

REMUNERATION SCALE

OVERSEAS DIVISIONS
of the
GENERAL CONFERENCE
of
SEVENTH-DAY ADVENTISTS

Effective January 1, 1992

CONTENTS

Philosophy of Remuneration	01
Divisions	04
Union Conferences and Union Missions	05
Home Health Education Service	06
Local Conferences and Missions	07
Educational Institutions	08
Senior Colleges	08
Junior Colleges	09
Secondary Schools	10
Intermediate and Elementary Schools	10
Health Care Institutions	11
Publishing Houses	14
Adventist World Radio	15
Aircraft Pilots	15
Index	16

PHILOSOPHY OF REMUNERATION

INTRODUCTION

In order that there may be an equitable basis for the remuneration of various classes of denominational employees, guidelines have been adopted for the Seventh-day Adventist Church.

PHILOSOPHY

The philosophy of remuneration is predicated upon the fact that a spirit of sacrifice and dedication should mark all denominational employees irrespective of the position they hold or the department or service they represent. The work of the Church, including every denominational organization (conferences, schools, health care institutions, food factories, publishing houses, radio and television ministries, Adventist Book Centers, etc.), is a mission to which lives are dedicated rather than a business or commercial venture.

The Church has accepted the commission given by Jesus Christ to His disciples to proclaim the gospel to all the world, and many agencies are utilized to accomplish its spiritual task. Each employee has a responsibility to participate in the mission of the Church and its central objective--the salvation of mankind.

The remuneration scale is based on job classification without discrimination on the basis of race, national origin, gender, or age.

OBJECTIVE

The denominational remuneration scale's objective is to provide employees with a modest living income.

ECONOMIC AND GEOGRAPHIC VARIATIONS

While endeavoring to provide employees a reasonable level of comfort, the Church believes that modesty and good taste should govern their lives, recognizing that geographic and economic factors directly affect the work and salary needs of employees.

BASIC REMUNERATION SCALE

The remuneration scale provides minimums and maximums expressed in percentages of the remuneration factor which may be in excess of the remuneration 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 remuneration rates for certain categories of employees which do not exceed the average community rate for such categories, even though these rates may be less than the minimum or maximum as stated in the remuneration scale for these specific classifications. Provisions may be enacted to make the appropriate adjustments in relationships to retirement benefits.

Employers may, with the approval of the next higher organization, set a lower remuneration factor for employees who are paid in harmony with community rates. This plan shall be monitored to make sure that employees who are paid according to the lower remuneration factors do not have a higher percentage and thereby a higher yearly rate factor than employees who are paid according to the regular approved remuneration factor. The amount of the 100 percent remuneration factor is set by the division committee in the local currency of each country.

The rates in the various categories are incorporated in the remuneration scale and the following criteria should be taken into consideration with respect to each employee:

- a. Preparation, education, and commitment.
- b. Previous experience and achievement.
- c. Years of service.
- d. Responsibility.

ALLOWANCES

The remuneration rate assigned to each employee is considered basic to provide living expenses, but additional allowances may be approved by the division committee to assist in covering housing, medical, education assistance for dependent children, etc.

REMUNERATION INCREMENTS

The remuneration scale provides separate listings for the various types of organization, and the advisability of a regular plan of increments is recognized. In order to provide a reasonable degree of uniformity it is recommended that an employee's maximum remuneration normally be achieved after the completion of between five and ten years of full service taking the following into consideration:

a. The increment schedule may be accelerated in recognition of special skill, responsibility, and/or exceptional productivity, or the increment period may be extended if lesser ability or rate of growth is indicated.

b. Professional certification may be a requirement to reach the maximum within certain categories.

WAGE SCALE FOR OVERSEAS DIVISIONS
in Percentages

DIVISIONS

Percentage		
<u>Min</u>	<u>Max</u>	
095	115	President
092	112	Secretary
092	112	Treasurer
090	110	ADRA Director
090	110	Department Director
090	110	Director of Auditing Service
090	110	Field Secretary
090	110	Risk Manager
090	110	Undertreasurer*
088	108	Associate Department Director
088	108	Associate Secretary
088	108	Associate Treasurer
088	108	Associate Director of Auditing Service**
088	108	Area Director of Auditing Service
086	106	Assistant Area Director Auditing Service
086	106	District Director Auditing Service
085	105	Assistant Secretary
085	105	Assistant Treasurer
085	105	Assistant Department Director
083	103	Computer Service Director
083	103	Controller
083	103	Staff Auditor
082	102	Computer Program Supervisor
082	102	Computer Systems Analyst
081	101	Computer Programmer
080	100	Archivist & Statistician
080	100	Ordained Minister
080	100	Property Manager
080	100	Senior Accountant

