

WAGE SCALE

*Of the General Conference of
Seventh-day Adventists*



Revised
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INTRODUCTORY

"In order that there may be a uniform 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 rates have been set for the 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.

"Besides the regular wage, provision is made for meeting hotel room rates, with a fixed allowance for incidental expenses where workers are traveling; for rent subsidies where necessary; and for a supplementary rate to medical superintendents of sanitariums and assistant physicians."—*General Conference Working Policy, page 45.*

At the Autumn Council of the General Conference Committee of 1931 at Omaha, Nebr., an action regarding the reduction of the wage scale was adopted as follows:

"*We recommend*, That the present general wage scale be reduced approximately ten per cent in its maximum and minimum rates for different classes of workers, adjusting those rates on the nearest quarter of a dollar above any amount that is not an even dollar or quarter of a dollar. This wage scale shall become effective at once.

"*We further recommend*, That the individual rates of workers in the various organizations be adjusted to conform to the new schedules not later than January 1, 1932, it being understood that in carrying out the provisions of this wage scale, auditing committees bear in mind the needs of workers who are much below the maximum so that no injustice be done to any class of workers."—*General Conference Minutes, page 473.*

WAGE SCALE

1. In harmony with the action of the Autumn Council of 1931, the General Conference has adopted the following wage scale for denominational workers. Employing organizations should set the wages of all workers within the minimum and maximum rates given below:

	MIN.	MAX.
General Conference President		39.00
General Conference Secretary		
General Conference Treasurer		38.00
General Conference Vice-Presidents		
General Conference Associate Secretaries		
General Conference Undertreasurer	34.25	— 38.00
General Conference and Division Field Secretaries		
General Conference Office Secretary		
General Conference Assistant Treasurers		
General Conference Auditor		
General Conference Department Secretaries and Associates		
Division Secretaries and Treasurers		
Union Conference Presidents		
Senior College Presidents		
Sanitarium Superintendents		
General Managers large Publishing Houses		
Chief Editors Major Periodicals	30.75	— 37.00
General Conference and Division Assistant Auditors		
Division Department Secretaries		

Union Conference Secretary-Treasurers	
Union Conference Department Secretaries	
Local Conference Presidents	
Sanitarium Business Managers	
Senior College Business Managers	
Assistant Physicians	
Publishing House Managers	
Publishing House Treasurers	
Publishing House Factory Superintendents	
Publishing House Book Department Managers	
Publishing House Periodical Department Managers	
Junior College Presidents	
Branch Publishing House Managers	27.00 — 35.25

Ordained Ministers	
Senior College Department Heads (Men)	
Senior College Assistant Business Managers and Treasurers	
Academy Principals	25.25 — 33.50

Local Conference Treasurers	
Local Conference Book and Bible House Secretaries	
Local Conference Department Secretaries (Men)	
Publishing House Foremen	18.00 — 33.50

Junior College Department Heads (Men)	
Junior College Assistant Business Managers	
Sanitarium Assistant Business and Credit Managers	16.25 — 30.75

MIN. MAX.

Licensed Ministers	
Bible Workers (Men)	
Sanitarium Superintendents of Training Schools (Women)	16.25 — 27.00

Bible Workers (Women)	
Sanitarium Superintendents of Nurses (Women)	
Sanitarium Head Nurses (Women)	
Sanitarium Matrons	
Sanitarium Preceptresses	
College Matrons	
College Preceptresses	
Senior College Department Heads (Women)	
Local Conference Department Sec- retaries (Women)	13.50 — 25.25

The following Groups of Workers are referred to their respective committees and boards for audit within the limit of the given rates, according to experience, ability, responsibilities:

Stenographers and Clerks of all Organizations	
Publishing House Factory Workers	
Proof-readers	
Sanitarium Nurses and Helpers	
Assistant Editors	
School Teachers	
Miscellaneous Workers	9.00 — 31.50 or hour rate 18c — 68c

2. This wage scale applies in principle in all the world, it being understood that the committee of each division field will make a wage scale for its territory in terms of local currency, and in harmony with the living costs and standards of the people of their respective territories.

