

WAGE SCALE

OVERSEAS DIVISIONS

of the

GENERAL CONFERENCE OF
SEVENTH-DAY ADVENTISTS



Effective January 1, 1969

INTRODUCTION

In order that there may be equitable basis for the remuneration of various classes of workers, a denominational wage scale has been adopted. The philosophy of this wage scale is expressed in the following paragraphs:

"A spirit of sacrifice and dedication should mark God's workers irrespective of the position or department they represent. The work of the church, including every denominational organization, is a mission to which lives are dedicated rather than a business or commercial venture. Modesty and good taste, with reasonable comfort, will distinguish the lives of Christian workers. It is recognized that some facets of the work are more directly affected by economic factors outside of the church organization than are others, and by local economic conditions of different areas of the country.

"The church cannot fully compensate its dedicated workers on the basis of reflecting adequately in monetary units their talents, accomplishments and contributions, but it does provide such workers with a modest living wage which gives token recognition of responsibilities borne, preparation and professional attainment, previous experience and years of service.

"It is further recognized that this very philosophy of remuneration calls for an adequate consideration of the element of individual need, unrelated to preparation, professional accomplishments, experience, responsibilities borne, or years of service."

This wage scale should be strictly adhered to and no special appropriations of any kind should be made except as may be provided for in the division Working Policy.

The following provisions are included in the wage scale for overseas divisions:

A. The wage scale of overseas divisions incorporates basic salary rates expressed in percentages for various categories of service with recognition of the responsibility inherent in each position or category. The amount of the 100% level of the wage scale is determined by the division committee in the local currency of the country in which a worker is laboring, and is reviewed annually by the division committee. The 100% level is the maximum rate paid an ordained minister.

B. A spread between minimum and maximum rates in the various categories of from twenty to fifty per cent has been incorporated in the wage scale. In setting rates of salary within this spread, employing organizations should take into consideration the following factors with respect to each worker:

- a. Preparation, education, and dedication
- b. Previous experience, and achievement
- c. Years of service

Wage Increments

The arrangement of the wage scale provides separate listings for the various types of organizations. The advisability of a regular plan of increments is recognized. In order to provide a reasonable degree of uniformity in the area of wage increments, it is recommended that ordinarily divisions provide annual increments on a scale that will enable workers to reach the maximum rates for their categories within a period of not more than ten years.

One Basic Wage Scale

The wage scale provides only one basic salary scale by job classification, with minimums and maximums expressed in percentages. While no recognition of the difference in financial responsibilities between single workers and those who are heads of families is given in the basic wage scale, it is recognized that the differences are to be provided for in the regular denominational allowances as authorized by the division working policy. These allowances provide assistance on a number of items of expense, such as rent, travel, etc., which should be identifiable and paid separately.

Each division should make its own list of identifiable living allowances, and should establish a maximum percentage relationship which such allowances for the head of the family may bear to the 100% level of the wage scale. The maximum living allowances for single workers should not exceed fifty per cent of the maximum for the "head of a family" living allowance. The maximum living allowances for a married worker not being the head of a family should not exceed thirty per cent of the maximum for the "head of a family" living allowance.

"Head of family" is defined to mean a worker with one or more dependents who are members of the immediate family. Dependents who are members of the immediate family are defined as wife or husband and/or unmarried dependent children who are not in regular employment.

Application of the Wage Scale

We recognize the historical denominational position which provides that a worker is paid on the scale for the general classification and category in which he is employed. For example: personnel employed in hospitals will be paid on the hospital scale and those employed in general educational or academic administrative and teaching areas will be paid on the educational scale for their category.

Travel Allowances

Workers away from home on authorized travel may report the following:

Cost of hotel and/or motel accommodation.
Such daily travel allowance as may be arranged
by the division.

