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UNITED STATES DEPARTMENT OF LABOR

BULLETIN OF THE WOMEN'S BUREAU, No. 96

**WOMEN OFFICE WORKERS
IN PHILADELPHIA**

[PUBLIC—No. 259—66TH CONGRESS]

[H. R. 13229]

An Act To establish in the Department of Labor a bureau to be known as the Women's Bureau

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That there shall be established in the Department of Labor, a bureau to be known as the Women's Bureau.

SEC. 2. That the said bureau shall be in charge of a director, a woman, to be appointed by the President, by and with the advice and consent of the Senate, who shall receive an annual compensation of \$5,000. It shall be the duty of said bureau to formulate standards and policies which shall promote the welfare of wage-earning women, improve their working conditions, increase their efficiency, and advance their opportunities for profitable employment. The said bureau shall have authority to investigate and report to the said department upon all matters pertaining to the welfare of women in industry. The director of said bureau may from time to time publish the results of these investigations in such a manner and to such extent as the Secretary of Labor may prescribe.

SEC. 3. That there shall be in said bureau an assistant director, to be appointed by the Secretary of Labor, who shall receive an annual compensation of \$3,500 and shall perform such duties as shall be prescribed by the director and approved by the Secretary of Labor.

SEC. 4. That there is hereby authorized to be employed by said bureau a chief clerk and such special agents, assistants, clerks, and other employees at such rates of compensation and in such numbers as Congress may from time to time provide by appropriations.

SEC. 5. That the Secretary of Labor is hereby directed to furnish sufficient quarters, office furniture, and equipment, for the work of this bureau.

SEC. 6. That this act shall take effect and be in force from and after its passage.

Approved, June 5, 1920.

UNITED STATES DEPARTMENT OF LABOR

W. N. DOAK, SECRETARY

WOMEN'S BUREAU

MARY ANDERSON, Director

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By

HARRIET A. BYRNE



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LETTER OF TRANSMITTAL

UNITED STATES DEPARTMENT OF LABOR,
WOMEN'S BUREAU,
Washington, March 4, 1932.

SIR: I have the honor to submit a brief report on the employment of women as clerical workers in banks, insurance companies, investment houses, public utilities, and publishing firms in the city of Philadelphia. These lines of business provide employment for very large numbers of women.

The report is part of an extensive survey of such employment in a number of States and covering many thousands of women, undertaken because of the growing importance of clerical work in general and clerical work for women in particular. In 1910, about 1 employed woman in 14, and in 1920 about 1 in 6, were in clerical occupations. The figures for 1930 are not yet available, but almost certainly they will show still further increase in the proportion.

Because of the remote date of publication of the report as a whole, the field work having only recently been completed, the Philadelphia data are offered as the important findings for one of the largest cities covered.

The field work was done under the direction of Ethel Erickson, industrial supervisor, and the report has been written by Harriet A. Byrne, assistant editor.

Respectfully submitted.

MARY ANDERSON, *Director.*

Hon. W. N. DOAK,
Secretary of Labor.

WOMEN OFFICE WORKERS IN PHILADELPHIA

INTRODUCTION

As part of its research into wages and hours of employed women, a highly important activity, a survey of women's employment as office workers is in progress by the Women's Bureau. It was begun in the fall of 1930 and is covering a wide territory and a large number of women. Because its findings will not be available for many months, there is here presented a brief summary of certain data secured from the employment records of firms in Philadelphia.

The purpose of the survey is to study the aspects of women's employment in offices such as banks, brokerage and other financial houses, insurance companies, publishing houses, public-utility firms, mail-order businesses, and others that offer clerical employment to women in large numbers. Requests for information concerning women clerical workers are constantly being received from groups interested in the welfare of the working woman or concerned with the vocational training, guidance, and placement of youth. Educators planning curricula for schools, especially junior and senior high, vocational, and continuation schools, will find the results of this study helpful, so far as they show the trend of employment along commercial lines.

Clerical workers formed the third largest group of gainfully employed women in the United States in 1920; the two larger groups were in manufacturing and domestic and personal service. Of the 8,549,511 gainfully employed women, 1,426,116, or 16.7 per cent, were engaged in clerical pursuits. Figures are not yet available as to the number of clerical workers for the most recent census, that of 1930, but even the same proportion (and a larger proportion is probable) would give a figure in excess of 1,800,000.

In addition to the data usually obtained in Women's Bureau industrial surveys—hours, wages, and working conditions—it is hoped to show something of the effects on the employment of women of changes in office practice. The greatest change is the introduction of various machines, which was given impetus during the war period, when the decrease in the number of men available for positions was felt especially.

The data obtained are of three types:

1. From personnel or other records available in offices, data as to age, marital status, education and training, occupation, rate of pay, length of service, promotions within the company, and previous experience are secured for all the women employed or—if the office employs more than 500—for a representative group.

2. Supplementing this information, an interview is had with one or more of the officials of the company on the trend of employment,

the use of machines, the effects of this mechanization on women's employment, the hours of work, policies as to educational requirements, office training, promotions, age and marital status restrictions, vacations, pensions and retirement, and special welfare activities that affect women.

3. Questionnaires to be filled in by the women themselves are distributed to employment agencies, public and private, and business girls' groups of the Young Women's Christian Association. From these questionnaires, supplementary data regarding personal information, work experience, jobs and rates of pay, and unemployment during the past year will be secured. The material thus obtained should throw much light upon unemployment among women clerical workers, as well as furnishing data on women employed in offices other than those included in the study.

SCOPE OF PHILADELPHIA STUDY

In this short preliminary report, only the material obtained through the business houses of Philadelphia, and not all of that, can be summarized. A total of 6,057 women employed in 44 firms are included. Practically three-eighths (37.1 per cent) of these women were employed in insurance companies, 26.2 per cent were in public-utility companies, 18.8 per cent in publishing firms, 15.7 per cent in banks, and a small proportion (2.2 per cent) in investment houses.

