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Area Wage Survey

The Boston, Massachusetts, Metropolitan Area

October 1965

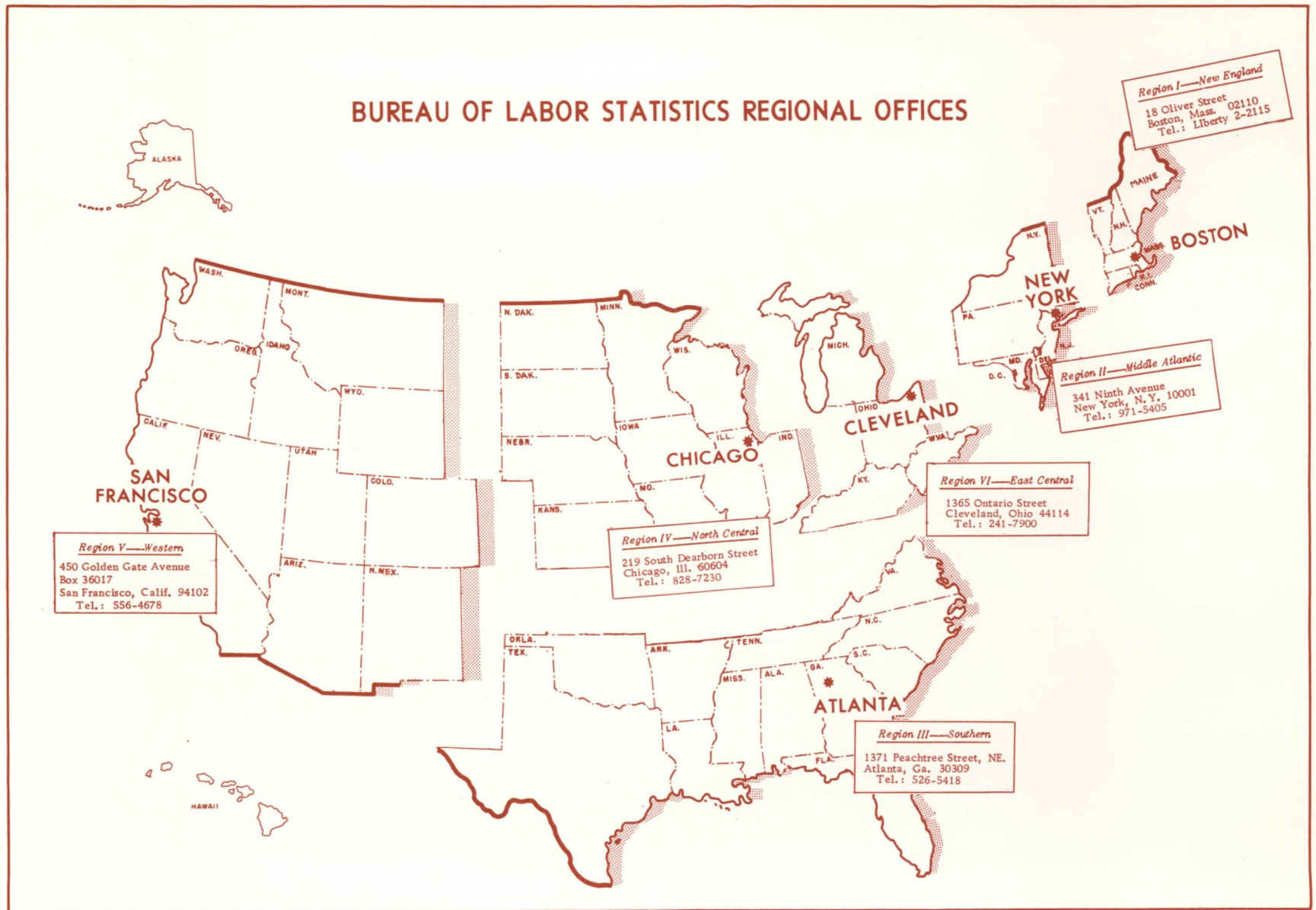


Bulletin No. 1465-12

UNITED STATES DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

BUREAU OF LABOR STATISTICS
Arthur M. Ross, 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 each of the areas studied, for economic regions, and for the United States. A major consideration in the program is the need for greater insight into (1) the movement of wages by occupational category and skill level, and (2) the structure and level of wages among areas and industry divisions.

At the end of each survey, an individual area bulletin presents survey results for each area 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 metropolitan areas studied into one bulletin. The second part presents information which has been projected from individual metropolitan area data to relate to economic regions and the United States.

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

This bulletin presents results of the survey in Boston, Mass., in October 1965. The Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through March 1965, consists of Suffolk County, 15 communities in Essex County, 30 in Middlesex County, 20 in Norfolk County, and 9 in Plymouth County. This study was conducted by the Bureau's regional office in Boston, Mass., Wendell D. MacDonald, Director; by Leo Epstein, under the direction of Paul V. Mulkern, Assistant Regional Director for Wages and Industrial Relations.

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

Current reports on occupational earnings and supplementary wage practices in the Boston area are also available for auto dealer repair shops (August 1964), banking (November 1964), contract cleaning services (June 1965), fluid milk (September 1964), folding paperboard boxes (May 1965), women's cement process (conventional-lasted) shoes (April 1965), and the machinery industries (April 1965). Union scales, indicative of prevailing pay levels, are available for building construction, printing, local-transit operating employees, and motortruck drivers and helpers.

Area Wage Survey—

The Boston, Mass., Metropolitan Area

Introduction

This area is 1 of 85 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: (1) Office clerical; (2) professional and technical; (3) maintenance and powerplant; and (4) 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 appendix B. 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.

The averages presented reflect composite, areawide estimates. Industries and establishments differ in pay level and job staffing and, thus, contribute differently to the estimates for each job. The pay relationship obtainable from the averages may fail to reflect accurately the wage spread or differential maintained among jobs in individual establishments. Similarly, differences in average pay levels for men and women in any of the selected occupations should not be assumed to reflect differences in pay treatment of the sexes within individual establishments. Other possible factors which may contribute to differences in pay for men and women include: Differences in progression within established rate ranges, since only the actual rates paid incumbents are collected; and differences in specific duties performed, although the workers 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 and allow for minor differences among establishments in the 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 plant and office workers. Administrative, executive, and professional employees, and force-account construction workers who are utilized as a separate work force are excluded. "Plant workers" include working foremen and all nonsupervisory workers (including leadmen and trainees) engaged in nonoffice functions. "Office workers" include working supervisors and nonsupervisory workers performing clerical or related 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 (1) establishment policy,¹ presented in terms of total plant worker employment, and (2) 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; health, insurance, and pension plans; and profit-sharing plans (tables B-4 through B-8) 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-8 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. Estimates exclude vacation-savings plans and those which offer "extended" or "sabbatical" benefits beyond basic plans to workers with qualifying lengths of service. Typical of such exclusions are plans in the steel, aluminum, and can industries. 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.

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

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.

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. Selected health insurance benefits provided employees and dependents are also presented.

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.

Profit-sharing plans (table B-8) are limited to formal plans with definite formulas for computing profit shares to be distributed among employees and whose formulas were communicated to employees in advance of the determination of profits. Data are presented according to provisions for distributing profit shares to employees: (1) Current or cash distribution of profit shares within a short period after determination of profits; (2) deferred distribution of profit shares after a specified number of years or at retirement; (3) combination current and deferred plans; and (4) elective distribution plans, under which each participant is required to select whether to take his share of the current year's profit in cash, have it deferred, or part in cash and part deferred.

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 available to each employee. Such a plan need not be written, but informal sick leave allowances, determined on an individual basis, were excluded.

Table 1. Establishments and workers within scope of survey and number studied in Boston, Mass., ¹ by major industry division, ² October 1965

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		Plant	Office	
				Number	Percent			
All divisions.....	-	1,401	287	456,100	100	257,900	99,500	253,940
Manufacturing.....	100	449	88	205,900	45	133,000	29,600	110,060
Nonmanufacturing.....	-	952	199	250,200	55	124,900	69,900	143,880
Transportation, communication, and other public utilities ⁵	100	61	28	41,500	9	23,300	8,200	34,020
Wholesale trade.....	50	245	48	27,400	6	13,200	7,100	8,910
Retail trade.....	100	168	43	77,400	17	59,500	10,000	49,750
Finance.....	50	201	38	55,100	12	6,100	36,600	33,440
Services ⁷	50	277	42	48,800	11	26,800	8,000	17,760

¹ The Boston Standard Metropolitan Statistical Area, as defined by the Bureau of the Budget through March 1965, consists of Suffolk County, 15 communities in Essex County, 30 in Middlesex County, 20 in Norfolk County, and 9 in Plymouth County. The "workers within scope of study" estimates shown in this table provide a reasonably accurate description of the size and composition of the labor force included in the survey. The estimates are not intended, however, to serve as a basis of comparison with other employment indexes for the area to measure employment trends or levels since (1) planning of wage surveys requires the use of establishment data compiled considerably in advance of the payroll period studied, and (2) small establishments are excluded from the scope of the survey.

² The 1957 revised edition of the Standard Industrial Classification Manual and the 1963 Supplement were used in classifying establishments by industry division.

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

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

⁵ Taxicabs and services incidental to water transportation were excluded. Boston's transit system is municipally operated and is excluded by definition from the scope of the study.

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

⁷ Hotels; personal services; business services; automobile repair shops; motion pictures; nonprofit membership organizations (excluding religious and charitable organizations); and engineering and architectural services.

Forty-five percent of the employees within scope of the survey in Boston were employed in manufacturing firms. The following table presents the major industry groups and specific industries as a percent of all manufacturing:

Industry group	Specific industries
Electrical machinery..... 23	Communication equipment..... 11
Transportation equipment..... 12	Aircraft and parts..... 7
Machinery (except electrical).... 9	Footwear (except rubber)..... 5
Food products..... 9	Rubber footwear..... 4
Printing and publishing..... 7	Electronic components and accessories..... 4
Rubber and miscellaneous plastics products..... 7	
Leather and leather products.... 6	
Instruments, photographic and optical goods, watches and clocks..... 6	

This information is based on estimates of total employment derived from universe materials compiled prior to actual survey. Proportions in various industry divisions may differ from proportions based on the results of the survey as shown in table 1 above.

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.

Office clerical (men and women): Bookkeeping-machine operators, class B Clerks, accounting, classes A and B Clerks, file, classes A, B, and C Clerks, order Clerks, payroll Comptometer operators Key punch operators, classes A and B Office boys and girls Stenographers, general Stenographers, senior Switchboard operators, classes A and B Tabulating-machine operators, class B Typists, classes A and B	Industrial nurses (men and women): Nurses, industrial (registered) Skilled maintenance (men): Carpenters Electricians Machinists Mechanics Mechanics (automotive) Painters Pipefitters Tool and die makers Unskilled plant (men): Janitors, porters, and cleaners Laborers, material handling
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NOTE: Secretaries, included in the list of jobs in all previous years, are excluded because of a change in the description this year.

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. Data are adjusted where necessary to remove from the indexes and percentages of change any significant effect caused by changes in scope of the survey.

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.

