

# WAGE SCALE

*of the General Conference of  
Seventh-day Adventists*



Effective January 1, 1954

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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 \$4.00 daily where workers are traveling, except that where a worker is fully entertained, the daily allowance is 50 cents.

In the case of missionary appointees, the daily travel allowance for husband and wife when traveling together is \$5.50, for accompanying children \$1.00, for children traveling alone \$2.00.

## OTHER ALLOWANCES

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

## 1954 WAGE SCALE

|   | <i>Mini-<br/>mum</i> | <i>Maxi-<br/>mum</i> |
|---|----------------------|----------------------|
| <i>General Conference</i>                   |                      |                      |
| President                                   |                      | \$72.50              |
| Secretary                                   |                      | 71.50                |
| Treasurer                                   |                      | 71.50                |
| General Vice-presidents                     |                      | 71.50                |
| Vice-president North American Di-<br>vision |                      | 71.50                |
| Under-treasurer                             |                      | 70.50                |
| Associate Secretaries                       | \$61.25              | 69.50                |
| Assistant Treasurers                        | 61.25                | 69.50                |
| Auditor                                     | 55.25                | 69.50                |
| Department Secretaries                      | 55.25                | 69.50                |
| Field Secretaries                           | 55.25                | 69.00                |
| Statistical Secretary                       | 55.25                | 69.00                |
| Associate Department Secretaries            | 55.25                | 69.00                |
| Associate Auditors                          | 55.25                | 69.00                |
| Associate Secretaries—Women                 | 44.00                | 55.25                |
| Cashier                                     | 49.50                | 64.75                |
| Accountants—Men                             | 49.50                | 62.50                |
| Accountants—Women                           | 27.25                | 46.00                |
| Assistant Department Secretaries            | 32.00                | 47.25                |
| Head Office Secretaries                     | 27.25                | 46.25                |
| Office Secretaries                          | 27.25                | 46.00                |
| Stenographers                               | 27.25                | 43.25                |
| <br><i>Division Organizations</i>           |                      |                      |
| President                                   | \$61.25              | \$71.50              |
| Secretary                                   | 55.25                | 69.50                |
| Treasurer                                   | 55.25                | 69.50                |
| Field Secretary                             | 49.50                | 66.75                |
| Auditor                                     | 49.50                | 66.75                |
| Assistant Auditor                           | 49.50                | 65.75                |
| Department Secretaries                      | 49.50                | 66.75                |
| Cashier                                     | 49.50                | 63.00                |
| Ordained Ministers                          | 39.00                | 63.00                |
| Accountants—Men                             | 49.50                | 62.00                |
| Accountants—Women                           | 27.25                | 46.00                |
| Secretaries                                 | 27.25                | 46.00                |
| Stenographers                               | 27.25                | 43.25                |

*Union Conferences  
and Union Missions*

|                               |         |         |
|-------------------------------|---------|---------|
| President                     | \$55.75 | \$69.50 |
| Secretary-Treasurer           | 49.50   | 66.25   |
| Department Secretaries        | 49.50   | 66.25   |
| Auditor                       | 49.50   | 66.25   |
| Assistant Treasurer           | 49.50   | 63.00   |
| Ordained Ministers            | 39.00   | 63.00   |
| Cashier—Men                   | 49.50   | 61.50   |
| Cashier—Women                 | 27.25   | 46.00   |
| Accountants—Men               | 47.50   | 60.00   |
| Accountants—Women             | 27.25   | 46.00   |
| Secretaries                   | 27.25   | 46.00   |
| Stenographers                 | 27.25   | 43.25   |
| Elementary School Supervisors | 35.00   | 51.00   |