* Where there are two associates or assistants in addition to the Undertreasurer

**Auditors who are certified/chartered accountants have one point higher than these rates.

Percentage
Min Max

068	098	Accountant
068	098	Assistant Staff Auditor
067	097	Computer Operator Supervisor
065	095	Computer Operator
065	095	Jr Accountant
063	093	Administrative Office Secretary
063	093	Senior Accounting Clerk
060	090	Computer Film Librarian
060	090	Office Secretary
057	087	Computer Data Entry Operator Supervisor
055	085	Accounting Clerk
055	085	Clerk/Typist
055	085	Computer Data Entry Operator
055	085	Hostess
055	085	Receptionist
055	085	Telecommunications Operator

UNION CONFERENCES AND UNION MISSIONS

092	112	President
088	108	Secretary
088	108	Treasurer
085	105	Department Director
085	105	Undertreasurer*
084	104	Associate Secretary
084	104	Associate Treasurer
083	103	Associate Department Director
082	102	Elementary School Supervisor
081	101	Assistant Treasurer

* Where there are two associates or assistants in addition to the Undertreasurer.

Percentage
Min Max

080	100	Assistant Department Director
080	100	Loss Control Director
080	100	Ordained Minister
068	098	Computer Service Director
068	098	Senior Accountant
063	093	Accountant
063	093	Administrative Office Secretary
063	093	Senior Accounting Clerk
060	090	Accounting Clerk
060	090	Office Secretary
055	085	Clerk/Typist
055	085	Data Entry Operator
055	085	Receptionist
055	085	Switchboard Operator

HOME HEALTH EDUCATION SERVICE

082	102	Manager
081	101	Treasurer
065	095	Assistant Treasurer
063	093	Credit Manager
062	092	Accountant
060	090	Cashier
060	090	Office Secretary
055	085	Clerk
055	085	Receptionist

LOCAL CONFERENCES AND MISSIONS

Percentage		
Min	Max	
088	108	President
084	104	Secretary
084	104	Treasurer
080	100	ABC Manager
080	100	Department Director
080	100	Ordained Minister
069	099	Associate Department Director
069	099	Associate Secretary
069	099	Associate Treasurer
069	099	Loss Control Director
068	098	Elementary School Supervisor
067	097	Assistant ABC Manager
066	096	Assistant Department Director
066	096	Assistant Treasurer
066	096	Church/School Auditor
063	093	Accountant
063	093	Bible Instructor
063	093	Licensed Minister
060	090	Office Secretary
060	090	Senior Accounting Clerk
055	085	Accounting Clerk
055	085	Clerk/Typist
055	085	Receptionist
055	085	Switchboard Operator
045	075	Ministerial Intern, Second Year
039	069	Ministerial Intern, First Year

EDUCATIONAL INSTITUTIONS
SENIOR COLLEGES

Percentage		
<u>Min</u>	<u>Max</u>	
091	111	President
088	108	Business Manager
088	108	Dean of Academic Affairs
088	108	Dean of Student Affairs
087	107	Professor*
085	105	Head of Major Industrial Department
084	104	Assistant Business Manager
084	104	Associate Professor*
082	102	Treasurer
080	100	Assistant Professor*
080	100	Director of Food Service
080	100	Director of Health Service
080	100	Farm Manager
080	100	Industrial Head
080	100	Librarian
080	100	Plant Service Manager
080	100	Registrar
080	100	Residence Hall Dean
067	097	Assistant Librarian
067	097	Instructor
067	097	Nurse with RN
066	096	Accountant
065	095	Assistant Director of Food Service
064	094	Assistant Residence Hall Dean
064	094	Nurse without RN
063	093	Administrative Office Secretary
060	090	Cashier
060	090	Office Secretary

* Plus 1% if head of department.

Percentage
Min Max

055	085	Clerk/Typist
055	085	Journeyman/Craftsman
055	085	Laundry Manager
055	085	Receptionist
055	085	Switchboard Operator

JUNIOR COLLEGES

087	107	President
084	104	Business Manager
082	102	Professor*
080	100	Associate Professor
080	100	Industrial Head
068	098	Assistant Manager
068	098	Assistant Professor
067	097	Director of Food Service
067	097	Director of Health Service
067	097	Instructor
067	097	Librarian
067	097	Registrar
067	097	Residence Hall Dean
066	096	Treasurer
063	093	Accountant
060	090	Cashier
060	090	Office Secretary
055	085	Clerk/Typist
055	085	Switchboard Operator
050	080	Receptionist

* Plus 1% if head of department.

SECONDARY SCHOOLS*

Percentage

Min Max

080	100	Principal
068	098	Business Manager
067	097	Assistant Business Manager
067	097	Director of Food Service
067	097	Director of Health Service
067	097	Industrial Head**
067	097	Librarian
067	097	Registrar
067	097	Residence Hall Dean
067	097	Teacher
065	095	Treasurer
062	092	Accountant
060	090	Cashier
060	090	Office Secretary
055	085	Clerk/Typist

INTERMEDIATE AND ELEMENTARY SCHOOLS*

068	098	Principal
067	097	Teacher***

- * Plus 1% for 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%.
- *** 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.