Table 2. Indexes of standard weekly salaries and straight-time hourly earnings for selected occupational groups in Boston, Mass., October 1965 and October 1964, and percents of increase for selected periods

Industry and occupational group	Indexes (October 1960=100)		Percents of increase					
	October 1965	October 1964	October 1964 to October 1965	October 1963 to October 1964	October 1962 to October 1963	October 1961 to October 1962	October 1960 to October 1961	October 1959 to October 1960
All industries:								
Office clerical (men and women) ----	117.9	112.5	4.8	2.8	2.9	2.5	3.9	4.9
Industrial nurses (men and women) ---	121.6	115.9	4.9	4.1	2.6	3.8	4.5	4.1
Skilled maintenance (men)-----	116.3	111.7	4.1	2.4	3.1	3.5	2.2	4.7
Unskilled plant (men)-----	110.9	110.6	.3	1.2	2.8	3.4	2.8	4.6
Manufacturing:								
Office clerical (men and women) ----	117.4	113.7	3.2	3.8	2.9	3.1	3.3	4.0
Industrial nurses (men and women) ---	122.2	117.0	4.4	5.6	2.1	4.4	4.0	4.1
Skilled maintenance (men)-----	114.2	110.2	3.7	2.2	3.1	3.5	1.1	4.8
Unskilled plant (men)-----	109.8	108.1	1.6	2.6	2.4	2.2	.7	4.6

A. Occupational Earnings

Table A-1. Office Occupations—Men and Women

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Sex, occupation, and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Number of workers receiving straight-time weekly earnings of—																					
			Mean ²	Median ²	Middle range ²	and under																					
						\$ 45	\$ 50	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 125	\$ 130	\$ 135	\$ 140	\$ 145	and over
MEN																											
CLERKS, ACCOUNTING, CLASS A -----	596	38.0	\$ 106.50	\$ 108.00	\$ 96.00-118.50	-	-	-	-	-	2	8	14	24	36	50	63	56	77	70	72	55	30	10	8	13	8
MANUFACTURING -----	189	38.5	109.50	109.50	102.00-117.50	-	-	-	-	-	-	-	4	4	5	23	27	37	32	23	9	10	5	2	1	7	
NONMANUFACTURING -----	407	37.5	105.50	107.00	93.00-119.00	-	-	-	-	2	8	14	20	32	45	40	29	40	38	49	46	20	5	6	12	1	
WHOLESALE TRADE -----	59	38.0	110.50	111.50	102.50-124.00	-	-	-	-	-	-	-	2	-	8	2	6	8	12	3	5	8	2	2	-	1	
FINANCE ³ -----	136	36.0	95.00	95.50	86.00-106.50	-	-	-	-	1	7	7	16	16	18	29	4	15	10	10	-	-	2	1	-	-	
SERVICES -----	56	39.0	114.00	120.00	101.50-128.50	-	-	-	-	-	-	-	-	4	7	-	10	4	2	1	12	4	-	-	12	-	
CLERKS, ACCOUNTING, CLASS B -----	375	38.0	79.50	78.50	72.50-84.50	-	-	17	11	36	65	83	74	21	15	15	14	22	1	1	-	-	-	-	-	-	
MANUFACTURING -----	84	39.0	82.50	82.00	77.50-89.00	-	-	-	-	2	8	24	20	12	11	-	5	2	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	291	38.0	78.50	77.50	71.00-84.00	-	-	17	11	34	57	59	54	9	4	15	9	20	1	1	-	-	-	-	-	-	
WHOLESALE TRADE -----	128	38.5	78.00	79.50	73.50-83.50	-	-	11	4	4	20	27	42	4	4	5	1	-	1	1	-	-	-	-	-	-	
FINANCE ³ -----	53	36.5	72.00	73.00	67.50-77.50	-	-	3	3	15	10	19	1	-	-	2	-	-	-	-	-	-	-	-	-	-	
CLERKS, ORDER -----	655	39.0	105.50	102.00	92.00-120.00	-	-	11	-	-	7	25	18	69	86	91	54	54	48	30	62	32	14	11	5	33	
MANUFACTURING -----	144	38.5	108.50	108.50	97.50-121.00	-	-	-	-	-	3	-	3	12	2	28	16	11	23	6	18	2	3	5	1	1	
NONMANUFACTURING -----	511	39.5	104.50	100.00	91.00-119.00	-	-	11	-	-	4	25	15	57	83	63	38	43	25	24	44	30	11	6	4	28	
WHOLESALE TRADE -----	510	39.5	104.50	100.00	91.00-119.00	-	-	11	-	-	4	25	15	57	83	62	38	43	25	24	44	30	11	6	4	28	
CLERKS, PAYROLL -----	62	38.5	99.00	103.50	83.50-109.50	-	-	-	-	-	1	9	8	2	2	2	11	14	4	4	1	-	-	4	-	-	
OFFICE BOYS -----	831	37.5	62.50	61.50	57.00-67.50	15	93	240	207	131	81	47	16	1	-	-	-	-	-	-	-	-	-	-	-	-	
MANUFACTURING -----	183	38.5	63.50	63.50	59.00-68.50	-	5	51	53	43	19	4	8	-	-	-	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	648	37.5	62.00	61.00	56.50-67.50	15	88	189	154	88	62	43	8	1	-	-	-	-	-	-	-	-	-	-	-	-	
PUBLIC UTILITIES ⁴ -----	61	39.0	68.50	68.50	62.50-77.00	-	6	-	19	9	6	18	2	1	-	-	-	-	-	-	-	-	-	-	-	-	
WHOLESALE TRADE -----	69	38.5	62.50	62.00	57.00-69.50	-	10	18	17	8	10	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
FINANCE ³ -----	305	36.0	60.50	59.50	55.50-65.50	15	47	104	61	43	25	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SERVICES -----	178	39.0	61.00	61.00	57.00-66.00	-	24	58	50	15	17	8	6	-	-	-	-	-	-	-	-	-	-	-	-	-	
TABULATING-MACHINE OPERATORS, CLASS A -----	251	38.5	111.50	105.00	96.50-128.50	-	-	-	-	-	1	3	8	18	24	27	46	14	9	12	10	26	13	18	5	17	
MANUFACTURING -----	112	39.5	113.00	112.00	101.50-128.50	-	-	-	-	-	-	1	1	1	14	3	26	8	7	8	4	18	11	8	-	2	
NONMANUFACTURING -----	139	37.5	110.00	102.00	94.00-129.00	-	-	-	-	-	1	2	7	17	10	24	20	6	2	4	6	8	2	10	5	15	
FINANCE ³ -----	88	36.5	103.00	99.50	90.50-118.00	-	-	-	-	-	-	2	6	13	9	16	17	-	2	3	1	8	1	9	1	-	
TABULATING-MACHINE OPERATORS, CLASS B -----	369	38.0	92.00	90.00	83.00-101.00	-	-	-	1	8	19	34	52	74	41	38	45	19	9	8	10	1	1	6	3	-	
MANUFACTURING -----	104	39.5	95.00	94.50	86.50-103.00	-	-	-	-	-	6	5	10	16	17	12	22	2	3	3	7	1	-	-	-	-	
NONMANUFACTURING -----	265	37.5	91.00	88.50	82.00-99.50	-	-	-	1	8	13	29	42	58	24	26	23	17	6	5	3	-	1	6	3	-	
FINANCE ³ -----	126	36.5	85.00	85.50	79.50-92.00	-	-	-	1	4	12	17	26	29	17	15	2	3	-	-	-	-	-	-	-	-	
TABULATING-MACHINE OPERATORS, CLASS C -----	186	38.5	75.00	74.50	69.50-79.50	-	-	-	18	31	48	48	18	15	2	-	-	-	-	2	4	-	-	-	-	-	
MANUFACTURING -----	78	39.5	76.50	77.50	74.00-81.50	-	-	-	4	1	19	31	16	5	2	-	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	108	38.0	74.00	72.00	67.00-77.50	-	-	-	14	30	29	17	2	10	-	-	-	-	-	2	4	-	-	-	-	-	
FINANCE ³ -----	58	36.5	73.00	73.00	68.00-78.50	-	-	-	6	14	17	10	2	9	-	-	-	-	-	-	-	-	-	-	-	-	
WOMEN																											
BILLERS, MACHINE (BILLING MACHINE) -----	327	39.5	78.00	76.00	70.50-85.00	-	-	1	22	51	76	75	22	23	13	5	11	20	4	-	-	-	4	-	-	-	
MANUFACTURING -----	95	39.5	73.50	76.50	70.00-79.00	-	-	1	12	11	11	46	4	4	5	1	-	-	-	-	-	-	-	-	-	-	
NONMANUFACTURING -----	232	39.0	80.00	75.00	70.50-88.50	-	-	-	10	40	65	29	18	16	8	4	11	20	4	-	-	-	4	-	-	-	
WHOLESALE TRADE -----	134	39.5	86.00	82.00	73.50-103.00	-	-	-	-	5	43	16	8	15	4	4	11	20	4	-	-	-	4	-	-	-	
BILLERS, MACHINE (BOOKKEEPING MACHINE) -----	260	38.0	68.00	65.50	59.00-77.50	-	-	9	68	50	34	17	33	30	6	-	7	5	1	-	-	-	-	-	-	-	
MANUFACTURING -----	228	38.0	65.50	64.00	58.00-73.50	-	-	9	68	50	34	16	22	25	-	-	4	-	-	-	-	-	-	-	-	-	
RETAIL TRADE -----	163	38.0	61.00	60.50	57.50-66.50	-	-	9	68	36	34	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Sex, occupation, and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Number of workers receiving straight-time weekly earnings of—																							
			Mean ²	Median ²	Middle range ²	\$ 45	\$ 50	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 125	\$ 130	\$ 135	\$ 140	\$ 145			
						and under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WOMEN - CONTINUED																													
SECRETARIES^{5,6} - CONTINUED																													
SECRETARIES, CLASS C ⁶ -----	1,500	38.0	\$ 102.50	\$ 105.00	\$ 94.00-112.00	-	-	1	-	5	31	73	82	88	118	164	185	320	167	120	69	34	8	13	11	11			
MANUFACTURING -----	618	38.5	105.00	106.00	98.00-110.00	-	-	-	-	-	3	9	22	27	53	64	96	196	45	35	34	16	3	5	7	3			
NONMANUFACTURING -----	882	38.0	101.00	103.00	90.00-112.50	-	-	1	-	5	28	64	60	61	65	100	89	124	122	85	35	18	5	8	4	8			
PUBLIC UTILITIES ⁴ -----	71	39.5	113.50	112.00	106.00-118.00	-	-	-	-	-	-	-	-	-	1	9	5	12	20	11	3	5	-	2	3	-			
WHOLESALE TRADE -----	85	38.5	108.00	109.00	97.50-118.50	-	-	-	-	-	1	10	6	-	5	1	19	11	11	3	2	1	2	1	2	8			
RETAIL TRADE -----	62	38.5	89.50	89.00	79.50-99.00	-	-	-	-	2	1	14	7	9	6	10	5	4	1	-	-	-	3	-	-	-			
FINANCE ³ -----	389	36.5	99.00	100.50	89.50-110.00	-	-	1	-	3	12	20	23	41	37	52	58	45	57	27	12	1	-	-	-	-			
SERVICES -----	275	39.5	102.00	106.00	90.00-115.00	-	-	-	-	-	14	20	24	11	21	20	20	44	33	36	17	10	1	4	-	-			
SECRETARIES, CLASS C⁶																													
MANUFACTURING -----	1,587	38.0	92.00	93.00	83.50-100.00	-	-	4	13	75	240	345	499	466	462	623	371	157	72	82	47	16	11	1	1	1			
NONMANUFACTURING -----	1,909	38.0	90.00	90.00	80.50-98.50	-	-	4	13	64	158	177	252	260	270	282	161	90	32	44	37	4	11	10	-	-			
PUBLIC UTILITIES ⁴ -----	107	39.0	102.00	103.00	90.50-115.50	-	-	-	-	-	4	4	4	13	14	11	7	19	4	8	7	2	-	10	-	-			
WHOLESALE TRADE -----	213	38.0	93.50	93.50	84.00-100.00	-	-	-	-	-	4	10	52	12	42	40	23	11	4	5	5	2	3	-	-	-			
RETAIL TRADE -----	142	37.5	83.50	83.00	77.00-93.50	-	-	2	7	17	27	30	16	12	14	12	4	1	-	-	-	-	-	-	-	-			
FINANCE ³ -----	934	36.5	87.00	87.00	75.00-96.00	-	-	4	10	57	161	95	81	155	110	130	47	26	12	26	12	-	8	-	-	-			
SERVICES -----	513	40.0	92.50	93.00	84.50-100.00	-	-	1	-	12	41	85	64	92	87	72	30	11	5	13	-	-	-	-	-	-			
STENOGRAPHERS, GENERAL																													
MANUFACTURING -----	926	39.5	84.50	85.50	78.00-89.00	-	-	2	16	104	172	123	342	87	38	39	1	2	-	-	-	-	-	-	-	-			
NONMANUFACTURING -----	1,266	37.5	77.50	76.00	69.50-84.50	-	-	8	102	221	230	248	145	100	59	65	5	27	37	5	3	-	-	-	-	-			
PUBLIC UTILITIES ⁴ -----	127	39.5	100.00	104.00	90.50-111.50	-	-	-	-	-	3	9	7	3	14	24	5	19	37	5	1	-	-	-	-	-			
WHOLESALE TRADE -----	212	38.5	77.00	78.00	70.50-87.00	-	-	4	36	31	41	25	32	19	11	-	-	-	-	2	-	-	-	-	-	-			
RETAIL TRADE -----	116	37.0	74.00	75.50	69.50-80.50	-	-	-	19	11	24	31	19	11	1	-	-	-	-	-	-	-	-	-	-	-			
FINANCE ³ -----	648	36.5	75.00	73.50	68.00-80.50	-	-	8	72	149	133	118	60	47	23	30	-	8	-	-	-	-	-	-	-	-			
SERVICES -----	163	39.0	75.00	76.00	71.00-80.50	-	-	7	25	39	49	34	7	2	-	-	-	-	-	-	-	-	-	-	-	-			
STENOGRAPHERS, SENIOR																													
MANUFACTURING -----	1,804	38.0	88.00	86.50	79.00-95.00	-	-	6	41	184	273	303	299	248	185	103	51	20	22	31	25	10	-	3	-	-			
NONMANUFACTURING -----	698	38.5	86.00	86.00	79.00-93.00	-	-	-	19	65	111	120	140	125	50	37	14	7	2	2	5	-	-	1	-	-			
PUBLIC UTILITIES ⁴ -----	1,106	37.5	89.00	87.00	79.00-97.00	-	-	6	22	119	162	183	159	123	135	66	37	13	20	29	20	10	-	2	-	-			
WHOLESALE TRADE -----	159	38.5	96.00	96.50	92.00-99.50	-	-	-	5	7	10	1	3	34	67	8	7	-	7	7	2	1	-	-	-	-			
RETAIL TRADE -----	120	38.5	97.00	97.50	91.50-110.00	-	-	-	-	16	8	22	5	6	7	18	9	1	6	7	4	9	-	2	-	-			
FINANCE ³ -----	472	36.5	83.50	82.50	77.00-89.50	-	-	2	11	65	107	95	80	46	36	21	9	-	-	-	-	-	-	-	-	-			
SERVICES -----	287	38.5	91.50	88.00	81.00-99.00	-	-	3	6	25	26	48	56	35	20	16	12	12	-	14	14	-	-	-	-	-			
SWITCHBOARD OPERATORS, CLASS A																													
MANUFACTURING -----	530	38.0	86.00	85.00	78.50-93.00	-	-	2	11	8	57	74	110	101	64	25	48	13	8	4	5	-	-	-	-	-			
NONMANUFACTURING -----	149	39.0	88.00	88.00	82.50-93.00	-	-	-	-	-	3	18	31	40	32	8	16	-	1	-	-	-	-	-	-	-			
PUBLIC UTILITIES ⁴ -----	381	38.0	85.00	84.00	77.00-92.50	-	-	2	11	8	54	56	79	61	32	17	32	13	8	3	5	-	-	-	-	-			
WHOLESALE TRADE -----	65	39.5	98.00	101.50	89.50-105.00	-	-	-	-	-	9	4	4	7	1	25	3	8	-	4	-	-	-	-	-	-			
RETAIL TRADE -----	91	38.0	81.00	81.50	74.00-87.00	-	-	2	-	4	22	11	24	16	2	4	1	2	-	3	-	-	-	-	-	-			
FINANCE ³ -----	125	36.0	79.50	80.00	74.50-85.50	-	-	7	2	25	30	27	25	4	4	1	-	-	-	-	-	-	-	-	-	-			
SERVICES -----	59	39.0	89.00	89.00	82.00-95.00	-	-	-	1	3	5	14	9	13	6	1	7	-	-	-	-	-	-	-	-	-			
SWITCHBOARD OPERATORS, CLASS B																													
MANUFACTURING -----	386	38.0	68.00	67.50	58.50-77.00	3	8	116	36	65	46	40	40	12	9	2	6	3	-	-	-	-	-	-	-	-			
NONMANUFACTURING -----	366	38.0	68.00	66.50	58.50-76.00	3	8	116	35	63	45	32	38	10	9	-	4	3	-	-	-	-	-	-	-	-			
RETAIL TRADE -----	56	37.5	67.00	67.00	57.00-80.00	3	8	9	4	13	5	2	6	7	1	-	-	-	-	-	-	-	-	-	-	-			
FINANCE ³ -----	127	37.0	70.50	71.50	62.50-79.00	-	-	24	16	11	40	6	27	-	3	-	-	-	-	-	-	-	-	-	-	-			
SERVICES -----	139	38.5	63.50	60.00	57.50-67.50	-	-	72	15	39	-	9	1	-	-	-	3	-	-	-	-	-	-	-	-	-			
SWITCHBOARD OPERATOR-RECEPTIONISTS																													
MANUFACTURING -----	791	39.5	78.50	78.50	72.50-85.50	9	-	1	54	68	145	180	130	74	83	23	1	8	4	3	7	1	-	-	-	-			
NONMANUFACTURING -----	341	38.5	78.50	77.50	73.00-83.00	-	-	-	11	34	69	108	57	7	39	2	1	4	-	3	5	1	-	-	-	-			
WHOLESALE TRADE -----	450	38.0	78.50	79.50	71.50-87.00	9	-	1	43	34	76	72	73	67	44	21	-	4	4	-	2	-	-	-	-	-			
RETAIL TRADE -----	196	38.5	78.50	78.00	71.00-88.00	-	-	-	15	28	45	20	30	20	26	4	-	4	4	-	2	-	-	-	-	-			
FINANCE ³ -----	59	37.5	68.50	70.00	62.00-79.50	9	-	1	14	6	3	13	10	3	-	-	-	-	-	-	-	-	-	-	-	-			
SERVICES -----	53	36.5	81.00	83.00	75.50-91.00	-	-	-	-	-	15	21	1	1	15	-	-	-	-	-	-	-	-	-	-	-			
FINANCE ³ -----	116	39.0	81.00	83.00	75.50-86.00	-	-	-	14	-	13	18	22	37	-	12	-	-	-	-	-	-	-	-	-	-			

