# Industry Wage Survey: Scheduled Airlines, August-November 1975 

U.S. Department of Labor<br>Bureau of Labor Statistics<br>1977

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U.S. Department of Labor<br>Ray Marshall, Secretary<br>Bureau of Labor Statistics<br>Julius Shiskin, Commissioner<br>1977

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## Preface

This bulletin summarizes the results of a Bureau of Labor Statistics survey of occupational wages and supplementary benefits in U.S. scheduled airlines in August-November 1975.

A summary providing information on earnings in the industry was issued in November 1976. Copies of this summary are available from the Bureau of Labor Statistics, Washington, D.C. 20212, or any of its regional offices.

The study was conducted in the Bureau's Office of Wages and Industrial Relations. Harry B. Williams of the Division of Occupational Wage Structures prepared the analysis in this bulletin. Fieldwork for the survey was directed by the Bureau's Assistant Regional Commissioners for Operations.

Other reports available from the Bureau's program of industry wage studies, as well as the addresses of the Bureau's regional offices, are listed at the end of the bulletin.

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## Contents

Page
Summary ..... 1
Industry characteristics ..... 1
Occupational earnings ..... 2
Company practices and supplementary wage provisions ..... 4
Minimum (flat) salaries for pilots ..... 4
Scheduled weekly hours and shift provisions ..... 4
Paid holidays ..... 4
Paid vacations ..... 5
Health, insurance, and retirement plans ..... 5
Cost-of-living pay adjustment provisions ..... 5
Technological severance pay ..... 5
Jury-duty and funeral leave pay ..... 5
Uniforms ..... 5
Text tables:

1. Traffic and service in United States scheduled airlines, 1970 and 1975 ..... 2
2. Distribution of employees in specified occupational groups in scheduled airlines by labor-management contract coverage, August-November 1975 ..... 2
3. Relative pay levels of customer service occupations in scheduled airlines, August 1970 and August-November 1975 ..... 4
Reference tables:
Gross monthly earnings:
4. Captains (first pilots) ..... 6
5. First officers (copilots) ..... 7
6. Second officers/flight engineers ..... 8
7. Flight attendants ..... 9
Straight-time hourly earnings:
8. Aircraft inspectors and mechanics ..... 10
9. Selected maintenance occupations ..... 11
Straight-time weekly earnings:
10. Dispatchers ..... 12
11. Customer service occupations ..... 13
12. Office clerical occupations ..... 14
13. Electronic data processing occupations ..... 16
Company practices and supplementary wage provisions:
14. Scheduled weekly hours ..... 17
15. Shift differential provisions ..... 17
16. Paid holidays ..... 18
17. Paid vacations ..... 19
18. Health, insurance, and retirement plans ..... 20
19. Other selected benefits ..... 21

## Contents-Continued

Page
Appendixes:
A. Pilot pay
22
22
B. Scope and method of survey ..... 24
C. Occupational descriptions ..... 27

## Scheduled Airlines, August-November 1975

## Summary

Gross monthly earnings of flight deck personnel in all scheduled airlines averaged $\$ 4,314$ for captains, $\$ 2,822$ for first officers, $\$ 2,503$ for second officers and flight engineers, and $\$ 937$ for flight attendants in AugustNovember 1975.
Straight-time hourly averages among maintenance and related workers in all scheduled airlines ranged from $\$ 8.67$ an hour for aircraft inspectors to $\$ 5.59$ for janitors. Aircraft mechanics and ground and ramp service helpers, numerically the two largest maintenance job classifications studied separately, averaged $\$ 8.20$ and $\$ 6.50$ an hour, respectively.

Scheduled airline dispatchers averaged $\$ 447.50$ for a 40 -hour week. Straight-time weekly earnings of customer service agents averaged between $\$ 235.00$ and $\$ 258.00$. Weekly earnings for office clerical workers averaged between $\$ 143.00$ for class B file clerks and $\$ 245.00$ for class A secretaries. For computer personnel, they averaged between $\$ 220.50$ for the lowest level of digital computer operators and $\$ 394.50$ for class $A$ computer system analysts (business).

Nearly all air carriers visited provided paid vacations after qualifying periods of service and various types of health, insurance, and retirement plans for each of the four employee groups studied (pilots and flight engineers, flight attendants, maintenance and related workers, and customer service agents and office clerical employees. Paid holidays-usually 10 days annuallywere granted to all maintenance and related workers, and to all customer service agents and office clerical workers. They were granted to only about one-fifth of the pilots and flight engineers, and to one-sixth of the flight attendants.

## Industry characteristics

Scheduled airlines are defined as air transportation carriers holding certificates of public convenience and necessity under the Civil Aeronautics Act and operating over fixed routes on fixed schedules. These airlines are primarily engaged in the transportation of revenue passengers or in the transportation of cargo or freight, and include domestic trunk airlines, local service air-
lines, all-cargo carriers, and international and territorial carriers. Excluded from the survey were intra-Alaska and intra-Hawaii airlines, and certified helicopter carriers.

The 26 scheduled airlines within the scope of this survey employed approximately 278,000 workers in August-November 1975-essentially the same estimate reported in the August 1970 study. ${ }^{1}$ The domestic trunk airlines accounted for nearly four-fifths $(220,000)$ of the total work force; of these workers, two-thirds were employed by the Big Four-American, Eastern, Trans World, and United Airlines. Local service airlines accounted for nearly one-tenth of the workers. Most of the remainder of the work force were employed by international, territorial, and all-cargo carriers.

Nearly all scheduled airlines within the scope of the survey are headquartered in major cities. A substantial number of their employees, however, work in various locations throughout the cities, towns, and suburban communities serviced by these air carriers. While domestic trunk airlines primarily serve the larger communities, local service airlines operate routes between smaller communities and link them with larger ones.
Total scheduled airline traffic, as measured by revenue ton-miles, had a growth rate of 17 percent from 1970 to 1975. Revenue passenger-miles rose 24 percent, while revenue passengers enplaned increased 21 percent during the 5 -year span, from about 170 million in 1970 to just over 205 million in 1975 (text table 1). Virtually all of this growth took place between 1970 and 1973; the number of passengers and miles flown in 1974 and 1975 were about the same as in 1973.
During the early 1970's, the airline industry sustained and promoted traffic growth by means of extensive consumer advertising and discount fares, acquisition of larger and faster aircraft, flexible flight scheduling, and improved passenger and cargo safety measures. Productivity of airline workers rose 23 percent between 1970 and 1975-compared to a 14-percent rise for intercity trucking and class I railroads. ${ }^{2}$

[^0]Text table 1. Traffic and service in United States scheduled airlines, 1970 and 1975.
(Data are in thousands)

| Item | 1970 | 1975 |
| :---: | :---: | :---: |
| U.S. scheduled airlines ${ }^{1}$ |  |  |
| Total revenue ton-miles-all services . . . . . . . . | 20,185,500 | 23,532,302 |
| Revenue passengers enplaned | 169,922 | 205,062 |
| Revenue passenger-miles | 131,710,018 | 162,810,057 |
| Domestic trunk airlines |  |  |
| Total revenue ton-miles-all services | 12,589,056 | 15,196,727 |
| Revenue passengers enplaned | 122,866 | 147,428 |
| Revenue passenger-miles | 95,899,744 | 119,445,956 |
| Local service airlines |  |  |
| Total revenue ton-miles-all services | 850,480 | 1,199,762 |
| Revenue passengers enplaned | 26,726 | 34,436 |
| Revenue passenger-miles | 7,430,666 | 10,738,254 |

${ }^{1}$ Includes airline services in addition to those shown separately. SOURCE: Air Transport 1976 (Air Transport Association of America, Washington, D.C.), pp. 12-13. [Annual report of the U.S. scheduled airline industry.]

Air carriers in the industry typically negotiate nationwide for collective bargaining agreements on an individual company basis. Most of these air carriers bargain with a number of unions representing various employee groups. For example, many airlines have separate agreements, of varying durations and expiration dates, with six or seven different unions.
The extent of unionization at the time of this survey varied among the individual air carriers and the employee groups studied. Text table 2 shows the proportions of employees working for scheduled airlines who were signatories to collective bargaining agreements.

Flight deck personnel, including pilots and flight attendants, were frequently represented by contracts with the International Air Line Pilots Association (ALPA) (AFL-ClO). Labor-management agreements for maintenance and related workers were usually with the international Association of Machinists and Aerospace Workers (IAM) or Transport Workers Union of America (TWU), both affiliated with the AFL-CIO. Customer service agents and office clerical employees working under union contracts were generally covered by the Air Line Employees Association (ALPA-ALEA) or the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (Ind.). Other labor organizations representing various employee groups were: Flight Engineers' International

Association (flight engineers), Air New England Mechanic Association, Aspen Airways Mechanic Association, Air Line Dispatchers Association, and Wright Air Line Association (pilots and mechanics).

From 1970 through 1975, 39 work stoppages related to collective bargaining have occurred in the industry, involving about 169,000 workers, and accounting for about 5.2 million days of idleness. ${ }^{3}$ The average number of days idle per worker involved in work stoppages was 30.5 for the years $1970-75$ compared to 14.7 for the 1950 70 period.

In 1975, labor cost constituted approximately 40 percent (the largest individual element) of the total operating cost for scheduled airlines, an estimated $\$ 5.27$ billion. ${ }^{4}$ Some factors contributing to the relative importance of labor costs in the industry are the large work forces required to run most airlines and the extensive use of highly skilled, highly paid workers to maintain and operate the aircraft.

## Occupational earnings

The occupations for which wage data are presented were selected to represent the full spectrum of activities performed by employees in scheduled airlines. (See appendix $\mathbf{C}$ for job descriptions.) They made up 65 per-

Text table 2. Distribution of employees in specified occupational groups in scheduled airlines by labor-management contract coverage, August-November 1975

| Item | Pilots and flight engineers | Flight attendants | Maintenance and related workers | Customer service, agents and clerical employees |
| :---: | :---: | :---: | :---: | :---: |
| All U.S. scheduled airtines: ${ }^{1}$ |  |  |  |  |
| Majority of workers covered | 80-84 | 75-79 | 70-74 | 20-24 |
| Minority of workers covered. | 15-19 | 10-14 | 10-14 | 40-44 |
| None of the workers covered. | ${ }^{(2)}$ | 10-14 | 15-19 | 40-44 |
| Domestic trunk airlines: |  |  |  |  |
| Majority of workers covered | 75-79 | 65.69 | 65-69 | 5.9 |
| Minority of workers covered. | 20-24 | 15-19 | 15-19 | 50-54 |
| None of the workers covered. | $\rightarrow$ | 15.19 | 15-19 | 40-44 |
| Local service airlines: |  |  |  |  |
| Majority of workers covered . . | 95+ | 95+ | 55-59 | 55-59 |
| Minority of workers covered. . | - | - | 20-24 | - |
| None of the workers covered. . | - | ${ }^{(2)}$ | 20.24 | 40-44 |

[^1]cent of total airline employment covered by the survey. Earnings for pilot classifications are shown for the first time, and the discussion of the comparisons of earnings for domestic trunk and local service workers has been expanded since the first BLS survey of the industry in August 1970.