OCCUPATION

Since one of the purposes of this study is to determine the effects of mechanization of office work on women and their employment, the tabulation of occupations has been made to group those that involve operation of machines other than typewriters for so much of the time that the girls are considered to be machine operators. Some of the other occupations in which women are employed involve the occasional use of such machines. (See Table 1.)

Only 11.2 per cent of the women in the Philadelphia survey were engaged primarily in operating machines other than typewriters. Roughly, the total of 6,057 may be grouped as follows: Machine operators, 11.2 per cent; typists, 13.6 per cent; other specified (almost one-half stenographers, who comprised one in six of all the women employed), 36 per cent; and clerks not specified, 39.1 per cent.

Of the machine operators, 341 (50.1 per cent) worked on book-keeping and billing machines, the majority being in banks. It is interesting here to compare the number employed as hand book-keepers, 95, with the 341 who did such work on machines. This contrast serves as an indication of the extent of displacement by the introduction of these machines, a subject that will be discussed in the full report of the survey. Calculating-machine operators numbered 147. Fewer than 200 women operated other types of machines.

Naturally, the use of machines is more general in some types of office than in others. This is clear from the following:

Type of office	Per cent distribution of--	
	All women	Women machine operators ¹
All types-----	100. 0	100. 0
Banks-----	15. 7	39. 6
Investment houses-----	2. 2	1. 6
Insurance companies-----	37. 1	24. 6
Public utilities-----	26. 2	24. 6
Publishers-----	18. 8	9. 7

¹ Excludes typists.

As a general rule, the introduction of machines appears not to have resulted in the discharge of employees, though a few such cases were reported in Philadelphia. The more usual effect was said to be the transfer to other work of the employees no longer needed. But the interview schedules bear repeated references to a saving of labor, so it is almost certain that fewer additions to the force have been required. Common practices are to take on operators provided by the machine companies, and to send girls to such companies for training.

Rate and occupation.

In a study of office workers, the rates of pay reported are the best indication of earnings received, and medians of the monthly rates have been computed. (See Table 1.) The median of a given group means that one-half of the group are paid at a higher rate and one-half at a lower rate than the median specified.

Of the 6,057 women employed at office work, those having the highest average monthly rates were the supervisors, with a median of \$151. Their range was from \$70-\$75 to \$300-\$350. None of the 276 supervisors had monthly rates of less than \$70; only 17 had rates of less than \$100; 11.6 per cent had rates of \$200 or more. Just over 40 per cent each were in the groups with monthly rates of \$100 and less than \$150 and \$150 and less than \$200.

The second highest median was that of secretaries, \$141. No secretary had a monthly rate of less than \$75, and the same proportion as of supervisors had rates of \$200 or more. Almost 51 per cent were in the groups with rates of \$100 and less than \$150, and more than 31 per cent had rates of \$150 and less than \$200. The range was from \$75-\$80 to \$300-\$350.

The median of stenographers was \$107, with a range of from \$50-\$55 to \$200-\$250. About 7 per cent (6.8) of this group had rates of less than \$75 and only five women earned as much as \$200. More than one-half the stenographers had rates of \$100 and less than \$150.

The next highest median was that of the hand bookkeepers and ledger clerks, \$103; 11.6 per cent of these had monthly rates of less than \$75, and only two earned as much as \$200. More than 40 per cent had monthly rates of \$100 and less than \$150, the majority being in the lower half of this combined class. The range was from less than \$50 to \$250-\$300.

The median of the rates of telephone operators was \$103, also with a range from less than \$50 to \$170-\$180. Practically all were experienced operators and only three earned less than \$75. Fifty of the total of 126 had rates of \$100 and less than \$120.

The calculating-machine operators had a median of \$100, with a range from less than \$50 to \$170-\$180. About one-eighth of these earned less than \$75; only one earned as much as \$170. Nearly one-half (47.6 per cent) had monthly rates of \$100 and under \$150.

For the 341 bookkeeping and billing-machine operators, the median of the rates was \$98. The range was from \$55-\$60 to \$150-\$160. Only 6.7 per cent earned less than \$75; none earned as much as \$160. More than one-third had monthly rates of \$100 and under \$115.

Dictaphone and ediphone operators had a median of \$96, the range being from \$60-\$65 to \$125-\$130. One in four earned \$110 and under \$120.

Tabulating and key-punch operators had a median of \$93. Nine of the 88 had monthly rates of less than \$75; only three-eighths earned as much as \$100. The range was from \$55-\$60 to \$150-\$160.

Clerks not otherwise specified had a median of \$92, the range being from less than \$50 to \$250-\$300. In this large group a very small number earned less than \$50. Almost three-fifths earned less than \$100; 18.7 per cent, \$60 and under \$70. More than 36 per cent earned from \$100 to \$150.

For all typists, including those classified as clerk typists, the median was \$86. More than one-fourth had rates of less than \$75 and more than seven-tenths had rates of less than \$100. Only two typists earned as much as \$160. The range was from less than \$50 to \$170-\$180.

The median for those operating addressing machines was \$80, or next to the lowest. The range of earnings was from less than \$50 to \$115-\$120.

The median for file clerks was \$76. For one woman a monthly rate of less than \$50 was reported, and for one a rate of as much as \$170-\$180. As the location of the median indicates, well on toward one-half (45.8 per cent) had monthly rates of less than \$75. Fifteen per cent earned \$100 and under \$130.

The range of monthly rates for the occupations with fewer than 50 women was from less than \$50 to \$300-\$350. Medians have not been computed for these.

AGE

Of the 5,660 women whose age was learned (see Table 2), less than 1 per cent (0.7) were under 18 and only 7.1 per cent were 18 and under 20. The largest group was the 35 per cent 20 and under 25 years of age, followed by the groups between this and 40 years. Only 11.3 per cent were as much as 40, and less than 1 per cent had reached the age of 60. In this connection employers were questioned as to their policy in regard to age restrictions in taking on employees. The great majority of replies were to the effect that young workers were preferred, 34 or 35 years being the dead line in several cases. This policy was explained most commonly by the statement that promotion was within the office, and reference to Table 4 shows that well over one-fifth of the women (22.4 per cent) had been 10 or more years with the firm.

