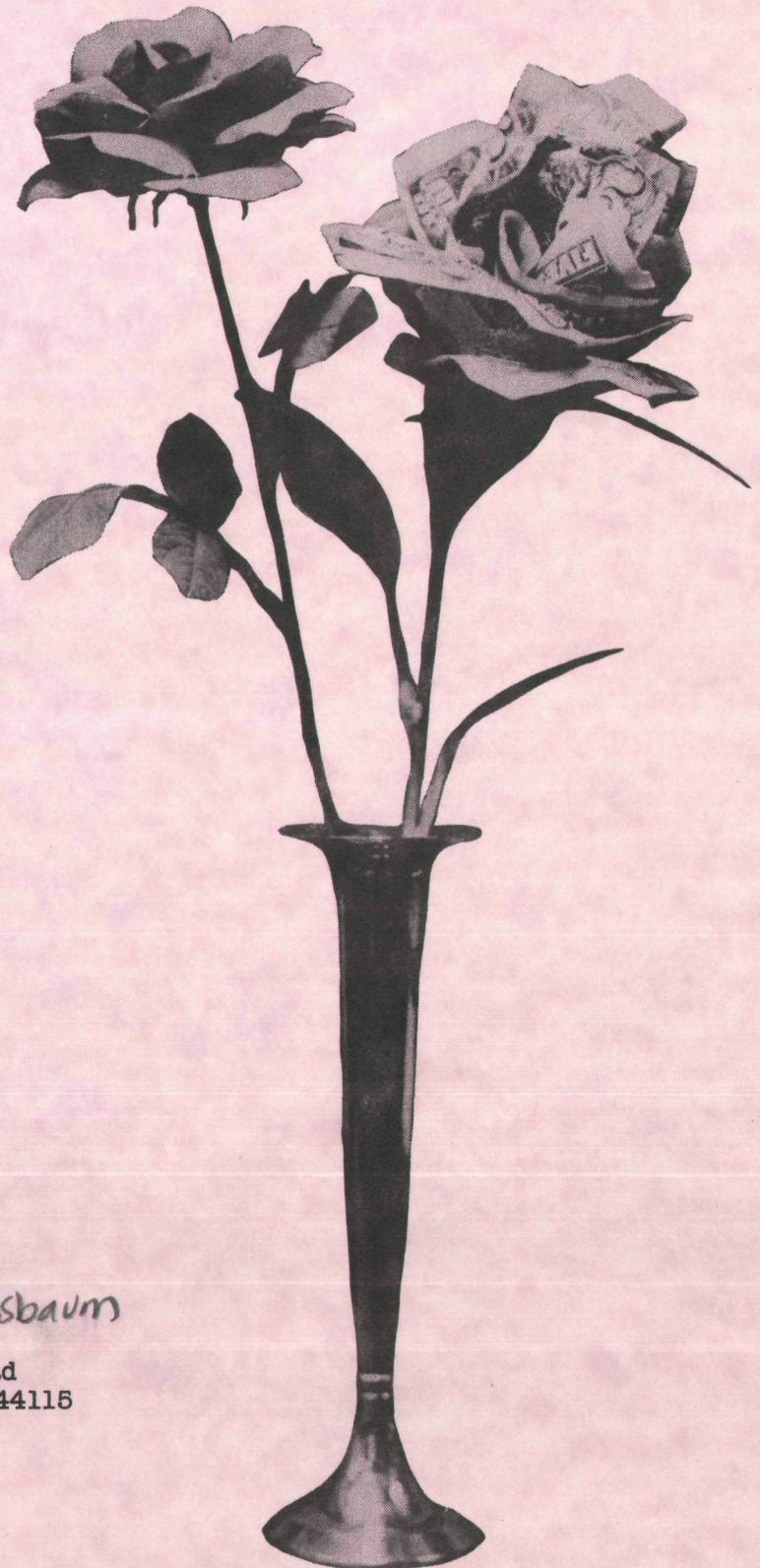


Employment for - office work

"N"

# Office Work in America



Report by:  
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Working Women  
1224 Huron Road  
Cleveland, Ohio 44115

April 1982

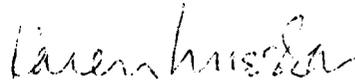


# The Women's Center

## OFFICE WORK IN AMERICA

*Office Work in America is the largest and fastest growing sector of the workforce. Despite the importance of office workers to the economy, our work is underpaid, undervalued, and characterized by discrimination.*

*Now, office workers are organizing to change all that. We are determined to win first class status as women, as workers, and as citizens - in the office, in the economy, and in society. Working Women, a national association of office workers, is leading the 9 to 5 movement in achieving rights and respect.*



Karen Nussbaum  
President  
WORKING WOMEN  
April 21, 1982

WORKING WOMEN is a membership organization of office workers, with 12,000 members nationwide. WORKING WOMEN has launched campaigns for higher pay and promotions for clerical workers, health and safety on the job, and job rights and respect for all office workers.

In March 1981, WORKING WOMEN joined with the Service Employees International Union (SEIU) to create District 925, a new union for office workers. We wish to acknowledge the gracious support of the SEIU in the publication of this report.

For additional copies of this report, send \$4 (\$3 for Working Women members) for individual orders or \$8 for institutions to Working Women, 1224 Huron Road, Cleveland, Ohio 44115 (216/566-9308).

