Occupational Compensation Survey: Pay and Benefits Buffalo-Niagara Falls, NY April 1996



U.S. Department of Labor Bureau of Labor Statistics Summary September 1996

This summary presents results of an April 1996 survey of occupational pay in the Buffalo–Niagara Falls, NY Metropolitan Statistical Area, which consists of Erie and Niagara Counties. This is 1 of over 120 areas which the Bureau of Labor Statistics surveys at the request of the Employment Standards Administration, U.S. Department of Labor, for use in administering the Service Contract Act of 1965. In addition, the Bureau conducts more extensive studies of occupational wages and related benefits in other areas throughout the United States. For information on these reports and other Bureau publications, contact any BLS regional office identified on the back page.

This study covered establishments employing 50 workers or more in manufacturing; transportation, communications, and other public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and selected services. A sample of 111 establishments employing 65,223 workers was selected to represent 935 establishments employing 199,019 workers in the area. Data collected from the sample of establishments were appropriately weighted to represent all establishments within the survey. Labor-management coverage for white-collar workers was 6 percent and 63 percent for blue-collar workers.

Table 1 presents the weekly hours and pay of selected professional, administrative, technical, and clerical workers. Table 2 presents the hourly pay of maintenance, toolroom, material movement, and custodial workers.

Classification of workers by occupation is based on a uniform set of job descriptions designed to take account of variation among establishments in duties within the same job. Data are not shown if employment in the occupation is insufficient to merit presentation or if there is a possibility that data for an individual establishment may be disclosed.

Tables 3, 4, and 5 present information on paid holidays, vacation pay provisions, and insurance, health, and retirement plans for blue-collar and white-collar workers. See table 6 and the Scope and Method of Survey for further information on the composition of the occupational groups studied and the scope of the survey. The job descriptions used in for the survey are available upon request.

For additional information regarding this survey or similar surveys conducted in this regional area, please contact the New York Regional Office at (212) 337-2400. You may also write to the Bureau of Labor Statistics at: Compensation Levels and Trends, 2 Massachusetts Avenue, NE, Room 4175, Washington, D.C. 20212-0001 or call the Occupational Compensation Survey Program information line at (202) 606-6220.

Information in this publication will be made available to sensory impaired individuals upon request. Voice phone: (202) 606-STAT, TDD phone: (202) 606-5897; TDD message referral phone: 1-800-326-2577.

Table 1. Weekly hours and pay of professional, administrative, technical, and clerical occupations, Buffalo-Niagara Falls, NY, April 1996

