.00	-	-	-	-	13	4	15	2	63	48	21	12	13	8	-	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B	2,591	38.0	70.50	-	18	157	275	440	406	392	290	279	221	61	16	31	-	2	1	-	2	-	-	-	-	-	-
Manufacturing	463	38.0	72.50	-	-	18	30	68	82	56	80	61	46	14	-	7	-	1	-	-	-	-	-	-	-	-	-
Nonmanufacturing	2,128	37.5	70.00	-	18	139	245	372	324	336	210	218	175	47	16	24	-	2	-	-	2	-	-	-	-	-	-
Wholesale trade	356	39.0	71.50	-	-	44	6	35	60	70	53	42	22	20	2	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	469	37.5	66.00	-	11	67	80	101	37	42	32	78	4	9	4	2	-	-	-	-	2	-	-	-	-	-	-
Finance ²	558	37.0	66.00	-	7	28	103	134	112	101	56	13	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	246	37.5	72.00	-	-	8	19	60	80	42	25	9	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class A	438	38.0	71.00	-	-	33	48	50	84	68	65	43	15	7	9	4	1	11	-	-	-	-	-	-	-	-	-
Manufacturing	84	39.0	78.50	-	-	-	-	6	5	5	42	16	3	1	3	3	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	354	37.5	69.50	-	-	33	48	44	79	63	23	27	12	6	6	1	11	-	-	-	-	-	-	-	-	-	-
Finance ²	261	37.5	68.00	-	-	5	48	44	67	45	16	25	4	1	6	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class B	1,160	38.0	61.50	-	63	210	295	179	253	77	58	22	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	209	39.0	67.50	-	-	11	25	21	66	43	34	7	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	951	37.5	60.00	-	63	199	270	158	187	34	24	15	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	121	39.0	66.50	-	-	12	12	17	50	8	10	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	148	38.0	54.50	-	38	49	35	8	11	4	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ²	520	37.0	59.50	-	25	129	142	103	94	19	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	157	38.5	60.50	-	-	9	81	30	32	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, file, class C	1,359	37.5	56.00	-	98	617	306	179	105	16	23	7	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	136	37.5	61.50	-	4	41	18	15	34	7	9	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,223	38.0	55.00	-	94	576	288	164	71	9	14	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	99	38.0	51.00	-	42	39	5	11	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ²	899	37.5	54.00	-	52	525	206	83	31	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order	622	38.5	74.50	-	1	22	25	65	111	109	118	79	32	4	15	5	12	2	22	-	-	-	-	-	-	-	-
Manufacturing	341	38.5	74.50	-	-	-	-	42	94	57	43	54	24	4	15	5	1	2	-	-	-	-	-	-	-	-	-
Nonmanufacturing	281	39.0	75.00	-	1	22	25	23	17	52	75	25	8	-	-	-	11	-	-	-	-	-	-	-	-	-	-
Wholesale trade	183	39.0	81.00	-	-	2	6	11	42	66	19	4	-	-	-	-	11	-	-	-	-	-	-	-	-	-	-
Retail trade	81	38.5	61.00	-	1	22	23	8	6	10	9	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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, Boston, Mass., October 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)	Under \$45	\$45 and under \$50	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150 and over	
Women—Continued																											
Stenographers, senior.....	1,571	38.0	\$82.00	-	-	4	3	39	75	286	303	342	179	171	60	36	21	24	13	13	2	-	-	-	-	-	-
Manufacturing.....	532	38.5	82.00	-	-	-	2	8	9	93	105	102	82	96	16	11	3	3	2	-	-	-	-	-	-	-	-
Nonmanufacturing.....	1,039	37.5	81.50	-	-	4	1	31	66	193	198	240	97	75	44	25	18	21	11	13	2	-	-	-	-	-	-
Public utilities ³	51	38.5	97.50	-	-	-	-	-	-	-	-	16	-	12	2	4	2	8	3	4	-	-	-	-	-	-	-
Wholesale trade.....	138	38.5	91.50	-	-	-	-	-	7	12	24	23	9	8	12	12	8	5	7	9	2	-	-	-	-	-	-
Finance ²	526	37.0	77.50	-	-	4	1	24	53	114	124	116	47	17	10	8	-	-	-	-	-	-	-	-	-	-	-
Services.....	275	39.0	82.00	-	-	-	-	4	4	52	40	80	39	36	20	-	-	-	-	-	-	-	-	-	-	-	-
Switchboard operators.....	778	38.0	75.50	-	-	32	69	49	104	157	95	93	67	37	43	16	13	3	-	-	-	-	-	-	-	-	-
Manufacturing.....	168	39.0	83.50	-	-	-	3	1	5	19	28	38	31	17	23	3	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing.....	610	38.0	73.00	-	-	32	66	48	99	138	67	55	36	20	20	13	13	3	-	-	-	-	-	-	-	-	-
Public utilities ³	80	39.5	91.50	-	-	-	-	-	6	3	-	16	6	16	13	9	11	-	-	-	-	-	-	-	-	-	-
Wholesale trade.....	64	39.0	77.00	-	-	11	-	2	2	13	15	1	8	-	7	-	2	3	-	-	-	-	-	-	-	-	-
Retail trade.....	107	38.0	69.50	-	-	12	3	25	17	11	11	20	5	1	-	2	-	-	-	-	-	-	-	-	-	-	-
Finance ²	201	36.5	71.50	-	-	2	5	5	68	81	22	10	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services.....	158	38.5	67.00	-	-	7	58	16	6	30	19	8	9	3	-	2	-	-	-	-	-	-	-	-	-	-	-
Switchboard operator-receptionists.....	816	38.0	73.50	-	-	3	11	5	96	122	178	225	114	43	7	4	1	4	-	3	-	-	-	-	-	-	-
Manufacturing.....	346	38.5	74.00	-	-	3	3	38	49	66	94	55	28	6	-	1	-	-	3	-	-	-	-	-	-	-	-
Nonmanufacturing.....	470	37.5	72.50	-	-	3	8	2	58	73	112	131	59	15	1	4	-	4	-	-	-	-	-	-	-	-	-
Wholesale trade.....	189	39.0	74.50	-	-	-	-	15	19	55	66	23	3	-	4	-	4	-	-	-	-	-	-	-	-	-	-
Retail trade.....	49	37.5	63.50	-	-	3	8	1	18	2	6	8	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ²	82	36.0	73.00	-	-	-	1	9	27	2	36	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services.....	132	37.0	73.50	-	-	-	-	16	21	44	15	24	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A.....	58	38.5	97.50	-	-	-	-	-	-	4	3	2	2	16	13	4	6	1	-	-	7	-	-	-	-	-	-
Tabulating-machine operators, class B.....	405	38.0	76.50	-	-	-	2	78	65	58	43	93	15	15	19	10	-	2	1	1	2	-	1	-	-	-	
Manufacturing.....	63	39.0	88.00	-	-	-	-	2	2	5	19	4	14	9	7	-	-	1	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	342	37.5	74.50	-	-	-	2	78	63	56	38	74	11	1	10	3	-	2	-	1	2	-	1	-	-	-	
Finance ²	118	36.5	74.50	-	-	-	1	22	11	33	20	26	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tabulating-machine operators, class C.....	192	37.5	65.00	-	-	1	81	46	20	6	12	9	5	10	-	-	-	1	1	-	-	-	-	-	-	-	
Nonmanufacturing.....	161	37.0	63.00	-	-	1	72	46	14	6	9	8	4	-	-	-	-	1	-	-	-	-	-	-	-	-	
Finance ²	44	35.5	65.00	-	-	-	13	6	12	4	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transcribing-machine operators, general.....	977	37.5	70.50	-	-	51	95	169	154	192	142	92	39	14	6	7	5	4	-	-	-	7	-	-	-	-	
Manufacturing.....	325	38.0	70.50	-	-	11	19	70	42	71	51	32	27	2	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	652	37.5	70.50	-	-	40	76	99	112	121	91	60	12	12	6	7	5	4	-	-	-	7	-	-	-	-	
Wholesale trade.....	66	38.5	79.50	-	-	-	-	-	13	25	12	-	5	-	2	5	4	-	-	-	-	-	-	-	-	-	
Finance ²	437	37.0	67.00	-	-	40	76	91	53	71	59	40	7	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services.....	134	37.5	77.00	-	-	-	-	8	42	25	20	20	-	12	-	-	-	-	-	-	-	7	-	-	-	-	
Typists, class A.....	1,539	37.5	73.50	-	-	36	97	180	279	374	250	104	81	34	76	11	8	1	8	-	-	-	-	-	-	-	
Manufacturing.....	338	39.5	74.00	-	-	-	20	14	80	76	68	35	34	8	2	1	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	1,201	37.0	73.00	-	-	36	77	166	199	298	182	69	47	26	74	10	8	1	8	-	-	-	-	-	-	-	
Public utilities ³	27	40.0	98.00	-	-	-	-	-	-	-	-	-	3	2	13	8	1	-	-	-	-	-	-	-	-	-	
Wholesale trade.....	94	38.0	83.00	-	-	-	-	11	12	22	3	4	5	11	16	1	-	1	8	-	-	-	-	-	-	-	
Retail trade.....	63	38.0	63.50	-	-	21	10	10	7	4	3	3	3	1	-	1	-	-	-	-	-	-	-	-	-	-	
Finance ²	592	36.0	71.00	-	-	6	53	103	123	139	105	20	4	8	24	-	7	-	-	-	-	-	-	-	-	-	
Services.....	425	37.5	74.00	-	-	9	14	42	57	133	71	42	32	4	21	-	-	-	-	-	-	-	-	-	-	-	