For information on unionizing clerical workers, call District 925/ Service Employees International Union toll-free at (800) 424-2936.

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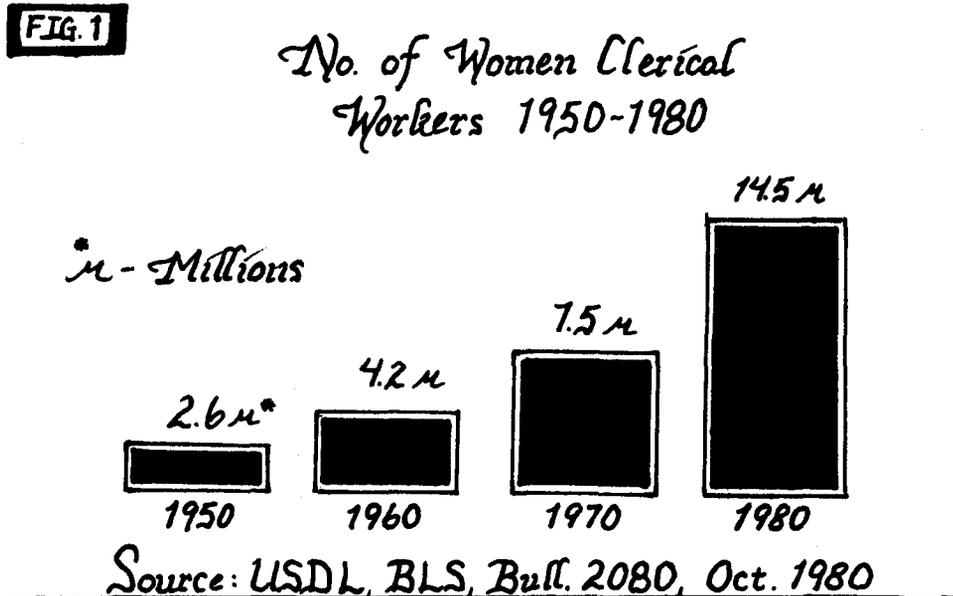
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## I. INTRODUCTION

More women work as clerical workers today than in any other job. Of approximately 45 million women in the paid workforce, one out of every three is a clerical worker. The secretary, bookkeeper, file clerk, typist, office machine operator -- these are the people who keep America's offices running.

The number of women office workers is on the rise. Today, 4 out of 5 clerical workers are women, the highest proportion of females of any major job category. In growth industries such as banking and insurance, women already make up over half of the total workforce.



Clerical work is the fastest-growing occupation today. The U.S. Labor Department predicts that the demand for clericals will rise by 28% in this decade, more than twice the rate for all other major occupational groups. Women will increasingly fill these new jobs. By 1990, over 52 million women will be working, over 70% of all women between the ages of 25 and 54.

The number of minority women in the clerical workforce has also increased greatly in recent years. A decade ago, 19% of black women workers were in clerical jobs; in 1979, the percentage jumped to 29%. Among Hispanic women who work, 32% are in clerical occupations.

Office workers face a number of problems on the job: low pay, poor career opportunities, health hazards, sexual harassment, and more. Many of these problems stem from illegal employment practices; others from the way women's work has long been undervalued and underpaid.

A movement is growing to win office workers the rights and respect they deserve. As the number of women clerical workers grows, so will the need to gain fair pay and equality on the job. This report, Office Work in America, outlines some of the major issues facing working women today and offers an agenda for change in the 1980s.



## Employers are to Blame

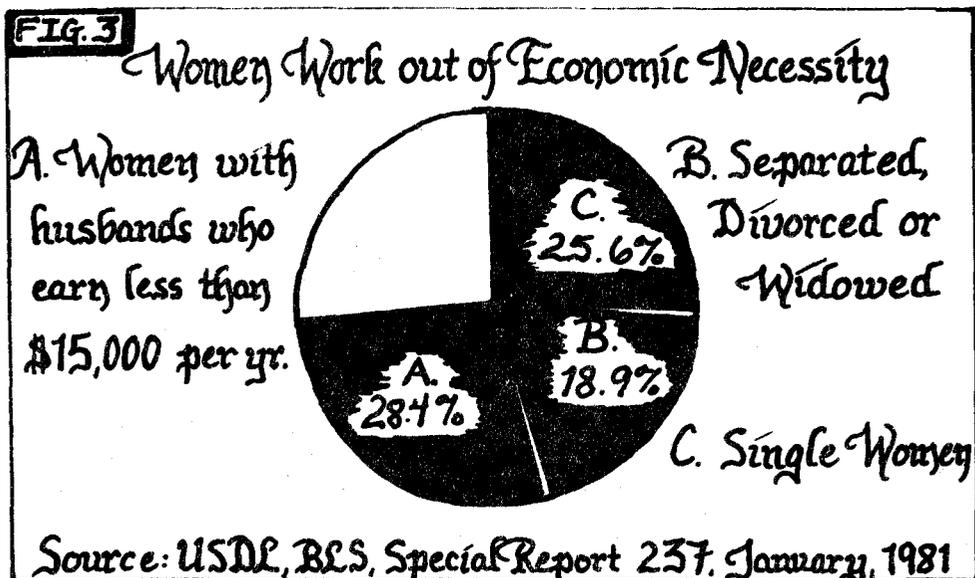
Employers complain of a serious shortage of skilled office workers. And yet, these same employers often agree among themselves to keep wages low. In Boston, for example, a semi-secret consortium of the 40 largest employers meets quarterly and conducts a semiannual clerical wage survey. WORKING WOMEN's Boston affiliate, "9 to 5", contends that the effects of the survey are to keep salaries low, and has filed an anti-trust complaint of illegal wage-fixing with the state Attorney General's office. Similar employer groups exist in many other cities.

