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Occupational Wage Survey

NEWARK AND JERSEY CITY, NEW JERSEY

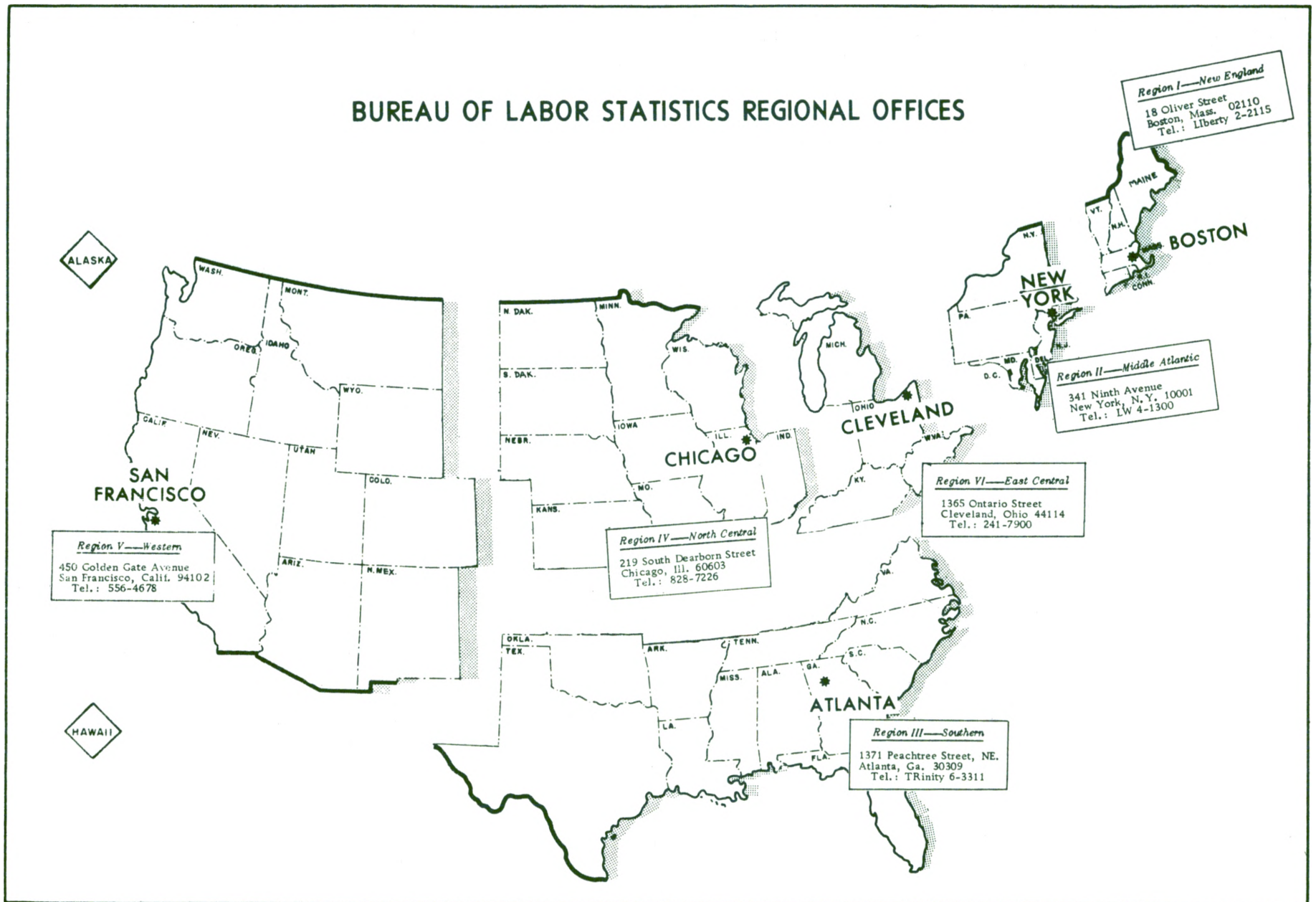
FEBRUARY 1964

Bulletin No. 1385-49

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 Newark and Jersey City, N.J., in February 1964. It was prepared in the Bureau's regional office in New York, N.Y., by John G. Castellani, under the direction of Harold A. Barletta. The study was under the general direction of Frederick W. Mueller, Assistant Regional Director for Wages and Industrial Relations.

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

Current reports on occupational earnings and supplementary wage provisions in the Newark and Jersey City area are also available for leather tanning and finishing (March 1963), the machinery industries (April 1963), and women's and misses' dresses (March 1963). Union scales, indicative of prevailing pay levels, are available for the following trades or industries: Building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Occupational Wage Survey—Newark and Jersey City, N.J.

Introduction

This area is 1 of 82 labor markets in which the U. S. Department of Labor's Bureau of Labor Statistics conducts surveys of occupational earnings and related wage benefits on an areawide basis. In this area, data were obtained by personal visits of Bureau field economists to representative establishments within six broad industry divisions: Manufacturing; transportation, communication, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and services. Major industry groups excluded from these studies are government operations and the construction and extractive industries. Establishments having fewer than a prescribed number of workers are omitted because they tend to furnish insufficient employment in the occupations studied to warrant inclusion. Separate tabulations are provided for each of the broad industry divisions which meet publication criteria.

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

Occupations and Earnings

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

Occupational employment and earnings data are shown for full-time workers, i. e., those hired to work a regular weekly schedule in the given occupational classification. Earnings data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Nonproduction bonuses are excluded, but cost-of-living bonuses and incentive earnings are included. Where weekly hours are reported,

as for office clerical occupations, reference is to the work schedules (rounded to the nearest half hour) for which straight-time salaries are paid; average weekly earnings for these occupations have been rounded to the nearest half dollar.

Differences in pay levels for selected occupations in which both men and women are commonly employed 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,¹ presented in terms of total plant worker employment, and (b) effective practice, presented in terms of workers actually employed on the specified shift at the time of the survey. In establishments having varied differentials, the amount applying to a majority was used or, if no amount applied to a majority, the classification "other" was used. In establishments in which some late-shift hours are paid at normal rates, a differential was recorded only if it applied to a majority of the shift hours.

The scheduled 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-7) 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-7 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, or flat-sum amounts. However, in the tabulations of vacation pay, payments not on a time basis were converted to a time basis; for example, a payment of 2 percent of annual earnings was considered as the equivalent of 1 week's pay.

¹ An establishment was considered as having a policy if it met either of the following conditions: (1) Operated late shifts at the time of the survey, or (2) had formal provisions covering late shifts. An establishment was considered as having formal provisions if it (1) had operated late shifts during the 12 months prior to the survey, or (2) had provisions in written form for operating late shifts.

Data are presented for all health, insurance, and pension plans (tables B-6 and B-7) for which at least a part of the cost is borne by the employer, excepting only legal requirements such as workmen's compensation, social security, and railroad retirement. Such plans include those underwritten by a commercial insurance company and those provided through a union fund or paid directly by the employer out of current operating funds or from a fund set aside for this purpose. Death benefits are included as a form of life insurance.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes. However, in New York and New Jersey, which have enacted temporary disability insurance laws which require employer contributions,² plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employee with benefits which exceed the requirements of the law. Tabulations of paid sick leave plans are limited to formal plans³ which provide full pay or a proportion of the worker's pay during absence from work because of illness. Separate tabulations are presented according to (1) plans which provide full pay and no waiting period, and (2) plans which provide either partial pay or a waiting period. In addition to the presentation of the proportions of workers who are provided sickness and accident insurance or paid sick leave, an unduplicated total is shown of workers who receive either or both types of benefits.

Catastrophe insurance, sometimes referred to as extended medical insurance, includes those plans which are designed to protect employees in case of sickness and injury involving expenses beyond the normal coverage of hospitalization, medical, and surgical plans. Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by commercial insurance companies or nonprofit organizations or they may be self-insured. Tabulations of retirement pension plans are limited to those plans that provide monthly payments for the remainder of the worker's life.

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

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

Table 1. Establishments and workers within scope of survey and number studied in Newark and Jersey City, N.J.,¹ by major industry division,² February 1964

Industry division	Minimum employment in establishments in scope of study	Number of establishments		Workers in establishments			
		Within scope of study ³	Studied	Within scope of study			Studied
				Total ⁴	Office	Plant	
All divisions	-	1,248	276	429,900	83,900	260,800	239,790
Manufacturing	100	586	122	244,900	34,700	169,200	122,560
Nonmanufacturing	-	662	154	185,000	49,200	91,600	117,230
Transportation, communication, and other public utilities ⁵	100	82	27	53,700	9,100	31,600	43,600
Wholesale trade	50	210	39	24,200	6,600	11,100	7,530
Retail trade	100	74	24	36,200	3,800	27,400	25,530
Finance, insurance, and real estate	50	117	28	34,200	24,500	6,900	20,230
Services ⁷	50	179	36	36,700	5,200	20,600	20,340

¹ The Newark and Jersey City Standard Metropolitan Statistical Areas consist of Essex, Hudson, Morris, and Union Counties. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the areas 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 areas) of companies in such industries as trade, finance, auto repair service, and motion picture theaters are considered as 1 establishment.

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

⁵ Taxicabs and services incidental to water transportation were excluded.

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

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

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups, and percents of increase for selected periods, Newark and Jersey City, N.J.

Industry and occupational group	Index (February 1961=100)	Percents of increase			
	February 1964	February 1963 to February 1964	February 1962 to February 1963	February 1961 to February 1962	February 1960 to February 1961
All industries:					
Office clerical (men and women)	109.3	1.8	3.1	4.2	2.8
Industrial nurses (men and women)	113.6	2.8	6.0	4.2	3.8
Skilled maintenance (men)	109.6	3.7	3.1	2.6	3.4
Unskilled plant (men)	109.0	2.8	4.0	1.9	4.2
Manufacturing:					
Office clerical (men and women)	109.1	2.3	3.0	3.5	2.8
Industrial nurses (men and women)	113.0	1.9	7.0	3.6	4.3
Skilled maintenance (men)	109.4	4.0	2.9	2.3	3.5
Unskilled plant (men)	108.7	3.6	3.3	1.6	4.4