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, Boston, Mass., October 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)	Under \$45	\$45 and under \$50	\$50-\$55	\$55-\$60	\$60-\$65	\$65-\$70	\$70-\$75	\$75-\$80	\$80-\$85	\$85-\$90	\$90-\$95	\$95-\$100	\$100-\$105	\$105-\$110	\$110-\$115	\$115-\$120	\$120-\$125	\$125-\$130	\$130-\$135	\$135-\$140	\$140-\$145	\$145-\$150	\$150 and over	
Women—Continued																											
Typists, class B.....	3,728	38.0	\$63.00	-	15	607	821	995	612	309	161	129	45	29	3	1	1	-	-	-	-	-	-	-	-	-	-
Manufacturing.....	915	39.0	68.00	-	-	21	97	251	195	126	73	113	19	19	1	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing.....	2,813	37.5	61.00	-	15	586	724	744	417	183	88	16	26	10	2	1	1	-	-	-	-	-	-	-	-	-	
Public utilities ³	77	39.0	76.00	-	-	-	16	9	1	-	18	6	19	6	1	-	1	-	-	-	-	-	-	-	-		
Wholesale trade.....	285	38.5	66.50	-	-	-	27	69	124	31	23	7	-	4	-	-	-	-	-	-	-	-	-	-	-		
Retail trade.....	199	38.5	62.00	-	4	26	70	23	27	27	19	1	-	-	1	1	-	-	-	-	-	-	-	-	-		
Finance ²	1,960	37.0	59.00	-	7	553	581	514	203	72	25	2	3	-	-	-	-	-	-	-	-	-	-	-	-		
Services.....	292	39.5	63.50	-	4	7	30	129	62	53	3	-	4	-	-	-	-	-	-	-	-	-	-	-	-		

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

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, Boston, Mass., October 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)	Under \$70	\$70 and under \$75	\$75-\$80	\$80-\$85	\$85-\$90	\$90-\$95	\$95-\$100	\$100-\$105	\$105-\$110	\$110-\$115	\$115-\$120	\$120-\$125	\$125-\$130	\$130-\$135	\$135-\$140	\$140-\$145	\$145-\$150	\$150-\$155	\$155-\$160	\$160-\$165	\$165-\$170	\$170-\$175	\$175-\$180	\$180-\$185	\$185 and over
Men																												
Draftsmen, leader.....	867	39.5	\$158.50	-	-	-	-	2	-	-	1	3	6	11	26	18	27	70	67	70	123	168	75	111	34	18	37	
Manufacturing.....	195	40.0	148.50	-	-	-	-	2	-	1	3	6	11	25	18	18	19	23	22	7	5	6	1	-	-	28		
Nonmanufacturing.....	672	39.5	161.00	-	-	-	-	-	-	-	-	-	-	1	-	9	51	44	48	116	163	69	110	34	18	9		
Services.....	655	39.5	161.00	-	-	-	-	-	-	-	-	-	-	1	-	9	51	43	48	116	158	65	110	27	18	9		
Draftsmen, senior.....	2,162	39.5	131.00	-	-	5	11	71	50	65	65	115	138	302	187	246	184	264	107	59	142	28	18	83	8	3	11	
Manufacturing.....	906	39.5	128.00	-	-	3	10	28	50	52	33	64	102	139	81	69	27	76	21	25	-	23	3	81	7	2	10	
Nonmanufacturing.....	1,256	39.0	133.50	-	-	2	1	43	-	13	32	51	36	163	106	177	157	188	86	34	142	5	15	2	1	1	1	
Services.....	1,157	39.0	133.50	-	-	2	1	38	-	9	30	49	35	161	75	167	157	187	61	33	138	2	12	-	-	-		
Draftsmen, junior.....	721	39.0	100.50	27	51	45	63	37	53	35	80	71	63	17	132	34	11	-	2	-	-	-	-	-	-	-		
Manufacturing.....	393	39.5	93.50	20	45	41	42	35	39	28	40	37	8	11	18	19	10	-	-	-	-	-	-	-	-	-		
Nonmanufacturing.....	328	38.5	109.00	7	6	4	21	2	14	7	40	34	55	6	114	15	1	-	2	-	-	-	-	-	-	-		
Services.....	290	38.5	109.50	4	5	4	16	2	14	6	38	24	54	3	108	12	-	-	-	-	-	-	-	-	-	-		
Tracers.....	94	40.0	64.00	³ 79	13	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Women																												
Nurses, industrial (registered).....	277	39.0	98.00	-	5	2	34	35	45	35	39	34	22	7	12	2	4	-	1	-	-	-	-	-	-	-		
Manufacturing.....	190	39.0	97.50	-	5	-	19	23	35	25	30	23	17	5	5	-	3	-	-	-	-	-	-	-	-	-		
Nonmanufacturing.....	87	38.0	99.00	-	-	2	15	12	10	10	9	11	5	2	7	2	1	-	1	-	-	-	-	-	-	-		

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.
² Workers were distributed as follows: 1 at \$185 to \$190; 3 at \$190 to \$195; 11 at \$200 to \$205; 1 at \$205 to \$210; 6 at \$210 to \$215; 4 at \$215 to \$220; and 2 at \$220 to \$225.
³ Workers were distributed as follows: 63 at \$60 to \$65; and 16 at \$65 to \$70.

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, Boston, Mass., October 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)
Office occupations			Office occupations—Continued			Office occupations—Continued		
Billers, machine (billing machine)	377	\$72.50	Clerks, order	1,220	\$85.50	Secretaries	7,339	\$92.00
Manufacturing	164	71.00	Manufacturing	539	81.50	Manufacturing	2,994	93.50
Nonmanufacturing	213	74.00	Nonmanufacturing	681	89.00	Nonmanufacturing	4,345	91.00
Wholesale trade	152	77.00	Wholesale trade	579	93.50	Public utilities ³	348	106.00
Billers, machine (bookkeeping machine)	216	64.00	Retail trade	85	62.50	Wholesale trade	588	93.00
Nonmanufacturing	178	60.50	Clerks, payroll	1,093	78.00	Retail trade	294	88.50
Retail trade	141	58.00	Manufacturing	628	77.50	Finance ²	1,721	87.50
Bookkeeping-machine operators, class A	215	82.50	Nonmanufacturing	465	79.00	Services	1,394	91.50
Manufacturing	107	89.50	Public utilities ³	38	104.00	Stenographers, general	2,465	74.50
Nonmanufacturing	108	75.50	Wholesale trade	61	84.50	Manufacturing	1,025	78.00
Finance ²	67	73.00	Retail trade	174	71.50	Nonmanufacturing	1,440	72.00
Bookkeeping-machine operators, class B	1,105	68.00	Finance ²	84	75.50	Public utilities ³	116	92.00
Manufacturing	222	74.00	Services	108	82.00	Wholesale trade	289	73.00
Nonmanufacturing	883	66.50	Comptometer operators	892	73.00	Retail trade	90	71.50
Wholesale trade	263	74.50	Manufacturing	285	74.50	Finance ²	682	68.50
Retail trade	77	62.50	Nonmanufacturing	607	72.50	Services	263	70.50
Finance ²	512	63.00	Wholesale trade	122	76.00	Stenographers, senior	1,573	82.00
Clerks, accounting, class A	2,091	92.00	Retail trade	343	68.50	Manufacturing	532	82.00
Manufacturing	696	92.50	Finance ²	54	60.50	Nonmanufacturing	1,041	81.50
Nonmanufacturing	1,395	91.50	Duplicating-machine operators			Public utilities ³	51	97.50
Public utilities ³	227	105.50	(Mimeograph or Ditto)	131	64.50	Wholesale trade	138	91.50
Wholesale trade	156	95.00	Manufacturing	82	63.00	Finance ²	526	77.50
Retail trade	232	90.50	Keypunch operators, class A	941	76.00	Services	277	82.00
Finance ²	497	83.00	Manufacturing	394	77.50	Switchboard operators	778	75.50
Services	283	95.00	Nonmanufacturing	547	74.50	Manufacturing	168	83.50
Clerks, accounting, class B	2,934	71.50	Public utilities ³	39	92.00	Nonmanufacturing	610	73.00
Manufacturing	549	74.00	Wholesale trade	55	78.50	Public utilities ³	80	91.50
Nonmanufacturing	2,385	71.00	Retail trade	70	70.00	Wholesale trade	64	77.00
Wholesale trade	477	72.50	Finance ²	326	72.50	Retail trade	107	69.50
Retail trade	476	66.50	Services	57	77.50	Finance ²	201	71.50
Finance ²	604	66.00	Keypunch operators, class B	1,227	67.00	Services	158	67.00
Services	293	73.00	Manufacturing	389	70.50	Switchboard operator-receptionists	816	73.50
Clerks, file, class A	471	71.50	Nonmanufacturing	838	65.50	Manufacturing	346	74.00
Manufacturing	85	78.50	Public utilities ³	171	76.00	Nonmanufacturing	470	72.50
Nonmanufacturing	386	70.00	Wholesale trade	67	71.50	Wholesale trade	189	74.50
Finance ²	266	68.00	Retail trade	176	59.50	Retail trade	49	63.50
Clerks, file, class B	1,185	61.50	Finance ²	342	61.50	Finance ²	82	73.00
Manufacturing	211	67.50	Services	82	66.50	Services	132	73.50
Nonmanufacturing	974	60.00	Office boys and girls	1,307	57.00	Tabulating-machine operators, class A	385	101.00
Wholesale trade	121	66.50	Manufacturing	268	59.00	Manufacturing	170	102.50
Retail trade	148	54.50	Nonmanufacturing	1,039	56.50	Nonmanufacturing	215	99.50
Finance ²	525	59.50	Public utilities ³	50	62.00	Finance ²	138	92.00
Services	174	62.00	Wholesale trade	99	58.50	Tabulating-machine operators, class B	856	81.00
Clerks, file, class C	1,397	56.00	Retail trade	83	55.00	Manufacturing	218	88.00
Manufacturing	136	61.50	Finance ²	630	56.00	Nonmanufacturing	638	79.00
Nonmanufacturing	1,261	55.50	Services	177	55.50	Wholesale trade	107	82.00
Retail trade	99	51.00	Tabulating-machine operators, class C			Retail trade	66	80.50
Finance ²	919	54.00	Manufacturing			Finance ²	268	75.50
			Nonmanufacturing			Tabulating-machine operators, class C	374	69.50
			Public utilities ³			Manufacturing	111	75.00
			Wholesale trade			Nonmanufacturing	263	67.50
			Retail trade			Finance ²	115	68.00
			Finance ²					
			Services					