Gross monthly earnings of airline captains (first pilots) averaged $\$ 4,314$ in August-November 1975. Earnings of 95 percent of the airline captains fell within a range of $\$ 3,000$ to $\$ 6,000$ a month (table 1 ). The middle 50 percent earned between $\$ 4,052$ and $\$ 4,622$. Captains of domestic trunk carriers, four-fifths of all airline captains covered by the survey, held a 27 -percent average wage advantage over those employed in local service air-lines- $\$ 4,423$ a month compared with $\$ 3,477$.

First officers (copilots) in all scheduled airlines averaged $\$ 2,822$ a month (table 2 ). Earnings of slightly more than nine-tenths of these officers ranged from $\$ 2,000$ to $\$ 4,000$ a month. In the earnings array, the middle range of first officers fell between $\$ 2,648$ and $\$ 3,022$. Of the nearly 10,000 first officers, over three-fourths were employed by the domestic trunk airlines and averaged $\$ 2,903$ a month- 32 percent more than those working with local service airlines, who averaged $\$ 2,199$ a month.

The average for the 7,700 second officers and flight engineers was $\$ 2,503$ a month (table 3). Individual earnings of 97 percent of these employees ranged from $\$ 1,700$ to $\$ 4,000$ a month, with the middle range of earnings at $\$ 2,273$ to $\$ 2,725$ (table 3 ). Five-sixths of all second officers and flight engineers surveyed were employed by domestic trunk airlines and earned an average of $\$ 2,499$ a month.

In all scheduled airlines, three-fourths or more of the captains, first officers, and second officers/flight engineers were paid for working 70 to 80 credited flight hours during the survey months; most of the remaining workers in these categories were paid for working 50 to 70 credited flight hours.

Flight attendants, numerically the largest inflight occupation studied separately, averaged $\$ 937$ per month- 53 percent above the $\$ 612$ recorded in August 1970 (table 4). Earnings of 96 percent of the flight attendants were between $\$ 500$ and $\$ 1,500$ a month. Approximately five-sixths of the 33,700 flight attendants reported monthly credited flight hours between 65 and 85 in August-November 1975. The 28,000 flight attendants in domestic trunk airlines averaged $\$ 919$ a month, compared with $\$ 779$ for those employed by local service airlines.

The dispersion of earnings within each of the flightdeck personnel categories primarily reflects such factors as basic salaries (which varies by length of service), number of credited flight hours ${ }^{5}$, hourly pay, mileage, and gross aircraft weight as well as the percentage of
pilot pay for first and second officers. The relative importance of these factors is illustrated in appendix $A$.

Two major pay components contributed to the wide dispersion of earnings for flight attendants-basic salaries and incentive pay (also called overtime pay) for credited flight hours exceeding specified minimums. Pay scales for both of these factors differed among airlines and, in the case of incentives, sometimes varied within an airline by the type of aircraft to which the flight attendant was assigned (i.e., propeller or jet).

Average straight-time hourly earnings among maintenance and related workers in all scheduled airlines ranged from $\$ 5.59$ for janitors to $\$ 8.67$ for aircraft inspectors. Inspectors stationed at major overhaul facilities (shop maintenance) averaged $\$ 8.75$ an hourabout 2 percent more than line maintenance inspectors employed at airports, $\$ 8.55$ an hour. The hourly average for aircraft mechanics, who are generally required to hold one certificate or more, or a Federal Communications Commission ( FCC ) radio telephone license (second class or higher), or both, was $\$ 8.20$-up 53 percent from the earnings recorded in the August 1970 survey.

Shop maintenance mechanics held an average wage advantage over line maintenance mechanics of 9 cents an hour- $\$ 8.24$ compared with $\$ 8.15$ (tables 5 and 6). The other maintenance jobs studied were: Stock clerks ( $\$ 6.52$ ), ground and ramp service helpers (\$6.50), and aircraft cleaners (\$5.70).

Scheduled airline dispatchers, who are required to hold a Federal Aviation Administration (FAA) license, averaged $\$ 447.50$ for a 40 -hour workweek (table 7). Their earnings in August-November 1975 were 39 percent above the weekly average of $\$ 323$ recorded in August 1970. Nearly two-thirds of the 823 dispatchers in all scheduled airlines were employed by the domestic trunk carriers and averaged $\$ 449.50$ a week- $\$ 15$ more than those in local service airlines.

Straight-time weekly earnings of customer service agents averaged between $\$ 235$ and $\$ 258$ (table 8 ). Occupational differences in average earnings among the customer service agents varied little in each job category. Averages for most of these workers fell within a 5- to 15 -

[^2]percent spread in both the 1970 and 1975 survey periods (text table 3).

Most customer service occupations in domestic trunk airlines typically had average wage advantages over those in local service airlines ranging from 2 to 11 percent. Ticket agents working in city offices of local service airlines, however, held a 5 -percent edge over those in the same classification in domestic airlines.

Ten office clerical jobs were surveyed, covering 23 levels of work. Average weekly earnings of the employees (virtually all women) ranged from $\$ 143$ for class B file clerks to $\$ 245$ for class A secretaries. Averages for most of the remaining occupational levels ranged from $\$ 175$ to $\$ 225$ a week (table 9).

Straight-time weekly earnings of employees in the computer occupations studied varied substantially by the complexity of work performed and degree of independent judgment involved. The average weekly earnings ranged from a low of $\$ 220.50$ for the lowest level of computer operators studied (table 10) to a high of $\$ 394.50$ for class A computer systems analysts (business).

Between the 1970 and 1975 surveys, occupational earnings increased from about 30 to 40 percent for 17 of the 21 office jobs permitting such comparisons, including EDP.

Earnings for nonflight personnel also varied widely within each of the occupations surveyed-partly reflecting differences in pay levels among airlines and ranges of rates that vary by employees' length of service. Frequently, earnings of the highest paid workers exceeded those of the lowest paid in the same occupation by 50 percent or more. Thus, in many instances, earnings overlapped substantially between workers in occupations with dissimilar skill requirements and average wage levels. For example, some aircraft cleaners earned as much as or more than a number of aircraft mechanics, although the occupational average for aircraft cleaners was lower. Despite a broad spectrum of individual earnings, the middle range of earnings for most airline classifications fell within relatively narrow

Text table 3. Relative pay levels of customer service occupations in scheduled airlines, August 1970 and August-November 1975

| Agent | August 1970 |  |  | August-November 1975 |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \text { All } \\ \text { scheduled } \\ \text { airlines }{ }^{1} \end{gathered}$ | Domestic trunk airlines | Local service airlines | All scheduled airlines ${ }^{1}$ | Domestic trunk airlines | Local service airlines |
| Air freight | 110 | 114 | ${ }^{(2)}$ | 110 | 112 | ${ }^{(2)}$ |
| Passenger service | 108 | 112 | 108 | 109 | 111 | 107 |
| Reservation sales | 100 | 100 | 100 | 100 | 100 | 100 |
| Ticket |  |  |  |  |  |  |
| Airport | 106 | 105 | ${ }^{(2)}$ | 106 | 106 | 97 |
| City office . . | 107 | 110 | ${ }^{(2)}$ | 105 | 104 | 112 |

[^3]wage bands. The relative dispersion factors (middle range of earnings expressed as a percent of median earnings) were under 20 for most of the job classifications.

## Company practices and supplementary wage provisions

Information was obtained for pilots on the prevalence of minimum monthly entrance salaries and minimum monthly salaries after 6 months of service. Data were also developed for some or all of the four employee groups studied (pilots and flight engineers, flight attendants, maintenance and related workers, and customer service agents and office clerical employees) in scheduled airlines on scheduled weekly hours, shift provisions, and the incidence of selected supplementary benefits, including paid holidays, paid vacations, and health, insurance, and retirement plans.

Minimum (flat) salaries for pilots. All of the scheduled airlines studies reported formally established minimum monthly entrance salaries for pilots and minimum monthly salaries for pilots after 6 months of service. Seventeen of the 21 carriers studied set minimum entrance level salaries for pilots between $\$ 650$ and $\$ 850$ a month; two, between $\$ 550$ and $\$ 600$; and two, between $\$ 900$ and $\$ 1,000$. After 6 months of service, salaries of pilots in 9 of the airlines were the same as entrance salaries, those in 10 airlines were between $\$ 25$ and $\$ 75$ higher, and those in 2 airlines were higher by $\$ 175$ and $\$ 400$, respectively.

Scheduled weekly hours and shift provisions. Work schedules of 40 hours a week were in effect for all maintenance and related workers, and for virtually all customer service agents and office clerical workers covered by the survey (table 11). Information on weekly work schedules was not obtained for inflight personnel.

All maintenance and related workers in scheduled airlines were covered by provisions for late-shift operations, usually with extra pay above day-shift rates (table 12). These premiums typically were 21 cents per hour for second-shift workers and 28 cents for those on third shift.

Paid holidays. Paid holidays-almost always 10 days per year-were extended to all maintenance and related workers and to all customer service agents and office clerical workers in scheduled airlines. About one-fifth of the pilots and flight engineers, and nearly one-sixth of the flight attendants received 10 paid holidays annually; most of them received no paid holidays (table 13). (In 1970, virtually no flight attendants were granted holiday pay.)

Paid vacations. All of the workers in scheduled airlines had provisions for paid vacations after qualifying periods of service (table 14). Typical provisions for flight deck personnel were 14 to 16 calendar days after 1 year of service, 21 or 23 days after 5 years, 28 or 30 days after 15 years, and 30 to 37 days after 20 years. More than three-fourths of the pilots and flight engineers were employed by air carriers providing 40 days of vacation pay or more after 25 years of service. Common provisions among maintenance and related workers, and customer service agents and office clerical employees were: 2 weeks after 1 year of service, 3 weeks after 5 years, 4 weeks after 15 years, 5 weeks after 20 years, and 6 weeks or more after 25 years.