Rate and age.

Monthly rates of pay and medians of these rates have been correlated with the ages of the women. (See Table 2.) As the age increases, the median increases from \$67 for those 18 and under 20 to \$129 for those 40 and under 50. For the age group 50 and under 60, the median is slightly lower than the maximum, or \$127. Medians have not been computed for those under 18 nor for those 60 or over, due to the small number in each of these groups. Of the 40 girls under 18 years, however, 17 (largely messenger and office girls) were paid less than \$50 a month and only 2 as much as \$75. Of the 46 women of 60 years or more, only 3 were paid less than \$80 and 24 received at least as much as \$125.

It is interesting to note that of the small group as much as 60 years of age, as well as of the group 50 and under 60, larger proportions than of any younger group received at least \$150 a month.

Of those with monthly rates of less than \$50 whose ages were reported, about three-fourths were under 20 years of age. Practically all the others were 20 and under 25. Only one was as much as 30. All whose monthly rate was as much as \$80 were at least 18; of those whose rate was \$100 or more, only three were under 20; of those whose rate was \$150 or more, only two were under 25.

Almost half of the women aged 20 and under 25 had monthly rates of \$75 and less than \$100. Considerably more than half of those 25 and under 30 had monthly rates of \$100 and less than \$150, and more than three-fifths of those aged 30 and under 40 had a monthly rate within this group. The same wage group was the most important also among the women 40 and under 50 and 50 and under 60 years of age.

The proportion of those whose monthly rates were \$150 or more increased with age from one-tenth of 1 per cent of the women 20 and under 25 to 35.4 per cent of those 50 and under 60 years of age. In the next age group, those 60 years or more, like the group 40 and under 50, about 30 per cent received at least \$150.

SCHOOLING

Of the 6,057 women included in the study, the extent of schooling was reported for 4,368. (See Table 3.) Of these, only 1,241 (28.4 per cent) had received a business education in addition to other schooling.

Only 244 women, 5.6 per cent, had had schooling above the high-school grades. For 77 this was normal school, for 87 university work not completed, and for 80 a complete university course. For 600 women, about 14 per cent, schooling had extended only through the grammar grades, supplemented in less than half of the cases by business training.

Of the 1,241 with some additional business training, 21.4 per cent had completed only grammar school, 28.4 per cent had completed high school, and 46.4 per cent had attended high school but had not completed it (or the time was not reported). A small number (3.9 per cent) had attended a university or normal school.

Of the 3,127 women with no business training, 10.7 per cent had completed grammar school only and 42.6 per cent had completed high school. A large number (40.4 per cent) had attended high school

but had not completed it (or the time attended was not known). Almost equal proportions—2.1, 2, and 2.1 per cent, respectively—had completed a university course, had attended a university but had not finished the course (or the time they had attended was not reported), or had attended a normal school.

Rate and schooling.

The median of the monthly rates of pay of the 4,368 women is \$92, equivalent to only \$1,104 a year. It is highest for the 80 women with complete university training, \$108, followed by the 600 with grammar-school education, \$101.

The salary rates of 1,241 women reported as having a business education have a median of \$100, and those of the 3,127 with no business education have a median of \$90.

The fact that the median for the 265 with grammar-school graduation and business education is the highest of all except the medians for the women who had completed a university course, and that the 335 grammar-school graduates without business training rank next, may be explained by the fact that about one-half of the women in these groups were 30 years of age or more. In fact, women of 30 years or more, who constitute only 26 per cent of all whose age and schooling are reported, were 49.1 per cent of those not going beyond the grammar schools. Probably the youngest in these groups had had 12 or 14 years of work experience, which would explain in part their higher salaries. Another factor that must have an effect is that some of these women completed grammar school during the war or immediately following it, when there was a scarcity of workers, and for this reason were able to secure better jobs than would have been available under normal conditions. For the older women in this group, at the time they completed grammar school the tendency to go on to high school and take advantage of the opportunities offered was not so great as it is at the present time.

The fact that the median for the women with high school complete and not supplemented by business training is no higher than the median for those with high school incomplete and no business training, each being \$88, probably also is due to differences in age, since only 15.4 per cent of the former, in contrast to 23.8 per cent of the latter, were as much as 30 years of age. Possibly the older women left school during the war, before completing their studies, tempted by the opportunities for employment.

The range of the monthly rates for this group of 4,368 women for whom both education and monthly rate were reported was from less than \$50 to \$350-\$400. Almost one-fourth of the rates were under \$75, more than one-third were \$75 but less than \$100, about one-fourth were \$100 and less than \$125, and less than one-tenth were \$125 and under \$150. Only 197 women earned as much as \$150 and under \$200, and only 41 earned \$200 or more. The median was lowest, \$82, for the women employed in publishing, and it was highest, \$112 and \$111, for those in investment houses and public utilities, respectively.

TIME WITH PRESENT FIRM

For some of the workers the time with the present firm (see Table 4) represents the duration of their work history; for others, only part. Less than one-tenth (8.7 per cent) of the 6,051 women for whom time

with present firm and monthly rate were reported had been there less than one year. The relation of this fact to economic conditions that have caused a reduction in the numbers of new employees taken on can not be analyzed in this preliminary report.

More than one-eighth (13.4 per cent) had been with the present firm 1 and less than 2 years, a slightly smaller proportion (12 per cent) for 2 and less than 3 years, 8.5 and 8.6 per cent, respectively, for 3 and less than 4 years and 4 and less than 5; 26.3 per cent had seen service of 5 and less than 10 years, 15 per cent for 10 and less than 15, 3 per cent for 15 and less than 20 years, and 4.4 per cent for 20 years or longer.

Rate and time with present firm.

A steady increase in rate with length of service is indicated by the medians, the figures advancing from \$71, for those who had been with the present firm less than 6 months, to \$150, the median of the rates of those who had been with the firm 20 years or more. (See Table 4.)

From unpublished figures, details for the employment groups are available. For the women in banks whose length of service was reported, the median of the monthly rates ranged from \$75 for those who had been with the firm less than 6 months to \$144 for those who had been there 15 and less than 20 years. The increases in medians are not continuous for this group as they are for the group as a whole.