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Sex, occupation, and industry division	Number of workers	Average weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Number of workers receiving straight-time weekly earnings of—																					
			Mean ²	Median ²	Middle range ²	\$ 45	\$ 50	\$ 55	\$ 60	\$ 65	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	\$ 105	\$ 110	\$ 115	\$ 120	\$ 125	\$ 130	\$ 135	\$ 140	\$ 145	
						and under	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	over
WOMEN - CONTINUED																											
TABULATING-MACHINE OPERATORS, CLASS B -----	261	37.5	\$ 82.50	\$ 81.00	\$ 73.00- 89.00	-	-	-	1	27	62	34	31	51	16	14	7	14	3	1	-	-	-	-	-	-	-
NONMANUFACTURING -----	233	37.5	81.00	79.00	72.50- 88.00	-	-	-	1	27	62	33	27	46	14	9	1	9	3	1	-	-	-	-	-	-	-
FINANCE ³ -----	75	36.5	82.50	83.00	74.00- 91.00	-	-	-	-	7	16	4	17	11	11	9	-	-	-	-	-	-	-	-	-	-	-
TABULATING-MACHINE OPERATORS, CLASS C -----	106	37.5	71.00	68.00	64.00- 77.00	-	-	1	33	35	7	11	-	1	18	-	-	-	-	-	-	-	-	-	-	-	-
TRANSCRIBING-MACHINE OPERATORS, GENERAL -----	687	38.0	75.50	76.00	63.00- 83.50	-	13	14	71	123	102	137	77	104	21	11	2	4	8	-	-	-	-	-	-	-	-
MANUFACTURING -----	274	38.5	74.00	75.00	69.00- 81.00	-	12	-	12	57	56	62	33	40	-	2	-	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING -----	413	37.5	76.50	76.50	67.00- 85.50	-	1	14	59	66	46	75	44	64	21	11	-	4	8	-	-	-	-	-	-	-	-
WHOLESALE TRADE -----	62	40.0	89.00	88.50	82.50- 94.50	-	-	-	-	4	4	-	16	11	14	4	-	1	8	-	-	-	-	-	-	-	-
FINANCE ³ -----	265	37.0	73.00	71.00	64.50- 81.50	-	1	14	58	53	28	40	18	46	-	7	-	-	-	-	-	-	-	-	-	-	-
TYPISTS, CLASS A -----	1,618	37.5	78.50	77.50	70.50- 86.50	-	-	39	149	199	271	276	217	199	126	69	30	27	-	8	-	8	-	-	-	-	-
MANUFACTURING -----	386	39.5	79.00	80.00	72.00- 88.00	-	-	-	29	44	67	55	34	108	29	14	4	-	2	-	-	-	-	-	-	-	-
NONMANUFACTURING -----	1,232	37.0	78.50	77.00	70.00- 85.00	-	-	39	120	155	204	221	183	91	97	55	26	27	-	6	-	8	-	-	-	-	-
WHOLESALE TRADE -----	71	38.0	92.00	86.50	79.00-106.00	-	-	-	-	2	4	16	11	10	4	-	4	12	-	-	8	-	-	-	-	-	-
RETAIL TRADE -----	57	37.0	71.00	70.50	62.00- 79.50	-	-	9	14	5	9	7	4	2	3	2	1	1	-	-	-	-	-	-	-	-	-
FINANCE ³ -----	656	36.5	74.00	73.50	67.00- 81.00	-	-	30	80	125	135	107	99	43	19	18	-	-	-	-	-	-	-	-	-	-	-
SERVICES -----	323	37.5	82.50	81.00	76.00- 90.50	-	-	-	16	4	49	77	64	31	27	33	17	-	-	5	-	-	-	-	-	-	-
TYPISTS, CLASS B -----	3,294	38.0	67.50	66.50	61.00- 73.00	-	81	531	844	712	475	328	165	89	46	16	6	-	-	1	-	-	-	-	-	-	-
MANUFACTURING -----	832	39.5	72.00	72.00	65.50- 78.50	-	16	48	129	163	137	191	86	37	31	2	2	-	-	-	-	-	-	-	-	-	-
NONMANUFACTURING -----	2,462	37.5	66.00	65.00	60.50- 70.50	-	65	483	715	549	338	147	79	52	15	14	4	-	-	1	-	-	-	-	-	-	-
PUBLIC UTILITIES ⁴ -----	90	39.5	71.50	65.50	62.50- 79.00	-	-	5	39	15	7	9	-	7	3	9	-	-	-	1	-	-	-	-	-	-	-
WHOLESALE TRADE -----	289	39.0	71.00	71.50	67.00- 75.00	-	-	12	35	63	109	40	18	4	-	4	4	-	-	-	-	-	-	-	-	-	-
RETAIL TRADE -----	233	38.5	65.00	64.00	58.00- 70.00	-	42	27	59	49	9	16	8	22	1	-	-	-	-	-	-	-	-	-	-	-	-
FINANCE ³ -----	1,562	37.0	64.00	63.00	53.50- 68.00	-	19	415	538	337	162	40	35	8	7	1	-	-	-	-	-	-	-	-	-	-	-
SERVICES -----	288	39.0	69.00	69.50	65.00- 75.50	-	4	24	44	85	56	42	18	11	4	-	-	-	-	-	-	-	-	-	-	-	-