Health, insurance, and retirement plans. All or virtually all of the workers in each of the four specified employee groups were provided life insurance; sickness and accident insurance or sick leave or both; and hospitalization, surgical, basic medical, and major medical coverage (table 15). Dental insurance plans applied to more than nine-tenths of the workers in three of the four employee groups and to three-fourths of the pilots and flight engineers. Accidental death and dismemberment insurance was available to just over four-fifths of the flight attendants and the maintenance and related workers, to nearly three-fourths of the customer service agents and office clerical employees, and to about twothirds of the pilots and flight engineers. Plans providing long-term disability coverage were provided to approximately one-half of the workers in each of the four major categories. Visual care insurance plans applied to about two-fifths of the customer service agents and office clerical employees combined, about one-fourth of the flight attendants, slightly more than one-fifth of the maintenance and related workers, and to about one-eighth of the pilots and flight engineers.

Retirement pension plans (other than Federal social security) were available to nearly all of the workers in each of the major employee groups, and were frequently financed entirely by the employers. Retirement severance pay plans were virtually nonexistent in the industry.

Cost-of-living pay adjustment provisions. Provisions for
periodic cost-of-living pay adjustments were reported by scheduled airline carriers employing about four-fifths of the maintenance and related workers. Such provisions applied to three-tenths of the customer service agents and office clerical employees but to less than one-fifth of all pilots and flight engineers and flight attendants. Virtually all provisions were based on the Bureau of Labor Statistics’ Consumer Price Index (CPI).

Technological severance pay. Formal plans for lumpsum payments to eligible employees permanently separated from employment because of technological change or work force reductions covered about twothirds of the customer service agents and office clerical employees and two-thirds of the maintenance and related workers. Such provisions also applied to onefourth of the pilots and flight engineers and one-fourth of the flight attendants in the industry (table 16).

Jury duty and funeral leave pay. Formal provisions for jury duty and funeral leave pay each covered nearly ninetenths of the workers or more in the four employee groups in scheduled airlines (table 16).

Uniforms. Uniforms were required for all of the flight attendants, for virtually all of the pilots and flight engineers, customer service agents, and office clerical employees, and for about five-sixths of the maintenance and related workers. Flight attendants and customer service agents were usually required to buy their initial uniforms; airlines usually provided or paid partial costs of subsequent uniforms. About three-fifths of the pilots and flight engineers were employed by air carriers who made contributions for uniforms. Just over two-thirds of the maintenance and related workers were employed by airlines providing at least partial cost of initial and subsequent uniforms.

Airlines bearing in full or in part the cost of cleaning such uniforms employed five-sixths of the maintenance and related workers, about three-fifths of the pilots and flight engineers and flight attendants, and nearly twofifths of the customer service agents and office clerical employees.

Table 1. Gross monthly earnings: Captains, airline (first pilot)
(Number and average monthly earnings of captains (first pilot) in scheduled airlines by credited monthly flight hours, United States, August-November 1975)


1 Credited flight hours are used for pay purposes and refer to the combined total of actual
flight hours (block-to-block time) and flight hour equivalents for nonflying and deadheading time.
${ }_{2}$ Relates to total monthly earnings, including base pay, overtime or incentive pay, and all other pay directly related to duty, but excludes special allowance such as those for room and board while away from the employee's home station. The Mean is calculated by weighting each rate by the number of workers receiving the rate, totaling, and dividing by the total number of workers. The
and one-half received less. The Middle range is defined by two rates of pay such that one-fourth of the employees earned less than the lower rate and one-fourth earned more than the higher rate.
Includes data for airlines in addition to domestic trunk and local service airlines shown separately and for pilots with credited flight hours not shown separately. of Columbia.

Table 2. Gross monthly earnings: First officers, airlines (copilots)
(Number and average monthly earnings of first officers (copilots) in scheduled airlines by credited monthly flight hours, United States, August-November 1975)


[^4]Table 3. Gross monthly earnings: Second officer flight engineers
(Number and average monthly earnings of second officers/flight engineers in scheduled airlines by credited monthly flight hours, United States, August-November, 1975)


Credited flight hours are used for pay purposes and refer to the combined total of act-
flight hours (block-to-block time) and flight hour equivalents for nonflying and deadheading time. time. ${ }_{2}$ Relates to total monthly earnings, including base pay, overtime or incentive pay, and all other pay directly related to duty, but excludes special allowances such as those for room and board while away from the employee's home station. The mean is calculated by weighting
each rate by the number of workers receiving the rate, totaling, and dividing by the total number of workers. The median designates position, that is, one-half of the employees surveyed received more than this rate and onehalf received less. The middle range is defined by two rates
of pay such that one-fourth of employees earned less than the higher rate. separately and for pilots with credited flight hours not shown separatel ${ }^{4}$ Includes employees in specified occupations based in the contiguous 48 States and the District of Columbia.

All workers were at $\$ 1,000$.
Workers were distributed as follows: 1 at $\$ 4,000$ to $\$ 4,250$, and 1 at $\$ 4,500$ to $\$ 4,700$,
NOTE: Dashes indicate no data reported or data that do not meet publication criteria.

Table 4. Gross monthly earnings: Flight attendants
(Number and average monthly earnings of flight attendants in scheduled airlines by credited monthly flight hours, United States, August-N ovember 1975)


[^5]5 Workers were distributed as follows: 86 under $\$ 250 ; 41$ at $\$ 250$ to $\$ 300$, 18 at $\$ 300$ to $\$ 350$ and 94 at $\$ 350$ to $\$ 400$. $\$ 350$; and $94 \$ 350$ to $\$ 400$.

NOTE: Dashes indicate no data reported or data that do not meet publication criteria.

Table 5. Straight-time hourly earnings: Aircraft inspectors and mechanics
(Number and average straight-time hourly earnings of nonsupervisory aircraft inspectors and aircraft mechanics in scheduled airlines, United States, August-November 1975)

 includes premiums paid for line duty and repair licenses, if any, held by employees. This survey, earnings at a particular time. Thus, comparisons made with previous studies may not reflect exearnings at a particular time. Thus, comparisons made with previous shifts in employment among

## Table 6. Straight-time hourly earnings: Other maintenance and related occupations

(Number and average straight-time hourly earnings of nonsupervisory workers in selected maintenance occupations in scheduled airlines, United States, August-November 1975)

' Excludes premium pay for overtime and for work on weekends, holidays, and late shifts,
but includes premiums paid for line duty and repair licenses, if any, held by employees. This survey. based on a representative sample of establishments, is designed to measure the level of occupational earnings at a particular time. Thus, comparisons made with previous studies may not reflect expected wage movements because of change in the sample composition, and shifts in em-
ployment among establishments with different pay levels. Such shifts, for example, could decrease an occupational average, even though most establishments increased wages between periods being
compared. For definition of mean, median, and middle range, see table 1 , footnote 2. ${ }_{2}$ Includes data for airlines in addition to those shown separately.
Includes data for workers in classifications in addition to those shown separately. All or virtually all workers were men.
$\$ 3.40$ to $\$ 3.60$.

## Table 7. Straight-time weekly earnings: Dispatchers

(Number and average straight-time weekly earnings of nonsupervisory dispatchers in scheduled airlines, United States, August-November 1975)

' Standard hours reflect the workweek for which employees receive their regular straight-time dollar. For definition of mean, median, and middle range, see table 1 , footnote 2 .
ies (exclusive of pay for overtime at regular and or premium rates, salaries (exclusive of pay for overtime at regular and/or premium rates, and premium pay for work weekly hours are rounded to the nearest half hour and average weekly earnings to the nearest half

[^6]Table 8. Straight-time weekly earnings: Customer services occupations
(Number and average straight-time weekly earnings of nonsupervisory employees in customer services occupations in scheduled airlines, United States, August-November 1975)

${ }^{1}$ Standard hours reflect the workweek for which employees receive their regular straight- hours. Average weekly hours are rounded to the nearest half hour and average weekly earnings to time salaries (exclusive of pay for overtime at regular and/or premium rates, and premium pay nearest half. for work on weekends, holidays, and late shifts), and the earnings correspond to these weekly $\quad$ Includes data for airlines in addition to those shown separately.

Table 9. Straight-time weekly earnings: Office clerical occupations
(Number and average straight-time weekly earnings of nonsupervisory workers in selected office clerical occupations in scheduled airlines, United States, August-November 1975)


See footnotes at end of table.

Table 9. Straight-time weekly earnings: Office clerical occupations-Continued
(Number and average straight-time weekly earnings of nonsupervisory workers in selected office clerical occupation in scheduled airlines, United States, August-November 1975)


I Standard hours reflect the workweek for which employees receive their regular straight-
(exclusive of pay for overtime at regular and/or premium rates, and premium pay time salares (exclusive of pay for overtime at regular and/or premium rates, and premium pay Average weekly hours are rounded to the nearest half hourgand average weekly earnings to the nearest half dollar. For definition of mean, median, and middle range, see table 1 , footnote 2 .

Ancludes data fy a dines in addition the those shown
All or virtually all workers were women.

4 Workers were distributed as follows: 30 at $\$ 270$ to $\$ 280 ; 20$ at $\$ 280$ to $\$ 290 ; 15$ at $\$ 290$ to $300 ;{ }_{5} 4$ at $\$ 300$ to $\$ 310$; and 1 at $\$ 320$ to $\$ 330$.
6 Includes data for workers in classifications in addition to those shown separately.
Whorkers were distributed as follows: 23 at $\$ 270$ to $\$ 280$; 8 at $\$ 280$ to $\$ 290$; 14 at $\$ 290$ , 4 at $\$ 300$ to $\$ 310$ and 1 at $\$ 320$ to $\$ 330$.

NOTE: Dashes indicate no data reported or data that do not meet publication criteria.

Table 10. Straight-time weekly earnings: Electronic data processing occupations
(Number and average straight-time weekly earnings of nonsupervisory workers in selected electronic data processing occupations in scheduled airlines, United States, August-November 1975)


[^7]
## Table 10. Straight-time weekly earnings: Electronic data processing occupations-Continued

(Number and average straight-time weekly earnings of nonsupervisory workers in selected electronic data processing occupations in scheduled airlines, United States, August-November 1975)


## Table 11. Scheduled weekly hours

(Percent of employees in specified occupational categories in scheduled airlines by scheduled weekly hours, ${ }^{1}$ United States, August-November 1975)

| Weekly hours ${ }^{1}$ | All <br> scheduled <br> airlines ${ }^{2}$ | Domestic <br> trunk <br> airlines | Local <br> service <br> airlines |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |

${ }^{1}$ Data relate to the predominant work
${ }^{3}$ Less than 0.5 percent
airline.
Includes data for airlines in addition to dividual items may not equal 100 those shown separately

## Table 12. Shift differential provisions

Percent of main aines by (Percent of maintenance and related wo
United States, August-November 1975)


## Table 13. Paid holidays

(Percent of employees in specified occupational categories in scheduled airlines with formal provisions for paid holidays, United States, August-November 1975)


1
${ }_{2}$ Includes data for airlines in addition to those shown separately.
Less than 0.5 percent.