Some of the nation's largest and most profitable corporations pay the lowest wages. The banking, insurance, and other financial industries pay the lowest salaries for all clerical occupations. In 1981, secretaries in these industries earned 10% below, typists 14% below, and stenographers 30% below the national averages. These are among the fastest-growing industries today. Together they employ approximately a fourth of all clerical employees in the nation.

In offices around the country, WORKING WOMEN has found clerical workers who are eligible for food stamps because their pay is so low. Taxpayers are subsidizing employers who refuse to pay a decent living wage.

## Women Work Because of Economic Need

In 1980 about three-fourths --73%-- of all women in the labor force were single, widowed, divorced or separated, or had husbands earning less than \$15,000.

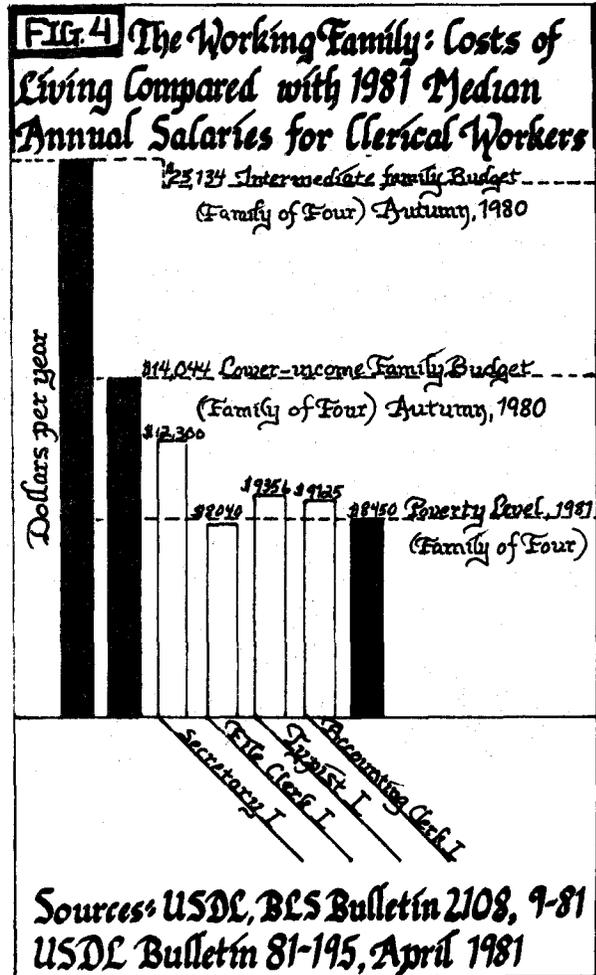


Today, nearly one in every six families is headed by a woman. Two-thirds of all women heads of households have full-time jobs. More than 2 million work in clerical jobs. Approximately one in 7 women office workers who headed households in 1980 had incomes below the official poverty level of \$8450 for a family of four. This is more than double the national average for all workers. And 25% of black women office workers who headed households in 1980 earned less than the official poverty rate.

Solution: Fair Pay

About half of all families living in poverty today would not be poor if women were paid wages that similarly qualified men earn, according to a 1981 report by the National Advisory Council on Economic Opportunity.

Clerical workers who are represented by unions earned 30% more than non-unionized clericals in 1980. Women office workers are increasingly joining together and using collective bargaining to demand that employers meet their need for fair pay.



III. WORKING WOMEN ARE UNDERVALUED

Working Women are Trapped in a Female Job Ghetto

Over 80% of working women -- some 33 million -- are crowded into a few jobs considered "women's work." Job segregation has grown in the past decade, as women entered the the workforce in record numbers but were channeled into traditionally female occupations. Women make up 99% of all secretaries, 97% of all nurses, and 93% of all bank tellers, to name a few.

In 1980, jobs held by women were paid an average of \$5,800 less per year than jobs held by men. According to a 1981 report sponsored by the National Academy of Sciences, the more women in an occupation, the less it pays.

## Office Workers are Underpaid by 40% or More.

In years past, men's jobs were thought to be heavier, dirtier, or requiring more skill or education than traditional women's work. Today, professional job evaluation studies show clerical work to be equal to most men's jobs in skill, education, responsibility, and even physical demands.

Employers discriminate against women office workers by consistently undervaluing their work. Clerical workers typically earn 40% less than men in jobs rated equal in skill, responsibility, and effort.

- In Newark, New Jersey, auto mechanics earned 45% more in 1980 than senior stenographers. Both are equally skilled jobs, but auto mechanics are all men and stenographers are all women.
- In Washington state, secretaries rated the same as maintenance electricians in a state survey of job skills in 1980. But the secretaries were paid 45% less than the electricians.