		Average			kly pay ollars) ²							ı	Percent	of work	ers rece	eiving s	traight-ti	ime wee	ekly pay	(in doll	ars) of-	_					
Occupation and level	Number of workers	weekly hours ¹ (stan- dard)	Mean	Median	Midd	e range	175 and under 200	200 - 225	225 - 250	250 - 275	275 - 300	300 - 350	350 - 400	400 - 450	450 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 900	900 - 1000	1000 - 1100	1100 - 1200	1200 - 1300	1300 - 1400
ADMINISTRATIVE OCCUPATIONS																											
Computer Programmers Level 2 Level 3	253 81 78	40.0 40.0 40.0	\$649 568 723	\$635 586 -	\$481 481 -	- \$772 - 635 		- - -	- - -	- - -	- - -	- - -	- - -	9 1 -	17 30 1	8 11 1	9 17 5	14 32 12	8 9 15	7 - 22	12 - 36	7 - 6	7 - -	3 - 1	- - -	- - -	- - -
Computer Systems Analysts	862 193 473 184	39.6 39.1 39.8 39.6	868 695 860 1,049	860 688 856 1,046	759 635 787 977	- 962 - 738 - 925 - 1,113	-	- - -	- - -	- - -	- - - -	- - -	- - - -	- - -	- - -	(³) 1 - -	(³) 2 - -	6 25 - -	7 30 1	9 23 7 -	14 13 21	23 4 40 3	21 2 26 30	11 - 5 38	6 - - 22	1 - (³) 3	1 - - 4
TECHNICAL OCCUPATIONS																											
Computer Operators	125 54	39.5 40.0	523 444	506 -	373 -	- 614 	-	-	-	 -	9	5 9	14 30	9 20	9 15	14 19	9 4	14 -	5 -	5 -	3 -	2 4	2 -	_ _	1 –	-	- -
Drafters Level 2 Level 3	259 52 111	40.0 40.0 40.0	723 473 671	746 - 635	548 - 548	- 883 - 755	-	- - -	 - -	- - -	- - -	- - -	3 13 -	7 35 -	4 17 –	16 23 26	8 4 17	7 4 14	2 4 2	7 - 14	10 - 11	12 - 6	15 - 9	4 - -	5 - -	- - -	- - -
Engineering Technicians Level 3 Level 4	520 203 183	40.0 40.0 40.0	689 659 819	681 654 812	588 615 766	- 766 - 686 - 897	-	- - -	- - -	_ _ _	- - -	- - -	- - -	(³) - -	6 - -	7 - -	14 10 –	17 38 –	15 32 5	9 10 14	12 6 28	12 4 29	9 - 24	(³) - -	_ _ _	_ _ _	_ _ _
CLERICAL OCCUPATIONS																											
Clerks, Accounting Level 2 Level 3	1,163 744 321	39.5 39.2 40.0	365 335 390	342 320 388	310 297 346	- 390 - 360 - 394	-	- - -	3 2 -	4 5 -	13 18 -	37 45 28	24 18 48	5 4 8	7 6 9	2 (³) 6	1 - 2	1 - -	3 1 -	1 - -	- - -	(3) - -	- - -	 - -	- - -	- - -	- - -
Clerks, General Level 1 Level 2 Level 3	823 95 325 231	39.4 39.6 38.7 39.8	421 252 326 409	350 238 319 362	294 225 286 327	- 553 - 269 - 356 - 493	-	3 24 - -	7 28 8 -	10 27 12 9	7 2 11 8	22 13 37 20	16 5 15 33	8 - 16 3	1 - - 2	1 - - (³)	1 - -	7 - - 24	(3) - - -	- - -	17 - -	- - -	- - -	- - -	- - - -	- - -	- - - -
Clerks, Order	350	39.7	371	381	330	- 412	-	-	-	7	5	28	21	28	11	_	-	_	-	-	_	-	-	-	-	-	-
Key Entry Operators	215 132	39.0 39.4	373 340	370 340	328 300	- 456 - 356		- -	- -	5 8	5 8	33 53	24 18	7	26 12	- -	- -	- -	- -	- -	- -	- -	- -	_ _	- -	_ _	_ _
Secretaries Level 2 Level 3 Level 4	1,024 383 376 185	39.3 38.5 39.8 39.7	526 480 519 623	502 463 499 615	447 431 450 530	- 573 - 543 - 558 - 717	-	- - -	- - -	- - -	(³) - -	3 6 - -	8 11 6 -	14 14 18 10	22 28 26 12	21 30 22 8	10 4 13 15	9 6 6 22	2 (³) 1 6	2 - 1 8	3 - 2 10	4 - 4 10	(3) - - -	(³) - -	- - -	- - -	- - -
Switchboard-Operator-Receptionists	528	39.5	335	311	270	- 375	(3)	(3)	3	29	15	22	16	8	3	_	-	2	_	_	2	-	_	-	_	-	_

¹ Standard hours reflect the workweek for which employees receive their regular straight-time salaries (exclusive of pay for overtime at regular and/or premium rates), and the earnings correspond to these weekly hours.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

² Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Scope and Method of Survey for definitions and

methods used to compute means, medians, and middle ranges.

³ Less than 0.5 percent.