## Table 14. Paid vacations

(Percent of employees in specified occupational categories in scheduled airlines with formal provisions for paid vacations, United States, August-November 1975)


[^8]Footnotes to table 14
${ }_{2}^{1}$ Includes data for airlines in addition to those shown separately. line provisions for progression. For example, the changes in proportions indicated at 10 years may include changes occurring between 5 and 10 years.

Less than 0.5 percent.
Vacation provisions were virtually the same aftex longer periods of service,
NOTE: Because of rounding, sums of individual items may not equal totals.

Table 15. Health, insurance, and retirement plans
(Percent of employees in specified occupational categories in scheduled airlines with selected health, insurance, and retirement plans, United States, August-November 1975

ㅇ

| T ype of plan ${ }^{1}$ | All scheduled airlines ${ }^{2}$ |  |  |  | Domestic trunk airlines |  |  |  | Local service airlines |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \text { Pilots } \\ \text { and } \\ \text { flight } \\ \text { engineers } \end{gathered}$ | $\begin{gathered} \text { Flight } \\ \text { attendants } \end{gathered}$ | Maintenance and related workers | Customer <br> services <br> agents/ <br> office <br> cle rical <br> workers | $\begin{gathered} \text { Pilots } \\ \text { and } \\ \text { flight } \\ \text { engineers } \end{gathered}$ | Flight attendants | Maintenance and related workers | Customer services agents/ office clerical workers | $\begin{aligned} & \text { Pilots } \\ & \text { and } \\ & \text { flight } \\ & \text { engineers } \end{aligned}$ | Flight attendants | Maintenance and related workers | ```Gustomer services agents / office clerical workers``` |
| All workers ----------- | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 108 | 100 |
| Workers in airlines providing: <br> Life insurance | 100 | 97 | 100 | 100 | 100 | 96 | 100 | 100 | 100 | 100 | 100 | 100 |
|  | 99 | 97 | 98 | 95 | 100 | 96 | 98 | 94 | 99 | 99 | 98 | 99 |
| Accidental death and dismemberment insurance | 63 | 84 | 81 | 74 | 64 | 81 | 86 | 77 | 91 | 91 | 93 | 91 |
|  | 60 | 84 | 79 | 74 | 61 | 81 | 84 | 77 | 90 | 91 | 91 | 90 |
| Sickness and accident insurance or sick leave or both ${ }^{3}$ | 99 | 99 | 99 | 99 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Sickness and accident insurance ---------------- | 80 | 84 | 79 | 74 | 79 | 83 | 85 | 77 77 | 82 82 | 81 | 91 | 90 90 |
|  | 80 | 84 | 77 | 74 99 | 79 100 | 83 100 | 83 98 | 77 100 | 82 100 | 81 100 | 91 100 | 90 100 |
| Sick leave (full pay, no waiting period) $\qquad$ Sick leave (partial pay or waiting period) $\qquad$ | 98 2 | ${ }^{99}$ | 97 2 | 99 1 | 100 | 100 | 98 | 100 | 100 | 100 | 100 | 100 |
|  | 48 | 52 | 45 | 45 | 49 | 45 | 48 | 43 | 78 | 70 | 52 | 27 27 |
|  | 47 | 39 | 44 | 44 | 49 | 29 100 | 488 | 43 100 | 78 100 | 70 100 | 52 100 | 27 100 |
| Hospitalization insurance $\qquad$ <br> Noncontributory plans $\qquad$ | 100 | 100 99 | 100 98 | 100 99 | 100 100 | 100 100 | 100 98 | 100 | 100 99 | 100 99 | 100 98 | 100 99 |
|  | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
|  | 99 | 99 | 98 | 99 | 100 | 100 | 98 | 100 | 99 | 99 | 98 | 99 100 |
|  | 100 | 100 | 100 | 100 | 100 100 | 100 | 100 98 | 100 100 | 100 | 100 | 100 98 | 100 99 |
| Noncontributory plans Major medical insurance | 99 100 | 99 100 | 98 9 | 99 | 100 | 100 | 98 100 | 100 | 100 | 100 | 98 100 | 100 |
|  | 99 | 99 | 98 | 99 | 100 | 100 | 98 | 100 | 99 | 99 | 98 | 99 |
|  | 75 | 99 | 99 | 91 | 67 | 100 | 100 | 88 | 99 | 99 | 98 | 99 |
|  | 75 | 99 24 | 98 22 | 89 40 | 67 | 100 15 | 98 16 | 88 38 | 99 21 | 99 20 | 21 | 28 |
| Visual care insurance Noncontributory plans | 12 | 24 | 22 | 40 | - | 15 | 16 | 38 | 21 | 20 | 23 | 28 |
| Retirement plans ${ }^{5}$---------------------------------- | 98 | 96 | 99 | 99 | 100 | 96 | 100 | 100 | 89 | 89 | 98 | 99 |
|  | 98 82 | 95 59 | 99 76 | 99 63 | 100 85 | 96 66 | 100 82 | 100 62 | 89 59 | 89 74 | 98 76 | 99 |
|  | 82 | ( ${ }^{59}$ ) | (4) | 63 | 85 | 66 | 82 | 6 | 5 | 7 | 76 |  |

${ }^{1}$ Includes only those plans for which at least part of the cost is borne by the employer and ex cludes legally required plans such as workers' compensation and social security; however, plans than is legally required or the employees receive benefits in excess of the legal requirements. "Noncontributory plans" include only those plans financed wholly by the employer.

Includes data for arines in addition to those shown seperately.
${ }^{3}$ Unduplicated total of workers receiving sick leave or sickness and
separately.
Unduplicated total of workers covered by pension and severance pay plans shown separately.

## Table 16. Other selected benefits

(Percent of employees in specified occupational categories in scheduled airlines with formal provisions for funeral leave pay, jury duty pay, and technological severance pay United States, August-November 1975)

| Type of benefit ${ }^{1}$ | All scheduled airlines ${ }^{2}$ |  |  |  | Domestic trunk airlines |  |  |  | Local service airlines |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{gathered} \text { Pilots } \\ \text { and } \\ \text { flight } \\ \text { engineers } \end{gathered}$ | Flight attendants | Maintenance and related workers | Customer services agents/ office clerical workers | $\begin{array}{\|c} \text { Pilots } \\ \text { and } \\ \text { flight } \\ \text { engineers } \end{array}$ | Flight attendants | $\begin{array}{\|c} \text { Maintenance } \\ \text { and } \\ \text { related } \\ \text { workers } \end{array}$ | Customer <br> servicess <br> agents/ <br> office <br> clerical <br> workers | $\begin{aligned} & \text { Pilots } \\ & \text { and } \\ & \text { flight } \\ & \text { engineers } \end{aligned}$ | Flight attendants | Maintenance and related workers | Customer services agents/ office clerical workers |
| All workers -------- | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Workers in airlines with provisions for: |  |  |  |  |  |  |  |  |  |  |  |  |
| Funeral leave pay ------------------- | 90 | 89 | 99 | 99 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Jury duty pay -------------------- | 91 | 90 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 |
| Technological severance pay --- | 23 | 23 | 66 | 67 | 12 | 12 | 67 | 67 | 31 | 37 | 46 | 60 |

${ }^{1}$ For definitions of items, see appendix $B$.
${ }^{2}$ Includes data for airlines in addition to those shown separately.

# Appendix A. Pilot Pay 

Earnings of the 25,249 pilots ${ }^{1}$ employed by the scheduled airlines in 1975 were largely determined according to a basic pay formula established by the National Labor Board on May 10, 1934 (Decision No. 83). ${ }^{2}$ Originally, this formula included longevity or base pay, hourly pay, and mileage pay. In 1947, however, a fourth factor-gross weight pay-was added through collective bargaining. Since that time, the pay formula has called for the sum of these four items, which are defined below.

Longevity, or base pay: A negotiated rate varying by the length of service the pilot has with the individual airline. The rate may differ within an airline by the type of aircraft flown. These rates are usually negotiated on an hourly or monthly basis.
Hourly pay: A negotiated rate varying according to the "pegged speed" of the aircraft flown and incorporating a day-night differential. ${ }^{4}$
Mileage pay: A negotiated rate (commonly 3 cents per mile) multiplied by the total number of miles flown. To determine this pay on an hourly basis, the "pegged speed" of the aircraft is used instead of the actual mileage.

Gross weight pay: A negotiated rate (commonly 3 cents per hour) multiplied by the gross weight of the aircraft flown (in thousands of pounds, certified and determined by the FAA). This newest addition to the formula (1947) has become more important as the size of planes has increased.

Scheduled airlines negotiate separately with their pilots' representatives, the International Air Line Pilots Association, or the Allied Pilots Association. As a result, the negotiated rates relating to the four factors usually differ among the carriers. Examples of what captains might have earned under the formula in AugustNovember 1975, given certain conditions, are shown in table A-1.

In addition to the earnings presented in the table, captains may receive other flight-related payments, depending upon the agreement negotiated with their airlines. For example, captains currently average about $\$ 3.60$ in addition to their regular pay for each hour flown on international routes (premiums called international overrides).

The basic pay formula and such additions as international overrides determine a captain's yield for the hours actually spent flying an aircraft. He may also receive pay
for performing other duties. Scheduled airlines typically grant flight-time credit and pay for all duty hours. ${ }^{5}$ To illustrate, for each 3 hours of nonflying duty, e.g., preflight briefing time, layovers, and post-flight debriefing time, a captain may receive 1 hour's flight-time pay and flight-time credit based on the type of aircraft involved. ${ }^{6}$ Thus, if the actual block-to-block flying time is $21 / 2$ hours during a 4 -hour duty period, the captain would receive a total of 3 hours' flight-time pay and flight-time credit.

Pay for "deadheading" is another common practice in the industry. This occurs when a captain, at the company's request, flies as a passenger to return to his home base after a trip, or to reach a point from where his next scheduled flight departs. Generally, airlines pay one-half the hourly pay rate and flight-time credit for each hour spent deadheading.

