

WAGE SCALE

*North American Division
of the General Conference of
Seventh-day Adventists*



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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 \$1.00.

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 \$2.50.

OTHER ALLOWANCES

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

1957 WAGE SCALE

<i>General Conference</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
President		\$89.50
Secretary		87.50
Treasurer		87.50
General Vice-presidents		87.50
Vice-president—North American Division		87.50
Under-treasurer		86.50
Associate Secretaries	\$76.25	85.50
Assistant Treasurers	76.25	85.50
Auditor	70.25	85.50
Department Secretaries	70.25	85.50
Field Secretaries	70.25	85.50
Statistical Secretary	70.25	84.00
Associate Department Secretaries	70.25	84.00
Associate Auditors	70.25	84.00
Associate Secretaries—Women	53.00	64.25
Cashier—Men	64.50	79.25
Cashier-Accountant—Women	40.00	57.00
Accountants—Men	64.50	77.50
Accountants—Women	40.00	55.00
Asst. Department Secretaries—Men	64.50	79.25
Asst. Department Secretaries—Women	41.00	57.00
Administrative Office Secretaries	40.00	57.00
Office Secretaries	40.00	55.00
Stenographers	40.00	52.25
 <i>Union Conferences</i>		
President	70.75	85.50
Secretary-Treasurer	64.50	82.25
Department Secretaries	64.50	81.25
Auditor	64.50	81.25
Assistant Treasurer	64.50	78.00
Ordained Ministers	54.00	78.00
Cashier—Men	64.50	76.50
Cashier—Women	40.00	55.00
Cashier-Accountant—Women	40.00	56.00
Accountants—Men	62.50	75.00
Accountants—Women	40.00	55.00

Secretaries	40.00	55.00
Stenographers	40.00	52.25
Elementary School Supervisors	44.00	60.00

Local Conferences

President	65.00	82.25
Secretary-Treasurer	54.00	79.00
Department Secretaries	54.00	78.00
Book & Bible House Managers	54.00	78.00
Ordained Ministers	54.00	78.00
Licensed Ministers	50.50	67.50
Bible Instructors—Men	50.50	67.50
Bible Instructors—Women	40.00	55.25
Cashier-Accountants—Men	52.00	73.00
Cashier-Accountants—Women	40.00	56.00
Office Secretaries	40.00	55.00
Stenographers	40.00	52.25
Elementary School Supervisors	44.00	58.00

	<i>First Year</i>		<i>Second Year</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
<i>Ministerial Interns</i>				
Married Men	50.00	56.25	54.25	60.50
Unmarried Men		42.00	40.25	47.75
Bible Instructors	40.00	41.25	40.00	44.00

Secondary Schools

Principal	65.00	78.00
Business Manager	64.50	75.00
Assistant Business Manager	63.00	73.50
Accountants—Men	52.00	73.50
Accountants—Women	40.00	55.00
Cashier-Accountant—Women	40.00	56.00
Teachers—Men	50.25	75.00
Dean of Boys	50.25	75.00
Teachers—Women	40.00	55.25
Dean of Girls	40.00	55.25
Matron	40.00	57.00
Industrial Head		*

Intermediate and Elementary Schools

Principal—Men	50.25	75.00
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* 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 \$78.00.

Principal—Women	47.00	58.00
Teachers—Men	50.25	75.00
Teachers—Women	40.00	55.25

Senior Colleges

President	70.75	84.50
Dean of Instruction	65.00	82.25
Business Manager	65.00	82.25
Accountants—Men	62.50	77.50
Accountants—Women	40.00	55.00
Accountant-Cashier—Women	40.00	56.00
Assistant Manager and Treasurer	65.00	78.00
Industrial Head	65.00	† 78.00
Head of Major Industrial Department		†
Registrar—Men	65.00	78.00
Registrar—Women	41.00	60.00
Dean of Men	65.00	78.00
Dean of Women	41.50	60.00
Assistant Dean of Collegiate School of Nursing	41.25	62.75
Director of Food Service—Men	65.00	78.00
Director of Food Service—Women	40.00	60.00
Professor and Head of Department— Men	65.00	81.25
Professor and Head of Department— Women	41.25	62.75
Professor—Men	65.00	80.25
Professor—Women	40.00	61.75
Associate Professor—Men	64.50	‡ 79.25
Associate Professor—Women	41.00	60.00
Assistant Professor—Men	64.00	‡ 78.00
Assistant Professor—Women	40.75	57.00
Instructors—Men	50.00	‡ 75.00
Instructors—Women	40.00	56.00
Librarian—Men	65.00	§ 78.00
Librarian—Women	41.00	§ 60.00

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

‡ Plus \$1.00 if head of Department.