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, Boston, Mass., October 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)
Office occupations—Continued			Office occupations—Continued			Professional and technical occupations—Continued		
Transcribing-machine operators, general	977	\$70.50	Typists, class B	3,781	\$63.00	Draftsmen, senior	2,169	\$131.00
Manufacturing	325	70.50	Manufacturing	954	68.00	Manufacturing	913	128.00
Nonmanufacturing	652	70.50	Nonmanufacturing	2,827	61.00	Nonmanufacturing	1,256	133.50
Wholesale trade	66	79.50	Public utilities ³	81	76.00	Services	1,157	133.50
Finance ²	437	67.00	Wholesale trade	293	66.50	Draftsmen, junior	744	100.50
Services	134	77.00	Retail trade	201	62.50	Manufacturing	416	93.50
Typists, class A	1,542	73.50	Finance ²	1,960	59.00	Nonmanufacturing	328	109.00
Manufacturing	338	74.00	Services	292	63.50	Services	290	109.50
Nonmanufacturing	1,204	73.00	Professional and technical occupations			Nurses, industrial (registered)	278	98.00
Public utilities ³	27	98.00	Draftsmen, leader	867	158.50	Manufacturing	191	97.50
Wholesale trade	94	83.00	Manufacturing	195	148.50	Nonmanufacturing	87	99.00
Retail trade	63	63.50	Manufacturing	672	161.00	Tracers	95	64.00
Finance ²	595	71.00	Nonmanufacturing	655	161.00			
Services	425	74.00						

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

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Boston, Mass., October 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.60	\$1.60 and under	\$1.60	\$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	\$3.60	\$3.70	\$3.80	\$3.90	\$4.00	
Carpenters, maintenance	558	\$2.96	-	7	-	-	2	8	15	25	10	25	39	37	75	40	51	22	79	11	15	9	4	-	-	-	10	60	14	
Manufacturing	318	2.85	-	-	-	-	-	-	14	22	3	24	11	23	33	27	48	13	77	5	8	2	2	-	-	2	-	4		
Nonmanufacturing	240	3.11	-	7	-	-	2	8	1	3	7	1	28	14	42	13	3	9	2	6	7	7	2	-	-	8	60	10		
Public utilities ²	38	2.80	-	-	-	-	-	-	-	-	-	-	14	10	1	4	-	-	1	1	6	1	-	-	-	-	-	-		
Retail trade	130	3.51	-	-	-	-	-	2	1	-	3	-	8	1	17	3	2	5	1	1	-	6	2	-	-	8	60	10		
Electricians, maintenance	1,019	3.05	-	-	-	-	-	-	11	3	12	35	47	35	72	96	114	34	149	263	27	58	27	15	-	21	-	-		
Manufacturing	743	3.06	-	-	-	-	-	-	10	-	11	33	30	25	28	47	97	17	106	260	14	20	20	10	-	15	-	-		
Nonmanufacturing	276	3.02	-	-	-	-	-	-	1	3	1	2	17	10	44	49	17	17	43	3	13	38	7	5	-	6	-	-		
Public utilities ²	109	3.12	-	-	-	-	-	-	-	-	-	-	-	6	23	1	3	-	35	2	3	36	-	-	-	-	-	-		
Engineers, stationary	326	2.93	-	-	-	-	-	-	30	17	21	5	15	7	20	30	16	37	39	19	36	4	4	4	-	5	12	5		
Manufacturing	183	3.01	-	-	-	-	-	-	30	-	6	-	12	-	7	10	13	8	31	17	18	4	4	4	-	2	12	5		
Nonmanufacturing	143	2.82	-	-	-	-	-	-	-	17	15	5	3	7	13	20	3	29	8	2	18	-	-	-	-	3	-	-		
Finance ³	58	2.77	-	-	-	-	-	-	-	17	-	1	-	2	2	2	3	27	1	2	-	-	-	-	-	1	-	-		

See footnotes at end of table.

Table A-4. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Boston, Mass., October 1963)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.60	\$1.60 and under	\$1.70	\$1.80	\$1.90	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40	\$3.50	\$3.60	\$3.70	\$3.80	\$3.90	\$4.00 and over		
Firemen, stationary boiler	460	\$2.57	26	3	-	8	1	38	31	14	29	67	25	33	27	26	24	29	49	-	30	-	-	-	-	-	-	-	-	
Manufacturing	253	2.54	-	3	-	-	-	21	31	6	11	51	23	32	10	25	9	23	8	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	207	2.61	4	26	-	8	1	17	-	8	18	16	2	1	17	1	15	6	41	-	30	-	-	-	-	-	-	-		
Helpers, maintenance trades	543	2.48	-	1	3	2	29	42	63	92	30	22	60	21	15	28	111	-	24	-	-	-	-	-	-	-	-	-		
Manufacturing	334	2.46	-	-	1	1	18	31	57	40	18	16	43	2	2	6	99	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	209	2.51	-	1	2	1	11	11	6	52	12	6	17	19	13	22	12	-	24	-	-	-	-	-	-	-	-	-		
Public utilities ²	128	2.65	-	-	-	-	-	-	-	36	-	4	16	12	12	12	12	-	24	-	-	-	-	-	-	-	-	-		
Machine-tool operators, toolroom	262	2.96	-	-	-	-	-	-	-	-	-	1	-	17	24	69	53	4	66	17	11	-	-	-	-	-	-	-		
Manufacturing	262	2.96	-	-	-	-	-	-	-	-	-	1	-	17	24	69	53	4	66	17	11	-	-	-	-	-	-	-		
Machinists, maintenance	1,006	3.02	-	-	-	-	-	-	-	5	45	41	44	45	60	105	131	54	98	60	251	49	9	7	-	-	2	-		
Manufacturing	946	3.01	-	-	-	-	-	-	-	5	45	41	42	41	49	105	126	50	91	59	250	35	-	7	-	-	-	-		
Nonmanufacturing	60	3.15	-	-	-	-	-	-	-	-	-	-	2	4	11	-	5	4	7	1	14	9	-	-	-	2	-			
Public utilities ²	49	3.18	-	-	-	-	-	-	-	-	-	-	-	3	10	-	4	3	6	-	12	9	-	-	-	2	-			
Mechanics, automotive (maintenance)	624	2.82	-	-	-	-	1	-	-	45	8	79	28	105	39	15	128	25	60	62	27	-	2	-	-	-	-	-		
Manufacturing	93	2.89	-	-	-	-	-	-	-	-	5	1	5	33	15	15	-	5	10	2	-	2	-	-	-	-	-	-		
Nonmanufacturing	531	2.81	-	-	-	-	1	-	-	45	8	74	27	100	6	-	113	25	55	52	25	-	-	-	-	-	-	-		
Public utilities ²	422	2.77	-	-	-	-	-	-	-	40	4	68	20	96	2	-	106	8	35	34	9	-	-	-	-	-	-	-		
Wholesale trade	86	3.04	-	-	-	-	-	-	-	5	4	4	2	-	-	-	-	17	20	18	16	-	-	-	-	-	-	-		
Mechanics, maintenance	1,501	2.81	-	1	2	2	2	29	37	158	87	83	131	84	75	95	160	57	165	216	21	63	9	9	1	13	1	-		
Manufacturing	1,203	2.75	-	1	1	2	2	3	36	158	87	77	127	81	68	88	95	26	132	178	12	18	-	5	-	6	-	-		
Nonmanufacturing	298	3.04	-	-	-	-	-	26	1	-	-	6	4	3	7	65	31	33	38	9	45	9	4	-	1	7	1	-		
Retail trade	132	3.03	-	-	-	-	-	-	1	-	-	-	3	1	7	3	53	31	2	18	-	8	-	-	1	3	1	-		
Millwrights	278	2.90	-	-	-	-	-	-	-	-	-	11	22	20	28	4	143	16	12	2	-	4	16	-	-	-	-	-		
Manufacturing	267	2.91	-	-	-	-	-	-	-	-	-	10	18	19	25	4	141	16	12	2	-	4	16	-	-	-	-	-		
Oilers	207	2.33	-	1	6	20	27	10	6	34	32	14	5	16	1	2	9	22	1	-	1	-	-	-	-	-	-	-		
Manufacturing	191	2.34	-	1	6	15	26	8	3	34	32	12	5	16	1	2	6	22	1	-	1	-	-	-	-	-	-	-		
Painters, maintenance	362	2.68	-	14	-	8	17	31	3	26	18	12	5	18	45	17	17	42	48	10	13	16	-	-	1	1	-	-		
Manufacturing	180	2.90	-	-	-	-	-	12	-	1	8	6	-	11	32	11	-	23	48	3	7	16	-	-	1	1	-	-		
Nonmanufacturing	182	2.45	-	14	-	8	17	19	3	25	10	6	5	7	13	6	17	19	-	7	6	-	-	-	-	-	-	-		
Public utilities ²	42	3.07	-	-	-	-	-	-	-	-	-	1	-	1	-	4	10	14	-	7	5	-	-	-	-	-	-	-		
Finance ³	62	2.19	-	-	-	-	17	8	2	24	1	4	3	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-		
Pipefitters, maintenance	546	3.04	-	-	-	-	-	7	1	9	23	5	16	30	68	67	9	147	97	30	11	22	2	-	-	-	2	-		
Manufacturing	511	3.04	-	-	-	-	-	7	1	9	23	4	15	20	68	56	9	145	97	27	7	19	2	-	-	-	2	-		
Plumbers, maintenance	79	2.92	-	-	-	-	1	-	2	1	5	1	2	7	9	5	37	5	3	-	-	-	-	-	-	-	-	1		
Manufacturing	54	2.96	-	-	-	-	-	-	1	1	4	-	1	2	5	5	30	3	1	-	-	-	-	-	-	-	-	1		
Sheet-metal workers, maintenance	179	3.02	-	-	-	-	-	-	-	1	7	1	2	13	20	32	5	78	11	6	2	-	-	-	-	-	-	1		
Manufacturing	168	3.02	-	-	-	-	-	-	-	1	7	1	2	8	19	31	4	75	11	6	2	-	-	-	-	-	-	1		
Tool and die makers	893	3.23	-	-	-	-	-	-	-	7	-	11	17	52	37	99	47	165	82	51	121	11	177	13	1	-	2	-		
Manufacturing	889	3.23	-	-	-	-	-	-	-	3	-	11	17	52	37	99	47	165	82	51	121	11	177	13	1	-	2	-		