3. In placing the wage of officers and other leaders at a low rate, we recognize our inability, in justice to the rank and file of workers, to give more than nominal reward in remuneration to those who carry responsibility of leadership.

4. The wage scale should be strictly adhered to, and no special holiday allowances, year-end, or other special appropriations of any kind be made, except in cases of extreme emergency or serious illness.

MINIMUM AND MAXIMUM RATES

5. In view of the wide range in training and experience of men and women in many of the classifications listed in this schedule, and inasmuch as minimum and maximum rates have been stated for these different classes,

It is recommended, a. That men and women beginning their service be rated at or near the minimum and gradually advanced in harmony with the responsibility involved and efficiency developed, and that workers be not regarded as eligible to a maximum rating until they have had successful experience in their specific work over a period of years.

b. That the wages of young men starting in the work as secretaries of departments be audited the same as young men starting in the ministry, and that they be advanced according to their development, about equally.

SUPPLEMENTARY RATE TO PHYSICIANS

6. *It is recommended a.* That in view of the heavy expense incurred in their education, and the necessity of keeping in touch with latest methods of operating practice, the rate for sanitarium superintendents and assistant physicians be supplemented, according to the experience and service of the phy-

sician, by an amount not less than 10 per cent and not more than 30 per cent of the rate named in the wage scale for their respective classes.

b. That in interpreting this provision for supplementary rate, our sanitarium boards shall set the rate of assistant physicians for the first year after internship at a base rate of \$27.00, plus a supplementary rate of from 10 to 15 per cent, according to environment.

c. That the rate for second-year assistant physicians be a base rate of \$29.25, and a supplementary rate of from 10 to 15 per cent, according to environment.

d. That for the first-year medical superintendents the base rate be \$30.75, plus 10 to 15 per cent, according to environment.

e. That second-year medical superintendents' base rate be \$34.25 plus a supplementary rate of from 10 to 15 per cent, according to environment.

f. That the boards in holding to this schedule for first and second-year assistant physicians and medical superintendents, take into consideration any previous experience in the service of the cause that these classes of medical workers have had prior to their qualifying as physicians.

g. That in the years of service beyond these first two years it be left with the boards to set the compensation on a graduated scale according to the years of service and efficiency, the maximum base rate of \$37.00 plus 30 per cent supplementary rate, making a net rate of \$48.10 in the case of medical superintendents, and a base rate of \$35.25 plus 30 per cent supplementary rate, making a net rate of \$45.75 in the case of assistant physicians to be paid only in exceptional cases of experience and need.

BOARD AND HOTEL ALLOWANCE

7. *It is recommended, a.* That hotel room rates be allowed our workers when traveling.

b. That a traveling allowance of from \$1.00 to \$1.50 a day be made to the General Conference, Division Conference, and general and divisional institutional workers, whenever a laborer is on his personal expense, it being understood that this allowance shall not apply when a worker is entertained without charge.

c. That (a) and (b) of section seven apply in union and local conferences as their respective committees may deem just.

SUBSIDIES FOR RENT

8. *It is recommended, a.* That where, in the opinion of the employing body, conditions require a worker to pay as rent, exclusive of gas, water, light, and heat, more than 20 per cent of his monthly salary, he may be subsidized on the basis of a flat rate not to exceed \$30.00 per month; if additional rent is required, such amount shall be divided between the employing body and the worker on a fifty-fifty basis.

b. That no subsidy for rent be given when the monthly rental is not in excess of 20 per cent of the laborer's monthly wage. Any net receipts from subrenting of rooms or apartments shall be deducted from the total rent to determine the amount of allowance.