§ If holding professional rank, the rank takes precedence in setting salary.

Junior Colleges

President	65.00	81.25
Manager	54.00	78.00
Assistant Manager	50.75	74.00
Accountant—Men	41.75	73.50
Accountant—Women	40.00	55.00
Accountant-Cashier—Women	40.00	56.00
Registrar—Men	51.00	75.00
Registrar—Women	40.00	57.00
Dean of Men	51.00	75.00
Dean of Women	40.00	57.00
Matron	40.00	57.00
Department Head	54.50	78.00
Instructors—Men	50.75	75.00
Industrial Head		*
Librarian—Men	51.00	§ 75.00
Librarian—Women	40.00	§ 57.00

Publishing Houses

General Managers	70.75	84.50
Assistant General Managers	68.50	82.25
Editor of Review & Herald	69.75	83.50
Periodical Editors	68.50	82.25
Associate Periodical Editors	67.50	81.25
Minor Periodical Editors	63.50	77.00
Book Editors	68.50	82.25
Associate Book Editors	67.50	81.25
Treasurers	68.50	82.25
Assistant Treasurers	66.50	80.25
Book Department Managers	68.50	82.25
Associate Book Department Managers	67.50	81.25
Assistant Book Department Managers	66.50	80.25
Periodical Department Managers	68.50	82.25
Assoc. Periodical Dept. Managers	67.50	81.25
Asst. Periodical Dept. Managers	66.50	80.25
Factory Superintendent	68.50	82.25
Asst. Factory Superintendent	66.50	80.25
Branch Managers	66.50	80.25
Chief Accountants—Men	63.50	77.50

* 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 \$78.00.

§ If holding professional rank, the rank takes precedence in setting salary.

Foremen	65.50	79.00
Head Proofreader—Men	62.50	75.00
Head Proofreader—Women	50.00	60.00
Proofreader—Women	45.00	53.25
Copy Editors—Men	65.50	79.00
Copy Editors—Women	47.00	54.25
Factory Workers	* See Note	
Accountants—Men	62.50	75.00
Accountant-Cashier—Women	40.00	56.00

* NOTE:—Factory workers' (Journeymen) rates in North America are from \$1.64½ to \$2.23½ 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.

Christian Record Benevolent Association

The Publishing House portion of this wage scale will be used in setting the salaries of workers in the Christian Record Benevolent Association.

MEDICAL INSTITUTIONS

Physicians and Dentists 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 \$103.00 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	\$74.00
Second year	79.50
Third year	85.00
Fourth year	89.75
Fifth year	99.00

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	\$63.75
Second year	66.75
Third year	70.50
Fourth year	74.50
Fifth year	80.00

Sanitarium Personnel

Administrator	70.75	84.50
Business Manager or Asst. Administrator	65.00	82.25
Assistant Business Manager	50.00	78.00
Accountant—Men	50.00	77.50
Accountant-Cashier—Women	40.00	56.00
Credit Manager	50.00	77.50
Purchasing Agent	50.00	77.50
Director—School of Nursing	43.25	63.75
Director—Nursing Service	40.00	62.75
Asst. Director—School of Nursing	41.00	62.75
Supervisor of Nursing Instruction	41.00	60.50
Administrative Dietitian	40.00	62.75
Dean of Women	40.00	58.50
Executive Housekeeper	40.00	60.00
Technicians—Men	45.25	78.50
Technicians—Women	40.00	60.50
Dietitians	40.00	59.50
Supervisor Clinical Service	40.00	63.50
Head Nurses	40.00	58.50
General Duty Nurses		56.25

The maximum rate will apply only to those institutions of over one hundred beds and which conduct a school of nursing.

College of Medical Evangelists

Educational:		
President		\$85.50
Dean of Faculties		84.00
General Business Manager		84.00

Hospital Administrator	82.25
Campus Business Administrator	82.25
Asst. Campus Business Administrator	80.50

Business:

Controller	85.50
Associate Controller	82.25
Secretary Board (Manager Student Loan Dept.)	81.25
Resident Auditor	81.25
Assistant Treasurer	78.00

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	\$57.50
Second year after internship	60.25
Third year after internship	62.75
Fourth year after internship	65.50
Fifth year after internship	68.00

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.