Table 2. Hourly pay of maintenance, toolroom, material movement, and custodial occupations, Buffalo-Niagara Falls, NY, April 1996

	Number			rly pay lollars) ¹									Percent	of work	ers rece	eiving s	traight-t	ime hou	ırly pay	(in dolla	ars) of–	=						
Occupation and level	of workers	Mean	Median	Middle	range	Under	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	25.00	26.0 and
		Wican	Wedian	Wildale	range	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	24.00	25.00	26.00	
MAINTENANCE AND TOOLROOM OCCUPATIONS																												
General Maintenance Workers Level 1 Level 2	524 256 268	\$12.25 10.24 14.17	\$11.79 10.00 14.00	\$10.44 - 8.00 - 10.65 -	- 12.15	-	- - -	2 4 -	10 20 –	8 16 –	2 4 -	19 8 29	14 12 15	12 24 –	5 5 5	5 2 8	(²) - 1	9 3 15	14 - 27	- - -	(²) - 1	(²) 1 -	- - -	- - -	- - -	- - -	- - -	- - -
Maintenance Electricians	1,358	21.81	21.90	21.90 -	- 23.62	-	-	-	_	_	_	-	(2)	-	-	3	1	-	1	10	3	-	41	4	30	-	7	-
Maintenance Electronics Technicians	151	16.75	17.08	13.51 -	- 17.08	-	-	-	_	_	_	4	6	10	9	1	5	6	44	2	1	_	-	-	-	-	-	³ 11
Maintenance Machinists	197	15.94	16.60	13.08 -	- 16.94	-	_	_	_	_	_	_	-	20	13	_	7	46	-	_	-	_	13	_	_	-	-	-
Maintenance Mechanics, Motor Vehicle	385	18.51	18.17	18.11 -	- 21.65	-	-	_	_	_	_	3	3	4	6	_	(²)	1	6	37	11	3	12	11	5	-	-	-
Skilled Multi-Craft Maintenance Workers	1,221	20.39	23.62	17.09 -	- 23.62	-	-	_	_	_	_	2	-	_	-	4	11	1	14	11	_	_	5	-	50	-	2	_
MATERIAL MOVEMENT AND CUSTODIAL OCCUPATIONS																												
Guards	1,742 1,742	6.81 6.81	5.45 5.45	4.75 - 4.75 -			36 36	7 7	6 6	4 4	1 1	2 2	(²) (²)	_ _	3 3	- -	10 10	(²) (²)	- -	_ _	- -	- -	_ _	_ _	- -	- -	 -	-
Janitors	1,908	8.76	5.65	5.00 -	- 11.79	⁵ 12	40	10	4	2	3	1	4	1	-	1	6	-	1	15	-	_	_	-	_	-	_	-
Material Movement and Storage Workers Level 1 Level 2 Forklift Operators Shipping/Receiving Clerks	4,160 770 3,210 971 302	13.71 10.93 14.36 16.44 9.90	13.13 8.50 14.13 18.81 9.10	10.30 - 6.80 - 11.16 - 12.69 - 7.07 -	- 18.53 - 18.12 - 18.81 - 10.05	- - -	1 4 - -	6 22 2 - 23	2 7 1 1	5 19 2 - 9	6 11 5 - 33	11 7 12 5 4	7 - 10 - 4	12 - 11 21 3	6 3 7 2 -	1 1 1 -	11 1 15 14 4	- - - - -	2 - 2	20 11 23 47 5	9 15 8 10 5	- - - -	- - - - -	1 - 1 - 1	- - - -	- - - -	- - - -	- - - -
Truckdrivers	1,066 378 494	15.34 15.28 15.88	15.90 17.59 15.90	12.05 - 12.05 - 13.80 -	19.43	-	- - -	- - -	- - -	4 4 3	7 12 –	7 6 6	1 1 1	13 21 13	1 1 2	2 2 2	22 2 30	_ _ _	13 16 13	7 (²) 12	19 37 12	3 - 4	(²) - (²)	- - -	- - -	- - -	- - -	- -

¹ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living clauses, and incentive payments, however, are included. See Scope and Method of Survey for definitions and methods used to compute means, medians, and middle ranges.

NOTE: Because of rounding, sums of individual intervals may not equal 100 percent. Dashes indicate that no data were reported or that data did not meet publication criteria. Overall occupation or occupational levels may include data for categories not shown separately.