On account of small numbers, medians have not been computed for all the groups of women in investment houses, but those computed increase as the length of service increases. For the women employed 1 and less than 2 years the median is \$98, and for those employed 10 and less than 15 years it is \$136.

For the women in insurance offices the medians of the rates increase as the length of service increases. The median for those with the firm less than 6 months is \$68, increasing to \$154, the median for those with the same firm 20 years or more.

The advance in median rates for those in public-utility companies is continuous with the exception of one group. For those employed less than six months the median is \$81. For the next group in length of service the median declines, but for each group after that it is higher, until for those with one firm 20 years or more the median is \$159, the highest for any group in the five types of office.

In publishing houses there was a slight decrease—from \$68 to \$63—in the medians of the first two service groups, but from there on the median increases until for those with the firm 20 years or more it is \$134.

HOURS OF WORK

The scheduled daily and weekly hours reported for the office workers in Philadelphia were not long. (See Table 5.)

About one-fifth (18.6 per cent) of the women included in the study had scheduled daily hours of less than 7. None were less than 6¼. One-fifth of the women (20.5 per cent) had a 7-hour day, 15.4 per cent had one of more than 7 and less than 7½ hours, and the largest group (28.7 per cent) had a day of 7½ hours. About one-seventh (14.3 per cent) had daily hours of more than 7½ and less than 8. An 8-hour day was the maximum schedule, reported for only 2.4 per cent of the women.

Saturday hours varied from 3 to 5. Almost one-fourth (22.6 per cent) of the women had a schedule on Saturday of 3 hours, 48 per cent had one of more than 3 but less than 4 hours, 9.7 per cent had 4 hours, 17 per cent had between 4 and 5, and 2.7 per cent had a Saturday of 5 hours.

Of the 44 firms included, 1 had scheduled weekly hours of less than 35. This was an investment company from which 38 women were included in the study. Twenty of the 44 firms had scheduled weekly hours of 36 but less than 40, and 22 had a week of 40 and less than 45 hours. Only 1 firm had a week as long as 45 hours.

Each type of office had its dominating practice as to hours. In insurance, 48.4 per cent of the women had a day of less than 7 hours and a week of 36 and under 38; in investments, 72.1 per cent had a day of 7 hours and 52.9 per cent had a week of 38 and under 39; in banking, 42.6 per cent had a 7-hour day and a week of 38 and under 39 hours; in publishing, 72.4 per cent had a day of 7½ hours and 50 per cent had a week of 41 hours; and in public utilities, 49.6 per cent had a day of over 7½ and under 8 hours and 38.5 per cent had a week of over 41 and under 43 hours. Thus insurance companies, with about 42 per cent more employees than any other group, had the shortest hours, followed, in the order named, by investment houses, banks, publishing houses, and public utilities.

COMPENSATION IN ADDITION TO WAGES

Of the 44 firms included in the study, 14 reported giving some compensation in addition to the monthly salary. One of these gave a service bonus only to employees who had been a specified number of years with the firm. The extra compensation by the 14 firms was as follows: Bonus only, 7 firms, 629 women; daily luncheon only, 4 firms, 1,181 women; and both bonus and luncheon, 3 firms, 398 women.

Four of the 8 banks gave additional compensation, in 3 cases luncheon and bonus, and in 1 only a bonus. The bonuses were of two kinds, a specific cash bonus and a percentage bonus on year's earnings.

In 7 of the 16 insurance companies some additional compensation was given; 4 gave a daily luncheon only and 3 gave a bonus. One firm gave 12 to 20 per cent of the year's earnings, another gave sums varying from \$2.50 to \$50, and the third did not report its practice. In one of these cases the bonus applied only to employees who had been with the firm a specified number of years.

No investment houses included in the study gave a bonus of any kind.

Of the public-utility concerns, two reported giving additional compensation, one in the form of a profit-sharing bonus and the other a stock bonus.

Only 1 of the 10 publishing houses gave anything in the form of additional compensation. This was a Christmas gift, the amount not reported.

APPENDIX—TABLES

TABLE 1.—Number of women employed and median and range of monthly salaries, by occupation and type of office

