

Occupational Compensation Survey: Pay and Benefits Central Illinois March 1996



U.S. Department of Labor
Bureau of Labor Statistics
Summary
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This summary presents results of a March 1996 survey of occupational pay in the Central Illinois area, which consists of Champaign, De Witt, Logan, Macon, Mason, McLean, Menard, Peoria, Piatt, Sangamon, Tazewell, and Woodford Counties, IL. 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 133 establishments employing 61,408 workers was selected to represent 838 establishments employing 160,670 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 1 percent and 58 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 Chicago Regional Office at (312) 353-1880. You may also write to the Bureau of Labor Statistics at: Office of 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, Central Illinois, March 1996

Occupation and level	Number of workers	Average weekly hours ¹ (standard)	Weekly pay (in dollars) ²			Percent of workers receiving straight-time weekly pay (in dollars) of—																						
			Mean	Median	Middle range	200 and under 225	225 - 250	250 - 275	275 - 300	300 - 325	325 - 350	350 - 375	375 - 400	400 - 450	450 - 500	500 - 550	550 - 600	600 - 650	650 - 700	700 - 750	750 - 800	800 - 850	850 - 900	900 - 1000	1000 - 1100	1100 and over		
ADMINISTRATIVE OCCUPATIONS																												
Computer Programmers																												
Level II	284	40.0	\$698	\$692	\$655 - \$750	-	-	-	-	-	-	-	-	-	1	8	3	12	32	19	13	7	3	2	-	-	-	-
Level III	380	40.0	800	818	707 - 893	-	-	-	-	-	-	-	-	1	1	2	12	8	11	12	12	19	20	2	-	-	-	-
Computer Systems Analysts																												
Level I	180	40.0	747	756	688 - 820	-	-	-	-	-	-	-	-	1	1	6	9	15	16	21	23	10	-	-	-	-	-	
Level II	871	40.0	943	962	883 - 1,011	-	-	-	-	-	-	-	-	-	-	-	(³)	2	3	6	8	9	41	27	4	-	-	
TECHNICAL OCCUPATIONS																												
Computer Operators																												
Level II	104	40.0	427	425	374 - 480	-	-	-	-	6	13	6	16	19	15	17	7	-	-	-	-	-	-	-	-	-	-	-
Level III	52	40.0	605	581	542 - 596	-	-	-	-	-	-	-	-	-	2	4	21	52	2	-	-	19	-	-	-	-	-	
Drafters																												
Level II	50	40.0	474	480	415 - 483	-	-	-	-	-	2	4	6	20	46	12	4	-	4	2	-	-	-	-	-	-	-	
Level III	206	40.0	641	597	520 - 783	-	-	-	-	-	-	-	-	1	8	27	17	9	3	8	3	23	(³)	(³)	-	-	-	
Level IV	89	40.0	748	771	620 - 824	-	-	-	-	-	-	-	-	-	-	2	6	21	2	8	21	21	2	16	-	-	-	
CLERICAL OCCUPATIONS																												
Clerks, Accounting																												
Level II	295	40.0	360	340	310 - 396	-	-	3	9	28	11	11	14	16	4	1	3	-	-	-	-	-	-	-	-	-	-	
Level III	382	40.0	482	465	425 - 544	-	-	-	-	3	4	2	8	17	29	12	9	15	(³)	-	-	-	-	-	-	-	-	
Level IV	77	39.9	589	565	526 - 643	-	-	-	-	-	-	-	-	8	8	21	23	17	-	21	3	-	-	-	-	-	-	
Clerks, General																												
Level I	44	40.0	250	243	231 - 263	23	36	20	-	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Level II	287	40.0	305	297	281 - 320	-	3	18	32	26	7	5	9	-	-	-	-	-	-	-	-	-	-	-	-	-		
Level III	411	40.0	406	380	360 - 432	-	-	-	-	9	7	27	18	18	6	1	13	-	-	-	-	-	-	-	-	-		
Level IV	174	40.0	477	456	424 - 500	-	-	-	-	-	-	-	10	36	29	6	17	-	-	2	-	-	-	-	-	-		
Key Entry Operators																												
Level I	106	40.0	296	288	261 - 332	-	6	35	19	12	18	8	2	-	-	-	-	-	-	-	-	-	-	-	-	-		
Level II	104	40.0	381	376	320 - 418	-	-	-	8	18	6	17	14	23	10	1	3	-	-	-	-	-	-	-	-	-		
Secretaries																												
Level II	77	39.9	427	421	385 - 467	-	-	-	-	10	4	19	34	14	18	-	-	-	-	-	-	-	-	-	-	-		
Level III	188	40.0	550	545	488 - 593	-	-	-	-	1	-	-	10	20	20	28	7	9	-	2	-	2	-	-	-	-		
Level IV	83	40.0	673	625	558 - 798	-	-	-	-	-	-	-	5	7	10	19	10	10	8	8	7	8	7	-	-	-		
Switchboard-Operator-Receptionists																												
Level II	212	39.9	307	284	250 - 346	4	17	13	20	13	11	6	9	2	3	-	2	-	-	-	-	-	-	-	-	-		
Word Processors																												
Level II	117	40.0	464	463	395 - 562	-	-	-	-	7	10	2	9	18	16	9	28	-	-	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.

