

LF2055

WAGE SCALE

North American Division
of the
**GENERAL CONFERENCE OF
SEVENTH-DAY ADVENTISTS**

Effective July 1, 1970

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INTRODUCTION

In order that there may be an 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 *General Conference Working Policy*.

The following provisions are included in the wage scale for the North American Division:

1. The wage scale for the North American Division incorporates basic salary rates for various categories of service, with recognition of the responsibility inherent in each position or category.

2. A spread between minimum and maximum rates in the various categories of from ten to twenty 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 the following guidelines be followed:

1. Conference organizations and field workers (to apply to the General, union, and local conference, Voice of Prophecy, and Faith for Today)

Employing organizations may set increments for ministers starting with the first year in the field (third year of internship) and reaching the maximum for ordained ministers ordinarily in the sixth year of field service. Conference and field workers who are not ministers may ordinarily reach the stated maximum for their respective categories after the completion of five years of regular full-time service.

2. Educational institutions

Schedules of increments for qualified workers in educational institutions may be set by controlling and employing organizations so that the worker's salary may ordinarily be at the maximum for his category after the completion of five years of regular full-time service.

3. Publishing houses and Christian Record Braille Foundation

Increments may be scheduled in relation to a five-year apprenticeship for factory workers. For secretarial and other categories of workers, increments may be scheduled so that the maximum rate may ordinarily be reached after the completion of five years of regular full-time service.

4. Medical institutions

Increments for various classes of technical, clerical, and miscellaneous workers may be scheduled so as ordinarily to reach the maximum for their respective categories after the completion of five years of regular full-time service.

5. Other institutions

Increments for workers in other denominational institutions such as food factories and food research and distribution agencies, homes for the aged, and orphanages may be scheduled so that worker's maximum rate for his category may ordinarily be reached after the completion of five years of regular full-time service.

In all of the above categories three principles are applicable with respect to increments:

1. All categories of workers will receive remuneration in harmony with the provisions of applicable federal and state laws.

2. Deviations from the strict application of the time schedule for increments may be made in recognition of special skill and/or exceptional productivity, or the normal period of achieving the maximum rate may be extended if ability and rate of growth so indicates.

3. The rates for administrative and executive personnel may be set without regard to the established increments schedule.

ONE BASIC WAGE SCALE

The wage scale provides only one basic salary scale by job classification, with minimums and maximums expressed in percentages as well as in dollar amounts per month. 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 *General Conference Working Policy*. These allowances provide assistance on a number of items of expense, such as rent, automobile, travel, etc.

TWO METHODS OF REMUNERATION

It is recognized that there are two approved methods of remuneration of workers, namely:

1. The basic salary plus specific identifiable allowances paid separately, which is designated the "basic salary plan."

2. The basic salary plus an amount to cover the specific allowances, paid in one combined payment (salary and allowances), which is designated the "package plan." The "package plan" is not applicable to ministerial workers.

Where the "package plan" of remuneration is used, the combined total of specific allowances as authorized by the *General Conference Working Policy* is designated as "living allowances," for the purpose of brevity.

In the wage scale the maximum ordained minister's salary is considered the 100% level, and has been set at \$525.00 per month, effective July 1, 1970. Where the "basic salary plan" is used, the total of the specific identifiable allowances may not exceed 53 1/3% of the 100% salary level. (\$280.00)

Where the "package plan" of remuneration is used, a "living allowance" may be granted as follows:

1. Head of family—up to maximum of 53 1/3% of the 100% salary level. (\$280.00)
2. Not head of family—up to maximum of 70% of "head of family" living allowance. (\$196.00)

The "living allowance" as used in the "package plan" of remuneration includes such items as:

- Rent Subsidy or Home Owners Allowance
- Automobile Depreciation
- Automobile Insurance
- Utilities Allowance
- Telephone
- Books and Equipment Allowance
- Luggage Allowance

It does not ordinarily include assistance on the following items:

- Medical expense and medical insurance
- Scholarship grants to dependents of workers
- Special administrative and executive area travel allowance
- Reimbursed travel

"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.