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.⁴ Workers were distributed as follows: 2 at \$1.40 to \$1.50; and 24 at \$1.50 to \$1.60.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 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	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	over		
Elevator operators, passenger (men) ..	404	\$1.49	-	-	59	49	149	106	8	3	9	9	-	3	1	4	4	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	395	1.48	-	-	55	49	149	106	8	3	8	9	-	3	1	4	4	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	55	1.33	-	-	32	15	6	-	-	-	-	-	-	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	254	1.53	-	-	-	7	140	82	5	3	8	9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	80	1.39	-	-	23	27	3	24	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elevator operators, passenger (women) ..	216	1.42	-	2	38	73	15	82	3	-	-	-	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	203	1.42	-	2	38	73	15	71	1	-	-	-	2	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	99	1.33	-	2	23	67	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Guards and watchmen	3,715	1.74	-	4	512	314	858	349	201	112	72	104	193	310	115	85	216	31	145	33	25	5	4	-	27	-	-	-	-
Manufacturing	931	2.16	-	-	5	35	15	13	16	47	33	60	93	282	55	32	154	-	34	4	25	1	-	-	27	-	-	-	-
Guards	536	2.27	-	-	-	1	-	7	1	-	42	52	253	19	12	72	-	21	4	25	-	-	-	27	-	-	-	-	
Watchmen	395	2.01	-	-	5	35	14	13	9	46	33	18	41	29	36	20	82	-	13	-	1	-	-	-	-	-	-	-	-
Nonmanufacturing	2,784	1.61	-	4	507	279	843	336	185	65	39	44	100	28	60	53	62	31	111	29	-	4	4	-	-	-	-	-	-
Janitors, porters, and cleaners (men) ..	4,530	1.84	-	-	272	302	231	731	417	439	269	276	392	243	327	194	139	99	64	50	84	-	1	-	-	-	-	-	-
Manufacturing	2,071	1.98	-	-	20	49	33	257	215	144	159	157	308	110	242	116	64	68	44	-	84	-	1	-	-	-	-	-	-
Nonmanufacturing	2,459	1.71	-	-	252	253	198	474	202	295	110	119	84	133	85	78	75	31	20	50	-	-	-	-	-	-	-	-	-
Public utilities ⁴	384	2.20	-	-	-	-	11	24	5	1	45	106	32	62	75	11	11	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade	79	1.88	-	-	2	11	8	-	10	13	12	-	10	4	-	9	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	465	1.72	-	-	75	40	49	59	88	32	11	4	17	6	14	-	20	-	50	-	-	-	-	-	-	-	-	-	-
Finance ³	643	1.66	-	-	-	15	53	292	65	72	37	75	9	8	11	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Services	888	1.53	-	-	175	187	88	112	25	176	48	27	13	13	18	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Janitors, porters, and cleaners (women) ..	1,644	1.54	5	3	122	103	482	487	247	30	9	17	60	27	44	2	6	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	149	1.88	-	-	12	-	4	15	29	2	11	56	4	10	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	1,495	1.50	5	3	110	103	482	483	232	1	7	6	4	23	34	2	6	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	64	1.35	-	-	24	32	4	-	1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³	912	1.46	5	3	36	29	448	337	52	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Laborers, material handling	4,645	2.21	-	3	109	72	230	141	180	292	227	263	373	241	361	960	356	302	136	410	485	3	22	47	24	-	-	-	-
Manufacturing	2,308	2.06	-	3	26	33	118	86	135	247	183	208	269	102	235	233	114	97	37	57	119	-	3	-	-	-	-	-	-
Nonmanufacturing	2,340	2.36	-	-	83	39	112	55	45	45	44	55	104	139	126	135	242	205	99	353	366	3	19	47	24	-	-	-	-
Public utilities ⁴	773	2.65	-	-	-	-	-	-	-	-	-	-	-	-	4	21	201	162	7	116	260	2	-	-	-	-	-	-	-
Wholesale trade	660	2.38	-	-	4	10	19	8	10	29	16	38	62	106	87	34	-	89	64	1	-	12	47	24	-	-	-	-	-
Retail trade	846	2.12	-	-	83	23	98	26	36	29	14	29	52	74	16	27	7	43	3	173	105	1	7	-	-	-	-	-	-
Order fillers	2,006	2.24	-	-	21	53	41	58	65	77	106	98	161	156	161	349	111	63	24	100	303	6	33	1	18	1	-	-	-
Manufacturing	713	2.17	-	-	5	16	31	34	24	21	19	22	65	130	96	86	59	5	20	20	9	6	33	1	10	1	-	-	-
Nonmanufacturing	1,293	2.29	-	-	16	37	10	24	41	56	87	76	96	26	65	263	52	58	4	80	294	-	-	-	8	-	-	-	-
Wholesale trade	827	2.14	-	-	16	37	4	19	8	44	71	60	87	20	55	258	52	-	4	80	4	-	-	-	8	-	-	-	-
Retail trade	453	2.56	-	-	-	4	4	32	11	15	14	9	5	7	4	-	58	-	290	-	-	-	-	-	-	-	-	-	-
Packers, shipping (men)	1,288	2.12	-	-	21	61	15	112	91	60	38	82	70	129	184	84	73	43	119	24	9	-	3	-	-	-	-	-	-
Manufacturing	807	2.14	-	-	9	36	5	71	46	27	20	48	36	59	122	135	50	69	39	3	20	9	-	3	-	-	-	-	-
Nonmanufacturing	481	2.10	-	-	12	25	10	41	45	33	18	34	34	11	7	49	34	4	4	116	4	-	-	-	-	-	-	-	-
Wholesale trade	372	2.22	-	-	11	-	22	37	31	16	23	16	4	5	45	34	4	4	116	4	-	-	-	-	-	-	-	-	-
Retail trade	77	1.63	-	-	8	14	6	19	4	2	6	7	8	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Packers, shipping (women)	674	1.68	-	-	44	88	36	60	236	19	22	57	16	25	44	12	15	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing	547	1.70	-	-	44	69	15	19	219	14	15	52	5	25	43	12	15	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	127	1.60	-	-	-	19	21	41	17	5	7	5	11	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Retail trade	117	1.59	-	-	-	19	19	41	15	3	3	5	11	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Receiving clerks	732	2.22	-	-	2	7	-	26	30	50	43	63	71	67	61	51	67	80	29	16	27	23	14	5	-	-	-	-	-
Manufacturing	336	2.23	-	-	-	-	17	11	21	6	40	28	12	50	45	35	20	20	1	4	12	14	-	-	-	-	-	-	
Nonmanufacturing	396	2.21	-	-	2	7	-	9	19	29	37	23	43	55	11	6	32	60	9	15	23	11	-	5	-	-	-	-	
Wholesale trade	187	2.15	-	-	-	-	2	2	24	35	16	4	34	8	2	28	12	4	8	8	-	-	-	-	-	-	-	-	
Retail trade	132	2.22	-	-	2	3	-	6	12	1	2	6	34	18	3	2	1	9	5	-	15	11	-	2	-	-	-	-	