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.

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.

Table 2. Hourly pay of maintenance, toolroom, material movement, and custodial occupations, Central Illinois, March 1996

Occupation and level	Number of workers	Hourly pay (in dollars) ¹			Percent of workers receiving straight-time hourly pay (in dollars) of—																							
		Mean	Median	Middle range	4.25 and under 4.50	4.50 - 5.00	5.00 - 5.50	5.50 - 6.00	6.00 - 6.50	6.50 - 7.00	7.00 - 8.00	8.00 - 9.00	9.00 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 18.00	18.00 - 19.00	19.00 - 20.00	20.00 - 21.00	21.00 - 22.00	22.00 - 23.00	23.00 - 24.00	
MAINTENANCE AND TOOLROOM OCCUPATIONS																												
General Maintenance Workers	270	\$8.70	\$8.04	\$6.75 - \$10.25	-	-	-	9	3	25	13	14	9	8	5	4	5	1	3	-	-	-	-	-	-	-	-	-
Maintenance Mechanics, Machinery	450	19.86	21.20	16.12 - 22.41	-	-	-	-	-	-	-	-	-	-	-	-	6	12	7	2	2	2	3	2	26	29	9	
Maintenance Mechanics, Motor Vehicle ...	331	18.95	19.81	19.32 - 21.20	-	-	-	-	-	-	-	-	-	2	-	-	2	11	-	6	2	-	40	11	25	-	-	
Tool and Die Makers	118	16.44	16.01	12.38 - 20.62	-	-	-	-	-	-	-	-	-	-	-	34	-	2	14	13	-	4	8	1	24	1	-	
MATERIAL MOVEMENT AND CUSTODIAL OCCUPATIONS																												
Forklift Operators	778	12.08	10.26	9.50 - 14.64	-	-	-	2	-	4	2	15	10	22	4	4	7	10	-	-	8	4	8	-	-	-	-	
Guards Level I	400	6.94	6.13	5.45 - 8.12	-	-	25	12	22	2	13	9	4	6	2	4	-	-	-	-	-	-	-	-	-	-	-	
Janitors	1,849	7.36	6.40	5.25 - 8.32	12	4	9	4	20	8	14	5	1	2	2	16	-	(²)	-	-	(²)	1	-	-	-	-	-	
Material Handling Laborers	296	8.87	7.55	7.55 - 8.20	-	-	-	-	8	3	58	14	2	-	-	-	-	-	-	14	-	-	-	-	-	-	-	
Shipping/Receiving Clerks	249	9.49	7.95	6.60 - 13.49	-	-	-	10	-	22	22	5	2	1	1	1	35	-	-	-	-	-	-	-	-	-	-	
Truckdrivers Tractor Trailer	591	14.90	16.16	12.01 - 16.16	-	-	-	-	-	-	-	-	(²)	-	(²)	33	15	-	-	41	4	1	1	-	-	6	-	
Warehouse Specialists	939	11.94	12.01	8.35 - 15.38	-	-	-	(²)	1	4	9	15	4	4	1	28	4	(²)	12	13	3	-	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.

² Less than 0.5 percent.

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.