Occupation	Total (44)				Banks (8)				Investment houses (4)			
	Women		Monthly salaries		Women		Monthly salaries		Women		Monthly salaries	
	Number	Per cent	Median	Range	Number	Per cent	Median	Range	Number	Per cent	Median	Range
Total.....	6,057	100.0	\$98	Less than \$50 to \$300-\$350.....	948	100.0	\$101	Less than \$50 to \$300-\$350.....	136	100.0	\$112	\$50-\$55 to \$200-\$250.....
Secretary.....	266	4.4	141	\$75-\$80 to \$300-\$350.....	66	7.0	150	\$75-\$80 to \$200-\$250.....	8	5.9	(1)	\$105-\$110 to \$200-\$250.....
Stenographer.....	1,010	16.7	107	\$50-\$55 to \$200-\$250.....	170	17.9	100	\$55-\$60 to \$170-\$180.....	37	27.2	(1)	\$50-\$55 to \$160-\$170.....
Typist:												
Clerk-typist.....	95	1.6	91	Less than \$50 to \$160-\$170.....	8	.8	(1)	\$90-\$95 to \$160-\$170.....				
Dietaphone or ediphone transcriber.....	106	1.8	96	\$60-\$65 to \$125-\$130.....	5	.5	(1)	\$90-\$95 to \$125-\$130.....	4	2.9	(1)	\$110-\$115.....
Other.....	623	10.3	86	Less than \$50 to \$170-\$180.....	90	9.5	93	\$50-\$55 to \$170-\$180.....	17	12.5	(1)	\$50-\$55 to \$125-\$130.....
Correspondent.....	32	.5	(1)	\$65-\$70 to \$200-\$250.....								
File clerk.....	273	4.5	76	Less than \$50 to \$170-\$180.....	40	4.2	(1)	\$50-\$55 to \$150-\$160.....	8	5.9	(1)	\$75-\$80 to \$110-\$115.....
Hand bookkeeper; ledger clerk.....	95	1.6	103	Less than \$50 to \$250-\$300.....	6	.6	(1)	\$90-\$95 to \$115-\$120.....	3	2.2	(1)	\$70-\$75 to \$150-\$160.....
Cashier; teller.....	33	.5	(1)	\$50-\$55 to \$250-\$300.....	11	1.2	(1)	\$50-\$55 to \$200-\$250.....	1	.7	(1)	\$160-\$170.....
Clerk, n. o. s.....	2,370	39.1	92	Less than \$50 to \$250-\$300.....	232	24.5	101	\$50-\$55 to \$200-\$250.....	35	25.7	(1)	\$65-\$70 to \$200-\$250.....
Operator of—												
Bookkeeping or billing machine.....	341	5.6	98	\$55-\$60 to \$150-\$160.....	189	19.9	97	\$55-\$60 to \$130-\$135.....	8	5.9	(1)	\$95-\$100 to \$150-\$160.....
Calculating machine.....	147	2.4	100	Less than \$50 to \$170-\$180.....	69	7.3	88	Less than \$50 to \$135-\$140.....				
Tabulating or key-punch machine.....	88	1.5	93	\$55-\$60 to \$150-\$160.....								
Addressing machine.....	71	1.2	80	Less than \$50 to \$115-\$120.....	10	1.1	(1)	Less than \$50 to \$100-\$105.....	2	1.5	(1)	\$110-\$115.....
Duplicating machine.....	20	.3	(1)	\$50-\$55 to \$145-\$150.....	1	.1	(1)	\$145-\$150.....	1	.7	(1)	\$125-\$130.....
Machine, n. o. s.....	13	.2	(1)	Less than \$50 to \$110-\$115.....								
Telephone operator.....	126	2.1	103	Less than \$50 to \$170-\$180.....	31	3.3	(1)	\$70-\$75 to \$170-\$180.....	9	6.6	(1)	\$95-\$100 to \$135-\$140.....
Messenger; office girl.....	27	.4	(1)	Less than \$50 to \$100-\$105.....	2	.2	(1)	\$60-\$65 to \$100-\$105.....				
Supervisor.....	276	4.6	151	\$70-\$75 to \$300-\$350.....	18	1.9	(1)	\$100-\$105 to \$300-\$350.....	3	2.2	(1)	\$105-\$110 to \$170-\$180.....
Other.....	45	.7	(1)	Less than \$50 to \$300-\$350.....								

Occupation	Insurance companies (16)				Public utilities (6)				Publishers (10)			
	Women		Monthly salaries		Women		Monthly salaries		Women		Monthly salaries	
	Number	Per cent	Median	Range	Number	Per cent	Median	Range	Number	Per cent	Median	Range
Total.....	2, 250	100. 0	\$93	Less than \$50 to \$300-\$350.....	1, 586	100. 0	\$111	\$50-\$55 to \$250-\$300.....	1, 137	100. 0	\$82	Less than \$50 to \$300-\$350.
Secretary.....	112	5. 0	130	\$75-\$80 to \$300-\$350.....	34	2. 1	(1)	\$125-\$130 to \$250-\$300.....	46	4. 0	(1)	\$80-\$85 to \$300-\$350.
Stenographer.....	367	16. 3	101	\$55-\$60 to \$200-\$250.....	306	19. 3	123	\$65-\$70 to \$200-\$250.....	130	11. 4	105	\$60-\$65 to \$200-\$250.
Typist:												
Clerk typist.....	50	2. 2	89	\$60-\$65 to \$145-\$150.....	10	. 6	(1)	\$85-\$90 to \$120-\$125.....	27	2. 4	(1)	Less than \$50 to \$120-\$125.
Dictaphone or edi- phone transcriber.	70	3. 1	95	\$60-\$65 to \$115-\$120.....	7	. 4	(1)	\$110-\$115.....	20	1. 8	(1)	\$65-\$70 to \$125-\$130.
Other.....	326	14. 5	82	\$50-\$55 to \$135-\$140.....	120	7. 6	101	\$60-\$65 to \$150-\$160.....	70	6. 2	74	Less than \$50 to \$130-\$135.
Correspondent.....	6	. 3	(1)	\$100-\$105 to \$160-\$170.....					28	2. 3	(1)	\$65-\$70 to \$200-\$250.
File clerk.....	182	8. 1	74	\$50-\$55 to \$125-\$130.....	20	1. 3	(1)	\$65-\$70 to \$170-\$180.....	23	2. 0	(1)	Less than \$50 to \$85-\$90.
Hand bookkeeper; ledger clerk.....	41	1. 8	(1)	\$65-\$70 to \$170-\$180.....	7	. 4	(1)	\$130-\$135 to \$200-\$250.....	38	3. 3	(1)	Less than \$50 to \$250-\$300.
Cashier; teller.....	6	. 3	(1)	\$105-\$110 to \$250-\$300.....	12	. 8	(1)	\$75-\$80 to \$160-\$170.....	3	. 3	(1)	\$105-\$110 to \$190-\$200.
Clerk, n. o. s.....	780	34. 7	89	Less than \$50 to \$250-\$300.....	743	46. 8	106	\$50-\$55 to \$200-\$250.....	580	51. 0	73	Less than \$50 to \$200-\$250.
Operator of—												
Bookkeeping or billing machine.....	61	2. 7	94	\$60-\$65 to \$150-\$160.....	63	4. 0	103	\$70-\$75 to \$130-\$135.....	20	1. 8	(1)	\$65-\$70 to \$105-\$110.
Calculating machine.....	17	. 8	(1)	\$75-\$80 to \$150-\$160.....	56	3. 5	107	\$65-\$70 to \$170-\$180.....	5	. 4	(1)	\$50-\$55 to \$90-\$95.
Tabulating or key- punch machine.....	73	3. 2	91	\$55-\$60 to \$140-\$145.....	13	. 8	(1)	\$85-\$90 to \$150-\$160.....	2	. 2	(1)	\$60-\$65 to \$65-\$70.
Addressing machine.....	12	. 5	(1)	\$55-\$60 to \$105-\$110.....	22	1. 4	(1)	\$65-\$70 to \$115-\$120.....	25	2. 2	(1)	\$60-\$65 to \$95-\$100.
Duplicating machine.....	4	. 2	(1)	\$50-\$55 to \$105-\$110.....	9	. 6	(1)	\$65-\$70 to \$120-\$125.....	5	. 4	(1)	\$55-\$60 to \$115-\$120.
Machine, n. o. s.....					4	. 3	(1)	\$75-\$80 to \$110-\$115.....	9	. 8	(1)	Less than \$50 to \$95-\$100.
Telephone operator.....	33	1. 5	(1)	\$75-\$80 to \$160-\$170.....	45	2. 8	(1)	\$70-\$75 to \$120-\$125.....	8	. 7	(1)	Less than \$50 to \$100-\$105.
Messenger; office girl.....	3	. 1	(1)	\$65-\$70 to \$75-\$80.....	4	. 3	(1)	\$60-\$65 to \$65-\$70.....	18	1. 6	(1)	Less than \$50.
Supervisor.....	87	3. 9	152	\$85-\$90 to \$250-\$300.....	103	6. 5	160	\$95-\$100 to \$250-\$300.....	65	5. 7	134	\$70-\$75 to \$200-\$250.
Other.....	20	. 9	(1)	\$85-\$90 to \$300-\$350.....	8	. 5	(1)	\$95-\$100 to \$200-\$250.....	17	1. 5	(1)	Less than \$50 to \$180-\$190.