WAGE SCALE FOR OVERSEAS DIVISIONS

In Percentages

	<i>Min.</i>	<i>Max.</i>
<i>DIVISION ORGANIZATIONS</i>		
President		115.0
Secretary	90.0	112.0
Assistant Secretary	84.0	108.0
Treasurer	90.0	112.0
Assistant Treasurer	84.0	108.0
Field Secretary	88.0	110.0
Auditor	88.0	110.0
Assistant Auditor	80.0	106.0
Department Secretary	88.0	110.0
Assistant Department Secretary	80.0	106.0
Cashier	67.0	100.0
Accountant	64.0	98.5
Ordained Ministers	67.0	100.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

UNION CONFERENCES AND UNION MISSIONS

President	90.0	112.0
Secretary-Treasurer	84.0	108.0
Assistant Treasurer	72.0	102.0
Auditor	78.0	105.0
Assistant Auditor	69.0	101.0
Department Secretary	78.0	105.0
Assistant Department Secretary	68.5	101.0
Elementary School Supervisor	71.5	102.0
Ordained Minister	67.0	100.0
Cashier	54.0	93.0
Assistant Cashier	50.0	91.0
Accountant	54.0	93.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

HOME HEALTH EDUCATION SERVICE

Manager	71.5	102.0
Treasurer	68.5	101.0

	<i>Mini- mum</i>	<i>Maxi- mum</i>
Assistant Treasurer	51.5	92.0
Cashier	51.5	92.0
Credit Manager	54.0	93.0
Accountant	51.5	92.0
Office Secretary	48.5	90.0
Clerk	42.5	85.0
Receptionist	42.5	85.0

LOCAL CONFERENCES AND MISSIONS

President	84.0	108.0
Secretary-Treasurer	75.0	104.0
Assistant Secretary-Treasurer	66.0	99.0
Auditor	66.0	99.0
Assistant Auditor	57.0	95.0
Department Secretary	67.0	100.0
Assistant Department Secretary	59.5	96.0
Elementary School Supervisor	63.0	98.0
Book and Bible House Manager	67.0	100.0
Assistant Book and Bible House Manager	61.0	97.0
Ordained Minister	67.0	100.0
Licensed Minister	54.0	93.0
Bible Instructor	54.0	93.0
Ministerial Intern, First Year:		
Married Man	61.5	69.0
Unmarried Man		52.0
Bible Instructor		52.0
Ministerial Intern, Second Year:		
Married Man	69.0	75.5
Unmarried Man	52.0	61.5
Bible Instructor	52.0	61.5
Cashier	50.0	91.0
Assistant Cashier	48.5	90.0
Accountant	50.0	91.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

EDUCATIONAL INSTITUTIONS

Senior Colleges

President	89.0	111.0
Dean of Academic Affairs	84.0	108.0
Dean of Student Affairs	84.0	108.0

	<i>Mini- mum</i>	<i>Maxi- mum</i>
Business Manager	84.0	108.0
Assistant Business Manager	75.0	104.0
Treasurer	72.0	102.0
Cashier	66.0	99.0
Accountant	66.0	99.0
Head of Major Industrial Department	78.0	105.0
Industrial Head	67.0	100.0
Registrar	67.0	100.0
Residence Hall Dean	67.0	100.0
Assistant Residence Hall Dean	55.5	94.0
Director of Food Service	67.0	100.0
Director of Health Service	67.0	100.0
Assistant Director of Food Service	57.0	95.0
Professor *	82.0	107.0
Associate Professor *	75.0	104.0
Assistant Professor *	67.0	100.0
Instructor	61.0	97.0
Librarian	67.0	100.0
Assistant Librarian	61.0	97.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

Junior Colleges

President	82.0	107.0
Business Manager	75.0	104.0
Assistant Manager	61.0	97.0
Treasurer	61.0	97.0
Cashier	55.5	94.0
Accountant	55.5	94.0
Registrar	61.0	97.0
Residence Hall Dean	61.0	97.0
Director of Food Service	61.0	97.0
Director of Health Service	61.0	97.0
Professor *	67.0	100.0
Associate Professor	66.0	99.0
Assistant Professor	63.0	98.0
Instructor	61.0	97.0
Industrial Head	67.0	100.0
Librarian	61.0	97.0
Office Secretary	48.5	90.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

* Plus 1% if head of department

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Secondary Schools **</i>		
Principal	67.0	100.0
Business Manager	63.0	98.0
Assistant Business Manager	61.0	97.0
Treasurer	57.0	95.0
Cashier	50.0	91.0
Accountant	50.0	91.0
Registrar	61.0	97.0
Teacher	61.0	97.0
Librarian	61.0	97.0
Residence Hall Dean	61.0	97.0
Director of Food Service	61.0	97.0
Director of Health Service	61.0	97.0
Industrial Head ***	61.0	97.0
Office Secretary	48.5	90.0
Stenographer	42.5	85.0

** Plus 1% for secondary teachers and administrators holding professional or administrator certificates.

*** 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 97%.

*Intermediate and Elementary Schools **

Principal	63.0	98.0
Teacher ***	61.0	97.0

* Plus 1% for intermediate or elementary teachers and administrators holding professional or administrator certificates.