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

5

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1964)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																									
		Weekly hours (Standard)	Weekly earnings (Standard)	\$40 and under	\$45	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160 and over	
				\$45	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160	over	
Men																													
Billers, machine (billing machine) -----	70	39.5	\$107.00	-	-	-	-	-	-	7	-	17	5	9	-	1	-	-	-	-	7	7	8	1	7	1	-	-	-
Nonmanufacturing -----	69	39.5	107.00	-	-	-	-	-	-	7	-	17	4	9	-	1	-	-	-	-	7	7	8	1	7	1	-	-	-
Public utilities ² -----	69	39.5	107.00	-	-	-	-	-	-	7	-	17	4	9	-	1	-	-	-	-	7	7	8	1	7	1	-	-	-
Clerks, accounting, class A -----	379	38.0	106.50	-	-	-	-	3	3	6	7	16	19	35	60	49	29	37	26	11	34	22	3	5	5	7	1	1	-
Manufacturing -----	135	39.0	108.00	-	-	-	-	-	-	-	4	-	6	13	20	23	10	11	21	3	8	9	-	3	-	4	-	-	-
Nonmanufacturing -----	244	37.5	105.00	-	-	-	-	3	3	6	3	16	13	22	40	26	19	26	5	8	26	13	3	2	5	3	1	1	-
Public utilities ² -----	31	37.0	100.50	-	-	-	-	-	-	-	-	-	2	9	4	8	3	1	2	-	2	-	-	-	-	-	-	-	-
Wholesale trade -----	91	37.5	116.00	-	-	-	-	-	-	-	-	1	6	4	10	1	9	18	-	2	17	13	2	2	3	3	-	-	-
Finance ³ -----	73	36.5	94.00	-	-	-	-	3	3	4	1	8	3	3	20	17	2	5	2	2	-	-	-	-	-	-	-	-	-
Clerks, accounting, class B -----	241	38.5	97.50	-	-	-	3	19	9	13	13	15	25	12	22	17	9	16	15	5	48	-	-	-	-	-	-	-	-
Manufacturing -----	61	39.0	96.50	-	-	-	-	-	1	1	3	6	13	5	11	4	4	3	7	3	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	180	38.5	97.50	-	-	-	3	19	8	12	10	9	12	7	11	13	5	13	8	2	48	-	-	-	-	-	-	-	-
Clerks, file, class B -----	98	38.0	61.00	2	-	25	37	9	6	9	-	-	5	3	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-
Clerks, order -----	258	37.0	98.50	-	-	-	-	-	11	6	14	8	24	33	28	39	27	13	10	40	5	-	-	-	-	-	-	-	-
Manufacturing -----	121	36.5	96.00	-	-	-	-	-	9	-	14	3	1	23	22	15	3	10	7	9	5	-	-	-	-	-	-	-	-
Nonmanufacturing -----	137	38.0	101.00	-	-	-	-	-	2	6	-	5	23	10	6	24	24	3	3	31	-	-	-	-	-	-	-	-	-
Wholesale trade -----	121	38.0	101.00	-	-	-	-	-	-	6	-	5	20	10	6	22	22	-	-	30	-	-	-	-	-	-	-	-	-
Clerks, payroll -----	80	38.0	98.00	-	-	-	-	-	2	3	4	7	6	14	10	6	9	5	3	7	3	1	-	-	-	-	-	-	-
Office boys -----	496	38.0	62.00	1	9	69	152	108	66	38	10	11	22	6	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	182	39.0	62.00	-	8	24	42	45	29	21	6	3	1	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	314	37.5	62.50	1	1	45	110	63	37	17	4	8	21	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ² -----	66	38.0	69.00	-	-	-	23	7	13	-	1	16	4	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wholesale trade -----	68	37.0	59.50	-	-	26	13	14	6	6	1	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	139	37.0	62.00	-	-	-	64	40	18	10	2	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class A -----	278	38.5	108.50	-	-	-	-	-	-	-	-	3	6	40	28	38	54	37	21	18	6	6	7	5	5	1	-	3	-
Manufacturing -----	140	39.0	108.00	-	-	-	-	-	-	-	-	3	2	24	18	15	18	21	15	11	3	6	-	1	1	-	-	2	-
Nonmanufacturing -----	138	37.5	109.50	-	-	-	-	-	-	-	-	-	4	16	10	23	36	16	6	7	3	-	7	4	4	1	-	1	-
Finance ³ -----	93	37.0	104.50	-	-	-	-	-	-	-	-	-	3	16	10	13	29	13	5	1	-	-	3	-	-	-	-	-	-
Tabulating-machine operators, class B -----	407	38.0	95.50	-	-	-	-	3	9	12	24	43	36	60	61	65	23	22	26	10	9	-	1	3	-	-	-	-	-
Manufacturing -----	171	39.0	97.00	-	-	-	-	-	-	2	6	24	20	38	18	22	7	10	11	4	5	-	1	3	-	-	-	-	-
Nonmanufacturing -----	236	37.5	94.50	-	-	-	-	3	9	10	18	19	16	22	43	43	16	12	15	6	4	-	-	-	-	-	-	-	-
Public utilities ² -----	38	38.0	104.50	-	-	-	-	-	-	-	-	2	-	2	5	14	2	3	7	2	1	-	-	-	-	-	-	-	-
Wholesale trade -----	74	37.0	99.00	-	-	-	-	-	-	-	-	10	-	10	25	11	-	6	7	3	2	-	-	-	-	-	-	-	-
Finance ³ -----	96	37.0	89.00	-	-	-	-	3	9	10	9	4	12	5	12	16	12	3	1	-	-	-	-	-	-	-	-	-	-
Tabulating-machine operators, class C -----	201	38.0	76.50	-	-	-	8	20	18	43	54	19	14	10	8	2	2	3	-	-	-	-	-	-	-	-	-	-	-
Manufacturing -----	64	39.0	80.50	-	-	-	-	-	10	1	28	5	12	4	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing -----	137	37.5	74.50	-	-	-	8	20	8	42	26	14	2	6	6	2	2	1	-	-	-	-	-	-	-	-	-	-	-
Finance ³ -----	68	36.5	72.00	-	-	-	7	11	7	19	9	10	-	2	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, Newark and Jersey City, N.J., February 1964)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$40 and under	\$45 -	\$50 -	\$55 -	\$60 -	\$65 -	\$70 -	\$75 -	\$80 -	\$85 -	\$90 -	\$95 -	\$100 -	\$105 -	\$110 -	\$115 -	\$120 -	\$125 -	\$130 -	\$135 -	\$140 -	\$145 -	\$150 -	\$155 -	\$160 -	\$160 and over		
Women																															
Billers, machine (billing machine) -----	191	38.0	\$77.00	-	2	1	5	24	22	27	23	30	20	27	7	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing -----	103	37.5	76.50	-	-	-	5	14	10	13	14	17	20	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	88	38.0	78.50	-	2	1	-	10	12	14	9	13	-	17	7	2	1	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ² -----	42	39.0	81.00	-	-	1	-	1	-	14	9	1	-	12	1	2	1	-	-	-	-	-	-	-	-	-	-	-	-		
Billers, machine (bookkeeping machine) -----	153	38.5	70.00	-	3	9	9	37	24	18	16	23	1	5	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	80	37.5	74.50	-	-	-	8	11	14	6	12	16	-	5	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	73	39.0	65.00	-	3	9	1	26	10	12	4	7	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class A -----	283	38.0	80.00	-	-	-	3	29	28	41	23	67	48	7	24	6	3	4	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	107	37.0	87.00	-	-	-	-	3	1	2	52	17	2	24	2	1	3	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	176	38.5	76.00	-	-	-	3	29	25	40	21	15	31	5	-	4	2	1	-	-	-	-	-	-	-	-	-	-	-		
Bookkeeping-machine operators, class B -----	780	38.5	70.50	-	-	44	78	180	65	147	93	73	45	27	15	5	2	1	-	4	1	-	-	-	-	-	-	-	-		
Manufacturing -----	203	38.5	79.00	-	-	-	-	19	12	22	62	25	30	11	15	5	2	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	577	38.5	67.50	-	-	-	44	78	161	53	125	31	48	15	16	-	-	1	-	4	1	-	-	-	-	-	-	-	-		
Wholesale trade -----	106	38.0	78.00	-	-	-	2	-	-	40	20	22	10	12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	381	38.5	63.50	-	-	42	62	133	50	82	5	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, accounting, class A -----	791	38.0	94.50	-	-	-	-	11	30	30	67	57	118	76	111	110	37	65	25	12	22	11	-	2	-	2	2	2	3		
Manufacturing -----	411	38.5	100.00	-	-	-	-	-	1	20	20	42	28	92	87	29	40	23	8	14	6	-	1	-	-	-	-	-	-		
Nonmanufacturing -----	380	37.5	89.00	-	-	-	-	11	30	29	47	37	76	48	19	23	8	25	2	4	8	5	-	1	-	2	2	3			
Finance ³ -----	248	37.5	82.00	-	-	-	-	11	29	27	41	28	61	28	5	8	1	-	-	-	-	-	-	-	-	-	-	-	-		
Services -----	50	38.0	108.50	-	-	-	-	-	-	6	1	8	1	-	6	5	12	-	2	1	1	-	-	-	-	2	2	3			
Clerks, accounting, class B -----	1,229	37.5	77.00	-	8	16	76	139	134	151	213	178	110	65	63	31	28	6	4	2	5	-	-	-	-	-	-	-	-		
Manufacturing -----	510	39.0	79.00	-	-	-	9	28	55	76	113	92	56	28	26	17	6	1	3	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	719	37.0	76.00	-	8	16	67	111	79	75	100	86	54	37	37	14	22	5	1	2	5	-	-	-	-	-	-	-	-		
Wholesale trade -----	97	37.0	79.00	-	8	-	-	4	8	3	26	12	20	10	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade -----	130	37.5	77.50	-	-	5	5	16	26	8	11	16	11	8	11	6	6	1	-	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	166	37.0	78.50	-	-	2	4	22	7	19	42	21	21	10	16	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
Services -----	68	39.0	66.00	-	-	9	19	10	2	6	15	5	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class A -----	242	38.0	79.00	-	-	-	4	13	69	48	10	23	4	29	19	12	3	1	4	2	1	-	-	-	-	-	-	-	-		
Manufacturing -----	68	39.0	83.50	-	-	-	1	1	9	12	3	16	4	10	5	4	2	-	2	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	174	38.0	77.50	-	-	-	3	13	60	36	7	7	-	19	14	8	1	1	2	2	1	-	-	-	-	-	-	-	-		
Finance ³ -----	110	37.0	72.00	-	-	-	3	11	54	21	6	1	-	11	1	-	-	-	-	2	-	-	-	-	-	-	-	-	-		
Clerks, file, class B -----	932	37.5	61.50	35	17	96	309	175	113	105	28	10	33	6	2	1	1	1	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	137	38.5	69.00	-	-	12	3	25	36	32	12	3	12	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	795	37.5	60.50	35	17	84	306	150	77	73	16	7	21	5	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	625	37.0	58.50	34	14	60	274	126	69	37	1	-	8	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services -----	113	38.5	66.50	-	-	18	30	6	7	26	9	7	7	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Clerks, file, class C -----	482	38.0	61.50	-	-	110	137	99	50	27	37	17	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing -----	200	38.5	65.00	-	-	12	50	49	29	17	24	15	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing -----	282	37.5	58.50	-	-	98	87	50	21	10	13	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ² -----	27	36.0	66.50	-	-	3	-	6	11	-	4	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³ -----	166	37.5	57.50	-	-	61	64	30	7	3	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis
by industry division, Newark and Jersey City, N.J., February 1964)