Earnings of first and second officers are usually specified percentages of the basic formula yields for the captain with whom they fly. ${ }^{7}$ For first officers with 5 years' service, hourly earnings in August-November 1975

[^9]Table A-1. Average hourly pay yields from basic pay formula for captains, scheduled airlines, 1975

| Pay formula | Type of aircraft flown |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | DC-9 (Series) |  | 727 (Medium range) |  | 747 (Jumbojet-long range) |  |
|  | Item | Average hourly rate | Item | Average hourly rate | Item | Average hourly rate |
| Average hourly total ${ }^{1}$ |  | \$55.04 |  | \$54.81 |  | \$78.67 |
| Longevity pay . . . | 12 years' service | 10.19 | 12 years' service | 10.05 | 12 years' service | 11.50 |
| Hourly pay ${ }^{2}$ | Day rate \$24.66 <br> Night rate $\$ 27.54$ | 26.10 | Day rate \$22.14 <br> Night rate $\$ 25.79$ | 23.97 | Day rate $\$ 26.90$ <br> Night rate $\$ 30.75$ | 28.83 |
| Mileage pay (pegged speed $\times \$ .03$ ) . | 505 miles per hour | 15.15 | 521 miles per hour | 15.63 | 561 miles per hour | 16.83 |
| Gross-weight pay ( 1,000 pounds $\times \$ .03$ ) . | 120,000 pounds | 3.60 | 172,000 pounds | 5.16 | 717,000 pounds | 21.51 |

1 Pilots are limited by Federal regulation to a maximum of 85 hours per month on domestic and 255 hours per quarter on international duty. Labor-management contracts with the individual airlines usually limit pilots to fewer than 85 hours for pay and credit purposes. In airlines where maximum hours are lowest, however, the day-night hourly rates tend to be higher.
$\mathbf{2 I t}_{\text {It }}$ is assumed that the pilot flew $1 / 2$ the hour during the day and $1 / 2$ the hour during the night.
averaged about 61 percent of the captain's pay; for second officers, about 51 percent. To illustrate, the pay yields for a first and second officer on a 727 may have averaged about $\$ 33$ and $\$ 28$ per hour, respectively, based on the pay shown for captains in table A-1.

Since all first officers and virtually all second officers

NOTE: Data presented in this table were obtained from 19 representative labor-management agreements in effect'as of August-November 1975. Longevity and hourly pay, pegged speeds, and gross weights of the aircraft are averages (means) of these items specified in the agreements. The rates of 3 cents per mile and 1,000 pounds of aircraft weight were selected as typical provisions.
flight engineers are qualified pilots, they are represented by the same or similar labor-management agreements as captains, and receive extra compensation (where applicable) for such items as international overrides and are covered by the same rules concerning deadheading, operational duty pay, and flight-time ratios.

# Appendix B. Scope and Method of Survey 

## Scope of survey

The survey covered airlines holding certificates of public convenience and necessity under the Civil Aeronautics Act and operating over fixed routes on fixed schedules (part of industry 4511) as defined in the 1967 Standard Industrial Classification Manual, prepared by the U.S. Office of Management and Budget. The survey included airlines primarily engaged in the transportation of revenue passengers or in the transportation of cargo or freight, such as domestic trunk airlines, local service airlines, all-cargo carriers, and international and territorial carriers. Domestic trunk airlines primarily serve the larger communities within and between the 50 States; local service airlines operate routes between smaller communities and link them with larger communities; all-cargo carriers primarily perform scheduled air freight, express, and mail transportation over specified routes; and international and territorial carriers primarily operate over specified routes between the United States and foreign countries and between the United States and its territories or possessions.

Excluded from the survey were intra-Hawaii and intra-Alaska air carriers, helicopter services, foreign flag carriers, and employees of United States companies based outside the contiguous 48 States and the District of Columbia. Also excluded were other corporate activities owned and operated by the airlines, such as hotels, financing operations, and travel agencies. Separate auxiliary units, such as central offices, however, were included.

The number of airlines and workers actually studied by the Bureau and the number estimated to be within the scope of the survey during the payroll period studied, are shown in table B-1.

## Method of study

Data were obtained by personal visits of the Bureau's field staff to a representative sample of establishments within the scope of the survey. In combining the data, all establishments were given an appropriate weight. All estimates are presented, therefore, as relating to all establishments in the industry.

## Employment

Estimates of the number of workers within the scope of the study are intended as a general guide to the size and composition of the industry's labor force, rather than as precise measures of employment.

## Occupations selected for study

Occupational classification was based on a uniform set of job descriptions designed to take account of interairline variations in duties within the same job. (See appendix C for these job descriptions.) The criteria for selection of the occupations were: Number of workers in the occupation; usefulness of the data in collective bargaining; and appropriate representation of the entire job scale in the industry.

## Wage data

Monthly earnings data for flight deck personnel include base pay, overtime or incentive pay, and all other pay directly related to duty, but exclude special allowances such as those for room and board while away from the employee's home station. For flight attendants, premium pay received while serving as first, lead, or senior officer is included.

Wage data for the other occupations relate to straighttime earnings and exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Cost-of-living adjustments and longevity pay are included, as are "line" and license premiums for maintenance and related personnel.

Average (mean) rates or earnings (hourly, weekly, or monthly) for each occupation were calculated by weighting each rate (or earnings) by the number of workers receiving the rate, totaling, and dividing by the number of individuals. Average weekly earnings were rounded to the nearest half dollar; monthly earnings to the nearest dollar.

The median designated position; that is, one-half of the employees surveyed received more than this rate and one-half received less. The middle range is defined by two rates of pay: one-fourth of the employees earned less
than the lower of these rates and one-fourth earned more than the higher rate.

## Credited flight hours

Credited flight hours are used for pay purposes for flight deck personnel and refer to the combined total of actual flight hours (block-to-block time) and flight-hour equivalents for nonflying and deadheading time. Block-to-block refers to the time period starting when blocks are removed from aircraft wheels prior to takeoff and ending when blocks are placed under the wheels after landing. Flight-hour equivalents are determined by applying a specified ratio to nonflying and deadheading time to translate it into fractions or whole hours of flight time.

## Minimum salaries for pilots

Tabulations relate to formally established policies for minimum monthly entrance salaries for pilots and minimum monthly salaries for pilots after 6 months of service in the scheduled airlines included in the Bureau's sample.

## Standard hours

Standard hours reflect the workweek for which employees receive their regular straight-time salaries, and were reported for dispatchers, customer service agents, office clerical workers, and electronic data processing personnel in tables 7 through 10 . Averages were rounded to the nearest half hour.

## Scheduled weekly hours and shift provisions

Data on weekly hours refer to the predominant work schedule for full-time nonsupervisory workers in a specified group employed on the day shift. Shift provisions relate to the policies of establishments either currently operating late shifts or having formal provisions covering late-shift work.

## Supplementary wage provisions

Supplementary benefits were treated statistically on the basis that if formal provisions in an airline were applicable to half of the workers or more in a specified employment group (pilots and flight engineers, flight attendants, maintenance and related workers, customer service agents and office clerical workers the practice or benefit was considered applicable to all such workers.

Similarly, if fewer than one-half of such workers were covered, the practice or benefit was considered nonexistent in the airline for that group. Because of length-of-service and other eligibility requirements, the proportion of workers receiving the benefits may be smaller than estimated.

Paid holidays. Paid holiday provisions relate to full-day and half-day holidays provided annually.

Paid vacations. The summaries of vacation plans are limited to formal arrangements and exclude informal plans whereby time off with pay is granted at the discretion of the employer or the supervisor. The periods of service for which data are presented were selected as representative of the most common practices, but they do not necessarily reflect the individual airline's provisions for progression. For example, the changes in proportions indicated at 10 years of service may include changes in provisions which occur between 5 and 10 years.

Health, insurance, and retirement plans. Data are presented for health, insurance, pension, and retirement severance plans for which the employer pays all or part of the cost, excluding programs required by law, such as workers' compensation and social security. Among the plans included are those underwritten by a commercial insurance company and those paid directly by the employer from current operating funds or from a fund set aside for this purpose.

Death benefits are included as a form of life insurance. Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Information is presented for all such plans to which the employer contributes at least a part of the cost. However, in New York and New Jersey, where temporary disability insurance laws require employer contributions, ${ }^{1}$ plans are included only if the employer (1) contributes more than is legally required, or (2) provides the employees with benefits which exceed the requirements of the law.

Tabulations of paid sick leave plans are limited to formal plans which provide full pay or a proportion of the worker's pay during absence from work because of illness; informal arrangements have been omitted. Separate tabulations are provided for (1) plans which provide full pay and no waiting period, and (2) plans providing either partial pay or a waiting period.

[^10]Medical insurance refers to plans providing for complete or partial payment of doctors' fees. Such plans may be underwritten by a commercial insurance company or a nonprofit organization, or they may be a form of selfinsurance.

Major medical insurance, sometimes referred to as extended medical insurance, includes plans designed to cover employees for sickness or injury involving an expense which exceeds the normal coverage of hospitalization, medical, and surgical plans.

Long-term disability insurance plans provide payments to totally disabled employees upon the expiration of their paid sick leave and/or sickness and accident insurance, or after a predetermined period of disability. Payments are made until the end of the disability, a maximum age, or eligibility for retirement benefits. Full or partial payments are almost always reduced by social security, workers' disability compensation, and private pension benefits payable to the disabled employee.

Dental insurance plans provide normal dental service benefits, usually for fillings, extractions, and X-rays. Plans which provide benefits only for oral surgery or repairing accident damage are not reported.
Visual care insurance plans provide normal visual care benefits, usually for eye examinations and/or eyeglasses. Plans which provide benefits for certain kinds of surgery or care required as a result of an accident are not reported.

Tabulations of retirement pensions are limited to plans which provide regular payments for the remainder of the retiree's life. Data are presented separately for retirement severance pay (one payment or several over a
specified period of time) made to employees on retirement. Establishments providing both retirement severance payments and retirement pensions to employees were considered as having both retirement pension and retirement severance plans; however, establishments having optional plans providing employees a choice of either retirement severance payments or pensions were considered as having only retirement pension benefits.

Paid funeral and jury duty leave. Data for paid funeral and jury duty leave relate to formal plans which provide at least partial payment for time lost as a result of attending funerals of specified family members or serving as a juror.

Technological severance pay. Data relate to formal plans providing for payment to employees permanently separated from employment because of a technological change or curtailment of employment.

Cost-of-living pay adjustments. Provisions for cost-ofliving pay adjustments relate to formal plans whereby wage rates are adjusted periodically, in keeping with changes in the Consumer Price Index or on some other basis.