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, Boston, Mass., October 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	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	over	
Shipping clerks.....	563	\$2.33	-	-	12	-	-	21	4	51	14	38	21	34	30	65	98	53	8	29	23	5	23	19	-	14	1	
Manufacturing.....	336	2.36	-	-	11	-	-	19	4	11	11	32	14	15	16	30	53	39	4	18	5	5	23	15	-	14	1	
Nonmanufacturing.....	227	2.27	-	-	1	-	-	2	4	40	3	6	7	19	14	35	45	14	4	11	18	-	-	4	-	-	-	
Wholesale trade.....	146	2.25	-	-	-	-	-	4	20	-	4	4	16	11	31	38	14	4	-	-	-	-	-	4	-	-	-	
Retail trade.....	65	2.30	-	-	1	-	-	1	-	20	3	1	2	2	3	-	6	-	-	4	18	-	-	4	-	-	-	
Shipping and receiving clerks.....	547	2.25	-	-	3	1	-	22	20	19	33	45	32	23	41	71	154	36	4	13	11	-	3	12	4	-	-	
Manufacturing.....	217	2.26	-	-	-	-	11	16	-	11	12	5	6	31	31	58	18	1	11	6	-	-	-	-	-	-	-	
Nonmanufacturing.....	330	2.24	-	-	3	1	-	11	4	19	22	33	27	17	10	40	96	18	3	2	5	-	3	12	4	-	-	
Wholesale trade.....	75	2.36	-	-	-	-	-	-	-	7	4	11	11	-	3	-	11	11	-	-	-	-	1	12	4	-	-	
Truckdrivers ⁵	3,628	2.66	-	-	17	63	3	39	44	26	59	24	138	107	123	223	258	195	263	183	1102	83	26	432	169	-	51	
Manufacturing.....	824	2.62	-	-	-	-	-	12	11	18	21	119	41	38	44	39	58	90	34	9	77	5	45	112	-	51		
Nonmanufacturing.....	2,804	2.67	-	-	17	63	3	39	32	15	41	3	19	66	85	179	219	137	173	149	1093	6	21	387	57	-	-	
Public utilities ⁴	1,229	2.82	-	-	6	-	-	2	-	-	-	-	-	-	6	-	1	172	8	1006	7	1	275	57	-	-		
Wholesale trade.....	975	2.59	-	-	11	55	-	33	24	11	8	-	-	1	43	112	108	91	-	138	7	-	1	275	57	-	-	
Retail trade.....	460	2.61	-	-	-	8	3	3	8	2	3	-	8	23	13	44	109	40	-	3	80	1	-	112	-	-		
Services.....	127	2.10	-	-	-	-	-	-	-	29	-	9	42	27	14	-	5	1	-	-	-	-	-	-	-	-		
Truckdrivers, light (under 1½ tons).....	570	2.13	-	-	17	55	-	36	32	14	52	6	80	40	73	29	13	19	15	-	-	39	-	-	50	-	-	
Manufacturing.....	276	2.47	-	-	-	-	-	-	11	13	21	119	41	38	44	39	58	90	34	9	77	5	45	112	-	-		
Nonmanufacturing.....	294	1.80	-	-	17	55	-	36	32	3	39	3	9	14	67	8	1	3	3	-	4	-	-	-	-	-		
Wholesale trade.....	171	1.64	-	-	11	55	-	33	24	-	8	-	-	40	-	-	-	-	-	-	-	-	-	-	-	-		
Services.....	66	2.04	-	-	-	-	-	-	-	28	-	8	2	25	-	-	3	-	-	-	-	-	-	-	-	-		
Truckdrivers, medium (1½ to and including 4 tons).....	901	2.51	-	-	8	3	3	12	12	7	18	35	61	20	148	210	107	5	52	61	25	8	44	62	-	-		
Manufacturing.....	277	2.68	-	-	-	-	-	12	-	5	18	25	9	2	22	19	10	4	19	1	25	-	44	62	-	-		
Nonmanufacturing.....	624	2.44	-	-	8	3	3	-	12	2	-	10	52	18	126	191	97	1	33	60	-	8	-	-	-	-		
Wholesale trade.....	283	2.46	-	-	-	-	-	-	11	-	-	-	1	3	88	81	77	-	22	-	-	-	-	-	-	-		
Retail trade.....	211	2.32	-	-	8	3	3	-	-	-	-	8	11	13	36	109	17	-	3	-	-	-	-	-	-	-		
Truckdrivers, heavy (over 4 tons, trailer type).....	1,348	2.92	-	-	-	-	-	-	-	-	-	11	-	1	21	5	8	73	89	717	17	1	351	54	-	-		
Manufacturing.....	1,122	2.64	-	-	-	-	-	-	-	-	-	11	-	1	-	5	6	73	9	-	17	-	-	-	-	-		
Nonmanufacturing.....	1,226	2.95	-	-	-	-	-	-	-	-	-	-	-	-	21	-	2	-	80	717	-	1	351	54	-	-		
Public utilities ⁴	634	2.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	634	-	-	-	-	-	-		
Wholesale trade.....	405	3.07	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	80	7	-	1	261	54	-			
Retail trade.....	174	2.98	-	-	-	-	-	-	-	-	-	-	-	8	-	-	-	-	-	76	-	-	90	-	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type).....	534	2.74	-	-	-	-	-	-	-	-	-	12	-	29	25	27	47	1	42	324	-	17	7	3	-	-		
Manufacturing.....	75	2.45	-	-	-	-	-	-	-	-	-	12	-	29	1	-	12	1	6	8	-	5	1	-	-	-		
Nonmanufacturing.....	459	2.79	-	-	-	-	-	-	-	-	-	-	-	-	24	27	35	-	36	316	-	12	6	3	-	-		
Public utilities ⁴	324	2.88	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	312	-	12	-	-	-	-		
Wholesale trade.....	108	2.59	-	-	-	-	-	-	-	-	-	-	-	-	24	27	12	-	36	-	-	-	6	3	-	-		
Truckers, power (forklift).....	731	2.49	-	-	-	-	-	2	18	13	2	70	94	74	194	22	13	62	111	40	8	8	-	-	-	-		
Manufacturing.....	479	2.45	-	-	-	-	-	-	11	12	2	70	72	57	117	4	2	58	26	40	8	-	-	-	-	-		
Nonmanufacturing.....	252	2.58	-	-	-	-	-	2	7	1	-	-	22	17	77	18	11	4	85	-	-	-	8	-	-	-		
Wholesale trade.....	89	2.53	-	-	-	-	-	-	-	-	-	-	16	12	22	16	11	4	-	-	-	-	8	-	-	-		
Retail trade.....	109	2.75	-	-	-	-	-	-	3	-	-	-	6	-	15	-	-	-	-	85	-	-	-	-	-	-		
Truckers, power (other than forklift).....	149	2.49	-	-	-	-	-	3	3	3	3	26	5	4	3	32	17	2	12	6	25	8	-	-	-	-		
Manufacturing.....	144	2.48	-	-	-	-	-	3	3	3	3	26	5	4	1	32	17	2	12	3	25	8	-	-	-	-		

¹ Data limited to men workers except where otherwise indicated.² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.³ Finance, insurance, and real estate.⁴ Transportation, communication, and other public utilities.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, Boston, Mass., October 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	37 ¹ / ₂	40	All schedules	36 ¹ / ₄	37 ¹ / ₂	40		All schedules	37 ¹ / ₂	40	All schedules	36 ¹ / ₄	37 ¹ / ₂	40		
Establishments studied	278	96	xxx	xxx	182	xxx	xxx	xxx	278	96	xxx	xxx	182	xxx	xxx	xxx		
Establishments having a specified minimum	151	60	15	37	91	10	18	39	162	61	15	38	101	11	22	42		
\$ 40.00 and under \$ 42.50	-	-	-	-	-	-	-	-	2	-	-	-	2	1	-	-		
\$ 42.50 and under \$ 45.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
\$ 45.00 and under \$ 47.50	2	1	-	1	1	-	-	-	3	1	1	-	2	-	-	-		
\$ 47.50 and under \$ 50.00	4	1	-	-	3	-	1	-	7	1	-	-	6	-	2	-		
\$ 50.00 and under \$ 52.50	43	12	3	6	31	4	10	8	55	13	2	7	42	5	12	11		
\$ 52.50 and under \$ 55.00	15	4	3	1	11	2	2	3	16	4	3	-	12	2	3	5		
\$ 55.00 and under \$ 57.50	35	18	6	8	17	3	2	7	24	15	5	8	9	2	3	4		
\$ 57.50 and under \$ 60.00	5	3	-	3	2	-	1	1	9	7	1	6	2	-	-	2		
\$ 60.00 and under \$ 62.50	18	10	2	8	8	-	1	5	16	9	2	7	7	-	1	4		
\$ 62.50 and under \$ 65.00	5	2	-	2	3	1	-	2	6	3	-	3	3	1	-	2		
\$ 65.00 and under \$ 67.50	10	4	1	3	6	-	1	4	9	3	1	2	6	-	1	4		
\$ 67.50 and under \$ 70.00	2	1	-	1	1	-	-	1	2	1	-	1	1	-	-	1		
\$ 70.00 and under \$ 72.50	2	1	-	1	1	-	-	1	3	1	-	1	2	-	-	2		
\$ 72.50 and under \$ 75.00	2	-	-	-	2	-	-	2	2	-	-	-	2	-	-	2		
\$ 75.00 and under \$ 77.50	2	1	-	1	1	-	-	1	1	1	-	1	-	-	-	-		
\$ 77.50 and under \$ 80.00	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	1		
\$ 80.00 and under \$ 82.50	1	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
\$ 82.50 and under \$ 85.00	-	-	-	-	-	-	-	-	1	1	-	1	-	-	-	-		
\$ 85.00 and under \$ 87.50	3	1	-	1	2	-	-	2	3	1	-	1	2	-	-	2		
\$ 87.50 and over	2	-	-	-	2	-	-	2	2	-	-	-	2	-	-	2		
Establishments having no specified minimum	68	24	xxx	xxx	44	xxx	xxx	xxx	76	27	xxx	xxx	49	xxx	xxx	xxx		
Establishments which did not employ workers in this category	59	12	xxx	xxx	47	xxx	xxx	xxx	40	8	xxx	xxx	32	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,
Boston, Mass., October 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	82.0	69.3	11.7	2.9
With shift pay differential	79.4	69.3	11.3	2.9
Uniform cents (per hour)	39.2	31.5	6.2	1.7
5 cents	6.5	-	1.3	-
6 cents	2.7	-	.6	-
7 cents	3.1	1.2	.5	.1
7½ cents	1.3	4.3	.3	.1
8 cents	2.7	1.0	.3	.1
9 cents	1.1	.6	.2	(²)
10 cents	14.6	9.9	2.0	.7
11½ cents	-	.5	-	(²)
12 cents	-	.7	-	(²)
12½ cents	.7	2.1	(²)	.1
13 cents	2.2	-	.5	-
14 cents	-	1.1	-	.1
15 cents	2.6	6.4	.3	.2
17 cents	1.6	-	.2	-
19 cents	-	2.2	-	.2
25 cents	-	.8	-	(²)
27 cents	-	.8	-	-
Uniform percentage	29.2	28.4	3.7	.9
5 percent	2.4	.9	.3	-
7 percent	1.2	1.8	.1	(²)
7½ percent	.8	-	.1	-
10 percent	23.6	21.0	2.9	.6
12½ percent	1.1	.8	.3	(²)
15 percent	-	3.9	-	.2
Full day's pay for reduced hours	2.4	.8	.1	-
Other formal pay differential	³ 8.5	³ 8.5	1.3	.4
With no shift pay differential	2.7	-	.4	-

¹ Includes establishments currently operating late shifts, and establishments with formal provisions covering late shifts even though they were not currently operating late shifts.² Less than 0.05 percent.³ Includes cents-per-hour differentials which vary by labor grade, and a combination of percentage plus cents-per-hour differential.