¹ Median not computed for fewer than 50 cases.
N. o. s., not otherwise specified.

WOMEN OFFICE WORKERS IN PHILADELPHIA

TABLE 2.—*Monthly salary, by age*

Monthly salary	All women		Women with age reported	Under 18 years	18 and under 20 years	20 and under 25 years
	Number	Per cent				
Total.....	6,057	100.0	5,660	40	404	1,979
Per cent distribution.....			100.0	0.7	7.1	35.0
Median ¹	\$98		\$98	(?)	\$67	\$82
Less than \$50.....	42	.7	41	17	13	10
\$50 and less than \$75.....	1,148	19.0	1,082	21	314	631
\$75 and less than \$100.....	1,950	32.2	1,806	2	74	935
\$100 and less than \$125.....	1,708	28.2	1,599		3	373
\$125 and less than \$150.....	686	11.2	646			28
\$150 and less than \$200.....	422	7.0	390			2
\$200 and less than \$250.....	79	1.3	75			
\$250 and over.....	22	.4	21			

Monthly salary	25 and under 30 years	30 and under 40 years	40 and under 50 years	50 and under 60 years	60 years and over	Age not reported
	Total.....	1,339	1,259	435	158	46
Per cent distribution.....	23.7	22.2	7.7	2.8	0.8	
Median ¹	\$104	\$119	\$129	\$127	(?)	
Less than \$50.....		1				1
\$50 and less than \$75.....	69	25	13	7	2	66
\$75 and less than \$100.....	465	242	59	18	11	144
\$100 and less than \$125.....	674	470	122	48	9	109
\$125 and less than \$150.....	169	299	111	29	10	40
\$150 and less than \$200.....	61	188	91	36	12	32
\$200 and less than \$250.....		29	32	13	1	4
\$250 and over.....	1	5	7	7	1	1

¹ Computed on salary distribution in \$5 groups.² Median not computed for fewer than 50 cases.

TABLE 3.—Median and range of salaries, by extent of schooling

Extent of schooling	Women with schooling reported			
	Number	Percent	Monthly salaries	
			Median	Range
Total.....	6,057			
Total reported.....	4,368	100.0	\$92	Less than \$50 to \$350-\$400.
Grammar school.....	600	13.7	101	Less than \$50 to \$250-\$300.
High school complete.....	1,684	38.6	90	Less than \$50 to \$250-\$300.
High school incomplete or time not reported.....	1,840	42.1	90	Less than \$50 to \$300-\$350.
University complete.....	80	1.8	108	\$60-\$65 to \$300-\$350.
University incomplete or time not reported.....	87	2.0	96	\$60-\$65 to \$300-\$350.
Normal.....	77	1.8	89	\$50-\$55 to \$350-\$400.
Not reported.....	1,689			

Women who reported attending "business college"

Total reported.....	1,241	100.0	\$100	Less than \$50 to \$300-\$350.
Grammar school.....	265	21.4	104	Less than \$50 to \$250-\$300.
High school complete.....	352	28.4	99	\$50-\$55 to \$200-\$250.
High school incomplete or time not reported.....	576	46.4	96	Less than \$50 to \$300-\$350.
University complete.....	14	1.1	(1)	\$60-\$65 to \$190-\$200.
University incomplete or time not reported.....	23	1.9	(1)	\$60-\$65 to \$200-\$250.
Normal.....	11	.9	(1)	\$60-\$65 to \$160-\$170.

Women who did not report attending "business college"

Total reported.....	3,127	100.0	\$90	Less than \$50 to \$350-\$400.
Grammar school.....	335	10.7	100	Less than \$50 to \$250-\$300.
High school complete.....	1,332	42.6	88	Less than \$50 to \$250-\$300.
High school incomplete or time not reported.....	1,264	40.4	88	Less than \$50 to \$250-\$300.
University complete.....	66	2.1	109	\$60-\$65 to \$300-\$350.
University incomplete or time not reported.....	64	2.0	92	\$60-\$65 to \$300-\$350.
Normal.....	66	2.1	87	\$50-\$55 to \$350-\$400.

¹ Median not computed for fewer than 50 cases.