Uniform provisions. Data relate to establishment provisions for uniforms, or cleaning of uniforms, or both, or monetary allowances in lieu of such provisions, for a majority of the workers who are required to wear uniforms in each specified employee group surveyed.

Table B-1. Estimated number of airlines and workers within scope of survey and number studied, scheduled airlines, United States, August-November 1975

| Type of airline | Number of airlines |  | Workers in airlines within scope of study |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Within scope of study | Actually studied | Total ${ }^{1}$ | Pilots and flight engineers | Flight attendants | Maintenance and related workers | Customer service agents/ Office clerical employees | Actually studied |
| All scheduled airlines ${ }^{2}$ | 26 | 21 | 278,008 | 32,660 | 35,347 | 87,197 | 69,445 | 246,010 |
| Domestic trunk. | 10 | 7 | 219,853 | 24,382 | 28,191 | 73,791 | 52,702 | 191,353 |
| Big Four. | 4 | 4 | 146,096 | 15,366 | 18,091 | 49,159 | 35,156 | 146,096 |
| Other domestic trunk | 6 | 3 | 73,757 | 9,016 | 10,100 | 24,632 | 17,546 | 45,257 |
| Local service | 9 | 8 | 30,548 | 4,413 | 3,208 | 5,975 | 11,210 | 27,848 |
| Other than domestic or local service | 7 | 6 | 27,607 | 3,865 | 3,948 | 7,431 | 5,533 | 26,809 |

[^11][^12]
## Appendix C. 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 classification 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 individual establishments or those prepared for other purposes. In applying these job descriptions, the Bureau's field staff is instructed to exclude working supervisors, apprentices, learners, beginners, trainees, and handicapped, part-time, temporary, and probationary workers. For this survey, however, first, lead, and senior stewards and stewardesses are included in the flight attendant category.

## Flight Personnel

## Flight attendant

(Airline steward or stewardess; airline hostess; flight service attendant)

Renders a variety of personal services conducive to safety and comfort of airline passengers while enroute.

## Captain, airline

## (First pilot)

Is in command of a commercial airplane, and its crew, while transporting passengers, mail, or other cargo on scheduled or nonscheduled flights. Has responsibility for flying an airplane safely, including take offs and landings.

Include "reserve" captains (those not assigned to a regular schedule of flights), as well as "bid" captains (run-holders). Exclude qualified pilots primarily employed for purposes other than flying fixed wing airliners, such as "check" pilots, helicopter pilots, instructors, supervisory personnel, and those assigned to the company's executive airplanes.

## First officer, airline

(Copilot)
Is second in command of a commercial airplane, and its crew, while transporting passengers, mail, or other cargo on scheduled or nonscheduled flights. Assists or relieves an airline captain in operating the controls of an airplane; monitoring flight and engine instruments; and maintaining air-to-ground communications.

Include "reserve" first officers (those not assigned a regular schedule of flights), as well as "bid" first officers (runholders). Exclude qualified pilots primarily employed for purposes other than serving aboard fixedwing commercial airliners, such as helicopter pilots, instructors, supervisory personnel, and those assigned to the company's executive airplanes.

## Second officer/flight engineer

Is third in command of a commercial airplane, and its crew, while transporting passengers, mail, or other cargo on scheduled or nonscheduled flights. Assists the airline captain and first officer in the analysis, operation, moni-
toring of the mechanical and electrical systems of the airplane; is responsible for the safe and efficient functioning of these systems while in flight or enroute. May relieve airline captain and first officer at the controls, as required.

Include "reserve" second officers (those not assigned a regular schedule of flights), as well as "bid" first officers
(runholders). Also include third crew members who are not qualified pilots and who are not authorized to operate the primary controls of the airplane. Exclude qualified pilots primarily employed for purposes other than serving aboard fixed-wing commercial airliners, such as helicopter pilots, instructors, and supervisory personnel.

## Aircraft Control Personnel

## Dispatcher

## (Airline dispatcher)

Authorizes, regulates, and controls commercial airline flights (in concert with the pilot in command) according to Government and company regulations to expedite and insure safety of flight and control economic factors of flight. Work involves most of the following: Analyzes and evaluates weather information to determine potential safety of flight, economic feasibility and desirable routing; computes fuel requirements according to Federal regulations and economic
considerations; prepares flight plan containing such information as maximum gross take-off and landing weights, enroute wind and weather information, terminal weather and airport conditions; signs release which (with concurrence of pilot in command) authorizes operation of flight; delays, cancels, or reroutes flight if necessary to insure safety or protect economic factors; maintains a constant watch over weather and other operating conditions, and flight progress; maintains records relating to any irregularities in flight operations. Holds a license issued by the Federal Aviation Administration.

## Customer Service Personnel

## Air Freight Agent

Receives, and routes air freight and other forms of cargo. Work involves most of the following: Answers inquiries and furnishes information on rates, schedules, routings, and services; determines and recommends service to meet customer's needs; accepts freight from customer; designates routing; prepares bills and related documents; and accepts payment, and processes receipts.

## Passenger service agent

At airport location, answers inquiries and furnishes information regarding fares, schedules, routings, and services. Work involves the following: Determines and recommends services to meet customer's needs; collects tickets and checks in passengers at concourse boarding areas; and assists customers in resolving service problems, such as lost or damaged baggage, lost tickets, and flight irregularities. May perform load planning, dispatch, and communication activities; weigh and tag baggage; and initiate and coordinate enplaning and deplaning of passengers.

## Reservation sales agent

Primarily accepts reservations over the telephone and answers inquiries concerning air travel fares, schedules, routings, connecting flights, and other services. Work involves the following: Makes or confirms flight reservations; determines and recommends the service which meets the customer's needs; notifies passengers of flight delays and cancellations; maintains appropriate records. May prepare tickets and send them to the customer.

## Ticket agent

## (Ticket seller)

Sells air travel tickets to customers and performs other duties related to ticket counter functions. Work involves the following: Verifies availability of space; computes fares; issues tickets and refunds; weighs and checks baggage; and maintains cash drawer and records.

For wage survey purposes, ticket agents are to be classified according to their location of employment, as follows:

Airport
City office

## Maintenance and Related Personnel

## Aircraft cleaner

Cleans exterior and/or interior of aircraft. May also clean airplane parts and shop facilities.

## Aircraft inspector

(Airplane and engine inspector)
Examines airplanes to determine what repairs are to be made or to insure that repairs on airframes, engines, and other equipment have been made according to specifications. Certifies airworthiness of craft. Signs inspection tag to approve unit or records reasons for rejecting unit and keeps $\log$ on inspections performed on aircraft. May prepare dismantling schedule for airplanes to be overhauled. Holds airframe and powerplant license and inspection authorization issued by the Federal Aviation Administration. In general, the work of the aircraft inspector requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience as an aircraft mechanic.

For wage survey purposes, inspectors are to be classified as to whether the maintenance is performed at airports (line maintenance) or at major overhaul bases (shop maintenance):

Line maintenance
Shop maintenance

## Janitor

(Sweeper)
Cleans and keeps in an orderly condition working areas, washrooms, or premises of an establishment. Workers specializing in window washing and cleaning interiors or xteriors of aircrafts are excluded.

## Mechanic, :ircraft

Repairs or replaces engines, engine parts, and airframe components to keep airplane in safe operating condition. Mechanics responsible for any repair or maintenance operation may be licensed by the Federal Aviation Administration as either an "airframe mechanic" (to work on the plane's fuselage, covering surface, landing gear, and control surfaces); "powerplant mechanic" (to work on plane's engines); or "airframe
and powerplant mechanic" (to work on all parts of the plane). Mechanics maintaining and repairing electronic communications equipment are required to have at least a Second Class Radio Telephone Operator License issued by the Federal Communications Commission. In general, the work of the aircraft mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

For wage survey purposes, aircraft mechanics are to be classified as to whether the maintenance is performed at airports (line maintenance) or at major overhaul bases (shop maintenance):

Line maintenance
Shop maintenance

## Service helper, ground and ramp

(Fueler; ramp agent; fleet service clerk)
Services aircraft preparatory to flight. Work of the ground service helper includes: Servicing aircraft with fuel, oil, hydraulic fluid; and operating mobile unit providing air conditioning to the plane's interior while at the ramp. May meet and guide incoming aircraft into parking position, where this is not performed by mechanics, secure safety locks, and install wheel chocks. May also service ground and ramp equipment to keep in operating condition. Work of the ramp service helper includes: Equipping airplane cabin with passenger service items, such as food and beverages; and loading and unloading mail, freight, and other cargo.

For wage survey purposes, workers are to be classified as follows:

## Ground

Ramp
Ground and ramp

## Stock clerk

Receives, stores, and issues supplies, equipment, material, or tools in a stockroom or storeroom. Work involves a combination of the following: Checks incoming orders; requests or orders supplies, equipment, and materials; applies identifications to articles; takes periodic inventory or keeps perpetual inventory; and makes up necessary reports. Stockroom laborers, toolcrib attendants, and employees who supervise stock clerks and laborers are excluded.

## Office Personnel

## Clerk, accounting

Performs one or more accounting clerical tasks such as posting to registers and ledgers; reconciling bank accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying for clerical accuracy various types of reports, lists, calculations, postings, etc.; or preparing simple, or assisting in preparing more complicated, journal vouchers. May work in either a manual or automated accounting system.

The work requires a knowledge of clerical methods and office practices and procedures which relates to the clerical processing and recording of transactions and accounting information. With experience, the worker typically becomes familiar with the bookkeeping and accounting terms and procedures used in the assigned work, but is not required to have a knowledge of the formal principles of bookkeeping and accounting.

Positions are classified into levels on the basis of the following definitions.

Class A - Under general supervision, performs accounting clerical operations which require the application of experisnce and judgment, for example, clerically processing complicated or nonrepetitive accounting transactions, selecting among a substantial variety of prescribed accounting codes and classifications, or tracing transactions through previous accounting actions to determine source of discrepancies. May be assisted by one or more class B accounting clerks.

Class B - Under close supervision, following detailed instructions and standardized procedures, performs one or more routine accounting clerical operations, such as posting to ledgers, cards, or work sheets where identification of items and locations of postings are clearly indicated; checking accuracy and completeness of standardized and repetitive records or accounting documents; coding documents using a few prescribed accounting codes.

## Digital-computer operator

Monitors and operates the control console of a digital computer to process data according to operating instructions, usually prepared by a programmer. Work includes most of the following: Studies instructions to determine equipment set-up and operations; loads equipment with required items (tape reels, cards, etc.); switches necessary auxiliary equipment into circuit, and starts and operates computer; makes adjustments to computer to correct operating problems and meet special conditions; reviews errors made during operation and determines
cause or refers problems to supervisor or programmer; and maintains operating records. May test and assist in correcting program.