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² The mean is computed for each job by totaling the earnings of all workers and dividing by the number of workers. The median designates position—half of the employees surveyed receive more than the rate shown; half receive less than the rate shown. The middle range is defined by 2 rates of pay; a fourth of the workers earn less than the lower of these rates and a fourth earn more than the higher rate.³ Finance, insurance, and real estate.⁴ Transportation, communication, and other public utilities.⁵ May include workers other than those presented separately.⁶ Description for this occupation has been revised since the last survey in this area. See appendix A.⁷ Workers were distributed as follows: 1 at \$145 to \$150; 13 at \$150 to \$155; 1 at \$165 to \$170; and 10 at \$170 to \$175.⁸ All workers were at \$150 to \$155.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average	
		Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)
OFFICE OCCUPATIONS				OFFICE OCCUPATIONS - CONTINUED				OFFICE OCCUPATIONS - CONTINUED			
BILLERS, MACHINE (BILLING MACHINE) -----	327	39.5	\$ 78.00	CLERKS, ORDER -----	1,311	39.0	\$ 91.50	SECRETARIES ^{4,5} - CONTINUED			
MANUFACTURING -----	95	39.5	73.50	MANUFACTURING -----	525	39.0	86.00	SECRETARIES, CLASS A ⁵ -----	452	37.5	117.50
NONMANUFACTURING -----	232	39.0	80.00	NONMANUFACTURING -----	786	39.0	95.50	MANUFACTURING -----	163	38.0	121.00
WHOLESALE TRADE -----	134	39.5	86.00	WHOLESALE TRADE -----	665	39.5	100.50	NONMANUFACTURING -----	289	37.5	115.50
				RETAIL TRADE -----	90	39.0	66.50	WHOLESALE TRADE -----	74	37.5	107.00
								RETAIL TRADE -----	60	37.5	102.50
BILLERS, MACHINE (BOOKKEEPING MACHINE) -----	262	38.0	68.00	CLERKS, PAYROLL -----	1,153	38.5	82.50	FINANCE ² -----	79	36.5	114.00
MANUFACTURING -----	228	38.0	65.50	MANUFACTURING -----	570	39.0	81.00	SERVICES -----	69	38.0	139.00
NONMANUFACTURING -----	228	38.0	65.50	NONMANUFACTURING -----	570	39.0	81.00	SECRETARIES, CLASS B ⁵ -----	1,473	38.0	109.00
RETAIL TRADE -----	163	38.0	61.00	RETAIL TRADE -----	150	37.5	80.00	MANUFACTURING -----	661	38.0	111.50
				FINANCE ² -----	64	36.5	82.50	NONMANUFACTURING -----	812	37.5	106.00
				SERVICES -----	117	39.0	82.00	PUBLIC UTILITIES ³ -----	59	39.5	127.00
BOOKKEEPING-MACHINE OPERATORS, CLASS A -----	183	38.5	90.50	COMPUTER OPERATORS -----	887	37.5	78.50	WHOLESALE TRADE -----	91	39.0	103.00
MANUFACTURING -----	107	38.5	95.50	MANUFACTURING -----	243	38.5	79.50	RETAIL TRADE -----	75	37.5	99.00
NONMANUFACTURING -----	76	38.0	83.50	NONMANUFACTURING -----	644	37.5	78.00	FINANCE ² -----	400	36.5	100.50
				WHOLESALE TRADE -----	141	38.5	73.00	SERVICES -----	187	38.0	118.00
				RETAIL TRADE -----	375	36.5	75.00				
BOOKKEEPING-MACHINE OPERATORS, CLASS B -----	645	38.5	75.50	DUPLICATING-MACHINE OPERATORS (MIMEOGRAPH OR DITTO) -----	89	38.0	73.00	SECRETARIES, CLASS C ⁵ -----	1,504	38.0	102.50
MANUFACTURING -----	168	39.0	80.00					MANUFACTURING -----	620	38.5	105.00
NONMANUFACTURING -----	477	38.0	73.50	KEYPUNCH OPERATORS, CLASS A -----	966	38.0	81.50	NONMANUFACTURING -----	894	38.0	101.00
WHOLESALE TRADE -----	217	39.0	77.00	MANUFACTURING -----	435	39.0	83.50	PUBLIC UTILITIES ³ -----	73	39.5	113.00
RETAIL TRADE -----	66	37.5	65.50	NONMANUFACTURING -----	531	37.5	79.50	WHOLESALE TRADE -----	85	38.5	108.00
FINANCE ² -----	168	37.0	71.50	WHOLESALE TRADE -----	57	37.5	81.50	RETAIL TRADE -----	62	38.5	89.50
				RETAIL TRADE -----	89	38.0	79.00	FINANCE ² -----	389	36.5	98.00
CLERKS, ACCOUNTING, CLASS A -----	2,180	38.0	98.00	FINANCE ² -----	272	36.0	76.50	SERVICES -----	275	39.5	102.00
MANUFACTURING -----	612	39.0	102.50	SERVICES -----	74	40.0	79.00				
NONMANUFACTURING -----	1,568	37.5	96.00	KEYPUNCH OPERATORS, CLASS B -----	1,342	38.0	70.50	SECRETARIES, CLASS D ⁵ -----	3,508	38.0	91.00
PUBLIC UTILITIES ³ -----	476	39.0	102.00	MANUFACTURING -----	375	39.0	73.50	MANUFACTURING -----	1,589	38.0	92.00
WHOLESALE TRADE -----	157	36.5	98.00	NONMANUFACTURING -----	467	38.0	69.50	NONMANUFACTURING -----	1,920	36.0	90.00
RETAIL TRADE -----	262	37.5	94.50	WHOLESALE TRADE -----	95	39.0	76.00	PUBLIC UTILITIES ³ -----	167	39.0	102.00
FINANCE ² -----	522	36.5	88.00	RETAIL TRADE -----	320	38.0	64.00	WHOLESALE TRADE -----	224	38.0	93.50
SERVICES -----	151	38.0	105.50	FINANCE ² -----	269	37.0	58.50	RETAIL TRADE -----	142	37.5	83.50
				SERVICES -----	120	39.5	64.00	FINANCE ² -----	934	36.5	87.00
CLERKS, ACCOUNTING, CLASS B -----	2,917	39.0	77.00	OFFICE BOYS AND GIRLS -----	1,209	37.5	62.00	SERVICES -----	513	40.0	92.50
MANUFACTURING -----	570	38.5	85.50	MANUFACTURING -----	242	38.0	53.50	STENOGRAPHERS, GENERAL -----	2,192	38.0	80.50
NONMANUFACTURING -----	2,347	37.5	76.00	NONMANUFACTURING -----	967	37.5	61.50	MANUFACTURING -----	926	39.5	84.50
WHOLESALE TRADE -----	390	39.0	77.50	PUBLIC UTILITIES ³ -----	71	39.0	68.00	NONMANUFACTURING -----	1,260	37.5	77.50
RETAIL TRADE -----	588	37.5	70.50	WHOLESALE TRADE -----	78	38.5	62.00	PUBLIC UTILITIES ³ -----	127	39.5	100.00
FINANCE ² -----	540	36.5	71.00	RETAIL TRADE -----	109	39.5	61.00	WHOLESALE TRADE -----	212	38.5	77.00
SERVICES -----	164	37.5	77.50	FINANCE ² -----	504	36.5	60.50	RETAIL TRADE -----	116	37.0	74.00
				SERVICES -----	205	39.0	61.00	FINANCE ² -----	648	36.5	75.00
CLERKS, FILE, CLASS A -----	332	37.5	79.50	SECRETARIES ^{4,5} -----	6,952	38.0	99.00	SERVICES -----	163	39.0	75.00
MANUFACTURING -----	66	38.0	85.50	MANUFACTURING -----	3,032	38.0	100.50				
NONMANUFACTURING -----	266	37.0	78.00	NONMANUFACTURING -----	3,920	37.5	98.00	STENOGRAPHERS, SENIOR -----	1,805	39.0	88.00
FINANCE ² -----	179	36.5	76.00	PUBLIC UTILITIES ³ -----	249	39.5	111.50	MANUFACTURING -----	698	38.5	86.00
SERVICES -----	50	38.0	86.50	WHOLESALE TRADE -----	474	38.0	100.00	NONMANUFACTURING -----	1,107	37.5	89.00
				RETAIL TRADE -----	352	37.5	92.50	PUBLIC UTILITIES ³ -----	159	38.5	96.00
CLERKS, FILE, CLASS B -----	1,086	37.5	65.50	FINANCE ² -----	1,802	36.5	33.50	WHOLESALE TRADE -----	121	38.5	97.00
MANUFACTURING -----	264	39.0	66.50	SERVICES -----	1,043	39.5	102.50	FINANCE ² -----	472	36.5	83.50
NONMANUFACTURING -----	822	37.5	65.00					SERVICES -----	287	39.5	91.50
WHOLESALE TRADE -----	76	39.0	88.00								
RETAIL TRADE -----	105	37.5	57.50					SWITCHBOARD OPERATORS, CLASS A -----	530	38.0	86.00
FINANCE ² -----	481	36.5	65.00					MANUFACTURING -----	149	39.0	88.00
SERVICES -----	155	38.0	67.00					NONMANUFACTURING -----	381	38.0	85.00
								PUBLIC UTILITIES ³ -----	65	39.5	98.00
CLERKS, FILE, CLASS C -----	1,321	37.5	60.00					RETAIL TRADE -----	91	38.0	81.00
MANUFACTURING -----	187	38.5	60.50					FINANCE ² -----	125	36.0	79.50
NONMANUFACTURING -----	1,134	37.5	60.00					SERVICES -----	59	39.0	89.00
WHOLESALE TRADE -----	101	39.0	61.00								
FINANCE ² -----	825	37.0	59.00								

See footnotes at end of table.

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

(Average straight-time weekly hours and earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average		Occupation and industry division	Number of workers	Average	
		Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)			Weekly hours ¹ (standard)	Weekly earnings ¹ (standard)
OFFICE OCCUPATIONS - CONTINUED				OFFICE OCCUPATIONS - CONTINUED				PROFESSIONAL AND TECHNICAL OCCUPATIONS			
SWITCHBOARD OPERATORS, CLASS B -----	386	38.0	\$ 68.50	TABULATING-MACHINE OPERATORS, CLASS C -----	292	38.0	\$ 73.50	DRAFTSMEN, CLASS A -----	1,137	39.5	\$ 160.00
NONMANUFACTURING -----	366	38.0	68.00	MANUFACTURING -----	98	39.5	78.50	MANUFACTURING -----	399	40.0	156.50
RETAIL TRADE -----	58	38.5	67.00	NONMANUFACTURING -----	194	37.5	71.50	NONMANUFACTURING -----	738	39.0	161.50
FINANCE ² -----	127	37.5	70.50	FINANCE ² -----	68	36.5	73.00	SERVICES -----	700	39.0	161.00
SERVICES -----	139	38.5	63.50	TRANSCRIBING-MACHINE OPERATORS, GENERAL -----	694	38.0	76.00	DRAFTSMEN, CLASS B -----	1,375	39.0	135.50
SWITCHBOARD OPERATOR-RECEPTIONISTS-MANUFACTURING -----	791	38.5	78.50	MANUFACTURING -----	274	38.5	74.00	MANUFACTURING -----	722	39.5	133.50
NONMANUFACTURING -----	341	38.0	78.50	NONMANUFACTURING -----	420	39.0	77.00	NONMANUFACTURING -----	653	39.0	137.50
RETAIL TRADE -----	450	38.0	78.50	WHOLESALE TRADE -----	62	40.0	89.00	SERVICES -----	555	39.0	136.00
WHOLESALE TRADE -----	194	38.5	78.50	FINANCE ² -----	265	37.0	73.00	DRAFTSMEN, CLASS C -----	811	39.5	101.50
RETAIL TRADE -----	59	37.5	68.50	TYPISTS, CLASS A -----	1,624	37.5	78.50	MANUFACTURING -----	415	38.5	107.50
FINANCE ² -----	53	36.5	81.00	MANUFACTURING -----	392	39.0	79.00	NONMANUFACTURING -----	396	39.0	130.50
SERVICES -----	116	38.0	81.00	NONMANUFACTURING -----	1,232	37.0	78.50	PUBLIC UTILITIES ³ -----	28	40.0	115.50
TABULATING-MACHINE OPERATORS, CLASS A -----	291	38.5	110.50	WHOLESALE TRADE -----	71	38.0	92.00	SERVICES -----	356	39.0	99.00
MANUFACTURING -----	121	39.5	112.50	RETAIL TRADE -----	57	37.0	71.00	DRAFTSMEN-TRACERS -----	156	40.0	75.00
NONMANUFACTURING -----	170	37.5	109.00	FINANCE ² -----	656	36.5	74.00	MANUFACTURING -----	85	40.0	75.00
FINANCE ² -----	112	36.5	102.00	SERVICES -----	323	37.5	92.50	NURSES, INDUSTRIAL (REGISTERED) -----	258	39.0	107.00
TABULATING-MACHINE OPERATORS, CLASS B -----	630	38.0	88.00	TYPISTS, CLASS B -----	3,331	38.0	67.50	MANUFACTURING -----	173	39.0	117.50
MANUFACTURING -----	132	39.5	95.00	MANUFACTURING -----	832	39.5	72.00	NONMANUFACTURING -----	85	38.0	105.00
NONMANUFACTURING -----	494	37.5	86.00	NONMANUFACTURING -----	2,499	37.5	66.00				
WHOLESALE TRADE -----	79	38.5	85.50	PUBLIC UTILITIES ³ -----	115	38.5	75.00				
RETAIL TRADE -----	56	35.0	85.50	WHOLESALE TRADE -----	293	35.0	71.00				
FINANCE ² -----	201	36.5	94.00	RETAIL TRADE -----	239	38.5	65.50				
				FINANCE ² -----	1,564	37.0	64.00				
				SERVICES -----	288	39.0	69.00				

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries and the earnings correspond to these weekly hours.² Finance, insurance, and real estate.³ Transportation, communication, and other public utilities.⁴ May include workers other than those presented separately.⁵ Description for this occupation has been revised since the last survey in this area. See appendix A.

Table A-4. Maintenance and Powerplant Occupations—Continued

(Average straight-time hourly earnings for men in selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Occupation and industry division	Number of workers	Hourly earnings ¹			Number of workers receiving straight-time hourly earnings of—																							
		Mean ²	Median ²	Middle range ²	Under	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40	\$ 3.60	\$ 3.80	\$ 4.00	\$ 4.20	\$ 4.40	\$ 4.60	
					\$ 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	3.60	3.80	4.00	4.20	4.40	4.60	over	
PLUMBERS, MAINTENANCE -----	68	\$ 3.08	\$ 3.21	\$ 2.79- 3.28	-	-	1	-	-	-	1	3	8	5	-	8	4	1	27	3	-	4	2	-	-	-	-	1
SHEET-METAL WORKERS, MAINTENANCE -- MANUFACTURING -----	165 155	3.18 3.18	3.23 3.23	3.04- 3.29 3.06- 3.29	-	-	-	-	-	-	-	9	1	1	8	12	24	16	69	27	-	5	5	-	-	-	-	1
TOOL AND DIE MAKERS ----- MANUFACTURING -----	775 771	3.40 3.41	3.47 3.47	3.09- 3.72 3.11- 3.72	-	-	-	-	-	3	4	3	8	22	50	104	55	51	40	-	132	249	48	5	1	-	-	

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts.² For definition of terms, see footnote 2, table A-1.³ Transportation, communication, and other public utilities.⁴ Finance, insurance, and real estate.

