

CF 1878

# WAGE SCALE

*North American Division  
of the General Conference of  
Seventh-day Adventists*



Effective, July 1, 1962

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## INTRODUCTORY

In order that there may be an equitable basis for the remuneration of various classes of workers, a denominational wage scale has been adopted, which applies in principle in all the world.

Minimum and maximum weekly rates have been set for different classes of workers, with the suggestion that men of long experience and tried service be rated at or near the maximum, while those of less experience receive during their early terms of service, more nearly the minimum rates.

Wages are set on a missionary standard which, while providing a living wage, is not intended to give full recognition to the scholastic and professional qualifications attained, nor to the responsibilities of executive leadership which may be carried.

This wage scale should be strictly adhered to, and no special appropriations of any kind should be made, except in cases of emergency as provided in the General Conference Working Policy.

Besides the regular wage, provision is made for meeting hotel room rates, with a fixed travel allowance of \$5.00 daily where workers are traveling, except that where a worker is fully entertained, the daily allowance is \$1.50.

When missionary families are on authorized trips the daily travel allowance for husband and wife when traveling together is \$7.00, for accompanying children \$1.25, for children traveling alone \$3.00.

## OTHER ALLOWANCES

NOTE.—See General Conference Working Policy for information relative to Rent Subsidies, Medical and Dental Allowances, Automobile Expense, etc.

# 1962 WAGE SCALE

Per Week

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<b>General Conference</b>		
President		\$97.00
Secretary		95.00
Treasurer		95.00
General Vice-presidents		95.00
Vice-president—North American Division		95.00
Under-treasurer		93.75
Associate Secretaries	83.75	92.75
Assistant Treasurers	83.75	92.75
Auditor	83.75	92.75
Department Secretaries	83.75	92.75
Field Secretaries	83.75	92.75
Statistical Secretary	81.50	91.00
Associate Department Secretaries	81.50	91.00
Associate Auditors	81.50	91.00
Transportation Agents	76.50	87.25
Associate Secretaries—Women	55.00	69.75
Cashier—Men	74.50	85.75
Cashier-Accountants—Women	46.50	62.00
Chief Accountant	74.50	85.75
Accountants—Men	72.25	84.00
Accountants—Women	44.25	59.75
Asst. Dept. Secretaries—Men	74.50	85.75
Asst. Dept. Secretaries—Women	46.50	62.00
Administrative Office Secretaries	46.50	62.00
Office Secretaries	44.25	59.75
Stenographers	41.25	56.75
<b>Union Conferences</b>		
President	\$83.75	\$92.75
Secretary-Treasurer	79.25	89.25
Asst. Treasurers	75.25	86.25
Department Secretaries	77.75	88.25
Asst. Dept. Secretaries	75.25	86.25
Auditor	77.75	88.25
Ordained Ministers	72.75	84.50
Cashier—Men	71.00	83.00

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Union Conferences (Continued)</i>		
Cashier—Women	44.25	59.75
Cashier-Accountants—Women	45.50	61.00
Accountants—Men	69.75	82.00
Accountants—Women	44.25	59.75
Secretaries	44.25	59.75
Stenographers	41.25	56.75
Elementary School Supervisors	49.75	65.00

#### *Local Conferences*

President	79.25	89.25
Secretary-Treasurer	74.25	85.50
Department Secretaries	72.75	84.50
Book & Bible House Managers	72.75	84.50
Ordained Ministers	72.75	84.50
Licensed Ministers	59.00	73.25
Bible Instructors—Men	59.00	73.25
Bible Instructors—Women	45.50	61.00
Cashier-Accountants—Men	66.25	79.25
Cashier-Accountants—Women	45.50	61.00
Office Secretaries	44.25	59.75
Stenographers	41.25	56.75
Elementary School Supervisors	47.75	63.00

	<i>First Year Maxi- mum</i>	<i>Second Year Maxi- mum</i>
<i>Ministerial Interns</i>		
Married Men	61.25	65.75
Unmarried Men	45.75	52.00
Bible Instructors	45.00	47.75