Sex, occupation, and industry division	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																											
		Weekly hours ¹ (Standard)	Weekly earnings ¹ (Standard)	\$40 and under	\$45	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160 and over			
				\$45	\$50	\$55	\$60	\$65	\$70	\$75	\$80	\$85	\$90	\$95	\$100	\$105	\$110	\$115	\$120	\$125	\$130	\$135	\$140	\$145	\$150	\$155	\$160				
Women—Continued																															
Stenographers, senior	1,026	38.5	\$89.50	-	-	-	4	2	19	65	159	128	127	224	113	83	52	23	12	12	3	-	-	-	-	-	-	-	-		
Manufacturing	691	39.0	90.00	-	-	-	-	2	-	34	123	94	62	178	74	49	40	20	7	6	2	-	-	-	-	-	-	-	-		
Nonmanufacturing	335	38.5	88.00	-	-	-	4	-	19	31	36	34	65	46	39	34	12	3	5	6	1	-	-	-	-	-	-	-	-		
Public utilities ²	42	38.5	92.50	-	-	-	-	-	3	2	2	3	6	5	3	11	6	1	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	159	38.5	83.50	-	-	-	-	-	15	20	23	25	35	21	14	6	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	87	38.0	90.00	-	-	-	-	-	1	9	7	6	10	16	19	15	4	-	-	-	-	-	-	-	-	-	-	-	-		
Switchboard operators	670	39.0	80.50	-	14	5	23	38	50	95	91	80	83	95	66	20	4	4	2	-	-	-	-	-	-	-	-	-	-		
Manufacturing	219	38.5	83.50	-	-	-	2	13	6	24	32	39	36	37	14	10	2	4	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	451	39.0	79.00	-	14	5	21	25	44	71	59	41	47	58	52	10	2	-	2	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	106	40.0	93.50	-	-	-	-	-	-	-	8	1	4	41	45	7	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	68	38.0	81.50	-	-	-	-	-	-	19	21	5	6	12	2	1	-	-	2	-	-	-	-	-	-	-	-	-	-		
Retail trade	81	39.5	71.00	-	-	3	13	7	15	16	3	10	9	2	2	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	136	38.0	74.50	-	-	-	4	12	24	36	26	16	13	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	60	40.5	70.50	-	14	2	4	6	5	-	1	9	15	1	-	2	1	-	-	-	-	-	-	-	-	-	-	-	-		
Switchboard operator-receptionists	749	38.0	81.50	-	-	-	-	12	40	85	180	177	114	62	30	32	11	4	2	-	-	-	-	-	-	-	-	-	-		
Manufacturing	417	38.0	81.00	-	-	-	-	-	38	71	63	110	56	25	25	16	11	-	2	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	332	38.0	82.00	-	-	-	-	12	2	14	117	67	58	37	5	16	-	4	-	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	65	39.0	82.50	-	-	-	-	-	-	5	26	3	22	7	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	167	38.0	82.50	-	-	-	-	5	-	9	39	59	17	26	5	7	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	54	37.5	83.00	-	-	-	-	6	2	-	13	4	18	-	-	7	-	4	-	-	-	-	-	-	-	-	-	-	-		
Tabulating-machine operators, class A	90	38.5	102.00	-	-	-	-	-	-	-	-	1	-	32	17	4	27	1	4	3	-	-	1	-	-	-	-	-	-		
Tabulating-machine operators, class B	106	38.0	87.50	-	-	-	-	11	11	2	4	19	11	12	3	21	4	4	-	-	-	3	1	-	-	-	-	-	-		
Manufacturing	75	38.0	84.00	-	-	-	-	11	11	-	3	17	5	11	1	9	2	2	-	-	-	3	-	-	-	-	-	-	-		
Tabulating-machine operators, class C	313	36.0	70.00	-	-	-	33	65	79	54	41	28	5	-	3	5	-	-	-	-	-	-	-	-	-	-	-	-	-		
Transcribing-machine operators, general	441	38.0	71.50	-	8	11	35	80	90	72	59	13	35	23	4	-	11	-	-	-	-	-	-	-	-	-	-	-	-		
Manufacturing	172	38.0	73.50	-	-	-	-	23	45	40	36	4	6	5	2	-	11	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	269	38.0	69.50	-	8	11	35	57	45	32	23	9	29	18	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	178	37.5	70.50	-	-	11	9	38	36	32	21	6	17	6	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Typists, class A	1,108	39.0	78.50	-	-	-	35	78	105	135	315	149	122	85	25	30	22	5	2	-	-	-	-	-	-	-	-	-	-		
Manufacturing	595	39.0	81.00	-	-	-	24	14	25	23	235	91	89	41	17	26	7	2	1	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	513	38.5	76.00	-	-	-	11	64	80	112	80	58	33	44	8	4	15	3	1	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	62	38.5	80.50	-	-	-	-	-	3	30	1	6	9	2	5	1	3	1	1	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	99	38.5	74.50	-	-	-	8	16	20	15	13	5	11	1	1	-	8	1	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	199	38.0	70.50	-	-	-	3	47	47	55	23	21	1	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Services	149	39.0	82.50	-	-	-	-	-	10	12	43	24	11	41	2	3	2	1	-	-	-	-	-	-	-	-	-	-	-		
Typists, class B	3,444	37.5	67.00	15	62	205	546	732	717	472	320	148	99	41	26	33	8	4	16	-	-	-	-	-	-	-	-	-	-		
Manufacturing	1,224	38.5	70.50	-	-	-	125	172	297	263	171	101	41	26	13	9	6	-	-	-	-	-	-	-	-	-	-	-	-		
Nonmanufacturing	2,220	37.5	65.00	15	62	205	421	560	420	209	149	47	58	15	13	24	2	4	16	-	-	-	-	-	-	-	-	-	-		
Public utilities ²	209	38.0	73.00	-	-	-	19	46	40	20	30	18	28	1	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-		
Wholesale trade	238	38.0	62.00	-	32	46	20	60	31	26	5	2	10	2	1	1	2	-	-	-	-	-	-	-	-	-	-	-	-		
Retail trade	113	39.0	64.00	-	2	5	14	42	25	12	6	5	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Finance ³	1,462	37.5	63.00	15	28	152	358	371	277	128	96	6	5	3	3	-	-	4	16	-	-	-	-	-	-	-	-	-	-		
Services	198	35.5	73.00	-	-	2	10	41	47	23	12	16	14	8	9	16	-	-	-	-	-	-	-	-	-	-	-	-	-		

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

Table A-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, Newark and Jersey City, N. J., February 1964)

Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)	Occupation and industry division	Number of workers	Average weekly earnings (Standard)
<u>Office occupations</u>			<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>		
Billers, machine (billing machine).....	261	\$85.00	Clerks, order.....	685	\$83.50	Stenographers, general.....	2,208	\$81.50
Manufacturing.....	104	76.50	Manufacturing.....	317	84.50	Manufacturing.....	1,039	83.00
Nonmanufacturing.....	157	91.00	Nonmanufacturing.....	368	82.50	Nonmanufacturing.....	1,169	80.00
Public utilities ²	111	97.50	Wholesale trade.....	240	87.00	Public utilities ²	294	84.50
			Retail trade.....	75	72.50	Wholesale trade.....	143	80.00
						Finance ³	409	72.50
Billers, machine (bookkeeping machine).....	153	70.00	Clerks, payroll.....	754	90.00	Services.....	299	85.00
Manufacturing.....	80	74.50	Manufacturing.....	478	93.00			
Nonmanufacturing.....	73	65.00	Nonmanufacturing.....	276	85.00			
			Public utilities ²	42	79.50	Stenographers, senior.....	1,033	89.50
Bookkeeping-machine operators, class A.....	284	80.00	Wholesale trade.....	64	90.00	Manufacturing.....	696	90.50
Manufacturing.....	108	87.00	Finance ³	71	83.50	Nonmanufacturing.....	337	88.00
Nonmanufacturing.....	176	76.00	Services.....	50	87.00	Public utilities ²	44	93.00
						Finance ³	159	83.50
Bookkeeping-machine operators, class B.....	808	71.00	Comptometer operators.....	520	83.50	Services.....	87	90.00
Manufacturing.....	226	79.00	Manufacturing.....	253	84.00			
Nonmanufacturing.....	582	67.50	Nonmanufacturing.....	267	83.00	Switchboard operators.....	670	80.50
Wholesale trade.....	111	78.00	Public utilities ²	40	89.50	Manufacturing.....	219	83.50
Finance ³	381	63.50	Retail trade.....	135	79.00	Nonmanufacturing.....	451	79.00
						Public utilities ²	106	93.50
Clerks, accounting, class A.....	1,170	98.50	Duplicating-machine operators (Mimeograph or Ditto).....	115	70.00	Wholesale trade.....	68	81.50
Manufacturing.....	546	102.00	Nonmanufacturing.....	70	66.00	Retail trade.....	81	71.00
Nonmanufacturing.....	624	95.50				Finance ³	136	74.50
Public utilities ²	55	100.50	Keypunch operators, class A.....	706	85.00	Services.....	60	70.50
Wholesale trade.....	121	114.00	Manufacturing.....	371	86.50			
Finance ³	321	84.50	Nonmanufacturing.....	335	83.50	Switchboard operator-receptionists.....	749	81.50
Services.....	98	106.50	Public utilities ²	65	98.50	Manufacturing.....	417	81.00
			Finance ³	192	78.50	Nonmanufacturing.....	332	82.00
Clerks, accounting, class B.....	1,470	80.50	Keypunch operators, class B.....	904	72.00	Public utilities ²	65	82.50
Manufacturing.....	571	81.00	Manufacturing.....	383	73.50	Wholesale trade.....	167	82.50
Nonmanufacturing.....	899	80.00	Nonmanufacturing.....	521	71.00	Services.....	54	83.00
Public utilities ²	340	84.00	Public utilities ²	192	70.50			
Wholesale trade.....	137	82.50	Wholesale trade.....	83	75.50	Tabulating-machine operators, class A.....	368	107.00
Retail trade.....	136	77.50	Finance ³	210	70.00	Manufacturing.....	199	105.50
Finance ³	208	78.50				Nonmanufacturing.....	169	109.00
Services.....	78	67.00	Office boys and girls.....	821	62.00	Finance ³	120	105.00
			Manufacturing.....	269	61.50			
Clerks, file, class A.....	283	79.00	Nonmanufacturing.....	552	62.50	Tabulating-machine operators, class B.....	513	94.00
Manufacturing.....	70	83.00	Public utilities ²	88	68.50	Manufacturing.....	246	93.00
Nonmanufacturing.....	213	78.00	Wholesale trade.....	68	59.50	Nonmanufacturing.....	267	95.00
Finance ³	132	71.50	Finance ³	233	60.50	Public utilities ²	49	104.00
			Services.....	131	63.50	Wholesale trade.....	78	98.50
Clerks, file, class B.....	1,030	61.50	Secretaries.....	4,622	102.00	Finance ³	111	89.50
Manufacturing.....	154	69.00	Manufacturing.....	2,355	102.50			
Nonmanufacturing.....	876	60.50	Nonmanufacturing.....	2,267	101.00	Tabulating-machine operators, class C.....	514	72.50
Finance ³	693	58.50	Public utilities ²	389	106.00	Manufacturing.....	112	80.50
Services.....	117	67.50	Wholesale trade.....	371	100.50	Nonmanufacturing.....	402	70.00
			Retail trade.....	103	97.50	Wholesale trade.....	62	72.00
Clerks, file, class C.....	496	61.50	Finance ³	766	95.50	Finance ³	81	73.00
Manufacturing.....	200	65.00	Services.....	638	106.50			
Nonmanufacturing.....	296	58.50						
Public utilities ²	27	66.50						
Finance ³	175	57.50						

See footnotes at end of table.

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

(Average straight-time weekly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1964)

Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)	Occupation and industry division	Number of workers	Average weekly earnings ¹ (Standard)
<u>Office occupations—Continued</u>			<u>Office occupations—Continued</u>			<u>Professional and technical occupations—Continued</u>		
Transcribing-machine operators, general.....	441	\$71.50	Typists, class B.....	3,457	\$67.00	Draftsmen, senior.....	1,135	\$131.50
Manufacturing.....	172	73.50	Manufacturing.....	1,230	70.50	Manufacturing.....	723	129.50
Nonmanufacturing.....	269	69.50	Nonmanufacturing.....	2,227	65.00	Nonmanufacturing.....	412	135.00
Finance ³	178	70.50	Public utilities ²	215	73.00			
			Wholesale trade.....	239	62.00	Draftsmen, junior.....	452	103.50
Typists, class A.....	1,121	79.00	Retail trade.....	113	64.00	Manufacturing.....	311	101.00
Manufacturing.....	604	81.00	Finance ³	1,462	63.00	Nonmanufacturing.....	141	109.00
Nonmanufacturing.....	517	76.50	Services.....	198	73.00	Public utilities ²	39	116.00
Public utilities ²	64	81.00	<u>Professional and technical occupations</u>			Services.....	99	106.50
Wholesale trade.....	101	75.50	Draftsmen, leader.....	361	159.00	Nurses, industrial (registered).....	282	108.50
Finance ³	199	70.50	Manufacturing.....	308	156.00	Manufacturing.....	227	108.50
Services.....	149	82.50	Nonmanufacturing.....	53	176.00	Nonmanufacturing.....	55	108.50

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

Table A-4. Maintenance and Powerplant Occupations

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Newark and Jersey City, N. J., February 1964)