In a case where a worker who being "head of family" is left alone at the death of his spouse, the survivor may continue to receive the "head of family" living allowance, if so authorized by the controlling committee.

It is the responsibility of the union conference committee (or General Conference committee for General Conference institutions), to determine:

1. Whether the "package plan" of remuneration is to be used by the denominational organizations under its jurisdiction, and to indicate the specific organization or group of workers to which it may apply.

2. The actual amount of the "living allowance" for organizations authorized to use the "package plan" of remuneration within its territory, and to work out the relationship of the "living allowance" to the salary percentage levels in the various categories, it being understood that the amount of the "living allowance" shall not exceed the maximums set forth above.

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.

WAGE SCALE DEVIATION

Any deviation above the regular salary norm which has not been approved previously will be reported to the controlling board and continued only by recommendation of the board and approval by the related union conference executive committee and the North American Division Committee on Administration.

MAXIMUM SALARY RATES

The present wage scale provides for maximum rates to certain categories of employees which may be in excess of the wage rates paid in the community for a similar type of service. It is recognized that because of the area, the type of employment, and community patterns of remuneration, the responsible committees and controlling boards concerned shall set wage rates for certain categories of employees which do not exceed the modest average community rate for such categories, even though these rates are less than the maximums or minimums stated in the Wage Scale for these specific classifications.

TRAVEL ALLOWANCES

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

Cost of hotel and/or motel accommodation.

Fixed travel allowance of \$6.00 daily, except 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 \$8.00; for each accompanying child, \$1.50; and for each child traveling alone, \$3.50.

WAGE SCALE FOR NORTH AMERICAN DIVISION

Per Month

Effective July 1, 1970—100% Salary Level \$525.00

GENERAL CONFERENCE	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
President		118		620.00
General Vice-President		115		604.00
Vice-President, North America		115		604.00
Secretary		115		604.00
Associate Secretary	102	112	536.00	588.00
Treasurer		115		604.00
Undertreasurer		113		594.00
Assistant Treasurer	102	112	536.00	588.00
Field Secretary	102	112	536.00	588.00
Auditor	102	112	536.00	588.00
Associate Auditor	100	110	525.00	578.00
Department Secretary	102	112	536.00	588.00
Associate Department Secretary	100	110	525.00	578.00
Assistant Department Secretary	94	104	494.00	546.00
Statistical Secretary	100	110	525.00	578.00
Director of Deferred Giving	100	110	525.00	578.00
Controller	98	108	515.00	567.00
Personnel Director	96	106	504.00	557.00
Cashier	94	104	494.00	546.00
Assistant Cashier	74	99	389.00	520.00
Chief Accountant	94	104	494.00	546.00
Accountant	74	99	389.00	520.00
Librarian	67	92	352.00	483.00
Administrative Office Secretary	68	93	357.00	489.00
Administrative Office Assistant	68	93	357.00	489.00
Secretary	65	90	342.00	473.00
Receptionist	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
Switchboard Operator-Supervisor	65	90	342.00	473.00
Assistant Switchboard Operator	60	85	315.00	447.00
Director of Office Services	70	95	368.00	499.00
Mail Room Clerk	60	85	315.00	447.00
Shipping Clerk	65	90	342.00	473.00
Chauffeur	67	92	352.00	483.00
Business Intern:				
First Year		77		405.00
Second Year		85		447.00
Insurance Service				
Manager	102	112	536.00	588.00
Branch Manager	96	106	504.00	557.00