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Universities</i>		
President	83.75	92.75
Vice-presidents—Academic Affairs	83.00	92.00
Vice-presidents—Financial Affairs	83.00	92.00
Vice-presidents—Development	83.00	92.00
Vice-presidents—Corporation	83.00	92.00
Deans of Schools—Men	82.00	91.50
Deans of Schools—Women	55.75	70.25

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Universities (Continued)</i>		
Hospital Administrator—School of Medicine	82.00	91.50
Campus Business Administrator	79.25	89.25
Controller	79.25	89.25
Secretary of Corporation and Board	77.75	88.25
Treasurer of Corporation	77.75	88.25
Internal Auditor	77.75	88.25
Asst. Campus Business Administrator	76.75	87.50
Assistant Treasurer	72.75	84.50
<i>Senior Colleges</i>		
President	82.25	91.75
Dean of Instruction	79.25	89.25
Dean of Students or Student Affairs —Men	79.25	89.25
Dean of Students or Student Affairs —Women	54.50	69.25
Business Manager	79.25	89.25
Asst. Manager and Treasurer	72.75	84.50
Accountants—Men	72.25	84.00
Accountants—Women	44.25	59.75
Cashier—Accountants—Women	45.50	61.00
Industrial Head <sup>1</sup>	72.75	84.50
Head of Major Industrial Dept. <sup>1</sup>	72.75	84.50
Registrar—Men	72.75	84.50
Registrar—Women	49.75	65.00
Associate Registrar—Men	71.25	83.25
Associate Registrar—Women	48.25	63.50
Assistant Registrar—Men	69.75	82.00
Assistant Registrar—Women	45.50	61.00
Dean of Men	72.75	84.50
Associate Dean of Men	71.25	83.25
Assistant Dean of Men	69.75	82.00
Dean of Women	49.75	65.00
Associate Dean of Women	48.25	63.50
Assistant Dean of Women	45.75	61.25
Assistant Dean of Collegiate School of Nursing	53.00	68.00
Director of Health Service	49.75	65.00

<sup>1</sup> Head of Major Industrial Department same as Head of Department.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Senior Colleges (Continued)</i>		
Director of Food Service—Men	72.75	84.50
Director of Food Service—Women	49.75	65.00
Assistant Director of Food Service (Women with ADA Rating)	47.75	63.00
Professor and Head of Department —Men	77.75	88.25
Professor and Head of Department —Women	53.00	68.00
Professor—Men	76.50	87.25
Professor—Women	52.00	67.00
Associate Professor—Men <sup>3</sup>	74.50	85.75
Associate Professor—Women <sup>2</sup>	49.75	65.00
Assistant Professor—Men <sup>2</sup>	72.75	84.50
Assistant Professor—Women <sup>2</sup>	46.50	62.00
Instructors—Men	69.75	82.00
Instructors—Women	45.50	61.00
Librarian—Men <sup>1</sup>	72.75	84.50
Librarian—Women <sup>2</sup>	49.75	65.00
Associate Librarian—Men	71.25	83.25
Associate Librarian—Women	48.25	63.50
Assistant Librarian—Men	69.75	82.00
Assistant Librarian—Women	45.50	61.00
<i>Junior Colleges</i>		
President	77.75	88.25
Manager	74.25	85.50
Assistant Manager	69.75	82.00
Accountants—Men	66.75	79.75
Accountants—Women	44.25	59.75
Cashier-Accountants—Women	45.50	61.00
Registrar—Men	69.75	82.00
Registrar—Women	46.50	62.00
Dean of Men	69.75	82.00
Dean of Women	46.50	62.00
Matron	46.50	62.00
Director of Health Service	46.50	62.00
Department Head	72.75	84.50
Instructors—Men	69.75	82.00

<sup>1</sup> Plus \$1.00 if head of Department.