TABLE 4.—Median and range of salaries, by time with present firm

Time with present firm	Women		Monthly salaries	
	Number	Percent	Median	Range
Total.....	6,057			
Total reported.....	6,051	100.0	\$98	Less than \$50 to \$300-\$350.
Less than 6 months.....	197	3.3	71	Less than \$50 to \$300-\$350.
6 months and less than 1 year.....	332	5.5	72	Less than \$50 to \$200-\$250.
1 and less than 2 years.....	810	13.4	74	Less than \$50 to \$160-\$170.
2 and less than 3 years.....	726	12.0	81	Less than \$50 to \$180-\$190.
3 and less than 4 years.....	516	8.5	90	Less than \$50 to \$200-\$250.
4 and less than 5 years.....	522	8.6	95	Less than \$50 to \$200-\$250.
5 and less than 10 years.....	1,591	26.3	106	\$50-\$55 to \$300-\$350.
10 and less than 15 years.....	906	15.0	121	\$50-\$55 to \$300-\$350.
15 and less than 20 years.....	184	3.0	145	\$60-\$65 to \$300-\$350.
20 years and over.....	267	4.4	150	\$60-\$65 to \$250-\$300.
Not reported.....	6			

WOMEN OFFICE WORKERS IN PHILADELPHIA

TABLE 5.—Scheduled hours, by type of office

Scheduled hours	All offices			Banks			Insurance companies		
	Number of firms	Women employed		Number of firms	Women employed		Number of firms	Women employed	
		Number	Per cent		Number	Per cent		Number	Per cent
Total.....	44	6,067	100.0	8	948	100.0	16	2,250	100.0

DAILY HOURS

Under 7 ¹	5	1,127	18.6				4	1,089	48.4
7.....	14	1,243	20.5	3	404	42.6	5	452	20.1
Over 7 and under 7½.....	9	1,933	31.4	2	269	28.4	5	583	25.9
7½.....	10	1,739	28.7	2	223	23.5	2	126	5.6
Over 7½ and under 8.....	3	868	14.3						
8.....	3	147	2.4	1	52	5.5			

WEEKLY HOURS

Under 35.....	1	38	0.6						
36 and under 38.....	4	1,089	18.0				4	1,089	48.4
38 and under 40.....	16	1,503	24.8	3	404	42.6	7	712	31.6
40 and under 42.....	12	1,857	30.7	2	269	28.4	4	847	37.4
42 and under 44.....	8	1,423	23.5	2	223	23.5	1	102	4.5
44 and 45.....	3	147	2.4	1	52	5.5			

Scheduled hours	Investment houses			Public utilities			Publishers		
	Number of firms	Women employed		Number of firms	Women employed		Number of firms	Women employed	
		Number	Per cent		Number	Per cent		Number	Per cent
Total.....	4	136	100.0	6	1,586	100.0	10	1,137	100.0

DAILY HOURS

Under 7 ¹	1	38	27.9						
7.....	3	98	72.1	2	232	14.6	1	57	5.0
Over 7 and under 7½.....							2	81	7.1
7½.....				2	567	35.8	4	823	72.4
Over 7½ and under 8.....				2	787	49.6	1	81	7.1
8.....							2	95	8.4

WEEKLY HOURS

Under 35.....	1	38	27.9						
36 and under 38.....									
38 and under 40.....	3	98	72.1	2	232	14.6	1	57	5.0
40 and under 42.....				1	478	30.1	5	763	67.1
42 and under 44.....				3	876	55.2	2	222	19.5
44 and 45.....							2	95	8.4

¹ None less than 6¼ hours.² 38 and under 39 hours.³ 41 and under 42 hours.⁴ 42 and under 43 hours.⁵ 45 hours.⁶ 44 hours.

PUBLICATIONS OF THE WOMEN'S BUREAU

[Any of these bulletins still available will be sent free of charge upon request]

- *No. 1. Proposed Employment of Women During the War in the Industries of Niagara Falls, N. Y. 16 pp. 1918.
- *No. 2. Labor Laws for Women in Industry in Indiana. 29 pp. 1919.
- No. 3. Standards for the Employment of Women in Industry. 8 pp. Fourth ed., 1928.
- No. 4. Wages of Candy Makers in Philadelphia in 1919. 46 pp. 1919.
- *No. 5. The Eight-Hour Day in Federal and State Legislation. 19 pp. 1919.
- No. 6. The Employment of Women in Hazardous Industries in the United States. 8 pp. 1921.
- No. 7. Night-Work Laws in the United States. (1919.) 4 pp. 1920.
- *No. 8. Women in the Government Service. 37 pp. 1920.
- *No. 9. Home Work in Bridgeport, Conn. 35 pp. 1920.
- *No. 10. Hours and Conditions of Work for Women in Industry in Virginia. 32 pp. 1920.
- No. 11. Women Street Car Conductors and Ticket Agents. 90 pp. 1921.
- *No. 12. The New Position of Women in American Industry. 158 pp. 1920.
- *No. 13. Industrial Opportunities and Training for Women and Girls. 48 pp. 1921.
- *No. 14. A Physiological Basis for the Shorter Working Day for Women. 20 pp. 1921.
- No. 15. Some Effects of Legislation Limiting Hours of Work for Women. 26 pp. 1921.
- No. 16. (See Bulletin 98.)
- No. 17. Women's Wages in Kansas. 104 pp. 1921.
- No. 18. Health Problems of Women in Industry. 6 pp. Revised, 1931.
- No. 19. Iowa Women in Industry. 73 pp. 1922.
- *No. 20. Negro Women in Industry. 65 pp. 1922.
- No. 21. Women in Rhode Island Industries. 73 pp. 1922.
- *No. 22. Women in Georgia Industries. 89 pp. 1922.
- No. 23. The Family Status of Breadwinning Women. 43 pp. 1922.
- No. 24. Women in Maryland Industries. 96 pp. 1922.
- No. 25. Women in the Candy Industry in Chicago and St. Louis. 72 pp. 1923.
- No. 26. Women in Arkansas Industries. 86 pp. 1923.
- No. 27. The Occupational Progress of Women. 37 pp. 1922.
- No. 28. Women's Contributions in the Field of Invention. 51 pp. 1923.
- No. 29. Women in Kentucky Industries. 114 pp. 1923.
- No. 30. The Share of Wage-Earning Women in Family Support. 170 pp. 1923.
- No. 31. What Industry Means to Women Workers. 10 pp. 1923.
- No. 32. Women in South Carolina Industries. 128 pp. 1923.
- No. 33. Proceedings of the Women's Industrial Conference. 190 pp. 1923.
- No. 34. Women in Alabama Industries. 86 pp. 1924.
- No. 35. Women in Missouri Industries. 127 pp. 1924.
- No. 36. Radio Talks on Women in Industry. 34 pp. 1924.
- No. 37. Women in New Jersey Industries. 99 pp. 1924.
- No. 38. Married Women in Industry. 8 pp. 1924.
- No. 39. Domestic Workers and Their Employment Relations. 87 pp. 1924.
- No. 40. (See Bulletin 98.)
- No. 41. Family Status of Breadwinning Women in Four Selected Cities. 145 pp. 1925.
- No. 42. List of References on Minimum Wage for Women in the United States and Canada. 42 pp. 1925.
- No. 43. Standard and Scheduled Hours of Work for Women in Industry. 68 pp. 1925.
- No. 44. Women in Ohio Industries. 137 pp. 1925.
- No. 45. Home Environment and Employment Opportunities of Women in Coal-Mine Workers' Families. 61 pp. 1925.