## Solution: Pay Equity

Comparable worth or pay equity -- the effort to raise wages for female-dominated jobs -- is the issue of the 1980's for office workers. Clerical workers across the country are taking to the streets and to the courts to argue that their jobs are as valuable as traditionally male jobs.

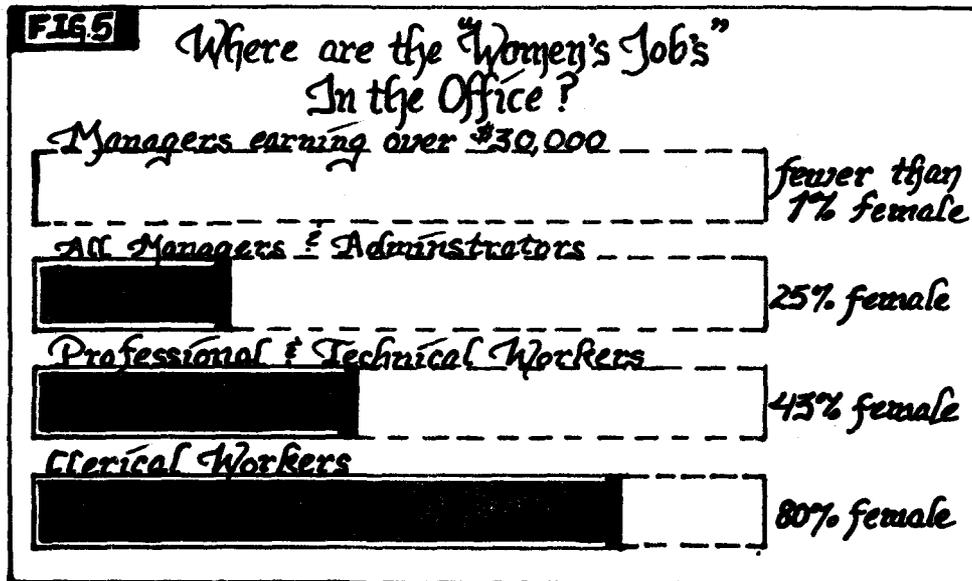
- In San Jose, California, city workers in 1981 won the first successful strike over equal pay for comparable work. The city's own job evaluation study showed sizable pay disparities between male and female-dominated jobs. The mayor's secretary was rated equal in skills and responsibility with a senior air conditioning mechanic but was paid 42% less. The city workers gained a total of \$1.5 million in equity raises through collective bargaining.

The Supreme Court opened the door on comparable worth issues in 1981 in the Gunther case. Four Oregon prison matrons filed a discrimination suit, arguing that their jobs had been evaluated as 95% the same as male prison guards but they were paid only 70% as much as the men. The Court ruled that they should be paid the full evaluated worth of their jobs.

State legislatures such as Connecticut and California recently passed laws requiring job evaluation studies for state workers. And in Canada, the 1978 Equal Pay and Equal Opportunity law for federal employees and publicly chartered industries such as railroads and airlines calls for equal pay for work of equal value.

#### IV. WORKING WOMEN ARE UNDEREMPLOYED

For a majority of women, office work holds poor career opportunities. Only six out of every 100 working women ever make it into management today. This figure has risen only 1% in the last 20 years.



Clerical workers are seldom promoted to better jobs as they gain experience. Many office workers have the education and skills needed for better jobs, but on-the-job training and evaluations are rare. Working women are often expected to train men who will be promoted above them.

For example, spokesmen for the banking industry boast that women hold almost a third of all managerial positions in banking today. But in many cases, banks have merely changed job titles without changing pay or duties. The title of "manager" now applies to one-fourth of the entire banking workforce! Seven out of every 10 bank workers are women, but only one of them ever makes it to manager or officer level. And 96% of the jobs in the top salary bracket are still held by men.

#### Solution: Affirmative Action

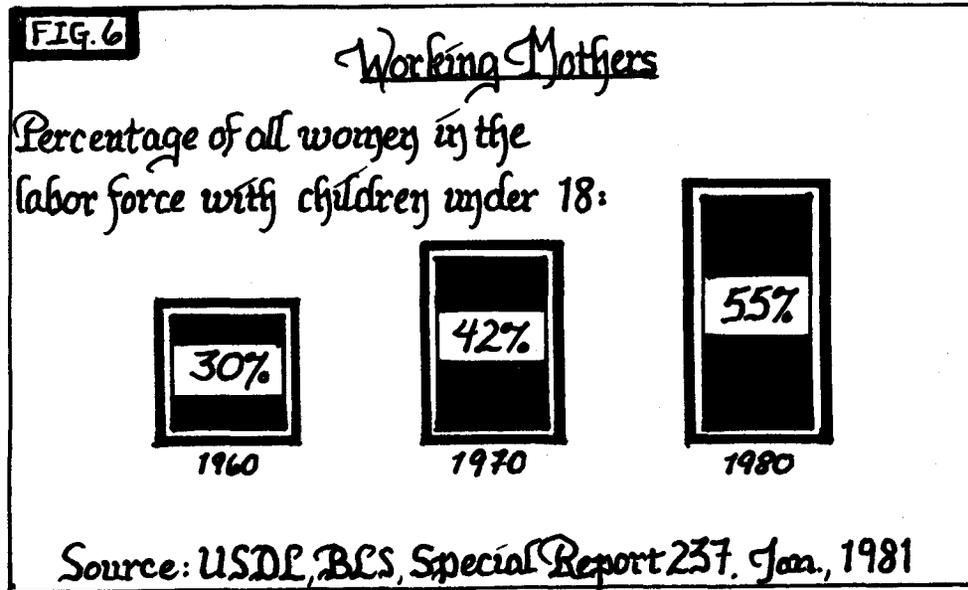
Many employment practices discriminate against women workers:

- hiring practices that channel men and women into different jobs
- lack of job posting and open recruiting
- lack of job training programs
- stereotyping of jobs as "women's work" and "men's work".