Table 3. Annual paid holidays for full-time workers, Central Illinois, March 1996

Number of holidays	White-collar workers	Blue-collar workers
All full-time workers (in percent)	100	100
In establishments not providing paid holidays	1	9
In establishments providing paid holidays	99	91
Number of holidays:		
2 holidays	1	1
3 holidays	1	-
5 holidays	(¹)	(¹)
6 holidays	14	14
7 holidays	14	4
Plus 1 half day	(¹)	-
Plus 2 half days	-	(¹)
8 holidays	10	7
Plus 1 half day	(¹)	-
Plus 2 half days	(¹)	-
9 holidays	10	10
Plus 1 half day	(¹)	(¹)
10 holidays	37	36
Plus 2 half days	1	2
11 holidays	4	7
12 holidays	7	7
13 holidays	1	3
Total paid holiday time ²		
2 days or more	99	91
3 days or more	98	90
4 days or more	97	90
5 days or more	97	90
6 days or more	97	90
7 days or more	83	75
8 days or more	68	71
9 days or more	58	65
10 days or more	49	55
11 days or more	12	19
12 days or more	7	10
13 days or more	1	3
Average number of paid holidays where provided (in days)	8.7	9.2

¹ Less than 0.5 percent.

² 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.

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

**Table 4. Annual paid vacation provisions for full-time workers,
Central Illinois, March 1996**

Item	White-collar workers	Blue-collar workers
All full-time workers (in percent)	100	100
In establishments not providing paid vacations	(¹)	4
In establishments providing paid vacations	99	96
Length-of-time payment	99	91
Percentage payment	-	5
By vacation pay provisions for: ²		
Six months of service:		
Under 1 week	1	1
1 week	38	18
Over 1 and under 2 weeks	15	11
2 weeks	3	6
1 year of service:		
Under 1 week	-	5
1 week	18	38
Over 1 and under 2 weeks	-	(¹)
2 weeks	58	28
Over 2 and under 3 weeks	19	22
3 weeks	4	(¹)
Over 3 and under 4 weeks	(¹)	(¹)
4 weeks	-	3
2 years of service:		
Under 1 week	-	5
1 week	4	14
Over 1 and under 2 weeks	-	(¹)
2 weeks	72	51
Over 2 and under 3 weeks	19	22
3 weeks	4	(¹)
Over 3 and under 4 weeks	(¹)	(¹)
4 weeks	-	3
3 years of service:		
1 week	2	11
Over 1 and under 2 weeks	-	(¹)
2 weeks	74	59
Over 2 and under 3 weeks	18	16
3 weeks	4	(¹)
Over 3 and under 4 weeks	1	6
Over 4 and under 5 weeks	-	3
4 years of service:		
1 week	1	11
Over 1 and under 2 weeks	-	(¹)
2 weeks	74	57
Over 2 and under 3 weeks	18	16
3 weeks	5	2
Over 3 and under 4 weeks	2	6
5 weeks	-	3

See footnotes at end of table.

**Table 4. Annual paid vacation provisions for full-time workers,
Central Illinois, March 1996 — Continued**

Item	White-collar workers	Blue-collar workers
By vacation pay provisions for: ²		
5 years of service:		
1 week	-	1
Over 1 and under 2 weeks	-	5
2 weeks	32	42
Over 2 and under 3 weeks	2	8
3 weeks	48	23
Over 3 and under 4 weeks	18	14
4 weeks	(¹)	-
Over 4 and under 5 weeks	(¹)	(¹)
5 weeks	-	3
8 years of service:		
1 week	-	1
Over 1 and under 2 weeks	-	5
2 weeks	16	22
Over 2 and under 3 weeks	4	8
3 weeks	52	41
Over 3 and under 4 weeks	23	16
4 weeks	4	(¹)
Over 4 and under 5 weeks	(¹)	(¹)
5 weeks	-	3
10 years of service:		
1 week	-	1
Over 1 and under 2 weeks	-	5
2 weeks	4	9
Over 2 and under 3 weeks	(¹)	-
3 weeks	53	43
Over 3 and under 4 weeks	29	18
4 weeks	11	11
Over 4 and under 5 weeks	2	6
5 weeks	-	3
12 years of service:		
1 week	-	1
Over 1 and under 2 weeks	-	5
2 weeks	4	9
Over 2 and under 3 weeks	(¹)	-
3 weeks	48	42
Over 3 and under 4 weeks	33	18
4 weeks	12	11
Over 4 and under 5 weeks	2	6
5 weeks	-	3

See footnotes at end of table.