Occupation and industry division	Number of workers	Average hourly earnings	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.90	\$1.90 and under	\$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	\$3.80	\$4.00	\$4.20	\$4.40	\$4.60	\$4.80	\$5.00 and over
			\$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	\$3.80	\$4.00	\$4.20	\$4.40	\$4.60	\$4.80	\$5.00	over	
Carpenters, maintenance-----	497	\$3.13	8	-	-	2	8	3	1	35	51	29	13	57	34	66	31	35	8	73	16	9	-	-	-	-	12	6
Manufacturing-----	371	3.13	-	-	-	-	-	3	-	12	25	28	10	53	28	64	30	31	8	73	6	-	-	-	-	-	-	-
Nonmanufacturing-----	126	3.13	8	-	-	2	8	-	1	23	26	1	3	4	6	2	1	4	-	-	10	9	-	-	-	-	12	6
Electricians, maintenance-----	1,103	3.34	-	-	-	4	1	-	9	14	9	28	59	81	102	118	93	194	110	106	58	46	5	1	1	8	55	1
Manufacturing-----	922	3.31	-	-	-	-	-	-	9	13	9	16	54	77	82	100	91	184	104	100	30	-	5	1	1	3	42	1
Nonmanufacturing-----	181	3.52	-	-	-	4	1	-	-	1	-	12	5	4	20	18	2	10	6	6	28	46	-	-	-	5	13	-
Public utilities ² -----	91	3.53	-	-	-	-	-	-	-	-	-	12	-	3	2	10	-	-	-	-	18	46	-	-	-	-	-	-
Engineers, stationary-----	670	3.48	3	1	-	2	5	1	15	-	33	28	25	87	10	29	41	65	65	52	34	12	53	1	20	86	-	2
Manufacturing-----	461	3.46	-	-	-	-	-	-	8	-	24	25	25	78	8	25	34	34	49	38	9	4	16	1	-	81	-	2
Nonmanufacturing-----	209	3.54	3	1	-	2	5	1	7	-	9	3	-	9	2	4	7	31	16	14	25	8	37	-	20	5	-	-
Public utilities ² -----	86	3.35	3	1	-	2	-	1	1	-	9	3	-	3	-	-	-	27	11	-	-	-	25	-	-	-	-	-

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, Newark and Jersey City, N.J., February 1964)

Occupation and industry division	Number of workers	Average hourly earnings ¹	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																									
			Under \$1.90	\$1.90 and under \$2.00	\$2.00 to \$2.10	\$2.10 to \$2.20	\$2.20 to \$2.30	\$2.30 to \$2.40	\$2.40 to \$2.50	\$2.50 to \$2.60	\$2.60 to \$2.70	\$2.70 to \$2.80	\$2.80 to \$2.90	\$2.90 to \$3.00	\$3.00 to \$3.10	\$3.10 to \$3.20	\$3.20 to \$3.30	\$3.30 to \$3.40	\$3.40 to \$3.50	\$3.50 to \$3.60	\$3.60 to \$3.80	\$3.80 to \$4.00	\$4.00 to \$4.20	\$4.20 to \$4.40	\$4.40 to \$4.60	\$4.60 to \$4.80	\$4.80 to \$5.00 and over	
Firemen, stationary boiler	410	\$3.00	2	3	3	14	12	22	37	53	10	45	40	43	25	20	7	-	8	-	-	-	2	18	22	24	-	-
Manufacturing	276	3.07	-	3	-	-	4	9	32	27	7	35	40	25	25	9	7	-	8	-	-	-	-	-	21	24	-	-
Nonmanufacturing	134	2.84	2	-	3	14	8	13	5	26	3	10	-	18	-	11	-	-	-	-	-	2	18	1	-	-	-	-
Public utilities ²	41	2.73	-	-	-	-	-	-	5	18	3	4	-	-	-	11	-	-	-	-	-	-	-	-	-	-	-	-
Helpers, maintenance trades	543	2.50	19	10	47	11	16	58	131	64	5	99	33	43	-	2	1	-	1	-	-	3	-	-	-	-	-	-
Manufacturing	305	2.41	19	2	41	7	13	51	58	2	3	23	26	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmanufacturing	238	2.61	-	8	6	4	3	7	73	6	3	96	10	17	-	-	1	-	1	-	3	-	-	-	-	-	-	-
Machine-tool operators, toolroom	342	3.40	-	-	-	-	-	-	3	-	-	1	15	1	23	-	5	83	49	153	4	5	-	-	-	-	-	-
Manufacturing	334	3.41	-	-	-	-	-	-	3	-	-	-	15	-	17	-	5	83	49	153	4	5	-	-	-	-	-	-
Machinists, maintenance	1,490	3.30	-	-	-	-	2	-	6	1	27	67	82	178	42	59	166	357	82	254	20	31	115	-	1	-	-	-
Manufacturing	1,426	3.30	-	-	-	-	-	2	1	27	65	78	176	41	54	164	357	82	242	19	2	115	-	1	-	-	-	-
Nonmanufacturing	64	3.42	-	-	-	-	2	-	4	-	-	2	4	2	1	5	2	-	12	1	29	-	-	-	-	-	-	-
Mechanics, automotive (maintenance)	1,138	3.06	8	-	3	-	-	-	-	7	6	246	52	255	110	110	92	111	21	74	21	-	22	-	-	-	-	-
Manufacturing	241	3.30	-	-	-	-	-	-	-	1	6	11	9	36	34	11	26	22	11	31	21	-	22	-	-	-	-	-
Nonmanufacturing	897	2.99	8	-	3	-	-	-	-	6	-	235	43	219	76	99	66	89	10	43	-	-	-	-	-	-	-	-
Public utilities ²	802	3.00	-	-	-	-	-	-	-	6	-	235	30	208	54	78	65	74	9	43	-	-	-	-	-	-	-	-
Wholesale trade	55	3.09	-	-	-	-	-	-	-	-	-	-	13	6	7	16	-	13	-	-	-	-	-	-	-	-	-	-
Mechanics, maintenance	1,373	3.30	-	2	2	-	-	-	3	12	19	82	24	116	12	135	285	376	110	6	76	7	68	38	-	-	-	-
Manufacturing	1,196	3.28	-	-	-	-	-	-	-	5	18	76	23	112	9	120	281	370	69	4	10	-	61	38	-	-	-	-
Nonmanufacturing	177	3.39	-	2	2	-	-	-	3	7	1	6	1	4	3	15	4	6	41	2	66	7	7	-	-	-	-	-
Millwrights	243	3.23	-	-	-	-	-	-	-	-	14	-	25	8	19	41	5	21	103	1	6	-	-	-	-	-	-	-
Manufacturing	236	3.22	-	-	-	-	-	-	-	-	14	-	25	8	19	40	2	21	100	1	6	-	-	-	-	-	-	-
Oilers	254	2.74	12	7	1	11	15	16	23	38	40	26	-	16	-	18	-	-	-	-	-	8	23	-	-	-	-	-
Manufacturing	235	2.71	12	4	1	11	14	16	20	38	36	26	-	16	-	18	-	-	-	-	-	-	-	23	-	-	-	-
Painters, maintenance	396	3.02	8	-	-	-	39	-	1	15	27	9	30	72	22	66	-	28	31	13	6	12	1	16	-	-	-	-
Manufacturing	251	3.05	-	-	-	-	-	-	1	2	14	2	30	71	20	66	-	25	6	13	1	-	-	-	-	-	-	-
Nonmanufacturing	145	2.98	8	-	-	-	39	-	-	13	13	7	-	1	2	-	-	3	25	-	5	12	1	16	-	-	-	-
Public utilities ²	40	2.99	-	-	-	-	-	-	-	12	13	1	-	1	-	-	-	-	-	5	8	-	-	-	-	-	-	-
Pipefitters, maintenance	865	3.32	-	-	-	-	-	-	4	11	28	47	65	35	117	84	151	56	147	80	12	-	-	-	28	-	-	-
Manufacturing	723	3.25	-	-	-	-	-	-	4	11	28	47	64	35	117	82	121	54	144	1	-	-	-	-	15	-	-	-
Nonmanufacturing	142	3.67	-	-	-	-	-	-	-	-	-	-	-	1	-	3	2	30	2	3	79	12	-	-	-	13	-	-
Plumbers, maintenance	72	3.03	-	-	-	-	-	-	2	9	17	2	31	2	-	-	-	-	-	-	2	-	-	-	7	-	-	-
Nonmanufacturing	28	2.73	-	-	-	-	-	-	-	9	17	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public utilities ²	28	2.73	-	-	-	-	-	-	-	9	17	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sheet-metal workers, maintenance	171	3.28	-	-	-	-	-	-	-	3	12	14	12	-	21	32	21	19	29	-	-	-	-	-	8	-	-	-
Manufacturing	156	3.22	-	-	-	-	-	-	-	3	10	14	12	-	21	27	21	19	29	-	-	-	-	-	-	-	-	-
Tool and die makers	1,481	3.35	-	-	-	-	-	-	-	24	16	57	45	171	180	190	99	120	274	243	45	8	-	-	9	-	-	-
Manufacturing	1,189	3.36	-	-	-	-	-	-	-	-	-	45	33	135	175	187	93	102	114	243	45	8	-	-	9	-	-	-

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.