Affirmative action is an important step in changing such policies and eliminating these problems. Affirmative action programs require that employers give women and minorities equal chances to be hired and promoted, through active recruitment and training.

## V. THE WORKING FAMILY

Over half of all women with children under 18 are now working. The number of working mothers has risen dramatically in the last 20 years. And the number of working mothers with pre-school children under 6 years old has risen fastest of all.



### Inadequate Child Care Policies

National surveys have repeatedly identified child care as one of the most crucial needs facing working women. Lack of good, inexpensive child care makes it difficult or impossible for many women to take advantage of employment opportunities and training programs, according to a 1981 report by the U.S. Civil Rights Commission.

Federal tax credits for child care have increased to a maximum of \$1,440 for a family earning less than \$10,000 a year, with two or more children. But tax credits are not enough for low-income families, who must pay up to a third of their income for child care, as much as \$5,000 a year for two children.

Working women have pushed to place child care on the corporate agenda. In Boston, after pressure from WORKING WOMEN's local affiliate, 9 to 5, the John Hancock Mutual Life Insurance Company donated \$100,000 to several child care agencies. The pressure on employers continues. Business Week predicts that by 1990, child care benefits will be as common as health benefits today.

### Part-Time Work

Part-time workers are the fastest-growing part of the labor force today. Since 1940, the number of women working part-time has increased four-fold, to 15 million in 1980. Fully 25% of all clerical workers are part-timers.

Most part-time workers work less than full time because of family responsibilities, health, or other personal reasons. But they are penalized

with low wages and few benefits. Part-time workers earn 20% less per hour than their full-time counterparts. They seldom receive fringe benefits, paid vacations, or health coverage. They are unlikely to be covered by pension plans or unemployment compensation.

The use of temporary workers is also on the rise, as employers often turn to temporary help agencies. Some experts predict a permanent 15% temporary workforce in the near future.

### Solutions

Several remedies can help reduce the inequities of part-time work. One option for working families is "flexitime" work schedules which allow workers to work at different times as long as they put in the required hours. Job-sharing -- a form of part-time work in which two people share one position -- is another alternative. Recent surveys show that flexible schedules and job-sharing improve worker morale and output. The U.S. Department of Labor estimates that about one in eight of all workers already use some form of flexitime.

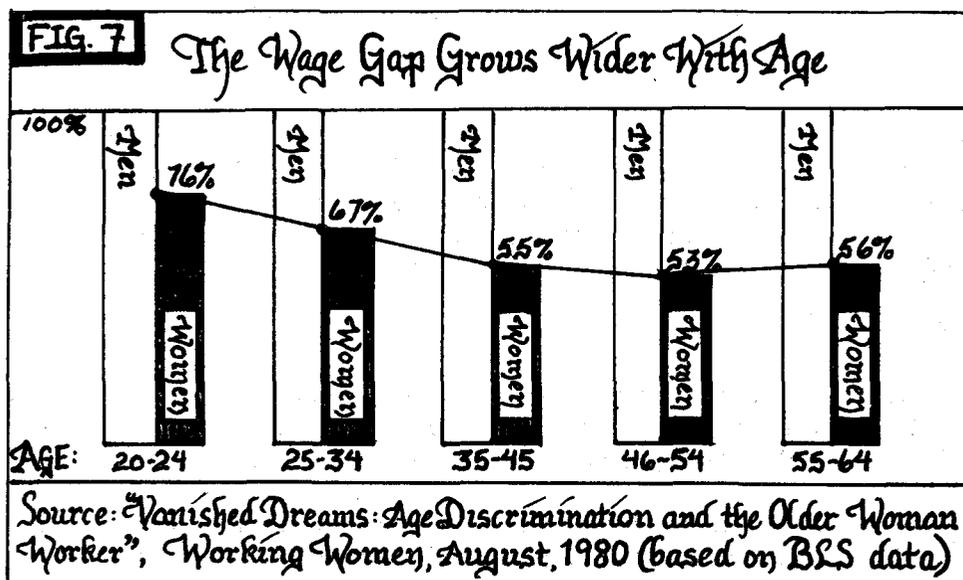
Many unions push for good pay and benefits for both part-time and full-time workers. Part-time workers in unions earn about 50% more than non-unionized part-time workers. As of today, about 10% of part-time workers are covered by union contracts.

WORKING WOMEN calls for increased protections and pro-rated benefits for the vast part-time workforce, as well as increased use of flexible work schedules and job sharing for working families.