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Boston, Mass., October 1963)

Weekly hours	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours.....	1	(⁴)	-	-	-	3	-	1	-	-	-	-	10
35 hours.....	13	12	1	6	12	17	16	3	4	-	-	3	-
Over 35 and under 36 ¹ / ₄ hours.....	2	-	-	1	-	5	3	-	-	-	-	-	-
36 ¹ / ₄ hours.....	7	-	2	1	-	16	3	-	-	-	-	-	-
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours.....	4	(⁴)	-	-	7	9	-	1	-	-	-	4	-
37 ¹ / ₂ hours.....	27	24	51	30	22	30	6	5	7	-	1	6	4
Over 37 ¹ / ₂ and under 38 hours.....	1	-	-	-	4	-	10	1	-	-	-	7	-
38 hours.....	4	1	-	-	1	10	-	-	-	-	-	-	-
Over 38 and under 38 ² / ₃ hours.....	1	-	-	-	3	2	-	1	-	-	-	2	-
38 ² / ₃ hours.....	1	-	-	-	13	-	-	2	-	-	-	11	-
38 ³ / ₄ hours.....	5	4	-	13	5	5	7	(⁴)	-	-	-	-	1
Over 38 ³ / ₄ and under 40 hours.....	(⁴)	-	-	-	3	-	-	(⁴)	-	-	-	2	-
40 hours.....	34	59	46	48	25	5	58	78	85	96	90	46	85
Over 40 and under 44 hours.....	-	-	-	-	-	-	-	2	-	-	3	8	-
44 and under 48 hours.....	(⁴)	-	-	1	1	-	-	1	1	-	6	1	-
48 hours.....	(⁴)	-	-	-	-	-	(⁴)	3	2	2	-	7	-
Over 48 hours.....	-	-	-	-	-	-	-	1	1	1	(⁴)	3	-

¹ Transportation, communication, and other public utilities.² Finance, insurance, and real estate.³ Includes data for real estate, in addition to those industry divisions shown separately.⁴ 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, Boston, Mass., October 1963)

Item	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays.....	99	100	100	100	98	100	99	96	97	100	100	93	91
Workers in establishments providing no paid holidays.....	(⁴)	-	-	-	2	-	(⁴)	4	3	-	-	7	9
<u>Number of days</u>													
Less than 6 holidays.....	(⁴)	(⁴)	-	-	-	-	-	3	1	1	3	6	14
6 holidays.....	1	(⁴)	1	-	12	-	(⁴)	4	3	2	-	9	7
6 holidays plus 2 half days.....	(⁴)	1	-	-	-	-	-	1	1	-	3	-	-
7 holidays.....	1	4	3	-	-	-	-	6	7	22	-	-	7
7 holidays plus 1 half day.....	(⁴)	-	-	1	-	-	-	1	18	-	1	-	-
8 holidays.....	7	6	3	7	39	-	14	19	18	3	7	32	20
8 holidays plus 1 half day.....	1	3	-	6	-	-	-	2	3	-	4	-	-
8 holidays plus 2 half days.....	1	3	-	-	-	-	-	1	3	-	-	-	-
8 holidays plus 3 half days.....	(⁴)	-	-	-	-	-	(⁴)	-	-	-	-	-	-
9 holidays.....	13	24	8	6	20	1	25	15	18	8	3	9	19
9 holidays plus 1 half day.....	2	2	-	-	-	3	-	2	3	-	-	-	-
9 holidays plus 2 half days.....	(⁴)	1	-	-	(⁴)	-	-	1	1	-	-	-	-
10 holidays.....	20	16	54	46	23	12	11	25	18	43	43	38	6
10 holidays plus 1 half day.....	3	6	(⁴)	-	-	3	1	4	7	2	-	-	3
10 holidays plus 2 half days.....	1	2	-	3	-	-	-	1	1	-	-	-	-
11 holidays.....	37	29	31	28	(⁴)	53	42	10	9	21	31	-	13
11 holidays plus 1 half day.....	9	1	-	3	-	23	-	1	2	-	5	-	-
11 holidays plus 2 half days.....	1	-	-	-	4	2	-	-	-	-	-	-	-
11 holidays plus 3 half days.....	1	-	-	-	-	2	-	-	-	-	-	-	-
12 holidays and over.....	2	1	-	-	-	3	6	(⁴)	-	-	-	-	(⁴)
<u>Total holiday time⁵</u>													
12½ days or more.....	2	(⁴)	-	-	-	4	6	(⁴)	-	-	-	-	(⁴)
12 days or more.....	3	1	-	-	4	6	6	(⁴)	-	-	-	-	(⁴)
11½ days or more.....	12	2	-	3	4	28	6	1	2	-	5	-	(⁴)
11 days or more.....	50	33	31	34	4	82	48	12	11	21	36	-	14
10½ days or more.....	53	39	32	34	4	84	49	16	18	23	36	-	16
10 days or more.....	74	56	86	81	27	96	60	41	38	65	79	38	23
9½ days or more.....	75	59	86	81	27	99	61	43	41	65	79	38	23
9 days or more.....	89	86	93	86	47	100	85	59	62	73	82	47	42
8½ days or more.....	90	90	93	92	47	100	85	61	66	73	86	47	42
8 days or more.....	97	95	96	99	86	100	99	80	84	75	93	79	62
7½ days or more.....	97	95	96	100	86	100	99	81	85	75	94	79	62
7 days or more.....	99	100	99	100	86	100	99	88	93	97	97	79	69
6½ days or more.....	99	100	99	100	86	100	99	88	93	97	97	79	69
6 days or more.....	99	100	100	100	98	100	99	93	96	99	97	88	77
5 days or more.....	99	100	100	100	98	100	99	93	96	99	97	88	77
4½ days or more.....	99	100	100	100	98	100	99	93	96	99	100	88	77
4 days or more.....	99	100	100	100	98	100	99	94	97	99	100	88	89
3 days or more.....	99	100	100	100	98	100	99	95	97	99	100	90	89
2 days or more.....	99	100	100	100	98	100	99	96	97	100	100	92	91
1 day or more.....	99	100	100	100	98	100	99	96	97	100	100	93	91

¹ Transportation, communication, and other public utilities.² Finance, insurance, and real estate.³ Includes data for real estate, in addition to those industry divisions shown separately.⁴ Less than 0.5 percent.⁵ 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 Vacations¹

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1963)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Method of payment													
Workers in establishments providing paid vacations.....	100	100	100	100	100	100	100	99	100	100	100	100	96
Length-of-time payment.....	100	100	100	100	100	100	100	91	86	97	100	100	85
Percentage payment.....	-	-	-	-	-	-	-	9	14	3	-	-	10
Flat-sum payment.....	-	-	-	-	-	-	-	-	-	-	-	-	-
Other.....	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations.....	-	-	-	-	-	-	-	(⁵)	-	-	-	-	4
Amount of vacation pay⁶													
After 6 months of service													
Under 1 week.....	4	5	-	5	8	5	(⁵)	23	37	-	12	4	11
1 week.....	45	66	23	38	61	29	51	25	18	20	34	42	19
Over 1 and under 2 weeks.....	9	2	10	26	2	11	16	4	1	12	19	-	12
2 weeks.....	30	15	45	11	-	50	24	4	1	39	3	-	3
After 1 year of service													
Under 1 week.....	-	-	-	-	-	-	-	(⁵)	-	-	-	-	4
1 week.....	5	3	13	5	21	-	7	59	73	19	26	51	55
Over 1 and under 2 weeks.....	(⁵)	(⁵)	1	-	-	-	-	3	6	1	-	-	-
2 weeks.....	90	94	87	94	79	90	81	35	20	76	67	49	28
Over 2 and under 3 weeks.....	1	-	-	1	-	-	7	1	-	-	6	-	8
3 weeks.....	5	2	-	-	-	10	6	1	1	1	-	-	(⁵)
After 2 years of service													
1 week.....	1	2	3	2	-	-	2	32	45	22	14	11	22
Over 1 and under 2 weeks.....	1	-	10	-	-	-	-	15	27	-	(⁵)	-	4
2 weeks.....	89	94	88	97	100	85	76	50	25	77	80	89	61
Over 2 and under 3 weeks.....	3	2	-	1	-	3	17	2	2	-	6	-	8
3 weeks.....	6	2	-	-	-	12	6	1	1	1	-	-	(⁵)
After 3 years of service													
1 week.....	1	(⁵)	3	2	-	-	2	8	10	10	3	2	15
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	14	24	-	3	-	4
2 weeks.....	90	96	96	97	100	85	66	74	63	86	87	98	68
Over 2 and under 3 weeks.....	3	2	-	1	-	3	17	2	2	-	6	-	8
3 weeks.....	7	2	1	-	-	12	15	1	1	4	-	-	(⁵)
After 4 years of service													
1 week.....	1	(⁵)	3	2	-	-	2	8	10	6	3	2	15
Over 1 and under 2 weeks.....	-	-	-	-	-	-	-	12	22	-	3	-	-
2 weeks.....	89	95	96	97	100	85	66	75	63	90	87	98	68
Over 2 and under 3 weeks.....	3	2	-	1	-	3	17	3	2	-	6	-	13
3 weeks.....	7	3	1	-	-	12	11	2	3	4	-	-	(⁵)
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-
After 5 years of service													
1 week.....	(⁵)	-	1	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	65	83	96	86	52	45	58	82	88	96	87	57	79
Over 2 and under 3 weeks.....	6	5	-	1	-	7	17	3	4	-	6	-	8
3 weeks.....	28	12	3	11	48	48	21	14	7	4	3	41	5
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-

See footnotes at end of table.