³ Workers were distributed as follows: 5 percent at \$26.00 and under \$27.00 and 5 percent at \$28.00 and under \$29.00.

Workers were distributed as follows: 13 percent at \$4.00 and under \$4.50 and 18 percent at \$4.50 and under \$5.00.
 Workers were distributed as follows: 1 percent at \$4.00 and under \$4.50 and 12 percent at \$4.50 and under \$5.00.

Table 3. Annual paid holidays for full-time workers, Buffalo-Niagara Falls, NY, April 1996

Number of holidays	White-collar workers	Blue-collar workers
All full-time workers (in percent)	100	100
In establishments not providing paid holidays	2	6
In establishments providing paid holidays	98	94
Number of holidays:		
2 holidays 4 holidays 6 holidays Plus 2 half days 7 holidays Plus 2 half days 8 holidays Plus 1 half day 9 holidays Plus 1 half day 10 holidays 11 holidays 12 holidays 13 holidays 13 holidays Plus 1 half day	(1) (1) (1) (1) (1) (3) (1) (8) 2 9 1 36 13 7 2 3 3 (1)	- 13 (1) 5 - 5 2 8 1 11 11 8 10 1 17 2
Total paid holiday time² 2 days or more 3 days or more 4 days or more 5 days or more 6 days or more 7 days or more 8 days or more 9 days or more 10 days or more 11 days or more 12 days or more 13 days or more 14 days or more 15 days or more 16 days or more 17 days or more 17 days or more	98 98 98 98 98 98 86 83 73 64 27 14 7 3 3 (1) (1)	94 94 94 94 94 81 76 69 60 49 38 30 19
Average number of paid holidays where provided (in days)	9.7	10.8

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Less than 0.5 percent.
Full and half days are combined. For example, the proportion of workers receiving 10 or more days includes those receiving at least 10 full days, or 9 full days plus 2 half days, or 8 full days and 4 half days, and so on.

Table 4. Annual paid vacation provisions for full-time workers, Buffalo-Niagara Falls, NY, April 1996

ltem	White-collar workers	Blue-collar workers
All full-time workers (in percent)	100	100
In establishments not providing paid vacations	(1)	6
In establishments providing paid vacations Length-of-time payment	99 99	94 94
By vacation pay provisions for:2		
Six months of service:		
Under 1 week	6	4
1 week	47	34
Over 1 and under 2 weeks	7	2
2 weeks	3	
4 weeks	1	-
1 year of service:		
1 week	20	55
2 weeks	72	39
Over 2 and under 3 weeks	2	-
3 weeks 4 weeks	1 3	-
2 years of service:		
1 week	6	22
Over 1 and under 2 weeks	1	2
2 weeks	83	69
Over 2 and under 3 weeks	6	(1)
3 weeks	1	-
Over 3 and under 4 weeks	-	1
4 weeks	3	-
3 years of service:	•	
1 week	3	4
Over 1 and under 2 weeks	1	2
2 weeks Over 2 and under 3 weeks	79 9	65
	9 6	19
3 weeks Over 3 and under 4 weeks	О	2
4 weeks	3	- '
4 years of service:		
1 week	3	4
Over 1 and under 2 weeks	1	2
2 weeks	78	65
Over 2 and under 3 weeks	9	20
3 weeks	6	2
Over 3 and under 4 weeks	-	1 1
Over 5 and under 4 weeks		

See footnotes at end of table.