## VI. AGE DISCRIMINATION

The number of older women in the workforce is growing rapidly. Over 14 million working women -- one out of every three -- are 45 years old or older. Their numbers are expected to increase by 50% in the next 20 years.

Unlike men, older women are not valued for their years of service at work. For men, we expect income to increase with age and experience. For women, just the opposite happens. In 1978, the average yearly income for full-time women workers age 45 or older was only \$39 higher than younger women's wages.



Older women have the lowest median income of any group in the country. They are the fastest growing segment of the nation's poor. Over a third of all working women over 55 earn less than the official poverty level.

### Retirement

The average working woman retires with less than \$1,000 in savings. She is likely to be living alone, on social security. Fewer than one in ten widows receives any benefits from her husband's pension.

Pensions are almost nonexistent for retired women. Approximately half of all working women are not covered by any pension plans at all. Even when covered, women are less likely to receive payments because of interrupted work patterns and an average of 10 years required to become eligible or "vested" in most pension plans.

Nine out of ten women who retired from private industry in 1976 received no pension benefits at all. Women who receive pensions averaged only \$198 per month in 1980, compared to an average of \$342 a month for men.

Social security is no guarantee against poverty for older women. In 1981, the average payment to retired women was less than \$4,000 per year. Unmarried women over 65 (mostly widows) have the highest poverty rates of all, whether or not they are receiving social security benefits.

### Solutions

Under the Age Discrimination in Employment Act of 1967, it is against the law to refuse to hire someone, to deny promotions or benefits, or to fire or lay off a worker because he or she is too old. All workers between ages 40 and 70 are protected. The number of age discrimination complaints filed with the Equal Employment Opportunity Commission has grown to a full quarter of all cases, as older workers learn to assert their rights on the job.

Pensions must be extended and guaranteed to all workers without discrimination. Employers must help plan and provide for their employees in their older years.

## VII. SEXUAL HARASSMENT

### Sexual Harassment is Epidemic in Today's Offices

Sexual harassment means any unwanted sexual attention on the job, from leers and verbal comments to pinches and pats, to demands for sexual favors or rape. Harassment is most frequently verbal, but over 50% of the reported cases of sexual harassment involved some form of physical abuse as well.

In a major study, Redbook magazine surveyed over 9,000 women, mostly clerical and professional workers, and reported that a startling 9 out of 10 had been sexually harassed on the job. Other more conservative estimates say that 70% of working women have been victims. Although no one is immune to sexual harassment, clerical workers and other low-paid, lower-level employees are more vulnerable.

Over 75% of the women in the Redbook study said they did not complain to their superiors about harassment because they felt nothing would be done, and they feared reprisals or ridicule. As one woman said, "To whom could I protest? It was my boss who was putting me in that situation in the first place."

The effects of sexual harassment upon its victims can be devastating. In one survey, over 90% of the respondents reported emotional stress as the main result. Over 60% reported physical problems as well -- insomnia, depression, nausea, weight loss, headaches, and ulcers. Sexual harassment also affects job performance and productivity, and increases personnel turnover.

Solutions

Sexual harassment is now illegal. Title VII of the Civil Rights Act is the primary legal remedy for victims of sexual abuse on the job. Several federal courts have ruled that sexual harassment is a form of discrimination when it prevents women from doing their jobs in an equal manner. In some cases, the courts have awarded damages to the victims and held employers liable for failing to investigate complaints and deal with the offenders.

Several states, including Michigan and Pennsylvania, have established task forces on sexual harassment to hold hearings and propose new state laws. Many women's centers have trained counselors to aid victims. Some unions and labor studies programs have organized workshops on sexual harassment, demanding contract language to protect against sexual harassment on the job.

Employers can issue explicit codes of conduct for employees, making it clear that sexual harassment is both illegal and intolerable. Working women have a right to insist on confidential grievance procedures and respect on the job. Employers must not condone sexual harassment by their inaction and silence.

VIII. HEALTH AND SAFETY HAZARDS

Office work, once considered safe and clean, is now known to harbor serious health hazards. These are especially important to women workers, who are most likely to occupy the most highly regimented office jobs, experience the greatest stress, and have the heaviest home responsibilities.

Stress in the Office. It's not only the corporate executive who is likely to get heart disease from his job. It's also his secretary.

Findings from the Framingham Heart Study in 1980 showed that women clerical workers developed coronary heart disease (CHD) at almost twice the rate of other women workers. The clericals who developed CHD were more likely to: 1) have an unsupportive boss; 2) suppress feelings of anger; and 3) have few job changes over a 10-year period.

<u>Office Worker Health &amp; Safety Survey</u> <sup>1</sup>		
<u>RANK ORDER</u>	<u>SOURCES OF STRESS ON THE JOB</u>	<u>ADJUSTED FREQUENCY RESPONSE</u> <sup>2</sup>
#1	Lack of promotions or raises	51.7%
#2	Low pay	49%
#3	Monotonous, repetitive work	40%
#4	No input into decision-making	35.1%
#5	Heavy workload/overtime	31.5%
#6	Supervision problems	30.6%
#7	Unclear job descriptions	30.2%
#8	Unsupportive boss	28.1%
#9	Inability or reluctance to express frustration or anger	22.8%
#10	Production quotas	22.4%
#11	Difficulty juggling home/family responsibilities	12.8%
#12	Inadequate breaks	12.6%
#13	Sexual harassment	5.6%

Notes: (1) The survey was distributed in Cleveland and Boston in the fall of 1980.  
 (2) Adjusted frequencies are based on 915 respondents answering the questions on stress (95.3% of the total 960 survey respondents).