c. That in special cases, such as in large institutional centers, the employing bodies give careful study to the situation of each family employed and grant subsidy on the merit of each case, taking into account the average rental value of quarters needed according to the size of the family, and make allowance accordingly whether in rented quarters or title owned homes, in harmony with the spirit of sections (a) and (b) of this article. It is further un-

derstood that the provisions of this paragraph are made to allow adjustments in exceptional cases and unusual renting conditions and are not intended to advise or encourage our workers to own property, and shall in no case be interpreted to apply in cases where a worker has acquired full equity in his home.

d. Recognizing that the majority of workers in institutions have many advantages, because of their settled conditions, over conference laborers, who are called upon to meet the heavier expenses incident to traveling, moving, public responsibility, etc., that institutional boards be requested to take these factors into account in determining whether rent or subsidy allowance should be granted.

MEDICAL EXPENSE

9. When workers require major operations or have other serious illnesses, involving heavy expense, provision may be made for rendering some financial help. If the worker has such medical expense in excess of one week's wage the employing organization may pay one-half of the bill above that amount, and in very exceptional cases where it is evident to the committee that special consideration should be given, further help may be provided at the discretion of the committee. This shall not be interpreted to include dental or maternity expense. This is not intended to cover an accumulation of small items.

AUTOMOBILE EXPENSE

10. In order to safeguard the cause against excessive or unnecessary automobile expense,

It is recommended, a. That we advise against conference ownership of automobiles for the use of conference workers.

b. That the mileage plan be recommended as an equitable basis of operating automobiles, with four cents a mile as the minimum and six cents as the maximum, according to the purchase price of cars and the expense of operating in any one territory. That no charge be made for carrying conference workers, and no other allowances or appropriations be made to apply on the purchase price or operation of cars, except sharing reasonably in liability insurance. The above assistance in operating cars shall be given only where the worker has first secured approval of the conference committee. Each conference committee shall set a mileage limit for each individual worker, according to the situation in each field and the duties required of the worker.

At the Autumn Council held at Omaha, Nebraska, in 1930, a resolution was adopted providing that where possible the expense in the use of the automobile be entirely eliminated from the reports of our conference and institutional workers.

That effective steps be taken to reduce the automobile budget of workers showing an excess mileage and that the amount paid per mile be reduced to the minimum allowance recommended by the General Conference.

"Special instruction has been given me in regard to our ministers. It is not God's will that they should seek to be rich. They should not engage in worldly enterprises; for this disqualifies them for giving their best powers to spiritual things. But they are to receive wages enough to support themselves and their families. They are not to have so many burdens laid upon them that they cannot give proper attention to the church in their own family; for it is their special duty to train their children for the Lord."—*Gospel Workers*, page 271.

"The men who decide what each worker shall receive are to strive earnestly to meet the mind of God in their decisions. Some who have served on auditing committees have lacked in discrimination and judgment. At times the committee has been composed of men who had no real understanding of the situation of the workers, and who have again and again brought real oppression and want into families by their wrong decisions. Their management has given occasion for the enemy to tempt and discourage the workers, and in some cases has driven them from the field.

"Scrupulous care should be shown in settling the accounts of the laborers. Those who are chosen to act on the auditing committee should be men of clear perception, acquainted with the work they are handling. They should be 'able men, such as fear God, men of truth, hating covetousness.'

"The minister should have a margin to work upon, for there are many calls made upon his financial resources. In his work he frequently finds people so poor that they have little to eat and wear, and no proper sleeping accommodations. He must give succor to the very needy, to supply their hunger and cover their nakedness. He is also expected to lead out in good enterprises, to help in building churches, and in advancing the cause of God in other lands."—*Id.*, pages 449, 450.

"Let every one who sits in council and committee meetings write in his heart the words, 'I am working for time and for eternity; and I am accountable to God for the motives that prompt me to action.' Let this be his motto. Let the prayer of the psalmist be his prayer: 'Set a watch, O Lord, before my mouth; keep the door of my lips. Incline not my heart to any evil thing.'"—*Testimonies for the Church*, Vol. VII, pages 258, 259.