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
<i>Insurance Service—continued</i>				
Assistant Manager	95	105	499.00	552.00
Assistant Treasurer	94	104	494.00	546.00
Underwriter	93	103	489.00	541.00
Technical Engineer	93	103	489.00	541.00
Chief Accountant	93	103	489.00	541.00
Accountant	74	99	389.00	520.00
Secretary (with agent's license)	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
<i>Esda Sales and Service</i>				
General Manager	96	106	504.00	557.00
Manager	94	104	494.00	546.00
Treasurer	75	100	394.00	525.00
Cashier	67	92	352.00	483.00
Assistant Cashier	66	91	347.00	478.00
Accountant	68	93	357.00	489.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
Department Head				
Export	70	95	368.00	499.00
Automobiles	70	95	368.00	499.00
Special Order	70	95	368.00	499.00
Shipping	70	95	368.00	499.00
Salesroom	70	95	368.00	499.00
Service Station	70	95	368.00	499.00
Sales Clerk	60	85	315.00	447.00
Crater and Packer	68	93	357.00	489.00
Shipping Clerk	65	90	342.00	473.00
Service Station Assistant	65	90	342.00	473.00
<i>Custodial Service</i>				
Manager	74	99	389.00	520.00
Assistant Manager	72	97	378.00	510.00
Cabinet Maker	70	95	368.00	499.00
Electrician	70	95	368.00	499.00
Painter	70	95	368.00	499.00
Plumber	70	95	368.00	499.00
Janitor	63	88	331.00	462.00
Night Watchman	63	88	331.00	462.00
<i>Print Shop</i>				
Manager	92	102	483.00	536.00
Assistant Manager	72	97	378.00	510.00
Pressman	70	95	368.00	499.00
Typesetter	70	95	368.00	499.00

**Home Health Education
Service—continued**

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Chief Accountant (in charge of auto- mated equipment and programming)	74	99	389.00	520.00
Cashier	67	92	352.00	483.00
Credit Manager	68	93	357.00	489.00
Accountant	68	93	357.00	489.00
Secretary	65	90	342.00	473.00
Clerk	60	85	315.00	447.00
Receptionist	60	85	315.00	447.00
Custodian	65	90	342.00	473.00

LOCAL CONFERENCES

President	98	108	515.00	567.00
Secretary-Treasurer	94	104	494.00	546.00
Assistant Secretary-Treasurer	74	99	389.00	520.00
Department Secretary	75	100	394.00	525.00
Associate Department Secretary	74	99	389.00	520.00
Assistant Department Secretary	72	97	378.00	510.00
Elementary School Supervisor	73	98	384.00	515.00
Book and Bible House Manager	75	100	394.00	525.00
Asst. Book and Bible House Manager	72	97	378.00	510.00
Association Mgr. and/or Sec.-Treas.	75	100	394.00	525.00
Association Field Representative	75	100	394.00	525.00
Ordained Minister	90	100	473.00	525.00
Licensed Minister	68	93	357.00	489.00
Bible Instructor	68	93	357.00	489.00

* Ministerial Intern:

In Field—After College or one year Seminary	80			420.00
—After two years Seminary	85			447.00
Cashier	66	91	347.00	478.00
Assistant Cashier	65	90	342.00	473.00
Cashier-Accountant	68	93	357.00	489.00
Accountant	66	91	347.00	478.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Custodian	65	90	342.00	473.00
Van Driver	72	97	378.00	510.00

EDUCATIONAL INSTITUTIONS

Universities (Andrews and Loma Linda only)

President	102	112	536.00	588.00
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* Stipend granted Ministerial Intern while attending Seminary: \$294.00 per month effective July 1, 1969.