2 Transportation, communication, and other public utilities.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis
by industry division, Newark and Jersey City, N.J., February 1964)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF--																											
			Under \$1.10	\$1.10 and under \$1.20	\$1.20 and under \$1.30	\$1.30 and under \$1.40	\$1.40 and under \$1.50	\$1.50 and under \$1.60	\$1.60 and under \$1.70	\$1.70 and under \$1.80	\$1.80 and under \$1.90	\$1.90 and under \$2.00	\$2.00 and under \$2.10	\$2.10 and under \$2.20	\$2.20 and under \$2.30	\$2.30 and under \$2.40	\$2.40 and under \$2.50	\$2.50 and under \$2.60	\$2.60 and under \$2.70	\$2.70 and under \$2.80	\$2.80 and under \$2.90	\$2.90 and under \$3.00	\$3.00 and under \$3.10	\$3.10 and under \$3.20	\$3.20 and under \$3.30	\$3.30 and under \$3.40	\$3.40 and under \$3.50	\$3.50 and over		
Elevator operators, passenger (men)-----	230	\$1.94	-	-	-	2	15	2	7	2	24	144	2	19	-	13	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing-----	225	1.95	-	-	-	-	12	2	7	2	24	144	2	19	-	13	-	-	-	-	-	-	-	-	-	-	-	-	-	
Elevator operators, passenger (women)-----	225	1.54	3 ²⁵	16	33	14	21	4	50	40	-	-	-	2	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing-----	223	1.54	25	16	33	14	21	4	50	40	-	-	-	-	-	-	-	20	-	-	-	-	-	-	-	-	-	-	-	
Retail trade-----	59	1.33	-	16	21	2	6	2	2	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Guards and watchmen-----	2,745	1.86	-	3	626	278	330	83	57	73	109	118	36	118	170	96	120	109	144	56	69	72	15	63	-	-	-	-	-	
Manufacturing-----	976	2.27	-	-	-	-	34	26	29	56	78	79	12	43	155	72	86	47	95	41	58	53	12	-	-	-	-	-	-	
Guards-----	575	2.40	-	-	-	-	9	8	8	15	37	49	5	18	22	68	68	47	95	41	57	16	12	-	-	-	-	-	-	
Watchmen-----	401	2.08	-	-	-	-	25	18	21	41	30	7	25	133	4	18	-	-	-	-	1	37	-	-	-	-	-	-	-	
Nonmanufacturing-----	1,769	1.63	-	3	626	278	296	57	28	17	31	39	24	75	15	24	34	62	49	15	11	19	3	63	-	-	-	-	-	
Janitors, porters, and cleaners (men)-----	5,025	2.00	108	21	337	294	150	252	184	265	375	339	330	410	455	359	409	439	166	8	9	3	19	1	-	92	-	-	-	
Manufacturing-----	2,520	2.24	-	-	19	15	40	57	67	104	144	145	172	338	245	241	368	343	106	1	5	-	18	-	-	92	-	-	-	
Nonmanufacturing-----	2,505	1.76	108	21	318	279	110	195	117	161	231	194	158	72	210	118	41	96	60	7	4	3	1	1	-	-	-	-	-	
Public utilities ⁴ -----	396	2.33	-	-	-	-	16	-	-	11	13	2	2	1	156	61	21	72	25	7	4	3	1	1	-	-	-	-	-	
Wholesale trade-----	203	2.08	-	-	-	9	4	13	8	20	14	7	31	26	7	4	1	24	35	-	-	-	-	-	-	-	-	-	-	
Retail trade-----	334	1.53	32	3	47	85	24	23	11	29	7	41	4	2	9	10	7	-	-	-	-	-	-	-	-	-	-	-	-	
Finance ⁵ -----	372	1.83	-	4	22	4	4	60	63	43	110	59	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Services-----	1,200	1.55	76	18	267	163	78	139	38	38	154	34	62	42	36	43	12	-	-	-	-	-	-	-	-	-	-	-	-	
Janitors, porters, and cleaners (women)-----	1,204	1.67	46	6	49	22	21	472	116	128	184	28	40	34	19	34	5	-	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing-----	234	2.00	-	-	5	-	17	2	13	57	25	31	31	16	32	5	-	-	-	-	-	-	-	-	-	-	-	-	-	
Nonmanufacturing-----	970	1.59	46	6	44	22	21	455	114	115	127	3	9	3	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-	
Laborers, material handling-----	8,451	2.64	-	12	4	26	31	48	112	209	148	307	135	268	234	539	455	1274	1160	765	1402	521	18	1	-	-	-	22	760	
Manufacturing-----	4,260	2.65	-	-	-	5	14	24	97	117	127	278	121	256	197	315	306	397	564	290	278	77	14	1	-	-	22	6760		
Nonmanufacturing-----	4,191	2.64	-	12	4	21	17	24	15	92	21	29	14	12	37	224	149	877	596	475	1124	444	4	-	-	-	-	-	-	
Public utilities ⁴ -----	3,133	2.73	-	-	-	-	-	-	-	-	-	-	-	-	5	188	103	542	570	300	989	436	-	-	-	-	-	-	-	
Wholesale trade-----	533	2.36	-	-	-	-	-	-	-	77	14	28	10	4	24	12	34	269	7	54	-	-	-	-	-	-	-	-	-	
Retail trade-----	445	2.46	-	12	4	21	17	20	15	11	3	1	-	3	1	1	2	59	17	117	130	7	4	-	-	-	-	-	-	
Order fillers-----	1,546	2.68	-	-	-	3	-	2	10	15	9	12	33	32	45	79	79	286	112	149	348	209	35	22	8	1	-	-	57	
Manufacturing-----	777	2.68	-	-	-	-	-	-	-	8	8	11	30	32	35	63	58	80	25	102	116	101	20	22	8	1	-	57		
Nonmanufacturing-----	769	2.69	-	-	-	3	-	2	10	7	1	1	3	-	10	16	21	206	87	47	232	108	15	-	-	-	-	-	-	
Wholesale trade-----	251	2.51	-	-	-	2	-	-	-	-	-	-	-	-	10	10	17	184	4	9	13	2	-	-	-	-	-	-	-	
Retail trade-----	457	2.83	-	-	-	1	-	2	-	2	1	-	3	-	-	1	-	69	38	219	106	15	-	-	-	-	-	-	-	
Packers, shipping (men)-----	860	2.33	-	-	-	11	17	3	2	8	75	181	30	18	70	71	34	67	54	110	56	17	10	6	4	5	2	9	-	
Manufacturing-----	770	2.37	-	-	-	-	12	-	-	-	55	179	28	14	63	69	34	45	54	108	56	17	10	6	4	5	2	9	-	
Nonmanufacturing-----	90	1.99	-	-	-	11	5	3	2	8	20	2	2	4	7	2	-	22	-	2	-	-	-	-	-	-	-	-	-	
Wholesale trade-----	66	2.08	-	-	-	2	5	2	2	2	20	-	2	2	5	2	-	22	-	-	-	-	-	-	-	-	-	-	-	
Packers, shipping (women)-----	156	1.85	-	-	2	-	13	12	24	16	19	33	16	3	10	2	2	4	-	-	-	-	-	-	-	-	-	-	-	
Manufacturing-----	114	1.94	-	-	-	-	-	-	20	12	14	32	15	3	10	2	2	4	-	-	-	-	-	-	-	-	-	-	-	
Receiving clerks-----	458	2.44	-	-	-	4	3	3	30	6	31	19	1	25	8	40	17	50	122	21	20	26	19	6	4	1	-	2	-	
Manufacturing-----	266	2.44	-	-	-	-	-	-	18	-	17	15	1	17	4	39	15	11	84	11	15	8	4	3	3	1	-	-	-	
Nonmanufacturing-----	192	2.45	-	-	-	4	3	3	12	6	14	4	-	8	4	1	2	39	38	10	5	18	15	3	1	-	-	2	-	
Wholesale trade-----	56	2.35	-	-	-	-	2	-	9	-	2	2	-	2	-	-	-	11	26	-	-	-	2	-	-	-	-	-	-	
Retail trade-----	91	2.51	-	-	-	4	1	3	3	1	10	2	-	1	4	1	-	12	-	10	4	18	13	3	1	-	-	-	-	
Shipping clerks-----	329	2.67	-	-	-	-	-	-	-	1	-	-	15	10	9	23	21	10	91	16	54	56	16	-	1	-	4	2	-	
Manufacturing-----	265	2.66	-	-	-	-	-	-	-	1	-	-	11	2	9	16	21	10	81	16	54	27	13	-	-	-	4	-	-	
Nonmanufacturing-----	64	2.71	-	-	-	-	-	-	-	-	-	-	4	8	-	7	-	10	-	-	29	3	-	1	-	-	-	-	2	

See footnotes at end of table.

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

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Newark and Jersey City, N.J., February 1964)

Occupation ¹ and industry division	Number of workers	Average hourly earnings ²	NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—																											
			Under \$1.10	\$1.10 and under \$1.20	\$1.20 to \$1.30	\$1.30 to \$1.40	\$1.40 to \$1.50	\$1.50 to \$1.60	\$1.60 to \$1.70	\$1.70 to \$1.80	\$1.80 to \$1.90	\$1.90 to \$2.00	\$2.00 to \$2.10	\$2.10 to \$2.20	\$2.20 to \$2.30	\$2.30 to \$2.40	\$2.40 to \$2.50	\$2.50 to \$2.60	\$2.60 to \$2.70	\$2.70 to \$2.80	\$2.80 to \$2.90	\$2.90 to \$3.00	\$3.00 to \$3.10	\$3.10 to \$3.20	\$3.20 to \$3.30	\$3.30 to \$3.40	\$3.40 to \$3.50	\$3.50 and over		
Shipping and receiving clerks	537	\$2.57	-	-	-	-	-	9	9	-	6	-	20	74	17	34	50	36	69	50	74	43	4	20	9	11	2	-		
Manufacturing	361	2.45	-	-	-	-	-	9	9	-	-	-	20	73	16	32	49	26	37	40	7	17	2	12	1	11	-	-		
Nonmanufacturing	176	2.80	-	-	-	-	-	-	-	-	6	-	-	1	1	2	1	10	32	10	67	26	2	8	8	-	2	-		
Wholesale trade	51	2.76	-	-	-	-	-	-	-	-	6	-	-	-	-	1	-	1	5	10	5	12	2	8	1	-	-	-		
Truckdrivers ⁷	9,996	3.17	-	-	-	-	-	12	12	10	24	19	31	10	53	88	127	341	652	306	471	696	2007	3014	118	168	409	1428		
Manufacturing	3,315	3.48	-	-	-	-	-	-	8	19	10	4	8	34	54	34	57	353	93	365	38	307	253	67	153	48	1410			
Nonmanufacturing	6,681	3.02	-	-	-	-	-	12	12	2	5	9	27	2	19	34	93	284	299	213	106	658	1700	2761	51	15	361	18		
Public utilities ⁴	4,880	3.06	-	-	-	-	-	-	-	2	3	-	2	-	3	60	18	-	15	38	644	1544	2506	45	-	-	-	-		
Wholesale trade	1,385	2.92	-	-	-	-	-	-	-	-	-	20	-	10	30	20	243	296	106	15	-	147	119	5	14	360	-	-		
Services	216	2.71	-	-	-	-	-	-	-	3	3	6	-	9	1	4	19	3	92	53	14	9	-	-	-	-	-	-		
Truckdrivers, light (under 1½ tons)	732	3.04	-	-	-	-	-	12	12	-	24	6	2	7	20	14	11	63	31	17	8	5	125	13	2	-	360	-		
Manufacturing	138	2.45	-	-	-	-	-	-	-	19	-	2	5	20	10	2	25	28	11	8	5	1	-	2	-	-	-	-		
Nonmanufacturing	594	3.18	-	-	-	-	-	12	12	-	5	6	-	2	-	4	9	38	3	6	-	-	124	13	-	-	360	-		
Truckdrivers, medium (1½ to and including 4 tons)	3,937	3.16	-	-	-	-	-	-	8	-	10	6	3	23	19	35	147	588	176	363	633	1125	104	2	132	-	563	-		
Manufacturing	1,640	3.52	-	-	-	-	-	-	8	-	10	2	3	14	19	9	19	292	13	321	4	125	104	2	132	-	563	-		
Nonmanufacturing	2,297	2.89	-	-	-	-	-	-	-	-	-	4	-	9	-	26	128	296	163	42	629	1000	-	-	-	-	-	-		
Public utilities ⁴	1,538	2.99	-	-	-	-	-	-	-	-	-	-	-	-	-	22	-	-	-	-	615	901	-	-	-	-	-	-		
Wholesale trade	577	2.69	-	-	-	-	-	-	-	-	-	-	-	-	-	-	120	296	71	-	-	90	-	-	-	-	-	-		
Services	178	2.75	-	-	-	-	-	-	-	-	-	4	-	9	-	4	4	-	92	42	14	9	-	-	-	-	-	-		
Truckdrivers, heavy (over 4 tons, trailer type)	3,474	3.17	-	-	-	-	-	-	-	-	-	-	2	-	-	-	6	91	1	40	30	11	156	2718	92	20	-	307		
Manufacturing	587	3.46	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	1	40	19	7	148	6	47	6	-	307		
Nonmanufacturing	2,887	3.11	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	91	-	11	4	8	2712	45	14	-	-	-		
Public utilities ⁴	2,563	3.13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	8	2506	45	-	-	-	-	-	
Wholesale trade	172	2.83	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86	-	-	-	-	-	-	72	-	14	-	-		
Truckdrivers, heavy (over 4 tons, other than trailer type)	923	2.94	-	-	-	-	-	-	2	-	3	21	-	10	30	31	32	30	57	28	22	579	36	22	1	1	18	-		
Manufacturing	135	2.80	-	-	-	-	-	-	-	-	-	-	-	-	-	11	7	30	22	16	22	11	-	16	-	-	-	-		
Nonmanufacturing	788	2.96	-	-	-	-	-	-	2	-	3	21	-	10	30	20	25	-	35	12	-	568	36	6	1	1	18	-		
Public utilities ⁴	523	3.03	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	523	-	-	-	-	-	-	-	
Wholesale trade	237	2.69	-	-	-	-	-	-	-	-	-	20	-	10	30	20	25	-	35	12	-	45	35	5	-	-	-	-	-	
Truckers, power (forklift)	2,215	2.78	-	-	-	-	-	10	2	10	9	42	33	43	152	118	154	83	178	362	297	177	194	137	15	-	-	199	-	
Manufacturing	1,457	2.72	-	-	-	-	-	10	2	10	9	42	33	43	152	118	154	71	143	105	158	102	90	16	-	-	-	199	-	
Nonmanufacturing	758	2.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	35	257	139	75	104	121	15	-	-	-	-	
Public utilities ⁴	391	3.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71	70	12	104	119	15	-	-	-	-	
Wholesale trade	225	2.74	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35	158	32	-	-	-	-	-	-	-	-	-	
Retail trade	142	2.87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12	-	28	37	63	-	2	-	-	-	-	-	-	
Truckers, power (other than forklift)	210	2.45	-	-	-	-	-	-	-	-	8	-	25	3	52	70	1	-	13	18	20	-	-	-	-	-	-	-	-	
Manufacturing	183	2.44	-	-	-	-	-	-	-	-	8	-	25	3	51	45	-	-	13	18	20	-	-	-	-	-	-	-	-	

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 All workers were at \$0.90 to \$1.⁴ Transportation, communication, and other public utilities.⁵ Finance, insurance, and real estate.⁶ All workers were at \$3.80 to \$3.90.⁷ Includes all drivers regardless of size and type of truck operated.⁸ All except 6 workers were paid under bonus plans.⁹ All workers were paid under bonus plans.