Table 4. Annual paid vacation provisions for full-time workers, Buffalo-Niagara Falls, NY, April 1996 — Continued

Item	White-collar workers	Blue-collar workers
By vacation pay provisions for: ²		
5 years of service:		
1 week	2	(1)
Over 1 and under 2 weeks	1	2
2 weeks	17	51
Over 2 and under 3 weeks	5	1
3 weeks	70	39
Over 3 and under 4 weeks	2	1
4 weeks		-
5 weeks	(1)	-
8 years of service:		
1 week	2	(1)
2 weeks	5	18
Over 2 and under 3 weeks	3	11
3 weeks	79	64
Over 3 and under 4 weeks	7	(1)
4 weeks	3	-
Over 4 and under 5 weeks	-	1
5 weeks	(1)	-
10 years of service:		
1 week	2	(1)
2 weeks	1	8
Over 2 and under 3 weeks	1	2
3 weeks	67	54
Over 3 and under 4 weeks	6	23
4 weeks	20	6
Over 4 and under 5 weeks	2	-
5 weeks Over 5 and under 6 weeks	(¹)	1
12 years of service: 1 week	2	(1)
2 weeks	1	8
3 weeks	59	46
Over 3 and under 4 weeks	7	23
4 weeks	27	15
Over 4 and under 5 weeks	4	1
5 weeks	(¹)	-
6 weeks	`-´	1
15 years of service:		
1 week	2	(1)
2 weeks	1	` á
3 weeks	15	16
Over 3 and under 4 weeks	1	5
4 weeks	77	59
Over 4 and under 5 weeks	2	3
5 weeks	1	1
6 weeks	(1)	-
Over 6 and under 7 weeks	-	1

See footnotes at end of table.

Table 4. Annual paid vacation provisions for full-time workers, Buffalo-Niagara Falls, NY, April 1996 — Continued

Item	White-collar workers	Blue-collar workers
By vacation pay provisions for: ²		
20 years of service:		(1)
1 week	2	(1)
2 weeks	1	8
3 weeks	10	10
4 weeks	58	43
5 weeks	26	28
Over 5 and under 6 weeks	2	3
6 weeks Over 6 and under 7 weeks	(1)	1
Over 6 and under 7 weeks	-	1
25 years of service:		
1 week	2	(1)
2 weeks	1	8
3 weeks	10	10
4 weeks	36	34
5 weeks	47	37
Over 5 and under 6 weeks	2	
6 weeks	1	4
Over 6 and under 7 weeks	-	1
30 years of service:		
1 week	2	(1)
2 weeks	1	8
3 weeks	10	10
4 weeks	36	34
5 weeks	40	34
Over 5 and under 6 weeks	2	
6 weeks	8	4
Over 6 and under 7 weeks	-	4
Maximum vacation available:		
1 week	2	(1)
2 weeks	1	` 8
3 weeks	10	10
4 weeks	36	34
5 weeks	40	33
Over 5 and under 6 weeks	2	-
6 weeks	8	5
Over 6 and under 7 weeks	-	4

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

Less than 0.5 percent.
 Payments other than "length of time" are converted to an equivalent time basis; for example,
 percent of annual earnings was considered as 1 week's pay. Periods of service are chosen arbitrarily and do not necessarily reflect individual provisions for progression; for example, changes in proportions at 20 years include changes between 15 and 20 years. Estimates are cumulative. Thus, the proportion eligible for at least 3 weeks' pay for 20 years include those eligible for at least 3 weeks' pay after fewer years of service.

Table 5. Insurance, health, and retirement plans offered to full-time workers, Buffalo-Niagara Falls, NY, April 1996

Type of plan	White-collar workers	Blue-collar workers
All full-time workers (in percent)	100	100
In establishments offering at least one of the benefits shown below ¹	100	100
Life insurance	93 79	81 70
Accidental death and dismemberment insurance	77 48	69 52
Sickness and accident insurance or sick leave or both Sickness and accident insurance	98 96 30 75	98 98 35 27
Long-term disability insurance	74 41	52 41
Hospitalization, surgical, and medical insurance	80 17	71 34
Health maintenance organizations	84 15	68 29
Dental care	85 23	72 38
Vision care	40 8	48 25
Hearing care	16 4	35 22
Alcohol and drug abuse treatment	95 23	88 41
Retirement benefits ²	96 64	86 51
Defined benefit	63 60	59 50
Defined contribution	78 5	42 1

¹ Estimates listed after type of benefit are for all plans for which the employer pays at least part of the cost. Excluded are plans required by the Federal Government such as Social Security and Patiement

NOTE: Because of rounding, sums of individual items may not equal totals. Dashes indicate that no data were reported.

and Railroad Retirement.