<i>Universities—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Vice-President				
Academic Affairs	101	111	531.00	583.00
Financial Affairs	101	111	531.00	583.00
Student Affairs	101	111	531.00	583.00
Development	101	111	531.00	583.00
Corporation	101	111	531.00	583.00
Assistant to Vice-President	96	106	504.00	557.00
Controller	99	109	520.00	573.00
Treasurer	95	105	499.00	552.00
Assistant Treasurer	75	100	394.00	525.00
Cashier	74	99	389.00	520.00
Chief Accountant	93	103	489.00	541.00
Accountant	74	99	389.00	520.00
Dean of School	100	110	525.00	578.00
Dean of Students	99	109	520.00	573.00
Registrar	93	103	489.00	541.00
Assistant Registrar	92	102	483.00	536.00
University Medical Center				
Administrator	101	111	531.00	583.00
Campus Business Administrator	98	108	515.00	567.00
Assistant Campus Business				
Administrator	95	105	499.00	552.00
Secretary of Corporation	95	105	499.00	552.00
Treasurer of Corporation	95	105	499.00	552.00
Internal Auditor	95	105	499.00	552.00
Purchasing Agent	93	103	489.00	541.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator-Supervisor	63	88	331.00	462.00
Switchboard Operator	60	85	315.00	447.00
Director of Computer Service	95	105	499.00	552.00
Computer Programmer	91	101	478.00	531.00
Professor*	98	108	515.00	567.00
Associate Professor*	95	105	499.00	552.00
Assistant Professor*	75	100	394.00	525.00
Instructor	72	97	378.00	510.00
Librarian	93	103	489.00	541.00
Associate Librarian	91	101	478.00	531.00
Assistant Librarian	74	99	389.00	520.00
<i>Senior Colleges</i>				
President	101	111	531.00	583.00
Dean of Academic Affairs	98	108	515.00	567.00

* Plus up to \$8.33 per month if head of department.

<i>Senior Colleges—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Dean of Student Affairs	98	108	515.00	567.00
Business Manager	98	108	515.00	567.00
Assistant Business Manager	94	104	494.00	546.00
Director of College Relations and Development	97	107	510.00	562.00
Treasurer	92	102	483.00	536.00
Chief Accountant	91	101	478.00	531.00
Assistant Treasurer	74	99	389.00	520.00
Cashier	74	99	389.00	520.00
Accountant	74	99	389.00	520.00
Head of Major Industrial Dept.	95	105	499.00	552.00
Industrial Head	75	100	394.00	525.00
Registrar	75	100	394.00	525.00
Associate Registrar	74	99	389.00	520.00
Assistant Registrar	68	93	357.00	489.00
Residence Hall Dean	75	100	394.00	525.00
Associate Residence Hall Dean	73	98	384.00	515.00
Assistant Residence Hall Dean	69	94	363.00	494.00
Director of Food Service	75	100	394.00	525.00
Assistant Director of Food Service	70	95	368.00	499.00
Director of Health Service	75	100	394.00	525.00
Professor*	97	107	510.00	562.00
Associate Professor*	94	104	494.00	546.00
Assistant Professor*	75	100	394.00	525.00
Instructor	72	97	378.00	510.00
Librarian	75	100	394.00	525.00
Associate Librarian	74	99	389.00	520.00
Assistant Librarian	72	97	378.00	510.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00
Head Custodian	74	99	389.00	520.00
Director of Computer Service	95	105	499.00	552.00
Computer Programmer	91	101	478.00	531.00
<i>Junior Colleges</i>				
President	97	107	510.00	562.00
Business Manager	94	104	494.00	546.00
Assistant Business Manager	72	97	378.00	510.00
Treasurer	72	97	378.00	510.00
Cashier	69	94	363.00	494.00
Accountant	69	94	363.00	494.00

* Plus up to \$8.33 per month if head of department.

<i>Junior Colleges—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Registrar	72	97	378.00	510.00
Residence Hall Dean	72	97	378.00	510.00
Director of Food Service	72	97	378.00	510.00
Director of Health Service	72	97	378.00	510.00
Professor*	75	100	394.00	525.00
Associate Professor*	74	99	389.00	520.00
Assistant Professor	73	98	384.00	515.00
Instructor	72	97	378.00	510.00
Industrial Head	75	100	394.00	525.00
Librarian	72	97	378.00	510.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00
Head Custodian	72	97	378.00	510.00
<i>Secondary Schools (1)</i>				
Principal	75	100	394.00	525.00
Business Manager	73	98	384.00	515.00
Assistant Business Manager	72	97	378.00	510.00
Treasurer	70	95	368.00	499.00
Cashier	66	91	347.00	478.00
Accountant	66	91	347.00	478.00
Guidance Director	72	97	378.00	510.00
Registrar	72	97	378.00	510.00
Teacher (3)	72	97	378.00	510.00
Librarian	72	97	378.00	510.00
Residence Hall Dean	72	97	378.00	510.00
Director of Food Service	72	97	378.00	510.00
Director of Health Service	72	97	378.00	510.00
Industrial Head	72	97	378.00	510.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
<i>Intermediate and Elementary Schools (1)</i>				
Principal—Major Schools (2)	74	99	389.00	520.00
Principal	73	98	384.00	515.00
Teacher (3)	72	97	378.00	510.00