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- No. 46. Facts about Working Women—A Graphic Presentation Based on Census Statistics. 64 pp. 1925.
- No. 47. Women in the Fruit-Growing and Canning Industries in the State of Washington. 223 pp. 1926.
- *No. 48. Women in Oklahoma Industries. 118 pp. 1926.
- No. 49. Women Workers and Family Support. 10 pp. 1925.
- No. 50. Effects of Applied Research upon the Employment Opportunities of American Women. 54 pp. 1926.
- No. 51. Women in Illinois Industries. 108 pp. 1926.
- No. 52. Lost Time and Labor Turnover in Cotton Mills. 203 pp. 1926.
- No. 53. The Status of Women in the Government Service in 1925. 103 pp. 1926.
- No. 54. Changing Jobs. 12 pp. 1926.
- No. 55. Women in Mississippi Industries. 89 pp. 1926.
- No. 56. Women in Tennessee Industries. 120 pp. 1927.
- No. 57. Women Workers and Industrial Poisons. 5 pp. 1926.
- No. 58. Women in Delaware Industries. 156 pp. 1927.
- No. 59. Short Talks About Working Women. 24 pp. 1927.
- No. 60. Industrial Accidents to Women in New Jersey, Ohio, and Wisconsin. 316 pp. 1927.
- No. 61. The Development of Minimum-Wage Laws in the United States, 1912 to 1927. 635 pp. 1928.
- No. 62. Women's Employment in Vegetable Canneries in Delaware. 47 pp. 1927.
- No. 63. (See Bulletin 98.)
- No. 64. The Employment of Women at Night. 86 pp. 1928.
- *No. 65. The Effects of Labor Legislation on the Employment Opportunities of Women. 498 pp. 1928.
- No. 66-I. History of Labor Legislation for Women in Three States. 133 pp. 1929. (Separated from No. 66-II in reprint, 1932.)
- No. 66.-II. Chronological Development of Labor Legislation for Women in the United States. 145 pp. 1929. (Separated from No. 66-I in 1932. In press.)
- No. 67. Women Workers in Flint, Mich. 80 pp. 1929.
- No. 68. Summary: The Effects of Labor Legislation on the Employment Opportunities of Women. (Reprint of Chapter II of Bulletin 65.) 22 pp. 1928.
- No. 69. Causes of Absence for Men and for Women in Four Cotton Mills. 24 pp. 1929.
- No. 70. Negro Women in Industry in 15 States. 74 pp. 1929.
- No. 71. Selected References on the Health of Women in Industry. 8 pp. 1929.
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- No. 76. Women in 5-and-10-cent Stores and Limited-Price Chain Department Stores. 58 pp. 1930.
- No. 77. A Study of Two Groups of Denver Married Women Applying for Jobs. 11 pp. 1929.
- No. 78. A Survey of Laundries and Their Women Workers in 23 Cities. 166 pp. 1930.
- No. 79. Industrial Home Work. 20 pp. 1930.
- No. 80. Women in Florida Industries. 115 pp. 1930.
- No. 81. Industrial Accidents to Men and Women. 48 pp. 1930.
- No. 82. The Employment of Women in the Pineapple Canneries of Hawaii. 30 pp. 1930.
- No. 83. Fluctuation of Employment in the Radio Industry. 66 pp. 1931.
- No. 84. Fact Finding with the Women's Bureau. 37 pp. 1931.
- No. 85. Wages of Women in 13 States. 213 pp. 1931.
- No. 86. Activities of the Women's Bureau of the United States. 15 pp. 1931.
- No. 87. Sanitary Drinking Facilities, with Special Reference to Drinking Fountains. 28 pp. 1931.

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- No. 88. The Employment of Women in Slaughtering and Meat Packing. 211 pp. 1932.
- No. 89. The Industrial Experience of Women Workers at the Summer Schools, 1928 to 1930. 62 pp. 1931.
- No. 90. Oregon Legislation for Women in Industry. 40 pp. 1931.
- No. 91. Women in Industry. A Series of Papers to Aid Study Groups. 79 pp. 1931.
- No. 92. Wage-Earning Women and the Industrial Conditions of 1930. A Survey of South Bend. 84 pp. 1932.
- No. 93. Household Employment in Philadelphia. 88 pp. 1932.
- No. 94.
- No. 95. Bookkeepers, Stenographers, and Office Clerks in Ohio, 1914 to 1929. (In press.)
- No. 96. Women Office Workers in Philadelphia. 17 pp. 1932.
- No. 97. The Employment of Women in the Sewing Trades of Connecticut. Preliminary Report. 13 pp. 1932.
- No. 98. Labor Laws for Women in the States and Territories. A Revision of Bulletin 63. (In press.)
- Pamphlet—Women's Place in Industry in 10 Southern States. 14 pp. 1931.
- Annual Reports of the Director, 1919*, 1920*, 1921*, 1922, 1923, 1924*, 1925, 1926, 1927*, 1928*, 1929*, 1930*, 1931.
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