Table A-5. Custodial and Material Movement Occupations

(Average straight-time hourly earnings for selected occupations studied on an area basis by industry division, Boston, Mass., October 1965)

Occupation ¹ and industry division	Number of workers	Hourly earnings ²			Number of workers receiving straight-time hourly earnings of—																								
		Mean ³	Median ³	Middle range ³	\$ 1.20	\$ 1.30	\$ 1.40	\$ 1.50	\$ 1.60	\$ 1.70	\$ 1.80	\$ 1.90	\$ 2.00	\$ 2.10	\$ 2.20	\$ 2.30	\$ 2.40	\$ 2.50	\$ 2.60	\$ 2.70	\$ 2.80	\$ 2.90	\$ 3.00	\$ 3.10	\$ 3.20	\$ 3.30	\$ 3.40		
					and under	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELEVATOR OPERATORS, PASSENGER ----- NONMANUFACTURING -----	301 291	\$ 1.55 1.53	\$ 1.61 1.61	\$ 1.35- 1.67 1.36- 1.67	33	79	23	8	118	5	5	1	15	6	-	2	1	-	5	-	-	-	-	-	-	-	-	-	-
RETAIL TRADE ----- FINANCE ⁴ -----	53 176	1.35 1.61	1.38 1.64	1.34- 1.44 1.60- 1.68	-	36	12	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ELEVATOR OPERATORS, PASSENGER (WOMEN) ----- NONMANUFACTURING -----	271 257	1.45 1.44	1.43 1.41	1.35- 1.57 1.35- 1.55	12	114	31	72	35	4	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
RETAIL TRADE ----- FINANCE ⁴ -----	136 60	1.44 1.47	1.51 1.40	1.38- 1.55 1.35- 1.64	12	28	75	70	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
GUARDS AND WATCHMEN ----- MANUFACTURING ----- NONMANUFACTURING -----	3,981 820 3,161	1.74 2.37 1.59	1.51 2.27 1.46	1.41- 2.15 2.15- 2.53 1.39- 1.59	-	915	1045	469	164	67	50	62	138	107	290	115	79	185	74	27	96	42	10	24	4	-	-		
GUARDS: MANUFACTURING -----	490	2.36	2.28	2.22- 2.51	-	-	-	1	-	2	49	31	197	35	36	101	2	-	3	10	19	-	-	-	-	-	-		
WATCHMEN: MANUFACTURING -----	330	2.21	2.24	1.93- 2.58	-	-	11	10	9	12	22	34	16	25	41	17	10	36	55	16	-	1	4	-	-	-	-		

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, Boston, Mass., October 1965)

Occupation ¹ and industry division	Number of workers	Hourly earnings ²			Number of workers receiving straight-time hourly earnings of—																							
		Mean ³	Median ³	Middle range ³	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
					1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00	3.10	3.20	3.30	3.40	and over
JANITERS, PORTERS, AND CLEANERS ---	5,524	1.86	1.73	1.60-2.16	103	196	164	955	1176	534	283	215	288	374	319	275	215	135	36	169	29	51	-	-	-	2	1	-
MANUFACTURING -----	1,780	2.10	2.13	1.83-2.33	-	11	66	104	18	220	105	133	149	247	223	190	124	56	4	113	14	-	-	-	-	2	1	-
NONMANUFACTURING -----	3,744	1.76	1.65	1.56-1.86	103	185	98	851	1158	314	178	82	139	127	96	89	91	79	32	56	15	51	-	-	-	-	-	-
PUBLIC UTILITIES ⁵ -----	436	2.31	2.36	2.15-2.54	-	-	-	15	20	8	11	9	12	65	50	43	62	73	30	21	13	-	-	-	-	-	-	-
WHOLESALE TRADE -----	114	2.16	2.31	1.82-2.38	-	2	-	4	-	20	13	-	11	-	4	40	6	-	-	12	2	-	-	-	-	-	-	-
RETAIL TRADE -----	511	1.66	1.76	1.56-1.99	18	66	11	54	70	57	88	20	9	14	12	1	10	5	2	23	-	51	-	-	-	-	-	-
FINANCE -----	471	1.79	1.72	1.64-2.01	-	-	-	23	12	187	57	38	30	13	9	4	7	1	-	-	-	-	-	-	-	-	-	-
SERVICES -----	2,212	1.59	1.61	1.54-1.67	85	117	64	766	881	172	28	23	17	31	21	1	6	-	-	-	-	-	-	-	-	-	-	-
JANITERS, PORTERS, AND CLEANERS (WOMEN) -----	1,598	1.61	1.61	1.54-1.67	12	70	95	583	645	85	7	15	46	12	7	15	1	-	5	-	-	-	-	-	-	-	-	-
MANUFACTURING -----	119	1.56	2.04	1.82-2.13	-	10	11	-	4	4	5	12	40	12	6	9	1	-	5	-	-	-	-	-	-	-	-	-
NONMANUFACTURING -----	1,479	1.52	1.60	1.54-1.66	12	60	84	583	641	81	2	3	6	-	1	6	-	-	-	-	-	-	-	-	-	-	-	-
FINANCE -----	705	1.59	1.59	1.54-1.66	-	1	20	363	238	81	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SERVICES -----	998	1.57	1.60	1.53-1.65	12	40	38	219	287	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
LABORERS, MATERIAL HANDLING -----	4,660	2.25	2.28	1.87-2.66	11	120	216	245	95	236	335	340	272	269	263	369	304	265	276	331	229	155	239	26	75	1	8	-
MANUFACTURING -----	2,318	2.12	2.09	1.86-2.42	-	22	53	109	59	162	274	286	215	164	164	173	185	198	96	41	75	3	11	-	-	-	-	-
NONMANUFACTURING -----	2,362	2.37	2.45	1.96-2.83	11	98	163	136	36	34	61	54	57	105	99	156	117	67	180	290	154	152	228	26	75	1	-	-
PUBLIC UTILITIES ⁵ -----	366	2.05	2.77	2.72-3.01	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28	10	222	4	-	80	22	-	-	-
WHOLESALE TRADE -----	199	2.45	2.63	2.26-2.86	11	11	28	39	5	25	2	6	43	20	18	84	53	15	145	27	113	1	84	-	69	-	-	-
RETAIL TRADE -----	1,149	2.18	2.24	1.58-2.74	-	83	131	91	22	26	53	46	10	84	72	112	66	24	25	41	37	151	64	4	6	1	-	-
ORDER FILLERS -----	2,184	2.35	2.37	1.95-2.83	-	27	98	75	123	70	119	74	96	85	148	262	48	226	38	107	175	28	366	6	4	10	3	-
MANUFACTURING -----	682	2.17	2.30	1.86-2.38	-	27	34	46	35	7	39	19	19	26	90	202	20	49	4	16	21	8	5	6	4	2	3	-
NONMANUFACTURING -----	1,506	2.44	2.55	2.00-2.97	-	-	64	29	88	63	80	55	77	59	58	60	28	177	34	91	154	20	361	-	-	8	-	-
WHOLESALE TRADE -----	937	2.29	2.37	1.90-2.70	-	-	64	28	56	34	41	65	46	44	56	18	165	32	37	144	11	33	-	-	8	-	-	-
RETAIL TRADE -----	949	2.70	3.02	2.51-3.06	-	-	-	1	31	3	42	13	10	11	13	3	4	11	1	54	10	9	328	-	-	-	-	-
PACKERS, SHIPPING -----	1,155	2.32	2.37	1.88-2.84	-	22	7	101	36	37	104	48	45	40	69	94	116	74	23	17	89	196	14	14	3	6	-	-
MANUFACTURING -----	665	2.31	2.36	2.02-2.56	-	1	4	5	4	12	58	25	31	30	65	75	113	43	10	1	89	12	10	10	3	6	-	-
NONMANUFACTURING -----	490	2.39	2.48	1.78-2.94	-	21	3	46	32	25	46	23	14	10	4	15	3	31	5	16	-	184	4	4	-	-	-	-
WHOLESALE TRADE -----	411	2.43	2.72	1.86-2.95	-	-	1	33	26	14	46	22	14	9	1	-	3	29	5	16	-	184	4	4	-	-	-	-
RETAIL TRADE -----	59	1.72	1.69	1.49-2.33	-	13	2	9	6	7	-	1	-	1	2	16	-	2	-	-	-	-	-	-	-	-	-	-
PACKERS, SHIPPING (WOMEN) -----	428	1.64	1.59	1.47-1.78	6	47	75	100	46	62	12	7	35	8	17	11	2	-	-	-	-	-	-	-	-	-	-	-
MANUFACTURING -----	204	1.66	1.64	1.49-1.79	6	12	36	26	46	29	7	5	22	-	-	11	2	-	-	-	-	-	-	-	-	-	-	-
RECEIVING CLERKS -----	669	2.33	2.33	2.00-2.66	-	-	1	13	21	47	39	47	56	47	45	60	47	28	84	31	16	10	58	12	7	-	-	-
MANUFACTURING -----	284	2.30	2.32	1.96-2.66	-	-	-	11	11	17	16	29	19	15	21	15	22	19	31	21	14	2	14	-	7	-	-	-
NONMANUFACTURING -----	385	2.35	2.34	2.03-2.66	-	-	1	2	10	3	23	18	37	32	24	45	25	9	53	10	2	8	44	12	-	-	-	-
WHOLESALE TRADE -----	220	2.30	2.21	1.99-2.66	-	-	-	-	6	23	14	14	31	22	10	9	5	6	45	-	8	27	-	-	-	-	-	-
RETAIL TRADE -----	127	2.44	2.35	2.25-2.72	-	-	1	7	-	3	9	4	5	2	12	29	19	3	5	9	2	-	10	12	-	-	-	-
SHIPPING CLERKS -----	512	2.44	2.47	2.15-2.70	-	13	-	11	4	29	6	12	24	63	42	35	26	55	64	30	16	3	40	5	1	13	20	-
MANUFACTURING -----	269	2.45	2.51	2.13-2.76	-	11	-	11	4	12	6	-	21	28	23	6	17	49	26	6	16	-	18	3	1	11	20	-
NONMANUFACTURING -----	223	2.42	2.38	2.16-2.69	-	2	-	-	-	17	-	12	3	35	19	29	9	6	38	24	-	3	22	2	-	2	-	-
WHOLESALE TRADE -----	144	2.43	2.35	2.23-2.67	-	-	-	-	-	2	-	2	-	23	17	27	4	4	37	23	-	-	-	-	-	-	-	-
RETAIL TRADE -----	61	2.37	2.13	1.79-3.03	-	2	-	-	-	15	-	9	3	6	1	2	-	2	-	-	-	3	14	2	-	2	-	-
SHIPPING AND RECEIVING CLERKS -----	712	2.50	2.60	2.18-2.79	-	1	1	13	16	18	11	51	11	70	39	54	39	34	74	120	86	9	7	22	21	-	16	-
MANUFACTURING -----	289	2.66	2.75	2.34-2.86	-	-	-	11	-	11	-	-	-	25	15	25	3	11	17	55	70	-	3	11	19	-	13	-
NONMANUFACTURING -----	424	2.59	2.44	2.11-2.71	-	1	1	2	16	7	11	51	11	45	24	25	36	23	57	65	16	9	4	11	2	-	3	-
WHOLESALE TRADE -----	117	2.27	2.15	1.97-2.48	-	-	-	-	11	-	4	22	11	12	12	4	15	-	1	11	-	-	-	11	-	-	-	3
RETAIL TRADE -----	254	2.42	2.52	2.17-2.72	-	1	1	2	5	5	-	27	-	32	12	23	15	15	49	54	13	9	-	-	-	-	-	-

See footnotes at end of table.