* Plus up to \$8.33 per month if head of department.

(1) Plus \$5.00 per month for secondary, intermediate, or elementary teachers and administrators holding professional or administrator certificates.

(2) When there are four or more full-time teachers.

(3) Plus \$6.00 per month when serving as supervisor teachers in teacher education laboratory schools on or in the immediate community of the college or university department of education campus. When this allowance is granted, the \$5.00 per month allowance provided by "(1)" does not apply.

<i>Home Study Institute</i>	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
President	100	110	525.00	578.00
Director of Studies	95	105	499.00	552.00
Treasurer	75	100	394.00	525.00
Accountant	71	96	373.00	504.00
Registrar	73	98	384.00	515.00
Senior Editor	75	100	394.00	525.00
Editor	68	93	357.00	489.00
Examination Supervisor	68	93	357.00	489.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
Production Manager	70	95	368.00	499.00
Clerk	60	85	315.00	447.00
Custodian	65	90	342.00	473.00

PUBLISHING HOUSES

General Manager	101	111	531.00	583.00
Assistant General Manager	98	108	515.00	567.00
Editor of <i>Review and Herald</i>	100	110	525.00	578.00
Assoc. Editor of <i>Review and Herald</i>	96	106	504.00	557.00
Periodical Editor	98	108	515.00	567.00
Assoc. Periodical Editor	95	105	499.00	552.00
Assistant Periodical Editor	93	103	489.00	541.00
Minor Periodical Editor	74	99	389.00	520.00
Book Editor	98	108	515.00	567.00
Associate Book Editor	95	105	499.00	552.00
Assistant Book Editor	93	103	489.00	541.00
Treasurer	98	108	515.00	567.00
Assistant Treasurer	93	103	489.00	541.00
Cashier	75	100	394.00	525.00
Chief Accountant	91	101	478.00	531.00
Accountant	72	97	378.00	510.00
Book Department Manager	98	108	515.00	567.00
Associate Book Dept. Manager	95	105	499.00	552.00
Assistant Book Dept. Manager	93	103	489.00	541.00
Periodical Department Manager	98	108	515.00	567.00
Associate Periodical Dept. Mgr.	95	105	499.00	552.00
Assistant Periodical Dept. Mgr.	93	103	489.00	541.00
Factory Superintendent	98	108	515.00	567.00
Assistant Factory Superintendent	93	103	489.00	541.00
Branch Manager	95	105	499.00	552.00
Foreman	91	101	478.00	531.00
Assistant Foreman	72	97	378.00	510.00
Librarian	67	92	352.00	483.00
Assistant Librarian	65	90	342.00	473.00
Head Proofreader	67	92	352.00	483.00

<i>Publishing Houses—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Proofreader	65	90	342.00	473.00
Copy Editor	91	101	478.00	531.00
Public Relations Director	93	103	489.00	541.00
Director of Computer Services	95	105	499.00	552.00
Factory Crew Leader	71	96	373.00	504.00
Factory Worker	70	95	368.00	499.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00