**Table 4. Annual paid vacation provisions for full-time workers,
Central Illinois, March 1996 — Continued**

Item	White-collar workers	Blue-collar workers
By vacation pay provisions for: ²		
15 years of service:		
1 week	-	1
Over 1 and under 2 weeks	-	2
2 weeks	2	8
Over 2 and under 3 weeks	(¹)	-
3 weeks	21	21
Over 3 and under 4 weeks	1	16
4 weeks	53	36
Over 4 and under 5 weeks	19	6
5 weeks	4	5
20 years of service:		
1 week	-	1
2 weeks	2	5
Over 2 and under 3 weeks	(¹)	5
3 weeks	15	15
4 weeks	49	39
Over 4 and under 5 weeks	19	22
5 weeks	14	8
Over 5 and under 6 weeks	(¹)	(¹)
25 years of service:		
1 week	-	1
2 weeks	2	5
Over 2 and under 3 weeks	(¹)	5
3 weeks	15	15
4 weeks	29	20
Over 4 and under 5 weeks	18	21
5 weeks	34	27
Over 5 and under 6 weeks	(¹)	(¹)
6 weeks	1	1

See footnotes at end of table.

**Table 4. Annual paid vacation provisions for full-time workers,
Central Illinois, March 1996 — Continued**

Item	White-collar workers	Blue-collar workers
By vacation pay provisions for: ²		
30 years of service:		
1 week	-	1
2 weeks	2	5
Over 2 and under 3 weeks	(¹)	5
3 weeks	14	15
4 weeks	28	20
Over 4 and under 5 weeks	19	22
5 weeks	29	23
Over 5 and under 6 weeks	(¹)	(¹)
6 weeks	7	5
Maximum vacation available:		
1 week	-	1
2 weeks	2	5
Over 2 and under 3 weeks	(¹)	5
3 weeks	14	15
4 weeks	28	20
Over 4 and under 5 weeks	19	22
5 weeks	29	23
Over 5 and under 6 weeks	(¹)	(¹)
6 weeks	7	5

¹ Less than 0.5 percent.

² Payments other than "length of time" are converted to an equivalent time basis; for example, 2 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.

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

Table 5. Insurance, health, and retirement plans offered to full-time workers, Central Illinois, March 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	99	95
Life insurance	98	92
Wholly employer financed	73	80
Accidental death and dismemberment insurance	73	67
Wholly employer financed	56	59
Sickness and accident insurance or sick leave or both	92	77
Sickness and accident insurance	55	56
Wholly employer financed	47	51
Sick leave (full pay, no waiting period)	87	34
Sick leave (partial pay or waiting period)	4	21
Long-term disability insurance	72	47
Wholly employer financed	53	43
Hospitalization, surgical, and medical insurance	89	90
Wholly employer financed	31	46
Health maintenance organizations	55	51
Wholly employer financed	24	26
Dental care	75	72
Wholly employer financed	30	41
Vision care	37	33
Wholly employer financed	22	23
Hearing care	23	28
Wholly employer financed	20	24
Alcohol and drug abuse treatment	87	78
Wholly employer financed	31	45
Retirement benefits ²	94	88
Wholly employer financed	68	67
Defined benefit	63	59
Wholly employer financed	59	57
Defined contribution	70	65
Wholly employer financed	9	11

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 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.

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

Table 6. Establishments and workers within scope of survey and number studied, Central Illinois¹, March 1996

Industry division ²	Number of establishments		Workers in establishments				Studied ⁴
	Within scope of survey ³	Studied	Within scope of survey				
			Total ⁴		Full-time white-collar workers ⁵	Full-time blue-collar workers ⁶	
			Number	Percent			
All divisions	838	133	160,670	100	57,637	63,999	61,408
Manufacturing	153	29	60,838	38	22,354	36,956	35,816
Service producing ⁷	685	104	99,832	62	35,283	27,043	25,592

¹ The Central Illinois area, as defined by the Office of Management and Budget through June 1994, consists of Champaign, De Witt, Logan, Macon, Mason, McLean, Menard, Peoria, Piatt, Sangamon, Tazewell, and Woodford Counties, IL. 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 white- and 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 October 1995 through May 1996 and reflects an average payroll reference of March 1996. Data obtained for a payroll period prior to the end of March 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 not 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.