*** Plus 1% when serving as supervisor teachers in teacher education laboratory schools on or in the immediate community of the college department of education campus.

PUBLISHING HOUSES

General Manager—Major Houses *	89.0	111.0
General Manager—Minor Houses	84.0	108.0
Editor Major Periodicals	84.0	108.0
Editor Minor Periodicals	66.0	99.0
Treasurer	84.0	108.0
Assistant Treasurer	73.0	103.0
Cashier	67.0	100.0
Accountant	61.0	97.0
Book Department Manager	84.0	108.0
Assistant Book Department Manager	73.0	103.0

* Major houses are those with a minimum of 100 employees and whose territory comprises two or more union fields.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
Periodical Department Manager	84.0	108.0
Assistant Periodical Department Manager	73.0	103.0
Factory Superintendent	84.0	108.0
Foreman	68.5	101.0
Librarian	51.5	92.0
Head Proofreader	51.5	92.0
Proofreader	48.5	90.0
Translator	57.0	95.0
Copy Editor	68.5	101.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

MEDICAL INSTITUTIONS

Sanitariums and Hospitals

Business Manager *	88.0	110.0
Business Manager	82.0	107.0
Assistant Business Manager *	82.0	107.0
Assistant Business Manager	73.0	103.0
Treasurer	72.0	102.0
Cashier	62.5	98.0
Accountant	65.5	99.0
Credit Manager	67.0	100.0
Purchasing Agent	67.0	100.0
Personnel Director	67.0	100.0
Medical Records Librarian	65.5	99.0
Medical Director		140.0
Physicians and Dentists **		
After completing internship		
First Year		117.5
Second Year		125.5
Third Year		133.5

In cases where divisions deem it advisable, the following scale may be used for national workers after completion of internship:

First year	93.5
Second year	102.5
Third year	111.0
Fourth year	118.5
Fifth year	133.5

* The maximum rate will apply to those institutions of over one hundred beds.

** Up to 6.5% may be added if Board qualified.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
Director School of Nursing	78.0	105.0
Assistant Director School of Nursing	73.0	103.0
Supervisor of Nursing Instruction	68.5	101.0
Supervisor of a Clinical Service	68.5	101.0
Director of Nursing Service	78.0	105.0
Assistant Director of Nursing Service	73.0	103.0
Nurse Anesthetist	73.0	103.0
Head Nurse	61.0	97.0
General Duty Nurse	55.5	94.0
Administrative Dietitian	73.0	103.0
Dietitian	65.5	99.0
Pharmacist	74.5	103.5
Medical Technologist *	73.0	103.0
Technician	65.5	99.0
Residence Hall Dean	61.0	97.0
Executive Housekeeper	67.0	100.0
Assistant Executive Housekeeper	57.0	95.0
Medical Secretary	51.5	92.0
Office Secretary	48.5	90.0
Receptionist	42.5	85.0
Stenographer	42.5	85.0
Switchboard Operator	42.5	85.0

* Minimum of B.S. Degree in medical technology is required.

In the operation of this wage scale it is left to the discretion of the audit committee concerned to determine the rate of any worker where the minimum rate of the wage scale exceeds the rate being paid for a similar kind of work in the community.

No worker may receive more than a 15% adjustment in total remuneration (basic salary and identifiable "living allowances") in any one year until the new scale is reached.

During the period of transition toward full implementation of the new Overseas Wage Scale, the rate of a worker who transfers from one field to another where the effective wage scale percentage is less than that in the field which he is leaving, may be maintained, at the discretion of the division committee, at the level at which he was being paid.