Table B-5. Paid Vacations¹—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1963)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Services
<u>Amount of vacation pay⁶—Continued</u>													
<u>After 10 years of service</u>													
1 week.....	(⁵)	-	-	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	26	34	17	50	17	18	23	33	39	24	46	11	49
Over 2 and under 3 weeks.....	5	3	-	1	-	10	1	6	9	-	9	-	3
3 weeks.....	65	61	83	47	46	72	63	51	49	74	41	56	35
Over 3 and under 4 weeks.....	(⁵)	-	-	-	-	-	5	(⁵)	-	-	-	-	5
4 weeks.....	4	2	-	-	38	-	3	8	2	1	-	31	-
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-
<u>After 12 years of service</u>													
1 week.....	(⁵)	-	-	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	21	23	16	40	17	18	23	23	26	15	25	11	44
Over 2 and under 3 weeks.....	7	8	-	3	-	10	1	10	16	-	10	-	3
3 weeks.....	68	67	84	55	46	72	63	57	55	84	62	56	40
Over 3 and under 4 weeks.....	(⁵)	-	-	-	-	-	5	(⁵)	-	-	-	-	5
4 weeks.....	4	2	-	-	38	-	3	8	2	1	-	31	-
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-
<u>After 15 years of service</u>													
1 week.....	(⁵)	-	-	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	6	8	2	17	3	3	6	13	15	-	11	10	24
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	-	1	(⁵)	-	-	-	-	3
3 weeks.....	88	90	97	81	51	95	80	72	82	98	85	39	61
Over 3 and under 4 weeks.....	1	1	-	-	-	2	5	1	1	-	-	-	5
4 weeks.....	4	2	1	-	46	(⁵)	3	12	2	2	-	50	-
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-
<u>After 20 years of service</u>													
1 week.....	(⁵)	-	-	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	6	8	2	17	3	3	6	13	14	-	11	10	24
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	-	1	(⁵)	-	-	-	-	3
3 weeks.....	62	62	69	52	40	66	62	48	55	58	71	16	56
Over 3 and under 4 weeks.....	3	-	-	-	-	7	5	1	1	-	-	-	5
4 weeks.....	29	30	29	29	57	24	21	36	29	42	14	73	4
Over 4 weeks.....	(⁵)	-	-	-	-	-	4	-	-	-	-	-	-
<u>After 25 years of service</u>													
1 week.....	(⁵)	-	-	2	-	-	(⁵)	1	1	-	3	2	3
2 weeks.....	4	6	2	16	3	-	5	12	13	-	11	8	20
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	-	1	(⁵)	-	-	-	-	3
3 weeks.....	33	44	23	45	22	22	53	32	36	15	63	14	60
Over 3 and under 4 weeks.....	1	2	-	1	-	-	5	2	2	-	1	-	5
4 weeks.....	61	49	75	36	75	77	31	52	48	85	21	77	4
Over 4 weeks.....	1	-	-	-	-	2	4	-	-	-	-	-	-

¹ Includes basic plans only. Excludes plans such as vacation-savings and those plans which offer "extended" or "sabbatical" benefits beyond basic plans to workers with qualifying lengths of service. Typical of such exclusions are plans recently negotiated in the steel, aluminum, and can industries.

² Transportation, communication, and other public utilities.

³ Finance, insurance, and real estate.

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

⁵ Less than 0.5 percent.

⁶ Includes payments other than "length of time," such as percentage of annual earnings or flat-sum payments, converted to an equivalent time basis; for example, a payment of 2 percent of annual earnings was considered as 1 week's pay. Periods of service were arbitrarily chosen and do not necessarily reflect the individual provisions for progressions. For example, the changes in proportions indicated at 10 years' service include changes in provisions occurring between 5 and 10 years. Estimates are cumulative. Thus, the proportion receiving 3 weeks' pay or more after 5 years includes those who receive 3 weeks' pay or more after fewer years of service.

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

(Percent of office and plant workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits, ¹ Boston, Mass., October 1963)

Type of benefit	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance	94	96	100	98	86	97	80	95	97	100	93	93	86
Accidental death and dismemberment insurance	56	62	83	51	50	47	50	62	63	79	62	52	68
Sickness and accident insurance or sick leave or both ⁵	75	88	97	68	92	55	82	93	96	91	78	93	82
Sickness and accident insurance	38	60	24	27	48	22	43	74	88	33	51	69	63
Sick leave (full pay and no waiting period)	64	75	82	57	39	55	70	20	7	31	45	32	38
Sick leave (partial pay or waiting period)	4	2	6	6	35	-	-	12	7	41	13	15	3
Hospitalization insurance	88	97	55	96	75	96	59	87	96	61	92	76	81
Surgical insurance	88	97	55	93	73	96	54	85	96	61	90	75	75
Medical insurance	79	92	39	86	70	84	43	76	86	46	80	74	64
Catastrophe insurance	70	63	80	71	28	86	46	33	37	75	47	10	18
Retirement pension	84	88	81	70	70	92	71	74	81	86	72	74	33
No health, insurance, or pension plan	(⁶)	1	-	-	-	(⁶)	1	1	(⁶)	-	3	1	8

¹ Includes those plans for which at least a part of the cost is borne by the employer, except those legally required, such as workmen's compensation, social security, and railroad retirement.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.⁴ Includes data for real estate, in addition to those industry divisions shown separately.⁵ 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.⁶ 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 permits 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 of 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 involving a normal routine vocabulary from one or more persons either in shorthand or by Stenotype or similar machine; 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 involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from one or more persons either in shorthand or by Stenotype or similar machine; 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

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.

Senior. Prepares working plans and detail drawings from notes, rough or detailed sketches for engineering, construction, or manufacturing purposes. Duties involve *a combination of the following*: Preparing working plans, detail drawings, maps, cross-sections, etc., to scale by use of drafting instruments; making engineering computations such as those involved in strength of materials, beams, and trusses; verifying completed work, checking dimensions, materials to be used, and quantities; writing specifications; 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.

DRAFTSMAN—Continued

Junior (assistant). 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.

NURSE, INDUSTRIAL (REGISTERED)

A registered nurse who gives nursing service under general medical direction 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; assisting in 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 generation, 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, layouts, 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

Fires stationary boilers to furnish the establishment in which employed with heat, power, or steam. Feeds fuels to fire by hand or operates a mechanical stoker, or gas or oil burner; and checks water and safety valves. 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 journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade: In some trades the helper is confined to supplying, lifting, and holding materials and tools and cleaning working areas; and in others he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

MACHINE-TOOL OPERATOR, TOOLROOM

Specializes in the operation of one or more types of machine tools, such as jig borers, cylindrical or surface grinders, engine lathes, or milling machines, in the construction of machine-shop tools, gages, jigs, fixtures, or dies. Work involves *most of the following*: Planning and performing difficult machining operations; processing items requiring complicated setups or a high degree of accuracy; using a variety of precision measuring instruments; selecting feeds, speeds, tooling, and operation sequence; and making necessary adjustments during operation to achieve requisite tolerances or dimensions. May be required to recognize when tools need dressing, to dress tools, and to select proper coolants and cutting and lubricating oils. For cross-industry wage study purposes, machine-tool operators, toolroom, in tool and die jobbing shops are excluded from this classification.

MACHINIST, MAINTENANCE

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

MACHINIST, MAINTENANCE—Continued

properties of the common metals; selecting standard materials, parts, and equipment required for his work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, AUTOMOTIVE (MAINTENANCE)

Repairs automobiles, buses, motortrucks, and tractors of an establishment. Work involves *most of the following*: Examining automotive equipment to diagnose source of trouble; disassembling equipment and performing repairs that involve the use of such handtools as wrenches, gages, drills, or specialized equipment in disassembling or fitting parts; replacing broken or defective parts from stock; grinding and adjusting valves; reassembling and installing the various assemblies in the vehicle and making necessary adjustments; and alining wheels, adjusting brakes and lights, or tightening body bolts. In general, the work of the automotive mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

MECHANIC, MAINTENANCE

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

MILLWRIGHT

Installs new machines or heavy equipment, and dismantles and installs machines or heavy equipment when changes in the plant layout are required. Work involves *most of the following*: Planning and laying out of the work; interpreting blueprints or other specifications; using a variety of handtools and rigging; making standard shop computations relating to stresses, strength of materials, and centers of gravity; alining and balancing of equipment; selecting standard tools, equipment, and parts to be used; and installing and maintaining in good order power transmission equipment such as drives and speed reducers. In general, the millwright's work normally requires a rounded training and experience in the trade acquired through a formal apprenticeship or equivalent training and experience.