CHRISTIAN RECORD BRAILLE FOUNDATION

General Manager	99	109	520.00	573.00
Assistant General Manager	94	104	494.00	546.00
Treasurer	94	104	494.00	546.00
Cashier	69	94	363.00	494.00
Accountant	69	94	363.00	494.00
Editor	94	104	494.00	546.00
Assistant Editor	91	101	478.00	531.00
Director of Foreign Language Serv.	94	104	494.00	546.00
General Director of Field Service	94	104	494.00	546.00
District Representative	91	101	478.00	531.00
Bible School Teacher	72	97	378.00	510.00
Factory Superintendent	94	104	494.00	546.00
Foreman	75	100	394.00	525.00
Librarian	67	92	352.00	483.00
Assistant Librarian	65	90	342.00	473.00
Head Proofreader	67	92	352.00	483.00
Proofreader	65	90	342.00	473.00
Stereotype Operator	65	90	342.00	473.00
Factory Worker	70	95	368.00	499.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00
Custodian	65	90	342.00	473.00

VOICE OF PROPHECY & FAITH FOR TODAY

Program Director and Speaker	99	109	520.00	573.00
Assistant Director and Speaker	92	102	483.00	536.00
Assistant Director of Film Production	92	102	483.00	536.00
General Manager	98	108	515.00	567.00
Treasurer and/or Assistant Manager	94	104	494.00	546.00
Assistant Treasurer	75	100	394.00	525.00

*Voice of Prophecy &
Faith for Today—continued*

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Cashier	69	94	363.00	494.00
Accountant	69	94	363.00	494.00
Public Relations Director	94	104	494.00	546.00
Assist. Public Relations Director	74	99	389.00	520.00
Editor of Publications	94	104	494.00	546.00
Station Relations Director	92	102	483.00	536.00
Director of Bible School	94	104	494.00	546.00
Bible School Pastor	91	101	478.00	531.00
Bible School Teacher	72	97	378.00	510.00
Quartet Personnel	91	101	478.00	531.00
Music Arranger	91	101	478.00	531.00
Organist or Pianist	91	101	478.00	531.00
Sound Engineer	91	101	478.00	531.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00
Custodian	65	90	342.00	473.00

Print Shop

Manager	91	101	478.00	531.00
Assistant Manager	72	97	378.00	510.00
Art Director	75	100	394.00	525.00
Pressman	70	95	368.00	499.00
Typesetter	70	95	368.00	499.00
Factory Worker	70	95	368.00	499.00
Clerk	60	85	315.00	447.00

LOMA LINDA FOODS

General Manager	101	111	531.00	583.00
Assistant General Manager	98	108	515.00	567.00
General Treasurer	94	104	494.00	546.00
General Sales Manager	94	104	494.00	546.00
General Advertising Manager	94	104	494.00	546.00
General Production Manager	94	104	494.00	546.00
Division Manager	94	104	494.00	546.00
Division Treasurer	93	103	489.00	541.00
Division Sales Manager	93	103	489.00	541.00
Division Assistant Sales Manager	91	101	478.00	531.00
District Sales Manager	91	101	478.00	531.00
Division Advertising Manager	93	103	489.00	541.00
Division Production Manager	93	103	489.00	541.00
Purchasing Agent	91	101	478.00	531.00
Factory Superintendent	92	102	483.00	536.00
Assistant Factory Superintendent	75	100	394.00	525.00

<i>Loma Linda Foods—continued</i>	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Cashier	73	98	384.00	515.00
Chief Accountant	91	101	478.00	531.00
Cost Accountant	73	98	384.00	515.00
Credit Manager	91	101	478.00	531.00
Publications Editor	92	102	483.00	536.00
Factory Foreman	73	98	384.00	515.00
Factory Worker	70	95	368.00	499.00
Administrative Office Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Stenographer	60	85	315.00	447.00
Receptionist	60	85	315.00	447.00
Custodian	65	90	342.00	473.00
Truck Driver	75	100	394.00	525.00
Maintenance Man	75	100	394.00	525.00
Field Representative	93	103	489.00	541.00
Salesman	67	92	352.00	483.00
Traffic	92	102	483.00	536.00
Director I.N.R.F.	93	103	489.00	541.00
Associate Director I.N.R.F.	91	101	478.00	531.00
Food Technologist	92	102	483.00	536.00
Chemist	91	101	478.00	531.00
Demonstrator	67	92	352.00	483.00