<sup>2</sup> If holding professional rank, the rank takes precedence in setting salary.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<b>Junior Colleges (Continued)</b>		
Instructors—Women	45.50	61.00
Industrial Head <sup>4</sup>		
Librarian—Men	69.75	82.00
Librarian—Women	46.50	62.00
<b>Secondary Schools <sup>5</sup></b>		
Principal	72.75	84.50
Business Manager	70.25	82.50
Assistant Business Manager	67.50	80.25
Accountants—Men	66.75	79.75
Accountants—Women	44.25	59.75
Cashier-Accountants—Women	45.50	61.00
Teachers—Men	69.75	82.00
Teachers—Women	45.50	61.00
Dean of Boys	69.75	82.00
Dean of Girls	46.50	62.00
Matron	46.50	62.00
Industrial Head <sup>4</sup>		
<b>Elementary and Intermediate Schools <sup>6</sup></b>		
Principal—Men (Major Schools) <sup>6</sup>	70.25	82.50
Principal—Men	69.75	82.00
Principal—Women	47.75	63.00
Teachers—Men <sup>7</sup>	69.75	82.00
Teachers—Women <sup>7</sup>	45.50	61.00
<b>Publishing Houses</b>		
General Managers	82.25	91.75
Assistant General Manager	79.25	89.25
Editor of Review and Herald	81.50	91.00
Periodical Editors	79.25	89.25
Associate Periodical Editors	77.75	88.25
Minor Periodical Editors	71.50	83.50
Book Editors	79.25	89.25

<sup>4</sup> To be determined by the governing board, taking into consideration the size of the industry in question but in no case to be in excess of \$84.50.

<sup>5</sup> Plus \$1.00 for elementary and secondary teachers holding Professional certificates.

<sup>6</sup> When there are four or more full-time teachers in the intermediate or elementary school.

<sup>7</sup> Plus \$1.25 when serving as supervisory teachers in teacher-training laboratory schools.

<i>Publishing Houses (Continued)</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
Associate Book Editors	77.75	88.25
Treasurer	79.25	89.25
Assistant Treasurers	76.50	87.25
Book Department Managers	79.25	89.25
Associate Book Department Managers	77.75	88.25
Assistant Book Department Managers	76.50	87.25
Periodical Department Managers	79.25	89.25
Associate Periodical Department Managers	77.75	88.25
Assistant Periodical Department Managers	76.50	87.25
Factory Superintendent	79.25	89.25
Assistant Factory Superintendent	76.50	87.25
Branch Managers	76.50	87.25
Chief Accountants—Men	72.25	84.00
Foremen	74.25	85.50
Head Proofreader—Men	72.75	84.50
Head Proofreader—Women	49.75	65.00
Proofreaders—Women	42.25	57.75
Copy Editors—Men	74.25	85.50
Copy Editors—Women	43.25	58.75
Factory Workers	* See Note	
Accountants—Men	69.75	82.00
Accountant-Cashier—Women	45.50	61.00

#### *Christian Record Benevolent Association*

The Publishing House portion of this wage scale will be used in setting the salaries of workers in the Christian Record Benevolent Association.

### MEDICAL INSTITUTIONS

#### Physicians and Dentists Not on Incentive Plan

In view of the heavy expense incurred in securing their education, and the necessity of keeping in close touch with the latest methods of clinical practice, the

\* NOTE:—Factory workers' (Journeyman) rates in North America are from \$1.78 to \$2.47 per hour, it being understood that this rate includes all allowances such as rent allowance, with the exception of help granted under the provisions of the Medical Policy.

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rate for sanitarium and hospital medical directors, and for men and women staff physicians, is set according to their experience and years of service, as follows:

a. The rate for Medical Directors is determined by their years of service and efficiency, the maximum rate being \$111.50 per week.

b. Men physicians. The following is the graduated maximum wage scale for men physicians based on years of experience after completion of their internship:

	<i>Per Week</i>
First Year	80.25
Second Year	86.25
Third Year	92.00
Fourth Year	97.25
Fifth Year	107.25

c. Women physicians. The following is the graduated maximum wage scale for women physicians based on years of experience after completion of their internship:

	<i>Per Week</i>
First Year	69.25
Second Year	72.50
Third Year	76.50
Fourth Year	80.75
Fifth Year	86.75

<i>Sanitariums*</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
Administrator	82.25	91.75
Business Manager or Assistant Administrator	79.25	89.25
Assistant Business Manager and/or Treasurer	72.75	84.50
Accountants—Men	72.25	84.00
Accountants-Cashier—Women	45.50	61.00
Credit Manager	72.25	84.00
Purchasing Agent	72.25	84.00
Personnel Manager	72.25	84.00
Director—School of Nursing	54.50	69.25

\* The Maximum rate will apply only to those institutions of over one hundred beds and which conduct a School of Nursing.