For wage study purposes, computer operators are classified as follows:

Class A - Operates independently, or under only general direction, a computer running programs with most of the following characteristics: New programs are frequently tested and introduced; scheduling requirements are of critical importance to minimize downtime; the programs are of complex design so that identification of error source often requires a working knowledge of the total program, and alternate programs may not be available. May give direction and guidance to lower level operators.

Class B - Operates independently or under only general direction a computer running programs with most of the following characteristics: Most of the programs are established production runs, typically run on a regularly recurring basis; there is little or no testing of new programs required; alternate programs are provided in case original program needs major change or cannot be corrected within a reasonable time. In common error situations, diagnoses cause and takes corrective action. This usually involves applying previously programmed corrective steps, or using standard correction techniques.

## OR

Operates under direct supervision a computer running programs or segments of programs with the characteristics described for Class A. May assist a higher level operator by independently performing less difficult tasks assigned, and performing difficult tasks following detailed instructions and with frequent review of operations performed.

Class C - Works on routine programs under close supervision. Is expected to develop working knowledge of the computer equipment used and ability to detect problems involved in running routine programs. Usually has received some formal training in computer operation. May assist higher level operator on complex programs.

## Computer programmer (business)

Converts statements of business problems, typically prepared by a systems analyst, into a sequence of detailed instructions which are required to solve the problems by automatic data processing equipment. Working from charts or diagrams, the programmer develops the precise instructions which, when entered into the computer system in coded language, cause the manipulation of data to achieve desired results. Work involves most of the following: Applies knowledge of computer capabilities, mathematics, logic employed by computers, and particular subject matter involved to analyze charts and diagrams of the problem to be programmed; develops
sequence of program steps; writes detailed flow charts to show order in which data will be processed; converts these charts to coded instructions for machine to follow; tests and corrects program; prepares instructions for operating personnel during production run; analyzes, reviews and alters programs to increase operating efficiency or adapt to new requirements; maintains records of program development and revisions. (NOTE: Workers performing both systems analysis and programming should be classified as a systems analysis if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or programmers primarily concerned with scientific and/or engineering problems.

For wage study purposes, programmers are classified as follows:

Class A - Works independently or under only general direction'on complex problems which require competence in all phases of programming concepts and practices. Working from diagrams and charts which identify the nature of desired results, major processing steps to be accomplished, and the relationships between various steps of the problem solving routine, plans the full range of programming actions needed to efficiently utilize the computer system in achieving desired end products.
At this level, programming is difficult because computer equipment must be organized to produce several interrelated but diverse products from numerous and diverse data elements. A wide variety and extensive number of internal processing actions must occur. This requires such actions as development of common operations which can be reused, establishment of linkage points between operations, adjustments to data when program requirements exceed computer storage capacity, and substantial manipulation and resequencing of data elements to form a highly integrated program.

May provide functional direction to lower level programmers who are assigned to assist.

Class B - Works independently or under only general direction on relatively simple programs, or on simple segments of complex programs. Programs (or segments) usually process information to produce data in two or three varied sequences or formats. Reports and listings are produced by refining, adapting, arraying, or making minor additions to or deletions from input data which are readily available. While numerous records may be processed, the data have been refined in prior actions so that the accuracy and sequencing of data can be tested by using a few routine checks. Typically, the program deals with routine record-keeping type operations.

## OR

Works on complex programs (as described for Class A) under close direction of a higher level programmer or supervisor. May assist higher level programmer by independently performing less difficult tasks assigned, and performing more difficult tasks under fairly close direction.

May guide or instruct lower level programmers.

Class C - Makes practical applications of programming practices and concepts usually learned in formal training courses. Assignments are designed to develop competence in the application of standard procedures to routine problems. Receives close supervision of new aspects of assignments, and work is reviewed to verify its accuracy and conformance with required procedures.

## Computer systems analyst (business)

Analyzes business problems to formulate procedures for solving them by use of electronic data processing equipment. Develops a complete description of all specifications needed to enable programmers to prepare required digital computer programs. Work involves most of the following: Analyzes subject-matter operations to be automated and identifies conditions and criteria required to achieve satisfactory results; specifies number and types of records, files and documents to be used; outlines actions to be performed by personnel and computers in sufficient detail for presentation to management and for programming (typically this involves preparation of work and data flow charts); coordinates the development of test problems and participates in trial runs of new and revised systems; and recommends equipment changes to obtain more effective overall operations. (NOTE: Workers performing both systems analysis and programming should be classified as systems analysts if this is the skill used to determine their pay.)

Does not include employees primarily responsible for the management or supervision of other electronic data processing employees, or systems analysts primarily concerned with scientific or engineering problems.

For wage study purposes, systems analysts are classified as follows:

Class A - Works independently or under only general direction on complex problems involving all phases of systems analysis. Problems are complex because of diverse sources of input data and multiple-use requirements of output data. (For example, develops an integrated production scheduling, inventory control, cost analysis, and sales analysis record in which every item of each type is automatically processed through the full system of records and appropriate followup actions are initiated by the computer.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of new or revised system of data processing operations. Makes recommendations, if needed, for approval of major system installation or changes and for obtaining equipment.

May provide functional direction to lower level systems analysts who are assigned to assist.

Class B - Works independently or under only general direction on problems that are relatively uncomplicated to analyze, plan, program, and operate. Problems are of limited complexity because sources of input data are homogeneous and the output data are closely related. (For example,
develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, or maintaining inventory accounts in a manufacturing or wholesale establishment.) Confers with persons concerned to determine the data processing problems and advises subject-matter personnel on the implications of the data processing systems to be applied.

## OR

Works on a segment of a complex data processing scheme or system, as described for class $A$. Works independently on routine assignments and receives instruction and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instruction, and to insure proper alignment with the overall system.

Class C - Works under immediate supervision, carrying out analysis as assigned, usually of a single activity. Assignments are designed to develop and expand practical experience in the application of procedures and skills required for systems analysis work. For example, may assist a higher level systems analyst by preparing the detailed specifications required by programmers from information developed by the higher level analyst.

## File clerk

Files, classifies, and retrieves material in an established filing system. May perform clerical and manual tasks required to maintain files.

Positions are classified into levels on the basis of the following definitions.

Class A - Classifies and indexes file material such as correspondence, reports, technical documents, etc., in an established filing system containing a number of varied subject matter files. May also file this material. May keep records of various types in conjunction with the files. May lead a small group of lower level file clerks.

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

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

## Keypunch operator

Operates a keypunch machine to record or verify
alphabetical and/or numeric data on tabulating cards or on tape.

Positions are classified into levels on the basis of the following definitions.

Class A - Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be key-punched from a variety of source documents. On occasion may also perform some routine keypunch work. May train inexperienced keypunch operators.

Class B - Work is routine and repetitive. Under close supervision or following specific procedures or instructions, works from various standardized source documents which have been coded, follows specified procedures which have been prescribed in detail and require little or no selecting, coding, or interpreting of data to be recorded. Refers to supervisor problems arising from erroneous items or codes or missing information.

## Messenger

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. Exclude positions that require operation of a motor vehicle as a significant duty.

## Payroll clerk

Performs the clerical tasks necessary to process payrolls and to maintain payroll records. Work involves most of the following: Processing workers' time or production records; adjusting workers' records for changes in wage rates, supplementary benefits, or tax deductions; editing payroll listings against source records; tracing and correcting errors in listings; and assisting in preparation of periodic summary payroll reports. In a non-automated payroll system, computes wages. Work may require a practical knowledge of governmental regulations, company payroll policy, or the computer system for processing payrolls.

## Secretary

Assigned as personal secretary, normally to one individual. Maintains a close and highly responsive relationship of the day-to-day work 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 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;
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.

## 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 definitions;
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:

Positions are classified into levels on the basis of the following criteria.

## Class A

1. 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
2. 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
3. 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

1. Secretary to the chairman of the board or president of a company that employs, in all, fewer than 100 persons; or
2. 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
3. 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
4. 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
5. 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

1. 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 organizational unit 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 one or two; or
2. 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

1. Secretary to the supervisor or head of a small organizational unit (e.g., fewer than about 25 or 30 persons); or
2. 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.)

## (Not Classifiable by Level)

Secretaries in positions with work characteristics as described, and within the range of defined levels, should be reported under this classification when the information needed to classify secretaries according to the level definitions is not available.

## Stenographer

Primary duty is to take dictation using shorthand, and to transcribe the dictation. May also type from written copy. May operate from a stenographic pool. May occasionally transcribe from voice recording machines.

NOTE: This job is distinguished from that of a secretary in that a secretary normally works in a confidential relationship with only one manager or executive and performs more responsible and discretionary tasks as described in the secretary job definition.

## Stenographer, general

Dictation involves a normal routine vocabulary. May maintain files, keep simple records or perform other relatively routine clerical tasks.

## Stenographer, senior

Dictation involves a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research. May also set up and maintain files, keep records, etc.

## OR

Performs stenographic duties requiring significantly greater independence and responsibility than stenographer, general, as evidenced by the following: Work requires a high degree of stenographic speed and accuracy; a thorough working knowledge of general business and office procedure and of the specific busi-
ness 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, and letters; composing simple letters from general instructions; reading and routing incoming mail; answering routine questions, etc.

## Switchboard operator

Operates a telephone switchboard or console used with a private branch exchange ( PBX ) system to relay incoming, outgoing, and intrasystem calls. May provide information to callers, record and transmit messages, keep record of calls placed and toll charges. Besides operating a telephone switchboard or console, may also type or perform routine clerical work (typing or routine clerical work may occupy the major portion of the worker's time, and is usually performed while at the switchboard or console). Chief or lead operators in establishments employing more than one operator are excluded. For an operator who also acts as a receptionist, see Switchboard operator-Receptionist.

For wage survey purposes, workers are to be classified as follows:

## Class A

Class B

## Switchboard operator-receptionist

At a single-position telephone switchboard or console, acts both as an operator-see Switchboard Operator-and as a receptionist. Receptionist's work involves such duties as greeting visitors; determining nature of visitor's business and providing appropriate information; referring visitor to appropriate person in the organization, or contacting that person by telephone and arranging an appointment; keeping a $\log$ of visitors.

## Tabulating-machine operator

Operates one or a variety of machines such as the tabulator, calculator, collator, interpreter, sorter, reproducing punch, etc. Excluded from this definition are working supervisors. Also excluded are operators of electronic digital computers, even though they may also operate electric accounting machine equipment.