B: Establishment Practices and Supplementary Wage Provisions

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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, Newark and Jersey City, N.J., February 1964)

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	35	37½	38¾	40	All schedules	35	37½	38¾	40	All schedules	35		37½	38¾	40	All schedules	35	37½	38¾	40				
Establishments studied -----	276	122	xxx	xxx	xxx	xxx	154	xxx	xxx	xxx	xxx	276	122	xxx	xxx	xxx	xxx	154	xxx	xxx	xxx	xxx				
Establishments having a specified minimum -----	152	70	4	18	6	37	82	10	23	6	32	151	70	6	16	5	37	81	10	21	6	33				
Under \$42.50 -----	1	-	-	-	-	-	1	-	1	-	-	1	-	-	-	-	-	1	-	1	-	-				
\$42.50 and under \$45.00 -----	1	-	-	-	-	-	1	-	-	-	1	2	-	-	-	-	2	1	-	-	-	1				
\$45.00 and under \$47.50 -----	6	-	-	-	-	-	6	1	2	-	2	7	1	-	1	-	6	-	2	-	-	2				
\$47.50 and under \$50.00 -----	2	-	-	-	-	-	2	-	-	-	2	5	-	-	-	-	5	1	-	-	-	2				
\$50.00 and under \$52.50 -----	16	3	-	1	-	1	13	1	2	1	6	19	4	-	1	-	2	15	-	3	2	7				
\$52.50 and under \$55.00 -----	4	-	-	-	-	-	4	-	2	1	-	5	1	1	-	-	4	1	3	-	-	-				
\$55.00 and under \$57.50 -----	34	17	3	7	-	4	17	2	7	1	2	35	18	2	5	1	7	17	1	6	3	4				
\$57.50 and under \$60.00 -----	12	5	-	1	1	3	7	1	2	-	3	9	4	-	1	1	2	5	1	-	-	3				
\$60.00 and under \$62.50 -----	23	12	1	2	1	7	11	2	1	3	5	21	12	1	3	-	6	9	2	2	1	4				
\$62.50 and under \$65.00 -----	8	7	-	3	1	3	11	-	1	-	-	9	7	-	4	-	3	2	1	-	-	1				
\$65.00 and under \$67.50 -----	9	6	-	2	-	4	3	1	1	-	1	8	5	1	-	2	3	1	1	-	-	1				
\$67.50 and under \$70.00 -----	6	2	-	1	1	-	4	1	2	-	1	9	4	-	-	1	3	5	1	2	-	2				
\$70.00 and under \$72.50 -----	12	6	-	1	1	4	6	1	1	-	4	6	3	-	1	-	2	3	-	1	-	2				
\$72.50 and under \$75.00 -----	3	3	-	-	1	2	-	-	-	-	-	4	4	-	-	-	4	-	-	-	-	-				
\$75.00 and under \$77.50 -----	4	3	-	-	-	3	1	-	-	-	1	2	1	1	-	-	1	-	-	-	-	1				
\$77.50 and under \$80.00 -----	3	3	-	-	-	3	-	-	-	-	-	4	3	-	-	-	3	1	-	-	-	1				
\$80.00 and under \$82.50 -----	2	-	-	-	-	-	2	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-				
\$82.50 and under \$85.00 -----	1	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-				
\$85.00 and under \$87.50 -----	3	2	-	-	-	2	1	-	-	-	1	3	2	-	-	-	2	1	-	-	-	1				
\$87.50 and under \$90.00 -----	1	1	-	-	-	1	-	-	-	-	-	1	1	-	-	-	1	-	-	-	-	-				
\$90.00 and under \$92.50 -----	1	-	-	-	-	-	1	-	-	-	1	1	-	-	-	-	1	-	-	-	-	1				
Establishments having no specified minimum -----	52	25	xxx	xxx	xxx	xxx	27	xxx	xxx	xxx	xxx	60	25	xxx	xxx	xxx	xxx	35	xxx	xxx	xxx	xxx				
Establishments which did not employ workers in this category -----	72	27	xxx	xxx	xxx	xxx	45	xxx	xxx	xxx	xxx	65	27	xxx	xxx	xxx	xxx	38	xxx	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, Newark and Jersey City, N. J., February 1964)

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.....	81.9	76.3	13.1	5.5
With shift pay differential	80.8	75.6	12.9	5.3
Uniform cents (per hour)	38.7	35.6	6.6	3.8
Under 5 cents7	.3	.1	(²)
5 cents	4.1	.7	.9	.1
7 cents	4.8	-	.6	-
8 cents	4.6	-	.8	-
9 cents6	-	.2	-
10 cents	12.9	7.6	1.9	.6
11 cents	2.1	.3	.6	(²)
12 cents	2.7	5.6	.5	.7
12½ cents5	2.0	.2	.4
13 cents	-	.4	-	.1
15 cents	3.6	5.9	.7	.4
16 cents	1.1	4.6	.2	.4
17 cents	-	.5	-	.1
17½ cents	-	3.7	-	.7
18 cents	-	.3	-	(²)
19 cents	-	1.1	-	.1
20 cents and over8	2.7	(²)	.2
Uniform percentage	37.8	36.0	5.4	1.2
5 percent	5.3	-	.8	-
7 percent6	.6	.2	-
8 percent	1.1	-	.2	-
10 percent	30.8	31.0	4.1	1.1
12 percent	-	1.1	-	(²)
15 percent	-	3.3	-	.1
Formal paid lunch period not given first-shift workers8	-	.2	-
Other formal pay differential	3.5	4.0	.7	.3
With no shift pay differential	1.1	.8	.2	.2

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of office and plant workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Newark and Jersey City, N. J., February 1964)

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-----	(⁴)	(⁴)	-	-	-	-	4	(⁴)	-	-	-	-	-
35 hours-----	15	9	47	17	9	13	6	5	8	-	1	-	-
36 hours-----	(⁴)	-	-	(⁴)	-	-	-	-	-	-	-	-	-
36 1/4 hours-----	4	2	-	5	-	11	-	1	(⁴)	-	-	-	4
Over 36 1/4 and under 37 1/2 hours-----	2	(⁴)	-	6	-	5	-	(⁴)	-	-	5	-	-
37 1/2 hours-----	30	24	1	33	25	48	40	5	6	-	-	10	3
Over 37 1/2 and under 38 3/4 hours-----	1	(⁴)	-	-	8	-	-	-	-	-	-	-	-
38 3/4 hours-----	9	14	(⁴)	3	-	7	14	(⁴)	(⁴)	-	-	-	-
Over 38 3/4 and under 40 hours-----	2	3	-	1	-	1	-	(⁴)	(⁴)	-	-	-	-
40 hours-----	37	47	51	35	57	15	36	84	83	100	93	77	79
Over 40 and under 48 hours-----	-	-	-	-	-	-	-	1	1	-	1	7	-
48 hours-----	(⁴)	-	-	-	-	-	(⁴)	3	1	-	-	6	14

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, Newark and Jersey City, N. J., February 1964)

Item	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
Workers in establishments providing paid holidays.....	99	100	100	100	100	100	99	99	100	100	100	100	93
Workers in establishments providing no paid holidays.....	(⁴)	-	-	-	-	-	(⁴)	1	-	-	-	-	7
Number of days													
Less than 6 holidays.....	(⁴)	(⁴)	-	-	1	-	(⁴)	1	1	-	-	5	6
6 holidays.....	1	1	1	5	6	-	5	3	1	1	12	11	3
6 holidays plus 1 half day.....	-	-	-	-	-	-	-	1	1	-	-	-	-
6 holidays plus 2 or 4 half days.....	1	2	-	4	-	-	-	3	4	-	5	-	-
7 holidays.....	8	10	8	4	59	(⁴)	7	19	15	16	(⁴)	39	34
7 holidays plus 1 half day.....	1	(⁴)	-	6	-	-	1	1	1	-	2	3	-
7 holidays plus 2 or 5 half days.....	3	2	1	5	1	3	9	4	2	-	1	15	5
8 holidays.....	13	25	2	23	4	-	11	24	29	20	16	11	17
8 holidays plus 1 half day.....	2	2	-	-	-	-	13	3	3	-	-	3	7
8 holidays plus 2 half days.....	3	4	3	5	-	-	-	3	4	-	-	-	-
8 holidays plus 3, 5, or 6 half days.....	(⁴)	-	3	2	-	-	(⁴)	(⁴)	-	-	4	-	-
9 holidays.....	13	17	42	20	-	-	4	11	13	16	17	-	7
9 holidays plus 1 half day.....	6	10	-	6	3	5	-	3	3	-	6	5	-
9 holidays plus 2 or 5 half days.....	3	2	-	2	-	6	1	2	2	-	2	-	-
10 holidays.....	5	5	-	8	16	3	5	5	7	2	8	1	5
10 holidays plus 1 half day.....	4	8	-	7	4	-	-	1	2	-	1	-	2
10 holidays plus 2 half days.....	(⁴)	1	-	-	-	-	-	(⁴)	(⁴)	-	-	-	-
11 holidays.....	6	6	5	1	-	10	-	4	4	6	14	-	-
11 holidays plus 1 half day.....	3	1	-	-	-	3	27	1	(⁴)	-	-	-	6
11 holidays plus 2 or 3 half days.....	1	1	-	-	5	-	-	1	1	-	7	7	-
12 holidays.....	18	3	36	2	3	40	16	8	6	36	5	-	3
12 holidays plus 1 half day.....	7	-	-	-	-	23	-	-	-	-	-	-	-
12 holidays plus 2 or 3 half days.....	1	1	-	-	-	3	-	1	1	-	-	-	-
13 holidays.....	1	-	(⁴)	-	-	3	-	(⁴)	-	2	-	-	-
Total holiday time ⁵													
13½ days.....	1	1	-	-	-	-	-	1	1	-	-	-	-
13 days or more.....	2	1	(⁴)	-	-	6	-	1	1	2	-	-	-
12½ days or more.....	9	2	(⁴)	-	-	29	-	1	1	2	-	-	-
12 days or more.....	28	5	36	2	8	69	16	11	8	38	12	7	3
11½ days or more.....	31	7	36	2	8	72	44	12	8	38	12	7	9
11 days or more.....	37	13	41	3	8	82	44	16	12	44	26	7	9
10½ days or more.....	41	21	41	11	11	82	44	17	14	44	28	7	11
10 days or more.....	48	27	41	20	27	92	49	24	23	46	38	8	16
9½ days or more.....	55	37	44	32	30	97	49	27	26	46	49	13	16
9 days or more.....	71	58	88	58	30	97	53	41	42	63	66	13	22
8½ days or more.....	73	60	88	58	30	97	66	44	45	63	66	16	30
8 days or more.....	88	87	91	81	35	100	86	72	76	83	81	42	51
7½ days or more.....	89	87	91	86	35	100	87	73	77	83	83	45	51
7 days or more.....	98	99	99	95	93	100	94	94	97	99	88	84	85
6½ days or more.....	98	99	99	95	93	100	94	95	98	99	88	84	85
6 days or more.....	99	100	100	100	99	100	99	98	99	100	100	95	87
5 days or more.....	99	100	100	100	100	100	99	99	100	100	100	95	87
4 days or more.....	99	100	100	100	100	100	99	99	100	100	100	100	90
2½ days or more.....	99	100	100	100	100	100	99	99	100	100	100	100	93