MEDICAL INSTITUTIONS

Administrator	101	111	531.00	583.00
Administrator—less than 100 beds	98	108	515.00	567.00
Assist. Admin.—over 100 beds	98	108	515.00	567.00
Assist. Admin.—under 100 beds	94	104	494.00	546.00
Controller	97	107	510.00	562.00
Treasurer	92	102	483.00	536.00
Cashier	73	98	384.00	515.00
Assistant Cashier	67	92	352.00	483.00
Chief Accountant	91	101	478.00	531.00
Accountant	74	99	389.00	520.00
Director of Patient Business	93	103	489.00	541.00
Purchasing Agent	93	103	489.00	541.00
Personnel Director	93	103	489.00	541.00
Public Relations Director	93	103	489.00	541.00
Chief of Medical Records	92	102	483.00	536.00
Medical Director		132		693.00
Physicians and Dentists				
First Year		117		615.00
Second Year		122		641.00
Third Year		127		667.00
Chief Engineer	97	107	510.00	562.00

<i>Medical Institutions—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Director School of Nursing	97	107	510.00	562.00
Asst. Direct. School of Nursing	95	105	499.00	552.00
Director of Nursing Service	97	107	510.00	562.00
Assist. Director of Nursing Service	95	105	499.00	552.00
Nurse Supervisor	93	103	489.00	541.00
Nurse Anesthetist	93	103	489.00	541.00
Head Nurse	91	101	478.00	531.00
Staff Nurse	75	100	394.00	525.00
Administrative Dietitian	97	107	510.00	562.00
Dietitian	93	103	489.00	541.00
Chief Medical Technologist	97	107	510.00	562.00
Pharmacist	97	107	510.00	562.00
Residence Hall Dean	72	97	378.00	510.00
Executive Housekeeper	92	102	483.00	536.00
Assistant Executive Housekeeper	70	95	368.00	499.00
Administrative Office Secretary	67	92	352.00	483.00
Medical Secretary	67	92	352.00	483.00
Secretary	65	90	342.00	473.00
Receptionist	60	85	315.00	447.00
Stenographer	60	85	315.00	447.00
Switchboard Operator	60	85	315.00	447.00
Custodian	65	90	342.00	473.00
Director of Computer Service	95	105	499.00	552.00
Computer Programmer	91	101	478.00	531.00

Package Plan of Remuneration for MEDICAL INSTITUTIONS

It is recognized that in many medical institutions, it is desirable to use a package plan of remuneration which will include salary and allowances and which will be related in certain categories to the rates of remuneration used in community hospitals. Where this plan is used each medical institution will establish its own wage scale with the maximum rate assigned to the Administrator and the rates for other categories set in proper relationship to this and the prevailing rates in the community. The wage scale for each medical institution shall be approved by the related Union Conference Committee with the provision that the rate for the Administrator not exceed the sum of the following components:

- (a) Basic wage for Administrator as provided in the Wage Scale (page 17)
- (b) Maximum "Living Allowance" as provided in the Wage Scale (page 5)
- (c) Local Area Travel Allowance not to exceed \$150.00 per month.

Occasionally satisfactory and workable wage scale relationships in the hospital's administrative and technical categories will require an additional wage scale adjustment factor. In such limited cases, by vote of the institution's board, and with the approval of the related union conference executive committee and the NADCA, a further allowance, in no case to exceed \$150 per month, may be included in the maximum wage package; however, in all cases where this adjustment factor is used, the total wage provision must remain well within the community wage pattern.

The "Package Plan of Remuneration for Medical Institutions" will include all allowances and benefits except reimbursable expense (exclusive of local area travel), retirement provisions, scholarship grants, and medical expense assistance.

Medical Institutions may continue to set wage rates of personnel according to job classification without regard to "family status."

Because of varying effective dates for wage increases in community hospitals in different areas of the North American Division, it is agreed that the boards of the Medical Institutions, with approval of the related union conference committee, may implement wage increases at such date as seems advisable, it being understood that the effective date will be after the date of the Autumn Council but may be prior to the effective date of the general denominational wage increase.