Positions are classified into levels on the basis of the following definitions.

Class A - Performs complete reporting and tabulating assignments including devising difficult control panel wiring under general supervision. Assignments typically involve a variety of long and complex reports which often are irregular and nonrecurring, requiring some planning of the nature and sequencing of operations, and the use of a variety of machines. Is typically involved in training new operators in machine operations or training lower level operators in wiring from diagrams and in the operating sequences of long and complex reports. Does not include positions in which wiring responsibility is limited to selection and insertion of pre-wired boards.

Class B - Performs work according to established procedures and under specific instructions. Assignments typically involve complete but routine and recurring reports or parts of larger and more complex reports. Operates more difficult tabulating or electrical accounting machines such as the tabulator and calculator, in addition to the simpler machines used by class C operators. May be required to do some wiring from diagrams. May train new employees in basic machine operations.

Class C - Under specific instructions, operates simple tabulating or electrical accounting machines such as the sorter, interpreter, reproducing punch, collator, etc. Assignments typically involve portions of a work unit, for example, individual sorting or collating runs, or repetitive operations. May perform simple wiring from diagrams and some filing work.

## Typist

Uses a typewriter to make copies of various materials 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., or technical or unusual words or foreign language material; or 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; or routine typing of forms, insurance policies, etc.; or setting up simple standard tabulations; or copying more complex tables already set up and spaced properly.

## Industry Wage Studies

The most recent reports providing occupational wage data for industries included in the Bureau's program of industry wage surveys since 1960 are listed below. Copies are for sale from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or from any of its regional sales offices, and from the regional offices of the Bureau of Labor Statistics shown on the inside back cover. Copies that are out of stock are available for reference purposes at leading public, college, or university libraries, or at the Bureau's Washington or regional offices.

## Manufacturing

Basic Iron and Steel, 1972. BLS Bulletin 1839
Candy and Other Confectionery Products, 1975. BLS Bulletin 1939
Cigar Manufacturing, 1973. BLS Bulletin 1796
Cigarette Manufacturing, 1976. BLS Bulletin 1944
Fabricated Structural Steel, 1974. BLS Bulletin 1935
Fertilizer Manufacturing, 1971. BLS Bulletin 1763
Flour and Other Grain Mill Products, 1972. BLS Bulletin 1803
Fluid Milk Industry, 1973. BLS Bulletin 1871
Footwear, 1975. BLS Bulletin 1946
Hosiery, 1973. BLS Bulletin 1863
Industrial Chemicals, 1971. BLS Bulletin 1768
Iron and Steel Foundries, 1967. BLS Bulletin $1626^{1}$
Leather Tanning and Finishing, 1973. BLS Bulletin 1835
Machinery Manufacturing, 1974-75. BLS Bulletin 1929
Meat Products, 1974, BLS Bulletin 1896
Men's and Boys' Separate Trousers, 1974. BLS Bulletin 1906
Men's and Boys' Shirts (Except Work Shirts) and Nightwear, 1971. BLS Bulletin 1794
Men's and Boys' Suits and Coats, 1973. BLS Bulletin 1843
Miscellaneous Plastics Products, 1974. BLS Bulletin 1914
Motor Vehicles and Parts, 1973-74. BLS Bulletin 1912
Nonferrous Foundries, 1975. BLS Bulletin 1952
Paints and Varnishes, 1970. BLS Bulletin 1739
Paperboard Containers and Boxes, 1970. BLS Bulletin 1719
Petroleum Refining, 1976. BLS Bulletin 1948
Pressed or Blown Glass and Glassware, 1975. BLS Bulletin 1923

Pulp, Paper, and Paperboard Mills, 1972. BLS Bulletin 1844
Southern Sawmills and Planing Mills, 1969. BLS Bulletin 1694
Structural Clay Products, 1975. BLS Bulletin 1942
Synthetic Fibers, 1970. BLS Bulletin 1740
Textile Dyeing and Finishing, 1970. BLS Bulletin 1757
Textiles, 1975. BLS Bulletin 1945
Wages and Demographic Characteristics in Work Clothing Manufacturing, 1972. BLS Bulletin 1858
West Coast Sawmilling, 1969. BLS Bulletin 1704
Women's and Misses' Coats and Suits, 1970. BLS Bulletin 1728
Women's and Misses' Dresses, 1974. BLS Bulletin 1908
Wood Household Furniture, Except Upholstered, 1974. BLS Bulletin 1930

## Nonmanufacturing

Appliance Repair Shops, 1975. BLS Bulletin 1936
Auto Dealer Repair Shops, 1973. BLS Bulletin 1876
Banking, 1973. BLS Bulletin 1862
Bituminous Coal Mining, 1967. BLS Bulletin 1583
Communications, 1974. BLS Bulletin 1909
Contract Cleaning Services, 1974. BLS Bulletin 1923
Contract Construction, 1973. BLS Bulletin 1911
Crude Petroleum and Natural Gas Production, 1972. BLS Bulletin 1797
Department Stores, 1973. BLS Bulletin 1869
Educational Institutions: Nonteaching Employees, 1968-69. BLS Bulletin 1671
Electric and Gas Utilities, 1972. BLS Bulletin 1834
Hospitals, 1975-76, BLS Bulletin 1949
Hotels and Motels, 1973. BLS Bulletin 1883
Laundry and Cleaning Services, 1968. BLS Bulletin 1645 ${ }^{1}$
Life Insurance, 1971. BLS Bulletin 1791
Metal Mining, 1972. BLS Bulletin 1820
Motion Picture Theaters, 1966. BLS Bulletin 15421
Nursing Homes and Related Facilities, 1973. BLS Bulletin 1855
Wages and Tips in Restaurants and Hotels, 1970. BLS Bulletin 1712

[^13]
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[^0]:    'See Industry Wage Survey: Scheduled Airlines, August 1970, Bulletin 1734 (Bureau of Labor Statistics, 1972).

[^1]:    ${ }^{2}$ Productivity Indexes for Selected Industries, 1976 Edition, Bulletin 1938 (Bureau of Labor Statistics, 1977)
    ${ }^{3}$ From BLS unpublished data on work stoppages in the airline industry, 1946-75, available on request.
    ${ }^{4}$ Source: Air Transport 1976 (Air Transport Association of America, Washington, D.C.), pp. 6 and 28. NOTE: Figures are understated in 1975 due to the effects of strikes.

[^2]:    ${ }^{5}$ Credited flight hours refer to the combined total of actual flight hours and flight-hour equivalents for nonflying and deadheading time. For a more detailed explanation, see appendixes A and B. The number of credited flight hours reported for pilots and flight attendants relates to the particular month of survey for each carrier and may not be representative of those hours in other months. Seasonality of traffic on certain scheduled routes, for instance, may substantially influence hours and earnings, even for flight crew with guaranteed minimums each month.

[^3]:    ${ }^{1}$ includes airlines in addition to those shown separately.
    ${ }^{2}$ Data do not meet publication criteria.

[^4]:    ${ }^{1}$ Credited flight hours are used for pay purposes and refer to the combined total of actual
    flight hours (block-to-block time) and flight hour equivalents for nonflying and deadheading time.
    2 and
    Relates to total monthly earnings, including base pay, overtime or incentive pay, and all other pay directly related to duty, but excludes special allowance such as those for room and broad while away from the employee's home station. The Mean is calculated by weighting each rate by the number of workers receiving the rate, totaling, and dividing by the total number of workers. The
    and one-half received less. The Middle range is defined by two rates of pay such that one-fourth of
    the employees earned less than the lower rate and one-fourth earned more than the higher rate. ${ }^{3}$ Includes data for airlines in addition to domestic trunk and local service airlines shown separately and for pilots with credited flight hours not shown separately.
    4 Includes employees in specified occupations based in the contiguous 48 states and the District of Columbia.

[^5]:    2 For definition of credited flight hours, see table 1 , footnote 1.
    ${ }^{2}$ For definition of total monthly earnings, see table 1, footnote 2. For flight attendants premium pay received while serving as first, lead, or senior flight attendant is included. Pursers and flight managers in frem or fligh attendant classification.
    separately and for employees with s in
    separately and for employees with credited flight hours not shown separately. 48 Includes employees in specified occupations based in the contiguous 48 states and the Dis
    trict of Columbia.

[^6]:    and 4 at $\$ 230$ to $\$ 240$.

[^7]:    See footnotes at end of table

[^8]:    See footnotes on the following page.

[^9]:    'Source: FAA Statistical Handbook of Aviation-Calendar Year 1975 (U.S. Department of Transportation, Federal Aviation Administration), p. 84.
    The following terms are common in the airline industry: Pilotcaptain, reserve captain, first officer, reserve first officer, second officer, reserve second officer. A captain is in command of the aircraft and its crew members while on duty; a first officer is second in command, and a second officer is third in command.
    ${ }^{2}$ Presidential Railroad Commission Study of Pay Practices for Flight Employees on U.S. Airlines, September 1961, pp. 22-23.
    ${ }^{3}$ A negotiated speed, varying by type of aircraft, generally based on the average block-to-block speed at which the aircraft is scheduled to operate, rounded to the nearest mile per hour. Block-to-block refers to the time period starting when blocks are removed from aircraft wheels prior to takeoff and ending when blocks are placed under the wheels after landing.
    ${ }^{4}$ Night flying occurs between the hours of 6 p.m. and 6 a.m.
    ${ }^{\text {s }}$ Duty hours generally refer to the period between the time a pilot is scheduled to report for duty prior to the departure of his flight and the time he is released after the conclusion of his flight.
    ${ }^{6}$ The ratio formula and definition of terms vary by airline. In addition, a few airlines also pay their pilots a specified hourly rate (averaging about $\$ 3.10$ ) for each operational duty hour, defined as duty time minus the actual block-to-block flying time.
    ${ }^{7}$ This provision varies by airline; some companies pay a percentage of the captain's total monthly pay. For the first year of service, most airlines pay first and second officers a flat monthly salary.

[^10]:    The temporary disability insurance laws in California and Rhode Island do not require employer contributions.

[^11]:    1 Includes executive, professional, and other workers excluded from the employee groups shown separately. Employees based outside the contiguous 48 States and the District of Columbia are excluded, as are employees engaged in coporate activities owned and operated by the airlines but not directly related to air transportation, such as hotels, financing operations, and travel agencies.

[^12]:    2 Includes data for all-cargo airlines; international and territorial carriers; and other airlines in addition to those shown separately. Excludes intra-Alaska and intra-Hawaii airlines, helicopter services, and foreign airlines.

[^13]:    ${ }^{1}$ Bulletin out of stock