B. Establishment Practices and Supplementary Wage Provisions

Table B-1. Minimum Entrance Salaries for Women Office Workers

(Distribution of establishments studied in all industries and in industry divisions by minimum entrance salary for selected categories of inexperienced women office workers, Boston, Mass., October 1965)

Minimum weekly straight-time salary ¹	Inexperienced typists								Other inexperienced clerical workers ²									
	All industries	Manufacturing			Nonmanufacturing				All industries	Manufacturing			Nonmanufacturing					
		Based on standard weekly hours ³ of—								Based on standard weekly hours ³ of—								
		All schedules	37 ¹ / ₂	40	All schedules	36 ¹ / ₄	37 ¹ / ₂	40		All schedules	37 ¹ / ₂	40	All schedules	36 ¹ / ₄	37 ¹ / ₂	40		
Establishments studied.....	287	88	xxx	xxx	199	xxx	xxx	xxx	287	88	xxx	xxx	199	xxx	xxx	xxx		
Establishments having a specified minimum.....	145	51	10	35	94	12	16	44	157	56	11	39	101	13	19	45		
\$47.50 and under \$50.00.....	2	-	-	-	2	1	1	-	4	-	-	-	4	1	3	-		
\$50.00 and under \$52.50.....	10	2	-	2	8	-	-	3	15	2	-	2	13	-	1	6		
\$52.50 and under \$55.00.....	9	2	1	-	7	1	1	2	13	3	1	-	10	2	1	2		
\$55.00 and under \$57.50.....	33	12	3	8	21	7	6	3	45	15	4	9	30	9	9	3		
\$57.50 and under \$60.00.....	17	8	1	3	9	1	3	3	13	7	1	4	6	1	2	3		
\$60.00 and under \$62.50.....	33	11	2	9	22	2	3	12	26	11	3	8	15	-	1	10		
\$62.50 and under \$65.00.....	8	5	3	2	3	-	1	1	7	5	2	3	2	-	1	1		
\$65.00 and under \$67.50.....	7	2	-	2	5	-	1	3	5	3	-	3	2	-	1	1		
\$67.50 and under \$70.00.....	6	3	-	3	3	-	-	3	6	2	-	2	4	-	-	4		
\$70.00 and under \$72.50.....	7	2	-	2	5	-	-	5	6	2	-	2	4	-	-	4		
\$72.50 and under \$75.00.....	3	1	-	1	2	-	-	2	4	1	-	1	3	-	-	3		
\$75.00 and under \$77.50.....	1	-	-	-	1	-	-	1	2	1	-	1	1	-	-	1		
\$77.50 and under \$80.00.....	2	2	-	2	-	-	-	-	3	2	-	2	1	-	-	1		
\$80.00 and under \$82.50.....	2	-	-	-	2	-	-	2	1	-	-	-	1	-	-	1		
\$82.50 and under \$85.00.....	1	-	-	-	1	-	-	1	-	-	-	-	-	-	-	-		
\$85.00 and under \$87.50.....	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
\$87.50 and under \$90.00.....	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	1		
\$90.00 and under \$92.50.....	2	1	-	1	1	-	-	1	2	1	-	1	1	-	-	1		
\$92.50 and under \$95.00.....	1	-	-	-	1	-	-	1	1	-	-	-	1	-	-	1		
\$95.00 and over.....	1	-	-	-	1	-	-	1	3	1	-	1	2	-	-	2		
Establishments having no specified minimum.....	71	19	xxx	xxx	52	xxx	xxx	xxx	82	24	xxx	xxx	58	xxx	xxx	xxx		
Establishments which did not employ workers in this category.....	71	18	xxx	xxx	53	xxx	xxx	xxx	48	8	xxx	xxx	40	xxx	xxx	xxx		

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

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

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

Table B-2. Shift Differentials

(Shift differentials of manufacturing plant workers by type and amount of differential,
Boston, Mass., October 1965)

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.....	80.0	70.5	11.3	3.3
With shift pay differential.....	78.9	69.5	11.2	3.2
Uniform cents (per hour).....	34.8	29.6	4.8	1.6
5 cents.....	7.2	-	1.1	-
6 cents.....	2.0	-	.4	-
7 cents.....	1.6	1.1	.1	(²)
7½ cents.....	1.4	4.4	-	.1
8 cents.....	2.8	.9	.4	.1
9 cents.....	.8	-	.2	-
10 cents.....	13.6	10.0	1.9	.6
11½ cents.....	-	.8	-	.1
12 cents.....	-	2.7	-	(²)
12½ cents.....	.7	3.1	(²)	.2
13 cents.....	2.2	-	.5	-
15 cents.....	1.4	3.6	.1	(²)
16 cents.....	.7	-	.2	-
19 cents.....	-	2.2	-	.4
20 cents.....	.2	-	(²)	-
21½ cents.....	-	.7	-	(²)
25 cents.....	-	.2	-	(²)
Uniform percentage.....	34.1	33.0	5.1	1.2
5 percent.....	3.2	1.1	.2	-
7 percent.....	4.0	4.0	.4	.1
7½ percent.....	1.0	-	.2	-
10 percent.....	24.0	22.7	3.8	.8
12½ percent.....	1.9	1.0	.5	(²)
15 percent.....	-	4.1	-	.3
Full day's pay for reduced hours.....	2.9	1.0	.2	-
Other formal pay differential.....	³ 7.1	³ 5.9	1.0	.4
With no shift pay differential.....	1.1	1.1	.1	(²)

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

Table B-3. Scheduled Weekly Hours

(Percent distribution of plant and office workers in all industries and in industry divisions by scheduled weekly hours of first-shift workers, Boston, Mass., October 1965)

Weekly hours	Plant workers						Office workers						
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Service	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Service
All workers-----	100	100	100	100	100	100	100	100	100	100	100	100	100
Under 35 hours-----	1	-	-	-	1	12	-	-	-	-	-	-	-
35 hours-----	3	4	-	5	2	-	13	12	(⁴)	7	10	18	12
Over 35 and under 36 ¹ / ₄ hours-----	-	-	-	-	-	-	1	-	-	1	-	3	-
36 ¹ / ₄ hours-----	(⁴)	-	-	2	-	-	8	(⁴)	-	2	8	18	3
Over 36 ¹ / ₄ and under 37 ¹ / ₂ hours-----	1	-	-	-	2	-	6	(⁴)	-	-	-	15	-
37 ¹ / ₂ hours-----	5	6	-	1	9	3	25	19	42	23	26	31	6
Over 37 ¹ / ₂ and under 38 hours-----	1	-	-	-	6	-	1	-	-	-	3	-	11
38 hours-----	-	-	-	-	-	-	4	1	-	-	1	11	-
Over 38 and under 38 ² / ₃ hours-----	1	-	-	-	2	-	1	-	-	-	3	2	-
38 ² / ₃ hours-----	2	-	-	-	9	-	1	-	-	-	9	-	-
38 ³ / ₄ hours-----	(⁴)	-	-	-	-	1	4	4	-	12	8	-	8
Over 38 ³ / ₄ and under 40 hours-----	(⁴)	-	-	-	1	-	(⁴)	-	-	-	1	-	-
40 hours-----	75	79	95	88	52	78	36	64	57	53	30	2	59
Over 40 and under 44 hours-----	2	-	-	-	7	-	-	-	-	-	-	-	-
44 and under 48 hours-----	5	9	-	4	-	-	(⁴)	-	-	2	-	-	-
48 hours-----	3	3	4	-	5	4	(⁴)	-	-	-	-	-	1
Over 48 hours-----	1	-	2	1	3	2	-	-	-	-	-	-	-

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

Table B-4. Paid Holidays

(Percent distribution of plant and office workers in all industries and in industry divisions by number of paid holidays provided annually, Boston, Mass., October 1965)

Item	Plant workers						Office workers						
	All industries ¹	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ²	Wholesale trade	Retail trade	Finance ³	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing paid holidays.....	98	100	100	100	95	91	99	100	100	100	98	100	99
Workers in establishments providing no paid holidays.....	2	-	-	-	5	9	(⁴)	-	-	-	2	-	1
<u>Number of days</u>													
Less than 6 holidays.....	4	1	1	-	5	19	(⁴)	(⁴)	-	-	-	-	-
6 holidays.....	5	4	2	-	6	14	1	-	1	-	5	-	4
7 holidays.....	6	6	12	5	1	5	2	3	3	1	3	(⁴)	4
7 holidays plus 1 half day.....	1	1	-	-	-	-	-	-	-	-	-	-	-
8 holidays.....	22	25	15	6	26	11	7	8	5	5	26	-	15
8 holidays plus 1 half day.....	1	1	-	3	-	(⁴)	2	5	-	2	6	-	1
8 holidays plus 2 half days.....	1	1	-	-	-	-	-	-	-	-	-	-	-
8 holidays plus 3 half days.....	-	-	-	-	-	-	(⁴)	-	-	-	-	-	2
9 holidays.....	21	22	11	12	24	23	14	25	5	15	33	-	18
9 holidays plus 1 half day.....	3	4	-	-	3	-	3	6	-	-	(⁴)	2	-
9 holidays plus 2 half days.....	1	2	-	-	-	-	1	3	-	-	(⁴)	-	-
10 holidays.....	22	15	40	51	29	6	20	15	56	39	16	13	18
10 holidays plus 1 half day.....	3	6	1	-	-	2	3	5	(⁴)	-	-	2	1
10 holidays plus 2 half days.....	2	3	-	-	-	-	2	5	-	-	-	-	-
11 holidays.....	7	6	17	19	-	10	34	24	24	35	(⁴)	52	36
11 holidays plus 1 half day.....	1	1	-	4	1	-	11	1	24	3	6	28	-
11 holidays plus 2 half days.....	-	-	-	-	-	-	(⁴)	-	-	-	3	-	-
12 holidays.....	-	-	-	-	-	-	1	-	6	-	-	-	-
13 holidays.....	-	-	-	-	-	-	1	-	-	-	-	2	-
13 holidays plus 1 half day.....	-	-	-	-	-	-	(⁴)	(⁴)	-	-	-	-	-
<u>Total holiday time⁵</u>													
13½ days.....	-	-	-	-	-	-	(⁴)	(⁴)	-	-	-	-	-
13 days or more.....	-	-	-	-	-	-	1	(⁴)	-	-	-	2	-
12 days or more.....	-	-	-	-	-	-	2	(⁴)	6	-	3	2	-
11½ days or more.....	1	1	-	4	1	-	13	1	6	3	9	30	-
11 days or more.....	10	10	17	24	1	10	48	30	31	38	9	82	36
10½ days or more.....	13	16	19	24	1	13	51	35	31	38	9	85	37
10 days or more.....	36	33	59	75	30	19	71	52	87	76	25	98	56
9½ days or more.....	38	38	59	75	33	19	74	59	87	76	26	100	57
9 days or more.....	60	61	70	86	57	42	87	83	92	92	58	100	75
8½ days or more.....	61	62	70	89	57	42	90	88	92	94	64	100	76
8 days or more.....	83	88	85	95	82	53	97	97	96	99	90	100	91
7½ days or more.....	83	89	85	95	82	53	97	97	96	99	90	100	91
7 days or more.....	89	95	97	100	84	58	99	100	99	100	94	100	95
6 days or more.....	94	99	99	100	90	72	99	100	100	100	98	100	99
5 days or more.....	96	100	99	100	92	81	99	100	100	100	98	100	99
4 days or more.....	97	100	99	100	92	87	99	100	100	100	98	100	99
3 days or more.....	97	100	100	100	92	89	99	100	100	100	98	100	99
2 days or more.....	97	100	100	100	94	89	99	100	100	100	98	100	99
1 day or more.....	98	100	100	100	95	91	99	100	100	100	98	100	99

¹ Includes data for real estate in addition to those industry divisions shown separately.² Transportation, communication, and other public utilities.³ Finance, insurance, and real estate.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 plant and office workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1965)

Vacation policy	Plant workers						Office workers						
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	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.....	99	100	100	100	100	93	100	100	100	100	100	100	100
Length-of-time payment.....	88	81	97	100	100	79	99	99	100	100	100	100	100
Percentage payment.....	12	19	3	-	-	14	(⁵)	1	-	-	-	-	-
Flat-sum payment.....	-	-	-	-	-	-	-	-	-	-	-	-	-
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.....	21	34	-	5	7	8	4	1	1	1	7	7	3
1 week.....	25	17	25	43	42	11	42	64	26	53	53	24	36
Over 1 and under 2 weeks.....	2	-	9	2	-	8	10	7	11	11	2	14	13
2 weeks.....	4	(⁵)	36	2	-	2	27	11	38	6	-	49	32
<u>After 1 year of service</u>													
1 week.....	61	75	25	36	47	67	7	6	13	10	27	-	11
Over 1 and under 2 weeks.....	1	2	-	-	-	-	-	-	-	-	-	-	84
2 weeks.....	35	20	75	64	53	21	87	90	87	90	73	90	84
Over 2 and under 3 weeks.....	1	-	-	-	-	5	1	2	-	-	-	-	5
3 weeks.....	2	3	-	-	-	-	5	2	-	-	-	10	-
<u>After 2 years of service</u>													
1 week.....	35	51	20	25	10	25	1	3	2	3	-	-	3
Over 1 and under 2 weeks.....	10	19	-	(⁵)	-	-	1	-	10	-	-	-	-
2 weeks.....	52	25	78	75	90	63	89	92	88	97	100	85	81
Over 2 and under 3 weeks.....	2	2	-	-	-	5	3	3	-	-	-	2	16
3 weeks.....	2	3	1	-	-	-	5	2	-	-	-	12	-
<u>After 3 years of service</u>													
1 week.....	9	12	6	3	2	13	1	(⁵)	2	2	-	-	3
Over 1 and under 2 weeks.....	12	24	-	5	-	-	(⁵)	1	-	-	-	-	74
2 weeks.....	75	59	90	93	98	75	90	92	98	95	100	85	74
Over 2 and under 3 weeks.....	2	2	-	-	-	5	4	4	-	3	-	2	16
3 weeks.....	2	3	4	-	-	-	6	2	(⁵)	-	-	12	7
<u>After 4 years of service</u>													
1 week.....	8	11	2	3	2	13	1	(⁵)	2	2	-	-	3
Over 1 and under 2 weeks.....	12	22	-	5	-	-	(⁵)	1	-	-	-	-	-
2 weeks.....	75	60	93	88	98	75	87	90	98	95	100	81	74
Over 2 and under 3 weeks.....	2	2	-	-	-	5	4	4	-	3	-	3	16
3 weeks.....	3	5	4	5	-	-	8	4	(⁵)	-	-	16	7
<u>After 5 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	81	85	96	84	62	84	67	82	98	84	66	47	63
Over 2 and under 3 weeks.....	3	5	-	-	-	5	7	6	-	-	-	10	16
3 weeks.....	14	9	3	13	36	1	26	12	2	14	34	43	20
4 weeks.....	(⁵)	-	1	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