*Local Conferences  
and Missions*

|                               |         |         |
|-------------------------------|---------|---------|
| President                     | \$50.00 | \$66.25 |
| Secretary-Treasurer           | 39.00   | 63.00   |
| Department Secretaries        | 39.00   | 63.00   |
| Book and Bible House Managers | 39.00   | 63.00   |
| Ordained Ministers            | 39.00   | 63.00   |
| Licensed Ministers            | 35.50   | 52.50   |
| Bible Instructors—Men         | 35.50   | 52.50   |
| Bible Instructors—Women       | 27.50   | 46.25   |
| Office Secretaries            | 27.25   | 46.00   |
| Stenographers                 | 27.25   | 43.25   |
| Elementary School Supervisors | 35.00   | 49.00   |

| <i>Ministerial Interns</i> | <i>First Year</i> |             | <i>Second Year</i>   |                      |
|----------------------------|-------------------|-------------|----------------------|----------------------|
|                            | <i>Min.</i>       | <i>Max.</i> | <i>Min.</i>          | <i>Max.</i>          |
| Married Men                | \$35.00           | \$41.25     | \$39.25              | \$45.50              |
| Unmarried Men              |                   | 33.00       | 31.25                | 38.75                |
| Bible Instructors          | 26.00             | 32.25       | 30.50                | 35.00                |
| <i>Secondary Schools</i>   |                   |             | <i>Mini-<br/>mum</i> | <i>Maxi-<br/>mum</i> |
| Principal                  |                   |             | \$50.00              | \$63.00              |
| Business Manager           |                   |             | 49.50                | 60.00                |
| Assistant Business Manager |                   |             | 48.00                | 58.50                |
| Accountants—Men            |                   |             | 37.00                | 58.50                |
| Accountants—Women          |                   |             | 27.25                | 46.00                |

|                 |       |       |
|-----------------|-------|-------|
| Teachers—Men    | 35.25 | 60.00 |
| Dean of Boys    | 35.25 | 60.00 |
| Teachers—Women  | 29.00 | 46.25 |
| Industrial Head |       | *     |
| Dean of Boys    | 35.25 | 58.50 |
| Dean of Girls   | 27.50 | 46.25 |
| Matron          | 27.50 | 49.00 |

*Intermediate and Elementary Schools*

|                 |         |         |
|-----------------|---------|---------|
| Principal—Men   | \$35.00 | \$60.00 |
| Principal—Women | 32.00   | 49.00   |
| Teachers—Men    | 35.25   | 60.00   |
| Teachers—Women  | 29.50   | 46.25   |

*Senior Colleges*

|  |         |         |
|--|---------|---------|
| President  | \$55.75 | \$69.50 |
| Dean of Instruction                                    | 50.00   | 66.25   |
| Business Manager                                       | 50.00   | 66.25   |
| Accountant—Men   | 47.50   | 60.00   |
| Accountant—Women                                       | 27.25   | 46.00   |
| Assistant Manager and Treasurer                        | 50.00   | 63.00   |
| Industrial Head  | 50.00   | †63.00  |
| Head of Major Industrial Dept<br>Same as Head of Dept. |         |         |
| Registrar—Men  | 50.00   | 63.00   |
| Registrar—Women  | 32.00   | 51.00   |
| Dean of Men  | 50.00   | 63.00   |
| Dean of Women  | 32.50   | 51.00   |
| Assistant Dean of Collegiate<br>School of Nursing      | 32.25   | 53.75   |
| Matron   | 27.50   | 51.00   |
| Professor and Head of Department<br>—Men               | 50.00   | 66.25   |
| Professor and Head of Department<br>—Women             | 32.25   | 53.75   |
| Professor—Men  | 50.00   | 65.25   |
| Professor—Women  | 29.75   | 52.75   |
| Associate Professor—Men                                | 49.50   | †64.25  |

\* 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 \$63.00.

‡ Plus \$1.00 if head of department.

† Head of Major Industrial Department same as Head of Department.

|                           |       |        |
|---------------------------|-------|--------|
| Associate Professor—Women | 32.00 | 51.00  |
| Assistant Professor—Men   | 49.00 | †63.00 |
| Assistant Professor—Women | 31.75 | 48.00  |
| Instructor—Men            | 35.00 | †58.25 |
| Instructor—Women          | 29.50 | 46.00  |
| Librarian—Men             | 50.00 | †63.00 |
| Librarian—Women           | 32.00 | †49.00 |