Work with VDTs/CRTs. A study by the National Institute for Occupational Safety and Health found that video-display-terminal (VDT) operators in strictly clerical jobs suffered higher levels of job stress than any other group of workers previously studied, including many air traffic controllers. 80% to 90% of all clerical workers report eye strain or muscle strain caused by stress, sitting all day at poorly designed keyboards, excessive noise and glare.

Indoor Air Pollution. Office air can be more hazardous than the air outside. "Weatherless" offices with sealed windows rarely provide proper ventilation, and can trap bacteria, dust, smoke, and harmful chemical fumes inside. Toxic chemicals such as ozone from photocopiers and formaldehyde from building insulation and furnishings can cause headaches, nausea, or respiratory disease, and are suspected cancer-causing agents.

Poor Office Design. Over 25% of all keyboard operators have neck, arm, shoulder or back strain. Sitting all day at poorly designed keyboards and chairs can cause blood circulation problems, hemorrhoids and can result in spinal damage. Noise levels in typical office may exceed recommended levels, and can cause permanent hearing problems over time. Many clerical workers work in poorly lit areas, while others suffer from glare. Eyestrain and lighting are further complicated by VDTs/CRTs or other micro-image equipment.

Office Accidents and Fire Hazards. The most common injuries in offices result from falls. Accidents are most likely to occur during rush periods, and women account for a high proportion of these injuries. Fire hazards cause increasing concern. Modern high-rise offices may have faulty wiring that can become overloaded. Synthetic materials can generate fumes with poison gases when there is a fire, and "open office" designs make instantaneous flash fires more likely.

## Solutions

Many office health hazards can be simply and inexpensively reduced. Redesigning jobs and work styles, providing adequate rest breaks and task rotations are some of the changes needed to eliminate stress.

Employers and manufacturers must become aware of office health hazards and take preventive measures to eliminate them. Health officials must enforce and strengthen health standards in office workplaces. And employees themselves can take the initiative to learn about health hazards, share their concerns with co-workers, and organize for solutions.

## IX. OFFICE AUTOMATION

### Automation is Dramatically Changing the Nature of Office Work

By the mid-1980's, some 40% of the entire workforce will be employed in jobs involving information-processing work. Already 7 to 10 million people work with VDTs, the key units of office automation. The computer industry predicts that there will be one word processor for every three clerical workers by 1985.

While computer technology presents a potential to upgrade jobs and skills, studies have uncovered many problems for clerical workers. Women office workers are on the front line of this new wave of automation. Occupations targeted for automation -- file clerks, bookkeepers, typists, secretaries, bank tellers -- are all at least 90% female.

As it's being introduced today, office automation threatens to undermine the quality and status of clerical work. Automated clerical jobs are typically more monotonous, more mechanical, and narrower than before.

Video-display-terminal typists experience twice the rates of fatigue and alienation as conventional clerical workers. Stress and job dissatisfaction are most prevalent among "computer-controlled" typists paid by piecework rates (pay-per-line-of-information-processed) and workers who have been shifted from more varied clerical tasks to more specialized full-time VDT work. A new computer system often means less contact with other workers, as one woman explains:

I work at a terminal all day... Now they have a new set-up called the 'open office'. There are panels six feet high around all the operators. We're divided into work groups of four to six with a supervisor for each work group. In many cases, we don't see another person all day except for a 10-minute coffee break and lunchtime. All we see is the walls around us and sometimes the supervisor. The isolation is terrible.

#### Automation Rarely Leads to Job Advancement for Women

One study found that when automation was introduced, the proportion of low-level clerical jobs remained the same and that clericals were rarely upgraded or promoted to fill new skilled jobs. Over 95% of key-punch operators, 62% of computer operators, and 75% of office machine operators are women, but only 26% of computer specialists, the higher-paid professionals.

Office automation often means that clerical workers are paid less for doing more. Across the country, clericals working at VDTs averaged only \$7 a week more than conventional typists in 1979, even though their typing speed increases 50-150% with word processing, according to consultants' estimates.

#### Solutions

Unless office workers challenge its harmful effects soon, office automation may build increased inequality, stress and job dissatisfaction permanently into clerical work.

Studies indicate that adequate break time and redesign of jobs are urgently needed to reduce the stress of office automation. Job rotation to achieve a balance of different tasks can relieve constant sitting and repetitive, boring work. Training programs to upgrade clerical jobs as well as equivalent pay increases are important improvements.

## X. THE GROWING POWER OF WORKING WOMEN

### At the Polls

In 1980, for the first time, women voted significantly differently from men in a presidential election. Women cast their votes with a keen eye toward their own interests -- women's issues. The resulting "gender gap" amounted to 3.3 million votes. Working women were the main source of the difference.

Over ten million women office workers are registered to vote today. The power of women in the voting booth is so strong, according to pollster Louis Harris, that both the Democratic and Republican parties' success in future elections depends on the women's vote. Politicians will be forced to deal with women's issues in the 1980's.