Table B-5. Paid Vacations¹—Continued

(Percent distribution of plant and office workers in all industries and in industry divisions by vacation pay provisions, Boston, Mass., October 1965)

Vacation policy	Plant workers						Office workers						
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	Services
<u>Amount of vacation pay⁵—Continued</u>													
<u>After 10 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	27	31	24	24	17	33	18	22	17	42	24	6	27
Over 2 and under 3 weeks.....	6	11	-	4	-	3	4	3	-	-	-	9	2
3 weeks.....	56	55	75	61	51	52	72	72	83	48	47	84	63
Over 3 and under 4 weeks.....	(⁵)	-	-	-	-	2	1	1	-	3	-	-	3
4 weeks.....	9	2	1	8	30	-	4	2	-	5	29	-	5
<u>After 12 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	21	23	13	12	17	27	15	17	14	31	24	6	27
Over 2 and under 3 weeks.....	8	14	-	4	-	3	5	5	-	-	-	9	2
3 weeks.....	60	59	86	73	51	58	74	75	86	59	47	84	63
Over 3 and under 4 weeks.....	(⁵)	-	-	-	-	2	1	1	-	3	-	-	3
4 weeks.....	9	2	1	8	30	-	4	2	-	5	29	-	5
<u>After 15 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	13	14	-	5	14	18	6	7	2	14	9	3	12
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	3	(⁵)	-	-	-	-	-	2
3 weeks.....	67	77	99	76	33	67	85	87	98	75	51	93	78
Over 3 and under 4 weeks.....	1	(⁵)	-	3	-	2	2	-	-	1	-	3	3
4 weeks.....	16	8	1	13	50	-	7	6	1	8	41	(⁵)	5
<u>After 20 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	12	13	-	5	14	18	6	6	2	14	9	2	12
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	3	(⁵)	-	-	-	-	-	2
3 weeks.....	41	46	39	53	18	58	54	54	45	43	34	64	50
Over 3 and under 4 weeks.....	1	1	-	3	-	2	3	-	-	1	-	6	3
4 weeks.....	43	39	58	28	66	9	37	40	53	35	57	27	33
Over 4 weeks.....	1	-	3	8	-	-	(⁵)	-	(⁵)	5	-	-	-
<u>After 25 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	12	13	-	4	12	18	5	6	2	12	9	1	12
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	3	(⁵)	-	-	-	-	-	2
3 weeks.....	26	28	2	49	14	58	22	25	7	41	26	13	39
Over 3 and under 4 weeks.....	2	3	-	3	-	2	1	2	-	1	-	-	3
4 weeks.....	55	52	95	33	72	9	70	65	91	35	65	83	44
Over 4 weeks.....	2	3	3	8	-	-	2	2	(⁵)	9	-	3	-
<u>After 30 years of service</u>													
1 week.....	2	1	-	3	2	3	(⁵)	-	-	2	-	-	1
2 weeks.....	12	13	-	4	12	18	5	6	2	12	9	1	12
Over 2 and under 3 weeks.....	(⁵)	-	-	-	-	3	(⁵)	-	-	-	-	-	2
3 weeks.....	26	28	2	49	14	58	22	25	7	41	26	13	39
Over 3 and under 4 weeks.....	1	2	-	3	-	2	(⁵)	(⁵)	-	1	-	-	3
4 weeks.....	55	52	95	33	72	9	70	64	91	35	65	83	44
Over 4 weeks.....	3	4	3	8	-	-	3	4	(⁵)	9	-	3	-

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 in the steel, aluminum, and can industries.

² Includes data for real estate in addition to those industry divisions shown separately.

³ Transportation, communication, and other public utilities.

⁴ Finance, insurance, and real estate.

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 plant and office workers in all industries and in industry divisions employed in establishments providing health, insurance, or pension benefits,¹ Boston, Mass., October 1965)

Type of benefit	Plant workers						Office workers						
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Life insurance.....	91	95	92	95	87	85	96	94	99	95	87	98	98
Accidental death and dismemberment insurance.....	62	67	76	62	46	65	57	64	82	52	49	45	68
Sickness and accident insurance or sick leave or both ⁵	90	95	89	90	86	77	80	93	96	75	88	65	74
Sickness and accident insurance.....	71	86	37	59	58	60	42	64	33	36	39	24	59
Sick leave (full pay and no waiting period).....	20	9	30	43	33	27	62	78	79	55	35	60	42
Sick leave (partial pay or waiting period).....	14	7	39	11	26	3	6	3	8	7	40	-	-
Hospitalization insurance.....	91	96	97	100	81	81	94	96	99	99	83	95	87
Surgical insurance.....	91	97	97	96	81	81	94	96	99	95	82	95	87
Medical insurance.....	85	89	92	86	81	76	87	93	97	89	82	85	73
Catastrophe insurance.....	46	55	86	61	18	28	79	76	86	79	47	91	71
Retirement pension.....	69	77	86	69	65	32	84	87	82	64	64	95	74
No health, insurance, or pension plan.....	2	-	-	-	2	12	1	2	-	-	-	(⁶)	2

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

Table B-7. Health Insurance Benefits Provided Employees and Their Dependents

(Percent of plant and office workers in all industries and in industry divisions employed in establishments providing health insurance benefits covering employees and their dependents, Boston, Mass., October 1965)

Type of benefit, coverage, and financing ¹	Plant workers						Office workers						
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	Services
All workers.....	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing:													
Hospitalization insurance.....	91	96	97	100	81	81	94	96	99	99	83	95	87
Covering employees only.....	17	8	6	7	29	42	17	14	4	19	34	17	22
Employer financed.....	13	8	6	5	18	37	14	13	4	11	25	14	19
Jointly financed.....	4	1	-	1	11	5	3	(⁵)	-	8	9	2	4
Covering employees and their dependents.....	74	87	91	93	53	39	77	82	96	80	50	78	64
Employer financed.....	36	49	28	37	22	12	25	36	25	10	14	26	2
Jointly financed.....	31	29	43	53	31	27	45	39	43	59	36	49	47
Employer financed for employees; jointly financed for dependents.....	7	10	20	3	-	(⁵)	7	6	27	11	-	3	14
Surgical insurance.....	91	97	97	96	81	81	94	96	99	95	82	95	87
Covering employees only.....	16	8	6	7	28	42	17	14	4	19	32	17	22
Employer financed.....	13	8	6	5	17	37	14	13	4	11	24	14	19
Jointly financed.....	4	1	-	1	11	5	3	(⁵)	-	8	9	2	4
Covering employees and their dependents.....	75	88	91	89	53	39	77	83	96	76	50	78	64
Employer financed.....	36	49	28	32	22	12	25	36	25	7	14	26	2
Jointly financed.....	32	30	43	53	31	27	45	40	43	59	36	49	47
Employer financed for employees; jointly financed for dependents.....	7	10	20	3	-	(⁵)	7	6	27	11	-	3	14
Medical insurance.....	85	89	92	86	81	76	87	93	97	89	82	85	73
Covering employees only.....	15	7	6	5	29	40	16	12	4	16	33	17	21
Employer financed.....	12	6	6	3	17	37	13	12	4	8	24	14	17
Jointly financed.....	4	1	-	1	12	3	3	(⁵)	-	8	9	2	4
Covering employees and their dependents.....	70	82	85	81	53	36	71	80	93	73	50	68	52
Employer financed.....	32	45	22	27	19	12	20	35	22	7	12	17	2
Jointly financed.....	32	29	43	52	34	24	44	40	43	58	38	49	35
Employer financed for employees; jointly financed for dependents.....	6	8	20	3	-	(⁵)	7	6	27	9	-	3	14
Catastrophe insurance.....	46	55	86	61	18	28	79	76	86	79	47	91	71
Covering employees only.....	3	2	6	4	4	7	10	4	4	11	17	14	7
Employer financed.....	2	2	5	2	2	7	8	4	3	5	11	12	6
Jointly financed.....	1	-	2	1	2	-	2	(⁵)	1	6	5	2	1
Covering employees and their dependents.....	43	54	79	57	14	21	70	72	82	68	31	77	64
Employer financed.....	15	18	54	8	2	4	22	24	57	5	3	27	2
Jointly financed.....	22	28	10	47	12	17	41	41	8	60	28	48	48
Employer financed for employees; jointly financed for dependents.....	5	7	15	2	-	(⁵)	6	7	17	3	-	3	14

¹ Includes plans for which at least a part of the cost is borne by the employer. See footnote 1, table B-6. An establishment was considered as providing benefits to employees for their dependents if such coverage was available to at least a majority of those employees one would usually expect to have dependents, e.g., married men, even though they were less than a majority of all plant or office workers. The employer bears the entire cost of "employer financed" plans. The employer and employee share the cost of "jointly financed" plans.

² Includes data for real estate in addition to those industry divisions shown separately.

³ Transportation, communication, and other public utilities.

⁴ Finance, insurance, and real estate.

⁵ Less than 0.5 percent.

Table B-8. Profit-Sharing Plans

(Percent of plant and office workers in all industries and in industry divisions employed in establishments providing profit-sharing plans,¹ by type of plan, Boston, Mass., October 1965)

Type of plan	Plant workers						Office workers						
	All industries ²	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Services	All industries	Manufacturing	Public utilities ³	Wholesale trade	Retail trade	Finance ⁴	Services
All workers	100	100	100	100	100	100	100	100	100	100	100	100	100
Workers in establishments providing profit-sharing plans	15	16	2	14	19	9	19	21	1	20	21	17	30
Plans providing for current distribution	1	2		3			1	3		5			1
Plans providing for deferred distribution	10	10		10	14	9	13	12		14	20	13	18
Plans providing for both current and deferred distribution	3	4			5		4	6			1	5	
Plans providing for employee's choice of method of distribution	(⁵)		2	(⁵)			1		1	1			11
Workers in establishments providing no profit-sharing plans	85	84	98	86	81	91	81	79	99	80	79	83	70

¹ The study was limited to formal plans (1) having established formulas for the allocation of profit shares among employees; (2) whose formulas were communicated to the employees in advance of the determination of profits; (3) that represent a commitment by the company to make periodic contributions based on profits; and (4) in which eligibility extends to a majority of the plant or office workers.

² Includes data for real estate in addition to those industry divisions shown separately.

³ Transportation, communication, and other public utilities.

⁴ Finance, insurance, and real estate.

⁵ Less than 0.5 percent.

Appendix A. Changes in Occupational Descriptions

Since the Bureau's last survey, occupational descriptions for secretary were revised in order to obtain salary information for more specific categories.

The revised descriptions for secretary (classes A, B, C, and D) classify these workers according to levels of responsibility. The size of

the organization and the scope of the supervisor's position are considered in distinguishing these levels. Data published under the composite title of secretary are not comparable to data previously published.

The revised occupational descriptions are included in appendix B.

Appendix B. 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

CLERK, ACCOUNTING—Continued

ledger or ledgers such as accounts receivable or accounts 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 sub-headings. 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

CLERK, ORDER—Continued

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 pay-checks 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

KEYPUNCH OPERATOR—Continued

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

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship to the day-to-day work activities of the supervisor. Works fairly independently receiving a minimum of detailed supervision and guidance. Performs varied clerical and secretarial duties, usually including most of the following: (a) Receives telephone calls, personal callers, and incoming mail, answers routine inquiries, and routes the technical inquiries to the proper persons; (b) establishes, maintains, and revises the supervisor's files; (c) maintains the supervisor's calendar and makes appointments as instructed; (d) relays messages from supervisor to subordinates; (e) reviews correspondence, memoranda, and reports prepared by others for the supervisor's signature to assure procedural and typographic accuracy; and (f) performs stenographic and typing work.

May also perform other clerical and secretarial tasks of comparable nature and difficulty. The work typically requires knowledge of office routine and understanding of the organization, programs, and procedures related to the work of the supervisor.

SECRETARY—Continued

Exclusions

Not all positions that are titled "secretary" possess the above characteristics. Examples of positions which are excluded from the definition are as follows: (a) Positions which do not meet the "personal" secretary concept described above; (b) stenographers not fully trained in secretarial type duties; (c) stenographers serving as office assistants to a group of professional, technical, or managerial persons; (d) secretary positions in which the duties are either substantially more routine or substantially more complex and responsible than those characterized in the definition; and (e) assistant type positions which involve more difficult or more responsible technical, administrative, supervisory, or specialized clerical duties which are not typical of secretarial work.