Wage Scale for Medical Institutions

Illustrative "Package Plan"

	<i>Starting Levels</i>			<i>Maximums</i>		
	<i>%</i>	<i>Monthly Rate</i>	<i>Annual Rate</i>	<i>%</i>	<i>Monthly Rate</i>	<i>Annual Rate</i>
Floor Duty, Reg. Nurse	80	576.00	6,912.00	100	720.00	8,640.00
Supervisor, Reg. Nurse	89	641.00	7,692.00	109	785.00	9,420.00
Assistant Director, Nursing Service	97	699.00	8,388.00	117	843.00	10,116.00
Dietitian, Head	97	699.00	8,388.00	117	843.00	10,116.00
Personnel Director	101	728.00	8,736.00	121	872.00	10,464.00
Medical Technologist	103	742.00	8,904.00	123	886.00	10,632.00
Director, Nursing Service	105	756.00	9,072.00	125	900.00	10,800.00
Director, Data Processing	110	792.00	9,504.00	130	936.00	11,232.00
Controller	113	814.00	9,768.00	133	958.00	11,496.00
Assistant Administrator	115	828.00	9,936.00	135	972.00	11,664.00
Associate Administrator	117	843.00	10,116.00	137	987.00	11,844.00
Administrator	120	864.00	10,368.00	140.7	1,013.00	12,150.00

Package Plan for Remuneration of UNIVERSITIES and COLLEGES

Where the "Package Plan" is used in Universities and Colleges, it is recommended that each institutional board adopt a wage scale using the following guidelines:

1. The maximum rate of the President shall not exceed the sum of the following components:

- (a) Basic wage for President as provided in the Wage Scale.
- (b) Maximum "Living Allowance" as provided in the Wage Scale.
- (c) Local Area Travel Allowance not to exceed \$150.00 per month.

2. The maximum rate of the Assistant Professor shall not exceed the 100 per cent salary norm of the Wage Scale plus the maximum "Living Allowance."

3. The "Package Plan" will include all allowances and benefits except reimbursable expense (exclusive of local area travel), retirement provisions, scholarship grants and medical expense assistance.

4. Categories of employees which are not included in the illustrative "Package Plan" wage scale will be paid on a similar basis in harmony with their position according to percentage in the basic wage scale.

5. The staff member who serves as Chairman of Department may be granted an additional amount of up to \$100.00 annually.

6. Wage rates for staff members who are classified as "Not Head of Family" will be in harmony with their basic wage rates plus a "Living Allowance" of up to 70% of the "Head of Family" living allowance.

7. University personnel above the rate of assistant professor may receive \$100.00 annually above the illustrative scale for college personnel.

Wage Scale for Colleges—Illustrative "Package Plan"

HEAD OF FAMILY

<i>Classification</i>	<i>Approximate</i>	
	<i>Monthly Rate</i>	<i>Annual Rate</i>
Instructor—Minimum	\$ 658.00	\$ 7,900.00
Instructor	675.00	8,100.00
Instructor	692.00	8,300.00
Instructor	708.00	8,500.00
Instructor—Maximum	725.00	8,700.00
Assistant Professor—Minimum	733.00	8,800.00
Assistant Professor	750.00	9,000.00
Assistant Professor	767.00	9,200.00
Assistant Professor	783.00	9,400.00
Assistant Professor—Maximum	800.00	9,600.00
Associate Professor—Minimum	808.00	9,700.00
Associate Professor	825.00	9,900.00
Associate Professor—Maximum	842.00	10,100.00
Professor—Minimum	850.00	10,200.00
Professor	867.00	10,400.00
Professor—Maximum	883.00	10,600.00
Academic Dean—Maximum	967.00	11,600.00
Business Manager (Chief Financial Officer)-Max.	967.00	11,600.00
President—Maximum	\$1,013.00	\$12,150.00