<i>Sanitariums (Continued)</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
Director—Nursing Service	53.00	68.00
Assistant Director—School of Nursing	53.00	68.00
Supervisor of Nursing Instruction	50.50	65.75
Administrative Dietitian	53.00	68.00
Dean of Women	48.25	63.50
Executive Housekeeper	49.75	65.00
Technicians—Men	73.75	85.00
Technicians—Women	50.50	65.75
Dietitians	49.25	64.50
Supervisor Clinical Service	53.75	68.75
Head Nurses	48.25	63.50
General Duty Nurses	45.75	61.25
Medical Secretaries	45.75	61.25
Office Secretaries	44.25	59.75
Stenographers	41.25	56.75

#### Physicians—Incentive Plan for North America

1. A base pay as follows is given physicians, covering participation in the revenue producing professional services to the sanitarium; assistance in religious and social activities of the institution; teaching duties in the training school and supervision and teaching of interns and residents; care of charity cases; professional care of employees [adjusted in harmony with Autumn Council action, 1950]:

	<i>Per Week</i>
First year after internship	\$62.50
Second year after internship	65.50
Third year after internship	68.00
Fourth year after internship	71.25
Fifth year after internship	73.75
Additional allowance to the Medical Director for medi- cal administration	\$10.50-26.75 per week
Additional allowance to the acting Medical Director for medical administration in the absence of the Medical Director	7.75-13.00 per week

Additional allowance to staff members who have specialty board certification 5.25 per week

2. Supplementary pay for professional services to patients is charged for as follows:

20% of charges turned in from \$ .00 to \$ 25.00

10% of charges turned in from 25.01 to 50.00

5% of charges turned in from 50.01 to 100.00

3% of charges turned in from 100.00 and over

10% of sales price of glasses except those sold to employees

These percentages may be varied as long as the ceiling is not exceeded.

3. A maximum of \$136.00 per week is set above which no benefits will be paid, it being understood that this is computed on either a biweekly or a monthly basis.

4. Interpretations:

Percentage is computed on net charges.

Percentage is computed on a receding basis of any one fee.

Assisting surgeon and surgeon turn in separate charges and percentage is computed accordingly.

No percentage is paid for care of charity patients.

Percentage is paid for office treatments given by the physician's office nurse, under his direction.

Men and women physicians are remunerated on the same basis.

5. Other benefits as follows:

*Postgraduate.* An allowance is made for postgraduate work for the physician in the amount of three weeks per year at base pay, and the same is cumulative for a period of not more than four years, except by special board action.

Plans for the utilization of the provision set up above are submitted to the Board in writing through the Medical Director for approval before the postgraduate work is taken.

For work so approved the institution assists the physician in meeting the expense involved in the following manner:

- a. Full registration and/or tuition fees.
- b. One-half of hotel or rooming expense.
- c. One-half General Conference per diem allowance.
- d. One-half transportation expense not to exceed first class railroad fare and Pullman lower berth.

In special cases involving training of specialists for Board certification, postgraduate allowances are increased as may be determined by the governing Board.

Attendance at medical conventions outside of the local area where the physician is employed is considered to be postgraduate expense.

*Vacations.* Vacation allowance of two weeks per year at base pay plus allowances for official responsibilities.

- Automobile.*
- a. One-half of the registration fees.
  - b. One-half of five-point insurance.
  - c. Mileage for institutional business.

*Sustentation.* Sustentation provision paid on base pay.

- Medical Society Dues.*
- a. National, State & County.
  - b. One specialty society.

*Malpractice Insurance.*

*Blue Cross.* Coverage according to institutional policy of employing institution.

*Rent Subsidy.* Coverage according to policy of employing institution, calculated on full amount of physician's earnings.

*Medical Assistance.* In harmony with institutional policy.

*Telephone.*

6. The application of this policy to physicians in the Loma Linda University is referred to the major Board of that institution.

It is the responsibility of the officers of the respective Sanitarium and Loma Linda University boards to adhere to the foregoing policies, and before any modifications are made to secure approval from the General Conference Committee.