NOTE: The term "corporate officer," used in the level definitions following, refers to those officials who have a significant corporate-wide policymaking role with regard to major company activities. The title "vice president," though normally indicative of this role, does not in all cases identify such positions. Vice presidents whose primary responsibility is to act personally on individual cases or transactions (e.g., approve or deny individual loan or credit actions; administer individual trust accounts; directly supervise a clerical staff) are not considered to be "corporate officers" for purposes of applying the following level definitions.

Class A

- a. Secretary to the chairman of the board or president of a company that employs, in all, over 100 but fewer than 5,000 persons; or
- b. Secretary to a corporate officer (other than the chairman of the board or president) of a company that employs, in all, over 5,000 but fewer than 25,000 persons; or
- c. Secretary to the head (immediately below the corporate officer level) of a major segment or subsidiary of a company that employs, in all, over 25,000 persons.

Class B

- a. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
- b. Secretary to a corporate officer (other than chairman of the board or president) of a company that employs, in all, over 100 but fewer than 5,000 persons; or

SECRETARY—Continued

c. Secretary to the head (immediately below the officer level) over either a major corporate-wide functional activity (e. g., marketing, research, operations, industrial relations, etc.) or a major geographic or organizational segment (e. g., a regional headquarters; a major division) of a company that employs, in all, over 5,000 but fewer than 25,000 employees; or

d. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, over 5,000 persons; or

e. Secretary to the head of a large and important organizational segment (e. g., a middle management supervisor of an organizational segment often involving as many as several hundred persons) of a company that employs, in all, over 25,000 persons.

Class C

a. Secretary to an executive or managerial person whose responsibility is not equivalent to one of the specific level situations in the definition for class B, but whose subordinate staff normally numbers at least several dozen employees and is usually divided into organizational segments which are often, in turn, further subdivided. In some companies, this level includes a wide range of organizational echelons; in others, only one or two; or

b. Secretary to the head of an individual plant, factory, etc. (or other equivalent level of official) that employs, in all, fewer than 5,000 persons.

Class D

a. Secretary to the supervisor or head of a small organizational unit (e. g., fewer than about 25 or 30 persons); or

b. Secretary to a nonsupervisory staff specialist, professional employee, administrative officer, or assistant, skilled technician or expert. (NOTE: Many companies assign stenographers, rather than secretaries as described above, to this level of supervisory or nonsupervisory worker.)

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.

STENOGRAPHER, GENERAL—Continued

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

Class A. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. Performs full telephone information service or handles complex calls, such as conference, collect, overseas, or similar calls, either in addition to doing routine work as described for switchboard operator, class B, or as a full-time assignment. ("Full" telephone information service occurs when the establishment has varied functions that are not readily understandable for telephone information purposes, e. g., because of overlapping or interrelated functions, and consequently present frequent problems as to which extensions are appropriate for calls.)

Class B. Operates a single- or multiple-position telephone switchboard handling incoming, outgoing, intraplant or office calls. May handle routine long distance calls and record tolls. May perform limited telephone information service. ("Limited" telephone information service occurs if the functions of the establishment serviced are readily understandable for telephone information purposes, or if the requests are routine, e. g., giving extension numbers when specific names are furnished, or if complex calls are referred to another operator.)

SWITCHBOARD OPERATOR-RECEPTIONIST

In addition to performing duties of operator on a single position or monitor-type switchboard, acts as receptionist and may also type or perform routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TABULATING-MACHINE OPERATOR

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

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

Class C. Operates simple tabulating or electrical accounting machines such as the sorter, reproducing punch, collator, etc., with

TABULATING-MACHINE OPERATOR—Continued

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 setup and spaced properly.

PROFESSIONAL AND TECHNICAL

DRAFTSMAN

Class A. Plans the graphic presentation of complex items having distinctive design features that differ significantly from established drafting precedents. Works in close support with the design originator, and may recommend minor design changes. Analyzes the effect of each change on the details of form, function, and positional relationships of components and parts. Works with a minimum of supervisory assistance. Completed work is reviewed by design originator for consistency with prior engineering determinations. May either prepare drawings, or direct their preparation by lower level draftsmen.

Class B. Performs nonroutine and complex drafting assignments that require the application of most of the standardized drawing techniques regularly used. Duties typically involve such work as: Prepares working drawings of subassemblies with irregular shapes, multiple functions, and precise positional relationships between components; prepares architectural drawings for construction of a building including detail drawings of foundations, wall sections, floor plans, and roof. Uses accepted formulas and manuals in making necessary computations to determine quantities of materials to be used, load capacities, strengths, stresses, etc. Receives initial instructions, requirements, and advice from supervisor. Completed work is checked for technical adequacy.

Class C. Prepares detail drawings of single units or parts for engineering, construction, manufacturing, or repair purposes. Types of drawings prepared include isometric projections (depicting three dimensions in accurate scale) and sectional views to clarify positioning of components and convey needed information. Consolidates details from a number of sources and adjusts or transposes scale as required.

CARPENTER, MAINTENANCE

Performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools,

DRAFTSMAN—Continued

Suggested methods of approach, applicable precedents, and advice on source materials are given with initial assignments. Instructions are less complete when assignments recur. Work may be spot-checked during progress.

DRAFTSMAN-TRACER

Copies plans and drawings prepared by others by placing tracing cloth or paper over drawings and tracing with pen or pencil. (Does not include tracing limited to plans primarily consisting of straight lines and a large scale not requiring close delineation.)

and/or

Prepares simple or repetitive drawings of easily visualized items. Work is closely supervised during progress.

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.

MAINTENANCE AND POWERPLANT

CARPENTER, MAINTENANCE—Continued

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

HELPER, MAINTENANCE TRADES—Continued

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 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 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 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 in-

TOOL AND DIE MAKER—Continued

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

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

CUSTODIAL AND MATERIAL MOVEMENT

ELEVATOR OPERATOR, PASSENGER

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

GUARD

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

JANITOR, PORTER, OR CLEANER

(Sweeper; charwoman; janitress)

Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial

JANITOR, PORTER, OR CLEANER—Continued

or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; 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 handtruck, 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 1 $\frac{1}{2}$ tons)
Truckdriver, medium (1 $\frac{1}{2}$ 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 sixth 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 1469, National Survey of Professional, Administrative, Technical, and Clerical Pay, February–March 1965. 45 cents a copy.

Area 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 and price	Area	Bulletin number and price
Akron, Ohio, June 1965	1430-78, 25 cents	Milwaukee, Wis., Apr. 1965 ¹	1430-58, 25 cents
Albany-Schenectady-Troy, N.Y., Apr. 1965	1430-52, 25 cents	Minneapolis-St. Paul, Minn., Jan. 1965 ¹	1430-39, 30 cents
Albuquerque, N. Mex., Apr. 1965	1430-62, 20 cents	Muskegon-Muskegon Heights, Mich., May 1965	1430-68, 20 cents
Allentown-Bethlehem-Easton, Pa.-N.J., Feb. 1965	1430-48, 20 cents	Newark and Jersey City, N.J., Feb. 1965	1430-45, 25 cents
Atlanta, Ga., May 1965	1430-74, 25 cents	New Haven, Conn., Jan. 1965	1430-34, 25 cents
Baltimore, Md., Nov. 1964 ¹	1430-27, 30 cents	New Orleans, La., Feb. 1965 ¹	1430-53, 30 cents
Beaumont-Port Arthur, Tex., May 1965	1430-66, 20 cents	New York, N.Y., Apr. 1965 ¹	1430-80, 40 cents
Birmingham, Ala., Apr. 1965 ¹	1430-60, 25 cents	Norfolk-Portsmouth and Newport News- Hampton, Va., June 1965 ¹	1430-77, 25 cents
Boise City, Idaho, July 1965	1465-1, 20 cents	Oklahoma City, Okla., Aug. 1965	1465-5, 20 cents
Boston, Mass., Oct. 1965 ¹	1465-12, 30 cents		
Buffalo, N.Y., Dec. 1964 ¹	1430-36, 30 cents	Omaha, Nebr.-Iowa, Oct. 1964	1430-17, 25 cents
Burlington, Vt., Mar. 1965 ¹	1430-51, 25 cents	Paterson-Clifton-Passaic, N.J., May 1965	1430-71, 25 cents
Canton, Ohio, Apr. 1965	1430-59, 20 cents	Philadelphia, Pa.-N.J., Nov. 1964 ¹	1430-28, 35 cents
Charleston, W. Va., Apr. 1965	1430-65, 20 cents	Phoenix, Ariz., Mar. 1965	1430-56, 20 cents
Charlotte, N.C., Apr. 1965	1430-61, 25 cents	Pittsburgh, Pa., Jan. 1965 ¹	1430-41, 30 cents
Chattanooga, Tenn.-Ga., Sept. 1965	1465-7, 20 cents	Portland, Maine, Nov. 1964	1430-21, 25 cents
Chicago, Ill., Apr. 1965 ¹	1430-72, 30 cents	Portland, Ore.-Wash., May 1965	1430-70, 25 cents
Cincinnati, Ohio-Ky., Mar. 1965	1430-55, 25 cents	Providence-Pawtucket, R.I.-Mass., May 1965 ¹	1430-67, 30 cents
Cleveland, Ohio, Sept. 1965	1465-8, 25 cents	Raleigh, N.C., Sept. 1965 ¹	1465-10, 25 cents
Columbus, Ohio, Oct. 1964 ¹	1430-18, 30 cents	Richmond, Va., Nov. 1964	1430-19, 25 cents
Dallas, Tex., Nov. 1964 ¹	1430-25, 30 cents	Rockford, Ill., May 1965	1430-63, 20 cents
Davenport-Rock Island-Moline, Iowa- Ill., Oct. 1964 ¹	1430-20, 25 cents	St. Louis, Mo.-Ill., Oct. 1964 ¹	1430-22, 30 cents
Dayton, Ohio, Jan. 1965	1430-31, 25 cents	Salt Lake City, Utah, Dec. 1964 ¹	1430-33, 25 cents
Denver, Colo., Dec. 1964	1430-32, 25 cents	San Antonio, Tex., June 1965 ¹	1430-81, 25 cents
Des Moines, Iowa, Feb. 1965	1430-47, 20 cents	San Bernardino-Riverside-Ontario, Calif., Sept. 1964	1430-8, 20 cents
Detroit, Mich., Jan. 1965 ¹	1430-43, 30 cents	San Diego, Calif., Sept. 1964 ¹	1430-12, 25 cents
Fort Worth, Tex., Nov. 1964 ¹	1430-24, 30 cents	San Francisco-Oakland, Calif., Jan. 1965 ¹	1430-37, 25 cents
Green Bay, Wis., Aug. 1965	1465-4, 20 cents	San Jose, Calif.	(Not previously surveyed)
Greenville, S.C., May 1965	1430-69, 20 cents	Savannah, Ga., May 1965	1430-64, 20 cents
Houston, Tex., June 1965	1430-82, 25 cents	Scranton, Pa., Aug. 1965 ¹	1465-3, 25 cents
Indianapolis, Ind., Dec. 1964	1430-30, 25 cents	Seattle-Everett, Wash., Oct. 1965 ¹	1465-9, 30 cents
Jackson, Miss., Feb. 1965	1430-44, 20 cents	Sioux Falls, S. Dak., Oct. 1964	1430-15, 20 cents
Jacksonville, Fla., Jan. 1965 ¹	1430-38, 25 cents	South Bend, Ind., Mar. 1965	1430-54, 20 cents
Kansas City, Mo.-Kans., Nov. 1964	1430-26, 25 cents	Spokane, Wash., June 1965 ¹	1430-79, 25 cents
Lawrence-Haverhill, Mass.-N.H., June 1965	1430-75, 20 cents	Toledo, Ohio, Feb. 1965 ¹	1430-50, 25 cents
Little Rock-North Little Rock, Ark., Aug. 1965	1465-6, 20 cents	Trenton, N.J., Dec. 1964 ¹	1430-35, 25 cents
Los Angeles-Long Beach, Calif., Mar. 1965 ¹	1430-57, 30 cents	Washington, D.C.-Md.-Va., Oct. 1964 ¹	1430-14, 30 cents
Louisville, Ky.-Ind., Feb. 1965 ¹	1430-42, 25 cents	Waterbury, Conn., Mar. 1965	1430-49, 20 cents
Lubbock, Tex., June 1965	1430-73, 20 cents	Waterloo, Iowa, Nov. 1964 ¹	1430-23, 25 cents
Manchester, N.H., Aug. 1965	1465-2, 20 cents	Wichita, Kans., Oct. 1965	1465-11, 20 cents
Memphis, Tenn., Jan. 1965	1430-40, 25 cents	Worcester, Mass., June 1965	1430-76, 25 cents
Miami, Fla., Dec. 1964	1430-29, 25 cents	York, Pa., Feb. 1965	1430-46, 20 cents
Midland and Odessa, Tex.	(Not previously surveyed)	Youngstown-Warren, Ohio	(Not previously surveyed)

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

* Bulletins dated before July 1965 were entitled "Occupational Wage Surveys."