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, Newark and Jersey City, N. J., February 1964)

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
<u>Method of payment</u>													
Workers in establishments providing paid vacations.....	100	100	100	100	100	100	100	99	100	100	100	100	93
Length-of-time payment.....	99	99	100	100	100	100	100	93	90	100	99	100	93
Percentage payment.....	(⁵)	1	-	-	-	-	-	5	8	-	(⁵)	-	-
Flat-sum payment.....	-	-	-	-	-	-	-	1	2	-	-	-	-
Other.....	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers in establishments providing no paid vacations.....	-	-	-	-	-	-	-	1	-	-	-	-	7
<u>Amount of vacation pay⁶</u>													
<u>After 6 months of service</u>													
Under 1 week.....	10	4	(⁵)	2	4	28	7	19	25	11	14	6	2
1 week.....	56	64	58	60	53	41	65	25	17	30	26	61	35
Over 1 and under 2 weeks.....	16	16	27	10	9	17	6	8	5	23	9	6	4
2 weeks.....	3	2	-	-	-	7	(⁵)	-	-	-	-	-	-
3 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-
<u>After 1 year of service</u>													
1 week.....	8	11	13	4	20	(⁵)	10	62	75	35	47	28	51
Over 1 and under 2 weeks.....	(⁵)	-	(⁵)	4	-	-	-	3	4	-	3	-	2
2 weeks.....	91	88	87	91	77	100	90	29	20	39	41	69	36
Over 2 and under 3 weeks.....	(⁵)	-	-	1	4	-	-	1	-	2	6	3	-
3 weeks.....	(⁵)	(⁵)	-	-	-	-	-	4	1	23	3	-	4
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-
<u>After 2 years of service</u>													
1 week.....	1	2	2	-	1	-	5	27	32	31	16	1	28
Over 1 and under 2 weeks.....	2	2	8	1	-	-	-	20	30	-	2	-	2
2 weeks.....	96	95	90	98	95	100	86	47	37	44	72	95	59
Over 2 and under 3 weeks.....	1	-	-	1	4	-	9	1	-	2	6	3	-
3 weeks.....	(⁵)	(⁵)	-	(⁵)	-	-	-	4	1	23	3	-	4
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-
<u>After 3 years of service</u>													
1 week.....	(⁵)	(⁵)	1	-	-	-	2	8	10	3	-	-	10
Over 1 and under 2 weeks.....	1	2	-	1	-	-	-	21	31	-	5	-	1
2 weeks.....	96	94	99	96	96	98	89	64	54	72	84	97	78
Over 2 and under 3 weeks.....	1	-	-	1	4	2	9	1	-	2	6	3	-
3 weeks.....	1	3	-	2	-	-	-	6	5	23	4	-	4
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-

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, Newark and Jersey City, N. J., February 1964)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
<u>Amount of vacation pay⁶—Continued</u>													
<u>After 4 years of service</u>													
1 week.....	(⁵)	(⁵)	1	-	-	-	(⁵)	7	10	3	-	-	7
Over 1 and under 2 weeks.....	1	2	-	1	-	-	-	18	28	-	5	-	1
2 weeks.....	94	91	95	96	96	98	91	66	57	72	85	97	81
Over 2 and under 3 weeks.....	2	3	-	1	4	2	9	1	-	2	6	3	-
3 weeks.....	2	3	4	2	-	-	-	6	5	23	4	-	4
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-
<u>After 5 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
Over 1 and under 2 weeks.....	(⁵)	1	-	-	-	-	-	3	4	-	-	-	-
2 weeks.....	76	90	94	83	59	48	86	77	80	71	80	61	82
Over 2 and under 3 weeks.....	14	4	-	3	20	35	13	6	7	2	7	11	1
3 weeks.....	9	3	6	12	20	17	1	10	3	27	13	28	10
4 weeks.....	1	2	-	2	-	-	-	2	4	-	1	-	-
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	-	-	-	-	-	-
<u>After 10 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	17	22	16	24	32	6	19	28	28	22	26	20	43
Over 2 and under 3 weeks.....	4	2	-	10	-	8	2	9	12	2	13	-	5
3 weeks.....	76	73	80	58	60	86	78	59	54	76	58	77	42
Over 3 and under 4 weeks.....	-	-	-	-	-	-	-	(⁵)	-	-	2	-	-
4 weeks.....	2	2	4	9	8	-	-	3	3	-	1	3	3
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	(⁵)	1	-	-	-	-
<u>After 12 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	14	16	15	24	32	4	16	21	21	22	22	20	24
Over 2 and under 3 weeks.....	6	5	-	10	-	10	3	12	17	2	17	-	4
3 weeks.....	78	76	81	58	60	86	81	62	57	76	58	77	62
Over 3 and under 4 weeks.....	(⁵)	(⁵)	-	-	-	-	-	(⁵)	(⁵)	-	2	-	-
4 weeks.....	2	2	4	9	8	-	-	3	3	-	1	3	3
Over 4 weeks.....	(⁵)	1	-	-	-	-	-	(⁵)	1	-	-	-	-
<u>After 15 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	7	9	2	18	13	-	14	12	13	-	11	16	12
Over 2 and under 3 weeks.....	2	-	-	-	-	5	-	2	2	2	-	-	-
3 weeks.....	75	82	94	73	50	60	84	75	72	96	85	63	74
Over 3 and under 4 weeks.....	12	6	-	-	20	29	-	5	6	-	2	11	-
4 weeks.....	3	1	-	2	16	6	2	3	2	2	2	10	7
Over 4 weeks.....	2	3	4	7	-	-	-	2	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, Newark and Jersey City, N.J., February 1964)

Vacation policy	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities	Wholesale trade	Retail trade	Finance ³	Services	All industries ⁴	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
<u>Amount of vacation pay⁶—Continued</u>													
<u>After 20 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	7	9	2	18	13	-	9	12	13	-	11	16	12
Over 2 and under 3 weeks.....	-	-	-	-	-	-	-	1	1	-	-	-	-
3 weeks.....	48	48	59	58	15	41	71	48	46	57	61	24	67
Over 3 and under 4 weeks.....	2	3	-	-	-	2	-	5	7	2	2	-	-
4 weeks.....	42	38	35	17	72	57	19	31	27	41	26	60	14
Over 4 weeks.....	2	3	4	7	-	-	-	2	4	-	-	-	-
<u>After 25 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	6	8	2	16	13	-	9	11	13	-	11	16	12
Over 2 and under 3 weeks.....	-	-	-	-	-	-	-	1	1	-	-	-	-
3 weeks.....	26	27	17	41	8	25	29	33	29	38	48	22	57
Over 3 and under 4 weeks.....	1	2	-	(⁵)	-	-	-	2	3	2	2	-	-
4 weeks.....	58	61	77	36	79	49	58	49	49	59	40	62	19
Over 4 weeks.....	10	3	4	7	-	26	4	3	4	-	-	-	5
<u>After 30 years of service</u>													
1 week.....	(⁵)	(⁵)	-	-	-	-	(⁵)	1	2	-	-	-	-
2 weeks.....	6	8	2	16	13	-	9	11	13	-	11	16	12
Over 2 and under 3 weeks.....	-	-	-	-	-	-	-	1	1	-	-	-	-
3 weeks.....	26	27	17	41	8	25	29	33	29	38	48	22	57
Over 3 and under 4 weeks.....	1	2	-	(⁵)	-	-	-	2	3	2	2	-	-
4 weeks.....	57	61	77	36	79	46	58	49	49	59	40	62	19
Over 4 weeks.....	11	3	4	7	-	29	4	3	4	-	-	-	5

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 Newark and Jersey City, N. J., February 1964)

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.....	97	99	99	94	80	100	85	93	97	97	96	73	76
Accidental death and dismemberment insurance.....	64	66	58	64	31	68	71	55	58	47	68	37	62
Sickness and accident insurance or sick leave or both ^{5 6}	89	90	92	92	87	88	87	70	70	63	81	79	54
Sickness and accident insurance.....	49	65	39	59	69	22	67	58	64	34	75	50	46
Sick leave (full pay and no waiting period) ⁶	65	57	50	81	44	78	76	17	9	26	40	38	30
Sick leave (partial pay or waiting period) ⁶	9	11	40	2	5	-	-	12	10	28	8	10	6
Hospitalization insurance.....	95	95	99	95	90	98	83	96	98	100	87	87	88
Surgical insurance.....	93	95	77	92	87	98	82	92	97	83	79	84	80
Medical insurance.....	70	69	71	59	63	82	40	71	77	76	44	55	53
Catastrophe insurance.....	61	62	63	42	24	69	62	31	34	47	25	6	23
Retirement pension.....	82	84	82	55	54	94	73	75	81	82	74	62	30
No health, insurance, or pension plan.....	(⁷)	(⁷)	-	-	1	-	-	(⁷)	-	-	-	1	3

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 Not comparable with estimates in earlier surveys due to a more strict interpretation of provisions in a number of establishments.⁷ Less than 0.5 percent.

Table B-7. Paid Sick Leave

(Percent distribution of office and plant workers in all industries and in industry divisions by formal sick leave provisions,
Newark and Jersey City, N.J., February 1964)