OILER

Lubricates, with oil or grease, the moving parts or wearing surfaces of mechanical equipment of an establishment.

PAINTER, MAINTENANCE

Paints and redecorates walls, woodwork, and fixtures of an establishment. Work involves *the following*: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

PIPEFITTER, MAINTENANCE

Installs or repairs water, steam, gas, or other types of pipe and pipefittings in an establishment. Work involves *most of the following*: Laying out of work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer or oxyacetylene torch or pipe-cutting machine; threading pipe with stocks and dies; bending pipe by hand-driven or power-driven machines; assembling pipe with couplings

PIPEFITTER, MAINTENANCE—Continued

and fastening pipe to hangers; making standard shop computations relating to pressures, flow, and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. In general, the work of the maintenance pipefitter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. *Workers primarily engaged in installing and repairing building sanitation or heating systems are excluded.*

PLUMBER, MAINTENANCE

Keeps the plumbing system of an establishment in good order. *Work involves:* Knowledge of sanitary codes regarding installation of vents and traps in plumbing system; installing or repairing pipes and fixtures; and opening clogged drains with a plunger or plumber's snake. In general, the work of the maintenance plumber requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

SHEET-METAL WORKER, MAINTENANCE

Fabricates, installs, and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. *Work involves most of the following:* Planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications; setting up and operating all available

SHEET-METAL WORKER, MAINTENANCE—Continued

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

TOOL AND DIE MAKER

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

Constructs and repairs machine-shop tools, gages, jigs, fixtures or dies for forgings, punching, and other metal-forming work. *Work involves most of the following:* Planning and laying out of work from models, blueprints, drawings, or other oral and written specifications; using a variety of tool and die maker's handtools and precision measuring instruments, understanding of the working properties of common metals and alloys; setting up and operating of machine tools and related equipment; making necessary shop computations relating to dimensions of work, speeds, feeds, and tooling of machines; heattreating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; and selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

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

CUSTODIAL AND MATERIAL MOVEMENT**ELEVATOR OPERATOR, PASSENGER**

Transports passengers between floors of an office building, apartment house, department store, hotel, or similar establishment. *Workers who operate elevators in conjunction with other duties such as those of starters and janitors are excluded.*

GUARD

Performs routine police duties, either at fixed post or on tour, maintaining order, using arms or force where necessary. *Includes gate-men who are stationed at gate and check on identity of employees and other persons entering.*

JANITOR, PORTER, OR CLEANER

(Sweeper; charwomen; janitress)

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

LABORER, MATERIAL HANDLING

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

A worker employed in a warehouse, manufacturing plant, store, or other establishment whose duties involve *one or more of the following*: Loading and unloading various materials and merchandise on or from freight cars, trucks, or other transporting devices; unpacking, shelving, or placing materials or merchandise in proper storage location; and transporting materials or merchandise by hand truck, car, or wheelbarrow. *Longshoremen, who load and unload ships are excluded.*

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

PACKER, SHIPPING

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers and *may involve one or more of the following*: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container. *Packers who also make wooden boxes or crates are excluded.*

SHIPPING AND RECEIVING CLERK

Prepares merchandise for shipment, or receives and is responsible for incoming shipments of merchandise or other materials. *Shipping work involves*: A knowledge of shipping procedures, practices, routes, available means of transportation, and rates; and preparing records of the goods shipped, making up bills of lading, posting weight and shipping charges, and keeping a file of shipping records. May direct or assist in preparing the merchandise for shipment. *Receiving work involves*: Verifying or directing others in verifying the correctness of shipments against bills of lading, invoices, or other records; checking for shortages and rejecting damaged goods; routing merchandise or materials to proper departments; and maintaining necessary records and files.

For wage study purposes, workers are classified as follows:

Receiving clerk
Shipping clerk
Shipping and receiving clerk

TRUCKDRIVER

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

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

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

TRUCKER, POWER

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

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

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

WATCHMAN

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

Available On Request—

The fourth annual report on salaries for accountants, auditors, attorneys, chemists, engineers, engineering technicians, draftsmen, tracers, job analysts, directors of personnel, managers of office services, and clerical employees.

Order as BLS Bulletin 1387, National Survey of Professional, Administrative, Technical, and Clerical Pay, February–March 1963. 40 cents a copy.

Occupational Wage Surveys

A list of the latest available bulletins is presented below. A directory indicating dates of earlier studies, and the prices of the bulletins is available upon request. Bulletins may be purchased from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402, or from any of the BLS regional sales offices shown on the inside front cover.

<u>Area</u>	<u>Bulletin number</u>	<u>Price</u>	<u>Area</u>	<u>Bulletin number</u>	<u>Price</u>
Akron, Ohio	1345-81	20 cents	Miami, Fla	1345-33	20 cents
Albany-Schenectady-Troy, N. Y	1345-53	20 cents	Milwaukee, Wis ¹	1345-59	25 cents
Albuquerque, N. Mex	1345-63	20 cents	Minneapolis-St. Paul, Minn ¹	1345-38	25 cents
Allentown-Bethlehem-Easton, Pa.-N. J.	1345-45	20 cents	Muskegon-Muskegon Heights, Mich	1345-69	20 cents
Atlanta, Ga	1345-71	25 cents	Newark and Jersey City, N. J.	1345-46	25 cents
Baltimore, Md ¹	1345-23	25 cents	New Haven, Conn	1345-37	20 cents
Beaumont-Port Arthur, Tex	1345-67	20 cents	New Orleans, La ¹	1345-44	25 cents
Birmingham, Ala	1345-56	20 cents	New York, N. Y ¹	1345-79	40 cents
Boise, Idaho	1345-74	20 cents	Norfolk-Portsmouth and Newport News-Hampton, Va ¹	1345-75	25 cents
Boston, Mass ¹	1385-16	25 cents	Oklahoma City, Okla	1385-2	20 cents
Buffalo, N. Y ¹	1345-30	25 cents	Omaha, Nebr.-Iowa ¹	1385-14	25 cents
Burlington, Vt ¹	1345-50	25 cents	Paterson-Clifton-Passaic, N. J.	1345-76	20 cents
Canton, Ohio	1345-64	20 cents	Philadelphia, Pa.-N. J ¹	1345-31	30 cents
Charleston, W. Va	1345-61	20 cents	Phoenix, Ariz	1345-57	20 cents
Charlotte, N. C	1345-58	20 cents	Pittsburgh, Pa ¹	1345-40	25 cents
Chattanooga, Tenn.-Ga	1385-5	20 cents	Portland, Maine	1345-24	20 cents
Chicago, Ill ¹	1345-65	30 cents	Portland, Oreg.-Wash	1345-73	25 cents
Cincinnati, Ohio-Ky	1345-54	20 cents	Providence-Pawtucket, R. I.-Mass ¹	1345-70	25 cents
Cleveland, Ohio	1385-11	25 cents	Raleigh, N. C ¹	1385-7	25 cents
Columbus, Ohio ¹	1345-28	25 cents	Richmond, Va	1345-19	20 cents
Dallas, Tex	1385-15	25 cents	Rockford, Ill	1345-55	20 cents
Davenport-Rock Island-Moline, Iowa-Ill	1385-12	20 cents	St. Louis, Mo.-Ill ¹	1345-17	25 cents
Dayton, Ohio	1345-35	20 cents	Salt Lake City, Utah ¹	1345-25	25 cents
Denver, Colo	1345-32	25 cents	San Antonio, Tex ¹	1345-78	25 cents
Des Moines, Iowa	1345-42	20 cents	San Bernardino-Riverside-Ontario, Calif ¹	1385-9	25 cents
Detroit, Mich ¹	1345-47	25 cents	San Diego, Calif	1385-13	20 cents
Fort Worth, Tex ¹	1345-27	25 cents	San Francisco-Oakland, Calif ¹	1345-34	25 cents
Green Bay, Wis	1385-4	20 cents	Savannah, Ga	1345-60	20 cents
Greenville, S. C	1345-68	20 cents	Scranton, Pa ¹	1385-8	25 cents
Houston, Tex	1345-82	25 cents	Seattle, Wash ¹	1385-10	25 cents
Indianapolis, Ind	1345-26	25 cents	Sioux Falls, S. Dak	1345-13	20 cents
Jackson, Miss	1345-43	20 cents	South Bend, Ind	1345-52	20 cents
Jacksonville, Fla ¹	1345-39	25 cents	Spokane, Wash ¹	1345-66	25 cents
Kansas City, Mo.-Kans	1345-22	25 cents	Toledo, Ohio ¹	1345-51	25 cents
Lawrence-Haverhill, Mass.-N. H	1345-77	20 cents	Trenton, N. J ¹	1345-29	25 cents
Little Rock-North Little Rock, Ark	1385-3	20 cents	Washington, D. C.-Md.-Va ¹	1345-16	25 cents
Los Angeles-Long Beach, Calif ¹	1345-62	30 cents	Waterbury, Conn	1345-49	20 cents
Louisville, Ky.-Ind ¹	1345-48	25 cents	Waterloo, Iowa ¹	1345-20	25 cents
Lubbock, Tex	1345-72	20 cents	Wichita, Kans	1385-6	20 cents
Manchester, N. H	1385-1	20 cents	Worcester, Mass	1345-80	20 cents
Memphis, Tenn	1345-36	25 cents	York, Pa	1345-41	20 cents

¹ Data on establishment practices and supplementary wage provisions are also presented.