#### *Junior Colleges*

|                   |         |         |
|-------------------|---------|---------|
| President         | \$50.00 | \$66.25 |
| Manager           | 39.00   | 63.00   |
| Assistant Manager | 35.75   | 59.00   |
| Accountant—Men    |         |         |
| Accountant—Women  |         |         |
| Registrar—Men     | 36.00   | 60.00   |
| Registrar—Women   | 30.50   | 47.25   |
| Dean of Men       | 36.00   | 60.00   |
| Dean of Women     | 30.50   | 46.25   |
| Matron            | 27.50   | 46.25   |
| Department Head   | 39.50   | 63.00   |
| Instructor        | 35.75   | 59.00   |
| Industrial Head   |         | *       |
| Librarian—Men     | 36.00   | †60.00  |
| Librarian—Women   | 30.50   | †47.25  |

#### *Publishing Houses*

|                               |         |         |
|-------------------------------|---------|---------|
| General Manager Major Houses  | \$55.75 | \$69.50 |
| General Manager Minor Houses  | 49.50   | 66.25   |
| Editors Major Periodicals     | 55.75   | 69.50   |
| Editors Minor Periodicals     | 47.50   | 60.00   |
| Accountants—Men               | 47.50   | 60.00   |
| Branch Managers               | 49.50   | 66.25   |
| Treasurer                     | 49.50   | 66.25   |
| Department Heads              | 49.50   | 66.25   |
| Book Department Manager       | 49.50   | 66.25   |
| Periodical Department Manager | 49.50   | 66.25   |
| Foreman                       | 49.50   | 63.00   |
| Factory Workers               | Note    |         |
| Proofreaders—Men              | 47.50   | 60.00   |

† If holding professional rank, this rank takes precedence in setting of salary.

\* 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 \$63.00.

‡ Plus \$1.00 if head of department.

|                    |       |       |
|--------------------|-------|-------|
| Proofreaders—Women | 27.50 | 44.25 |
| Copy Editors—Women | 27.50 | 45.25 |

(NOTE: Factory workers' (journeymen) rates in North America are from \$1.47 to \$1.70 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.)

## MEDICAL INSTITUTIONS

### Physicians 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 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 \$88.00 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 .....  | \$59.00         |
| Second year ..... | 64.50           |
| Third year .....  | 70.00           |
| Fourth year ..... | 74.75           |
| Fifth year .....  | 84.00           |

*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 .....  | \$54.75         |
| Second year ..... | 57.75           |
| Third year .....  | 61.50           |
| Fourth year ..... | 65.50           |
| Fifth year .....  | 71.00           |

|                                       | <i>Mini-<br/>mum</i> | <i>Maxi-<br/>mum</i> |
|---------------------------------------|----------------------|----------------------|
| Business Manager                      | \$50.00              | \$66.25              |
| Assistant Business Manager            | 35.00                | 63.00                |
| Accountant                            | 35.00                | 61.50                |
| Credit Manager                        | 35.00                | 62.50                |
| Purchasing Agent                      | 35.00                | 62.50                |
| Director School of Nursing            | 34.25                | 54.75                |
| Assistant Director, School of Nursing | 32.00                | 53.75                |
| Supervisor of Nursing Instruction     | 32.00                | 51.50                |
| Director of Nursing Service           | 27.25                | 53.75                |
| Head Nurse                            | 27.25                | 49.50                |
| Dean of Women                         | 27.25                | 49.50                |
| Executive Housekeeper                 | 27.25                | 49.50                |
| Technician—Men                        | 30.25                | 61.50                |
| Technician—Women                      | 27.25                | 50.50                |
| Dietitian                             | 27.25                | 49.50                |
| Supervisor of Clinical Service Nurses | 27.25                | 49.50                |
|                                       |                      | 46.25                |

#### 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]:

|                              |         |
|------------------------------|---------|
| First year after internship  | \$52.50 |
| Second year after internship | 55.25   |
| Third year after internship  | 57.75   |
| Fourth year after internship | 60.50   |
| Fifth year after internship  | 63.00   |

Additional allowance to the Medical Director for medical administration \$10.00-25.00 per week

Additional allowance to the acting Medical Director for medical administration in



|  |                     |
|--|---------------------|
| the absence of the Medical Director  | 7.50-12.50 per week |
| Additional allowance to staff members who have specialty board certification | 5.00 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 \$125.00 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 College of Medical Evangelists is referred to the major Board of that institution.

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