² Establishments providing more than one type of retirement plan may cause the sum of the separate plans to be greater than the total for all retirement plans.

Table 6. Establishments and workers within scope of survey and number studied, Buffalo-Niagara Falls, NY1, April 1996

	Number of es	stablishments	Workers in establishments							
Industry division ²										
	Within scope of survey ³	Studied	То	tal ⁴	Full-time	Full-time	Studied ⁴			
	Í		Number	Percent	white-collar workers ⁵	blue-collar workers ⁶				
All divisions	935	111	199,019	100	66,078	83,643	65,223			
Manufacturing Service producing ⁷	263 669	28 82	70,206 128,558	35 65	19,865 46,138	49,492 33,977	23,464 41,674			

¹ The Buffalo-Niagara Falls Metropolitan Statistical Area, as defined by the Office of Management and Budget through June 1994, consists of Erie and Niagara Counties. The "workers within scope of survey" estimates provide a reasonably accurate description of the size and composition of the labor force included in the survey. Estimates are not intended, however, for comparison with other statistical series to measure employment trends or levels since (1) planning of wage surveys requires establishment data compiled considerably in advance of the payroll period studied, and (2) establishments employing fewer than 50 workers are excluded from the scope of the survey.

² The *Standard Industrial Classification Manual* was used in classifying establishments by industry. All government operations were excluded from the scope of the survey.

³ Includes all establishments with total employment at or above the minimum limitation. All outlets (within a metropolitan area or nonmetropolitan county) of service producing companies are considered as one establishment when located within the same industry division.

⁴ Includes part-time, seasonal, temporary, and other workers excluded from separate whiteand blue-collar categories.

⁵ Full-time, year-round permanent workers in professional, technical, and related occupations; executive, administrative, and managerial occupations; sales occupations; and administrative support occupations, including clerical.

⁶ Full-time, year-round permanent workers in precision, craft, and repair occupations; machine operators, assemblers, and inspectors; handlers, equipment cleaners, helpers, and laborers; and service occupations, except households.

⁷ Includes transportation, communications, and other public utilities (excluding taxicabs and services incidental to water transportation); wholesale trade; retail trade; finance, insurance, and real estate; hotels and other lodging places; personal services; business services; automotive repair services and garages; motion pictures; membership organizations (excluding religious organizations); and miscellaneous services.

Scope and Method of Survey

Sampling procedures

The survey was conducted on a sample basis, using a listing of establishments (sampling frame) which fell within the designated scope of the survey. The sampling frame was developed using data from unemployment insurance reports and checked for accuracy and completeness. Establishments known to be missing were added; out-of-business and out-of-scope establishments were removed; some units were combined or split to meet the establishment/collection unit definitions; and, for some, address, employment, type of industry, or other information was corrected.

A sample of establishments was selected after a detailed stratification by industry and number of employees of all establishments within the scope of the survey. From this stratified universe, a probability sample was selected, with each establishment having a predetermined chance of selection. To obtain optimum accuracy at minimum cost, a greater proportion of large than small establishments was selected. When data were combined, each establishment was weighted according to its probability of selection so that unbiased estimates were generated. If data were not available for an establishment originally selected, the weights of other similar establishments were increased to account for the missing unit.

Data for the survey were obtained primarily by personal visits of Bureau field economists. Collection of the survey was from March 1996 through June 1996 and reflects an average payroll reference of April 1996. Data obtained for a payroll period prior to the end of May 1996 were updated to include general wage changes, if granted, scheduled to be effective through that date.

Occupations and pay

Occupational employment and pay data are shown for full-time workers, i.e., those hired to work a regular weekly schedule. Pay data exclude premium pay for overtime and for work on weekends, holidays, and late shifts. Also excluded are performance bonuses and lump-sum payments of the type negotiated in the auto and aerospace industries, as well as profit-sharing payments, attendance bonuses, Christmas or year-end bonuses, and other nonproduction bonuses. Pay increases, but not bonuses, under cost-of-living allowance clauses, and incentive payments, however, are included. Weekly hours in table 1 refer to the standard workweek (rounded to the nearest tenth of an hour) for which employees receive regular straight-time pay. Average weekly pay are rounded to the nearest dollar. Tables 1 and 2 provide distributions of workers by pay.