HEALTH CARE INSTITUTIONS

Percentage		
Min	Max	
120	140	Medical Director
091	111	Administrator*
090	110	Business Manager*
088	108	Administrator
087	107	Biochemist
087	107	Business Manager
087	107	Assistant Business Manager*
085	105	Director, School of Nursing
085	105	Director of Nursing Service
083	103	Administrative Dietitian
083	103	Assistant Business Manager
083	103	Assistant Director of Nursing Service
083	103	Assistant Director School of Nursing
083	103	Dental Laboratory Technologist
083	103	Medical Technologist**
083	103	Nurse Anesthetist
083	103	Pharmacist
082	102	Treasurer
081	101	Supervisor of a Clinical Service
081	101	Supervisor of Nursing Instruction
080	100	Credit Manager
080	100	Executive Housekeeper
080	100	Head Nurse
080	100	Personnel Director
080	100	Purchasing Agent
069	099	Dental Hygienist
069	099	Dietitian
069	099	Maintenance Director
069	099	Medical Records Librarian
069	099	Technician

* The maximum rate applies to institutions over 100 beds.

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

Percentage

Min

Max

067	097	General Duty Nurse with RN
067	097	Residence Hall Dean
066	096	Accountant
065	095	Assistant Executive Housekeeper
064	094	General Duty Nurse
062	092	Medical Secretary
060	090	Cashier
060	090	Office Secretary
055	085	Clerk/Typist
055	085	Receptionist
055	085	Switchboard Operator

Percentage
Min Max

Physicians, Dentists and Optometrists*
After completing internship:

118	First year
126	Second year
134	Third year

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

094	First year
103	Second year
112	Third year
121	Fourth year
134	Fifth year

* Up to 6.0% may be added if any one or more of the following
applies:

- a. Serving as Division Department of Health Secretary.
- b. Medical Director of Medical Institution.
- c. Board qualified.

Physicians employed by the church as inter-division workers shall
be recognized as having specialty board status if their
certification has been conferred by a recognized board which
required:

- a. Two years or more of formal postgraduate education in an
accredited program.
- b. The passing of qualifying examinations.

Exceptions may be made for "board eligible" physicians who have
completed their formal work and have been declared eligible by
their respective boards pending the passing of qualifying
examinations.

PUBLISHING HOUSES - MAJOR

Percentage		
Min	Max	
090	110	General Manager-Major Houses
083	108	Asst. Periodical Dept. Mgr.
088	108	Book Department Manager
088	108	Factory Superintendent (Major)
088	108	Periodical Dept. Mgr.
088	108	Treasurer
087	107	Editor Major Periodicals
086	106	Assistant General Manager
085	105	Factory Superintendent (Minor)
083	103	Assistant Book Dept. Mgr.
083	103	Assistant Treasurer
082	102	Sales Manager
081	101	Copy Editor
081	101	Foreman
080	100	Assistant Sales Manager
069	099	Editor Minor Periodicals
065	095	Translator
062	092	Head Proofreader
062	092	Librarian
060	090	Accountant
060	090	Cashier
060	090	Office Secretary
060	090	Proofreader
055	085	Clerk/Typist
055	085	Receptionist
055	085	Switchboard Operator

ADVENTIST WORLD RADIO

Percentage
Min Max

088	108	General Manager
084	104	Chief Engineer
084	104	Program Director
081	101	Asst. Program Director
081	101	Engineer
080	100	Station Manager
067	097	Asst. Engineer
067	097	Operator
060	090	Office Secretary
055	085	Clerk/Typist

AIRCRAFT PILOTS

080	100	Chief Pilot
067	097	Pilot

INDEX

Adventist World Radio - Remuneration Scale	15
Aircraft Pilots - Remuneration Scale	15
Allowances	03
Basic Remuneration Scale	02
Divisions - Remuneration Scale	04
Economic and Geographic Variations	02
Educational Institutions - Remuneration Scale	08
Elementary Schools - Remuneration Scale	10
Health Care Institutions - Remuneration Scale	11
Home Health Education Service - Remuneration Scale	06
Intermediate and Elementary Schools - Remuneration Scale	10
Junior Colleges - Remuneration Scale	09
Local Conferences and Missions - Remuneration Scale	07
Philosophy of Remuneration	01
Publishing Houses - Remuneration Scale	14
Remuneration Increments	03
Remuneration Scale for Organizations	
Adventist World Radio	15
Divisions	04
Educational Institutions	08
Elementary Schools	10
Health Care Institutions	11
Home Health Education Service	06
Intermediate Schools	10
Junior Colleges	09
Local Conferences and Missions	07
Publishing Houses	14
Secondary Schools	10
Senior Colleges	08
Union Conferences and Missions	05
Secondary Schools - Remuneration Scale	10
Senior Colleges - Remuneration Scale	08
Union Conferences and Missions - Remuneration Scale	05