### At the Bargaining Table

The power of women in labor unions is growing. Today, about 15% of all women clericals are represented by a labor organization. While few women office workers have this protection, it's definitely a growing trend. Women made up over half of all new union members in the last 10 years.

In March of 1981, a new union especially for clerical workers was created by WORKING WOMEN and the Service Employees International Union (SEIU). It's called District 925/SEIU. District 925 is for office workers who want the option of collective bargaining with their employers. It uniquely combines the concerns of working women with the trade union experience and organizing power of the SEIU, which already represents over 50,000 office workers nationwide.

### In Public Opinion

Women who work in offices have long been aware of the realities -- that jobs need to be upgraded and wages and working conditions improved. Today, a majority of the public agrees. Opinion polls show that most Americans believe that working women deserve higher pay and fair treatment on the job.

## XI. WORKING WOMEN ON THE MOVE

During the 1970's, the movement for women office workers was launched. The 1970's were a time to identify the problems women face at work, and win public support for improvements. It was a time to act together, to martial our strength, and to blaze strategies for change.

Since then, WORKING WOMEN has become the national membership organization for women office workers. WORKING WOMEN now represents thousands of office workers in every state. But millions of clerical workers are as yet unorganized. While WORKING WOMEN has achieved scores of victories at workplaces around the country, many employers still violate the letter and the spirit of the nation's fair employment laws.

During the 1980's, working women must win further improvements in public policy, in the workplace and in public opinion. We need to state clearly and forcefully what working women care about: Job rights. Retirement Income. Child Care. Pay equity. Health and safety. Respect. WORKING WOMEN's Agenda for the 1980's does just that.

## RESOURCES

How to Join WORKING WOMEN. By joining WORKING WOMEN, you can give a stronger voice to the concerns of the 9 to 5 movement by taking part in the Campaign to Defend Working Women's Rights, and by informing yourself and others through WORKING WOMEN's regular action bulletins when and how to write to your elected officials. WORKING WOMEN resource guides provide information on job survival techniques, legal rights, organizing skills, and how to evaluate your job worth and your company's standing in pay, promotions, training and benefits.

Membership, at \$10 a year, is suited to an office worker's budget, and automatically entitles you to: a year's subscription to the WORKING WOMEN Newsletter, discounts on all publications, advice on job problems, access to skills improvement seminars and personal development workshops, and notice of special events. Mail your membership fee to:

WORKING WOMEN, 1224 Huron Road, Cleveland, Ohio 44115

District 925/SEIU. For information on unionizing clerical workers, call District 925/Service Employees International Union toll-free: 800/424-2936. Or write to:

District 925/SEIU, AFL-CIO, 2020 K Street, NW, Washington, DC 20006

Available from the Working Women Education Fund. The Working Women Education Fund is a non-profit educational organization which offers a wide variety of resource guides and reports, including:

Working Women Newsletter, bi-monthly. Members: free, Individuals \$10/year.

"How to Ask For A Raise," preparing yourself to make the best case for getting a raise, resource guide. Members: free, Individuals \$.50

"Starting a Group in Your City," resource guide. Members: free, Members: free, Individuals \$1.00

"Why Unionize and How to Do It," discusses major issues involved in unionizing and describes steps to take to unionize. Members: \$.25, Individuals \$.75

In Defense of Affirmative Action: Taking the Profit Out of Discrimination, June 1981, 14-page report. Members \$2.50, Individuals \$3.50, Institutions \$6.00.

"Pay Equity for Office Workers," Summary of Testimony by Ellen Cassedy Before the E.E.O.C., April 1980. Members \$.75, Individuals \$1.00

Vanished Dreams: Age Discrimination and the Older Woman, August 1980, a 31-page report documenting age and sex discrimination in office work. Members \$3.00, Individuals \$4.00, Institutions, \$8.00

Race Against Time: Automation of the Office, April 1980, a 30-page analysis of the impact of automation on women office workers. Members \$3.00, Individuals \$4.00, Institutions \$7.00

Warning: Health Hazards for Office Workers, a 35-page report on problems and solutions in occupational health in the office, April 1981. Members \$3.50, Individuals \$4.00, Institutions \$8.00

For a complete resource list, write to the Working Women Education Fund, 1224 Huron Road, Cleveland, Ohio 44115

## WORKING WOMEN's Agenda for the 1980s

In the 1980s working women have to win improvements in policies, in workplaces, and in public opinion. Working Women calls for:

- Strong affirmative action programs and expanded career opportunities for women and minority workers.
- Firm support for existing laws that protect and promote employee well-being and equal employment opportunity.
- Efforts to close the wage gap between men and women, and provide equal pay for all jobs of comparable skill, responsibility and experience.
- Support for policies to ease the burden of the working family, including employer support of child care, fair wage and benefits protection for part-time workers, flexitime and job-sharing.
- Improved economic security for older women, on the job and in retirement.
- An end to discrimination based on race, sex or age and freedom from sexual harassment.
- Safe working conditions, through improved employer practices and government standards to eliminate hazards from job stress, toxic chemicals and new office technologies.
- Control over office automation to ensure that clerical workers' jobs and health are not sacrificed in the name of corporate progress.

## REFERENCES

Sources used in the preparation of this report include:

Hidden Assets: Women and Minorities in the Banking Industry, Working Women, (Cleveland, February 1980).

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