The *mean* is computed for each job by totaling the pay of all workers and dividing by the number of workers. The *median* designates position—one-half of the workers receive the same as or more and one-half receive the same as or less than the rate shown. The *middle range* is defined by two rates of pay; one-fourth of the workers earn the same as or less than the lower of these rates and one-fourth earn the same as or more than the higher rate. Medians and middle ranges are not provided when they do not meet reliability criteria.

Occupational employment estimates represent the total in all establishments within the scope of the study and not the number actually studied, and are intended as a general guide to the size and composition of the labor force rather than as precise measures of employment. Each group of establishments of a certain size, however, is given its proper weight in the combined data.

Employee benefits

The incidence of employee benefits is studied for full-time, year-round permanent white-collar and blue-collar workers. Provisions which apply to a majority of the white- and blue-collar categories are considered to apply to all white- and blue-collar workers in the establishment. Similarly, if fewer than half of the workers are covered, the benefits are considered nonexistent in the establishment. Holidays, vacations, insurance and health plans are considered applicable to employees currently eligible for the benefits. Retirement plans are considered applicable to employees currently eligible for participation and those who will eventually become eligible.

Paid holidays (table 3). Holidays are included if workers who are not required to work are paid for the time off and those required to work receive premium pay or compensatory time off. They are included only if they are granted annually on a formal basis (provided for in written form or established by custom). Holidays are included even though in a particular year they fall on a nonworkday and employees are not granted another day off. Data are tabulated to show the percent of workers who are granted specific numbers of whole and half holidays.

Paid vacations (table 4). Establishments report their method of calculating vacation (time basis, percent of annual pay, flat-sum payment, etc.) and the amount of vacation pay granted. Only basic formal plans are reported. Vacation bonuses, vacation-saving plans, and "extended" or "sabbatical" benefits beyond basic plans are excluded. For tabulating vacation pay granted, all provisions are

expressed on a time basis. Vacation pay calculated on other than a time basis is converted to its equivalent time period. Two percent of annual pay, for example, is tabulated as 1 week's vacation pay. Periods of service are chosen arbitrarily and do not necessarily reflect individual provisions for progression; for example, changes in proportions at 20 years include changes between 15 and 20 years. Estimates are cumulative. Thus, the proportion eligible for at least 3 week's pay after 20 years includes those eligible for at least 3 week's pay after fewer years of service. Provisions after each specified length of service are related to all white-or blue-collar workers in an establishment regardless of length of service. Counts of white- or blue-collar workers by length of service were not obtained. The tabulations present, therefore, statistical measures of these provisions rather than proportions of workers actually receiving specific benefits.

Insurance, health, and retirement plans (table 5). Plans are included for which the employer pays either all or part of the cost. The benefits may be underwritten by an insurance company, paid directly by an employer or union, or provided by a health maintenance organization (HMO). Workers provided the option of an insurance plan or an HMO are reported under both types of plans. A

plan is included even though a majority of the employees in an establishment do not choose to participate in it because they are required to bear part of its cost (provided the choice to participate is available to the majority). Federally required plans such as Social Security and railroad retirement are excluded. Benefit plans legally required by State governments, however, are included.

Labor-management coverage

This survey collected the percent of workers covered by labor-management agreements in this area. An establishment is considered to have an agreement covering all white-collar or blue-collar workers if a majority of such workers is covered by a labor-management agreement determining wages and salaries. Therefore, all other white- or blue-collar workers are employed in establishments that either do no have labor-management agreements in effect, or have agreements that apply to fewer than half of their white- or blue-collar workers. Because establishments with fewer than 50 workers are excluded from the survey, estimates are not necessarily representative of the extent to which all workers in the area may be covered by the provisions of labor-management agreements.