Sick leave provision	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.....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Workers in establishments providing formal paid sick leave.....	74.1	68.1	90.4	82.5	49.4	77.9	75.8	28.9	18.6	54.1	48.9	48.3	35.5
Workers in establishments providing no formal paid sick leave.....	25.9	31.9	9.6	17.5	50.6	22.1	24.2	71.1	81.4	45.9	51.1	51.7	64.5
Type and amount of paid sick leave provided annually													
Uniform plan: ⁴													
No waiting period.....	29.2	27.5	16.6	62.5	11.9	22.9	61.4	9.0	5.4	7.8	32.0	15.1	20.7
Full pay ⁵	28.6	26.8	16.6	59.2	11.9	22.9	61.0	8.5	4.5	7.8	32.0	15.1	20.7
1 day.....	.3	-	-	-	-	-	4.3	.2	-	1.9	-	-	-
4 days.....	.1	-	-	-	.5	-	1.0	.5	-	-	-	1.9	3.7
5 days.....	8.9	7.7	2.3	16.6	7.2	4.3	40.7	2.1	-	-	10.5	7.6	11.0
6 days.....	3.1	2.9	4.8	15.3	-	-	2.7	1.1	.6	1.9	11.1	-	-
7 days.....	2.2	-	2.7	.5	3.4	5.9	-	.2	-	1.5	-	-	-
9 days.....	-	-	-	-	-	-	-	.3	-	-	-	2.7	-
10 days.....	5.9	10.0	2.9	11.6	.9	-	8.9	1.5	.9	.5	4.1	3.0	5.3
12 days.....	4.0	2.0	3.9	7.2	-	7.1	2.2	.6	.4	2.0	1.1	-	.8
15 days.....	1.0	-	-	-	-	3.5	-	-	-	-	-	-	-
20 days.....	.8	.6	-	6.3	-	-	-	.1	-	-	2.8	-	-
40 days.....	1.7	2.5	-	-	-	2.2	-	.3	.5	-	-	-	-
130 days.....	.2	.5	-	.6	-	-	-	.8	1.1	-	2.1	-	-
Full pay plus partial pay ⁵6	.7	-	3.3	-	-	.4	.6	.9	-	-	-	-
Waiting period.....	.2	-	1.1	-	1.5	-	-	4.5	2.6	10.9	4.4	9.0	-
Full pay.....	.2	-	1.1	-	1.5	-	-	3.0	2.3	.7	4.4	9.0	-
Full pay plus partial pay.....	-	-	-	-	-	-	-	.2	.3	-	-	-	-
Partial pay only.....	-	-	-	-	-	-	-	1.2	-	10.2	-	-	-
Graduated plan ⁴ —After 1 year of service:													
No waiting period.....	35.4	29.8	33.6	18.3	24.2	54.9	14.2	7.2	3.3	18.0	8.5	18.3	7.3
Full pay ⁵	23.8	26.0	33.6	17.3	3.4	26.1	4.8	3.9	1.7	18.0	1.4	5.3	-
1 day.....	(⁶)	-	-	-	.3	-	-	.2	-	-	-	2.2	-
3 days.....	.5	-	-	6.8	-	-	-	-	-	-	-	-	-
5 days.....	5.2	5.9	1.5	5.3	3.1	7.1	-	.5	-	1.2	1.4	3.1	-
6 days.....	1.6	.1	1.3	-	-	4.9	-	(⁶)	-	.2	-	-	-
9 days.....	.9	2.2	-	-	-	-	-	-	-	-	-	-	-
10 days.....	5.9	11.5	-	5.2	-	2.7	-	.7	1.1	-	-	-	-
12 days.....	2.3	2.6	.8	-	-	4.0	-	-	-	-	-	-	-
15 days.....	.8	1.2	3.1	-	-	-	-	-	-	-	-	-	-
17 days.....	1.8	-	-	-	-	6.2	-	-	-	-	-	-	-
22 days.....	3.3	1.0	27.0	-	-	-	-	2.0	-	16.6	-	-	-
25 days.....	.2	-	-	-	-	-	3.8	-	-	-	-	-	-
Full pay plus partial pay ⁵	11.6	3.7	-	1.1	20.8	28.8	9.3	3.3	1.6	-	7.1	13.0	7.3
5 days.....	1.8	-	-	-	15.7	3.6	-	.1	-	-	-	.9	-
10 days.....	6.8	-	-	-	5.0	22.5	-	1.3	-	-	-	12.1	-
15 days.....	.9	.5	-	1.1	-	-	9.3	.9	-	-	7.1	-	7.3
22 days.....	.8	-	-	-	-	2.7	-	-	-	-	-	-	-
Waiting period.....	5.2	10.9	-	1.6	11.8	-	-	5.5	7.3	-	4.1	5.9	-
Full pay.....	.5	.4	-	-	7.3	-	-	.2	-	-	-	1.9	-
Full pay plus partial pay.....	-	-	-	-	-	-	-	1.2	1.9	-	-	-	-
Partial pay only.....	4.6	10.4	-	1.6	4.5	-	-	4.1	5.4	-	4.1	4.0	-

See footnotes at end of table.

Table B-7. Paid Sick Leave—Continued

(Percent distribution of office and plant workers in all industries and in industry divisions by formal sick leave provisions, Newark and Jersey City, N. J., February 1964)

Sick leave provision	OFFICE WORKERS							PLANT WORKERS					
	All industries	Manufacturing	Public utilities ¹	Wholesale trade	Retail trade	Finance ²	Services	All industries ³	Manufacturing	Public utilities	Wholesale trade	Retail trade	Services
Graduated plan ⁴ —After 10 years of service:													
No waiting period.....	35.4	29.8	33.6	18.3	24.2	54.9	14.4	7.8	3.3	18.0	8.5	18.3	14.8
Full pay ⁵	22.4	26.0	33.6	17.3	3.4	21.2	5.1	4.5	1.7	18.0	1.4	5.3	7.5
5 days.....	(.6)	-	-	-	.3	-	.2	.8	-	-	-	2.2	7.5
6 days.....	.5	-	-	6.8	-	-	-	-	-	-	-	-	-
10 days.....	.4	.2	1.5	-	3.1	-	-	.3	-	-	-	3.1	-
18 days.....	1.6	1.0	-	-	-	4.0	-	.1	-	1.2	-	-	-
20 days.....	2.4	5.2	1.3	1.6	-	-	-	.8	1.1	.2	1.4	-	-
25 days.....	.3	-	3.1	-	-	-	-	-	-	-	-	-	-
26 days.....	1.8	-	-	-	-	6.2	-	-	-	-	-	-	-
30 days.....	2.3	4.5	-	5.3	-	-	-	-	-	-	-	-	-
40 days.....	2.3	4.8	-	3.6	-	-	1.0	-	-	-	-	-	-
50 days.....	3.3	2.9	-	-	-	7.1	-	-	-	-	-	-	-
55 days.....	.9	2.2	-	-	-	-	-	-	-	-	-	-	-
65 days.....	.9	1.0	4.3	-	-	-	-	-	-	-	-	-	-
66 days.....	2.4	-	22.7	-	-	-	-	2.0	-	16.6	-	-	-
75 days.....	.2	-	-	-	-	-	3.8	-	-	-	-	-	-
100 days.....	.8	-	-	-	-	2.7	-	-	-	-	-	-	-
Full pay plus partial pay ⁵	13.0	3.7	-	1.1	20.8	33.7	9.3	3.3	1.6	-	7.1	13.0	7.3
6 days.....	1.4	-	-	-	-	4.9	-	-	-	-	-	-	-
20 days.....	6.6	-	-	-	-	22.5	-	-	-	-	-	-	-
22 days.....	.8	-	-	-	-	2.7	-	-	-	-	-	-	-
30 days.....	1.1	.9	-	-	15.7	-	-	.5	.7	-	-	.9	-
35 days.....	.2	-	-	-	5.0	-	-	1.3	-	-	-	12.1	-
60 days.....	.9	.5	-	1.1	-	-	9.3	.9	-	-	7.1	-	7.3
130 days.....	1.4	.7	-	-	-	3.6	-	.6	1.0	-	-	-	-
Waiting period.....	9.4	10.9	39.1	1.6	11.8	-	-	7.6	7.3	17.3	4.1	5.9	-
Full pay.....	.5	.4	-	-	7.3	-	-	.2	-	-	-	1.9	-
Full pay plus partial pay.....	8.7	10.4	39.1	1.6	-	-	-	7.0	7.3	17.3	4.1	-	-
Partial pay only.....	.2	-	-	-	4.5	-	-	.4	-	-	-	4.0	-
Provisions for accumulation													
Workers in establishments having provisions for accumulation of unused sick leave.....	9.7	8.2	12.6	19.9	.3	9.8	7.8	1.9	.9	4.8	4.3	2.2	4.6

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 "Uniform plans" are defined as those formal plans under which an employee, after 1 year of service, is entitled to the same number of days' paid sick leave each year. "Graduated plans" are defined as those formal plans under which an employee's leave varies according to length of service. Periods of service were arbitrarily chosen. Estimates reflect provisions applicable at the stated length of service but do not reflect provisions for progression. Thus, the proportion receiving 15 days' sick leave after 10 years of service may also receive this amount after greater or lesser lengths of service.⁵ May include provisions other than those presented separately. Numbers of days shown under "Full pay plus partial pay" are days for which workers receive sick leave at full pay; workers are entitled to additional days of sick leave at partial pay.⁶ Less than 0.05 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 bookkeeping principles but is found in offices in which the more routine accounting work is subdivided on a functional basis among several workers.

CLERK, FILE

Class A. In an established filing system containing a number of varied subject matter files, classifies and indexes 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; heat-treating of metal parts during fabrication as well as of finished tools and dies to achieve required qualities; working to close tolerances; fitting and assembling of parts to prescribed tolerances and allowances; and selecting appropriate materials, tools, and processes. In general, the tool and die maker's work requires a rounded training in machine-shop and toolroom practice usually acquired through a formal apprenticeship or equivalent training and experience.

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

CUSTODIAL AND MATERIAL MOVEMENT

ELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwomen; janitress)

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

LABORER, MATERIAL HANDLING

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

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

ORDER FILLER

(Order picker; stock selector; warehouse stockman)

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

PACKER, SHIPPING

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

SHIPPING AND RECEIVING CLERK

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

For wage study purposes, workers are classified as follows:

Receiving clerk

Shipping clerk

Shipping and receiving clerk

TRUCKDRIVER

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

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

Truckdriver (combination of sizes listed separately)

Truckdriver, light (under 1½ tons)

Truckdriver, medium (1½ to and including 4 tons)

Truckdriver, heavy (over 4 tons, trailer type)

Truckdriver, heavy (over 4 tons, other than trailer type)

TRUCKER, POWER

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

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

Trucker, power (forklift)

Trucker, power (other than forklift)

WATCHMAN

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

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 on 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.

Area	Bulletin number	Price	Area	Bulletin number	Price
Akron, Ohio	1345-81	20 cents	Miami, Fla. ¹	1385-29	25 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.	1385-39	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. ¹	1385-49	30 cents
Baltimore, Md.	1385-24	25 cents	New Haven, Conn. ¹	1385-37	25 cents
Beaumont-Port Arthur, Tex.	1345-67	20 cents	New Orleans, La.	1385-42	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.	1385-33	25 cents	Omaha, Nebr.-Iowa ¹	1385-14	25 cents
Burlington, Vt.	1385-47	20 cents	Paterson-Clifton-Passaic, N. J.	1345-76	20 cents
Canton, Ohio	1345-64	20 cents	Philadelphia, Pa.-N. J. ¹	1385-31	30 cents
Charleston, W. Va.	1345-61	20 cents	Phoenix, Ariz.	1345-57	20 cents
Charlotte, N. C.	1345-58	20 cents	Pittsburgh, Pa.	1385-38	25 cents
Chattanooga, Tenn.-Ga.	1385-5	20 cents	Portland, Maine ¹	1385-22	25 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	1385-25	20 cents	Richmond, Va. ¹	1385-23	25 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.	1385-21	25 cents
Dayton, Ohio ¹	1385-40	25 cents	Salt Lake City, Utah	1385-28	20 cents
Denver, Colo. ¹	1385-34	25 cents	San Antonio, Tex. ¹	1345-78	25 cents
Des Moines, Iowa ¹	1385-44	25 cents	San Bernardino-Riverside-Ontario, Calif. ¹	1385-9	25 cents
Detroit, Mich.	1385-43	25 cents	San Diego, Calif.	1385-13	20 cents
Fort Worth, Tex.	1385-19	20 cents	San Francisco-Oakland, Calif. ¹	1385-36	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. ¹	1385-30	25 cents	Sioux Falls, S. Dak. ¹	1385-20	25 cents
Jackson, Miss. ¹	1385-41	25 cents	South Bend, Ind.	1345-52	20 cents
Jacksonville, Fla.	1385-32	20 cents	Spokane, Wash. ¹	1345-66	25 cents
Kansas City, Mo.-Kans. ¹	1385-26	25 cents	Toledo, Ohio	1385-46	20 cents
Lawrence-Haverhill, Mass.-N. H.	1345-77	20 cents	Trenton, N. J.	1385-27	20 cents
Little Rock-North Little Rock, Ark.	1385-3	20 cents	Washington, D. C.-Md.-Va.	1385-17	25 cents
Los Angeles-Long Beach, Calif. ¹	1345-62	30 cents	Waterbury, Conn. ¹	1385-48	25 cents
Louisville, Ky.-Ind. ¹	1345-48	25 cents	Waterloo, Iowa	1385-18	20 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. ¹	1385-35	25 cents	York, Pa. ¹	1385-45	25 cents

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