

LF2056

WAGE SCALE

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

Effective July 1, 1971

CONTENTS

	Page
Introduction and Explanations	1-6
General Conference Scale	7-9
Union Conference Scale	9, 10
Local Conference Scale	10
Educational Institutions Scale	10-14
Publishing House Scale	14, 15
Christian Record Braille Foundation Scale	15
Voice of Prophecy and Faith for Today Scale	15, 16
Loma Linda Foods Scale	16, 17
Medical Institutions Scale	17, 18
"Package Plan" of Remuneration for Medical Institutions, Universities and Colleges	19-22

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 \$555.00 per month, effective July 1, 1971. Where the "basic salary plan" is used, the total of the specific identifiable allowances may not exceed 50.45% 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 50.45% 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	\$170.00
Automobile Depreciation	60.00
Automobile Insurance	15.50
Utilities Allowance	16.50
Telephone	7.50
Books and Equipment Allowance	8.50
Luggage Allowance	2.00
Total	<hr/> \$280.00

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, 1971—100% Salary Level \$555.00

GENERAL CONFERENCE	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
President		118		655.00
General Vice-President		115		639.00
Vice-President, North America		115		639.00
Secretary		115		639.00
Associate Secretary	102	112	567.00	622.00
Treasurer		115		639.00
Undertreasurer		113		628.00
Assistant Treasurer	102	112	567.00	622.00
Field Secretary	102	112	567.00	622.00
Auditor	102	112	567.00	622.00
Associate Auditor	100	110	555.00	611.00
Department Secretary	102	112	567.00	622.00
Associate Department Secretary	100	110	555.00	611.00
Assistant Department Secretary	94	104	522.00	578.00
Statistical Secretary	100	110	555.00	611.00
Director of Deferred Giving	100	110	555.00	611.00
Controller	98	108	544.00	600.00
Personnel Director	96	106	533.00	589.00
Cashier	94	104	522.00	578.00
Assistant Cashier	74	99	411.00	550.00
Chief Accountant	94	104	522.00	578.00
Accountant	74	99	411.00	550.00
Librarian	67	92	372.00	511.00
Administrative Office Secretary	68	93	378.00	517.00
Administrative Office Assistant	68	93	378.00	517.00
Secretary	65	90	361.00	500.00
Receptionist	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
Switchboard Operator-Supervisor	65	90	361.00	500.00
Assistant Switchboard Operator	60	85	333.00	472.00
Director of Office Services	70	95	389.00	528.00
Mail Room Clerk	60	85	333.00	472.00
Shipping Clerk	65	90	361.00	500.00
Chauffeur	67	92	372.00	511.00
Business Intern:				
First Year		77		428.00
Second Year		85		472.00
<i>Insurance Service</i>				
Manager	102	112	567.00	622.00
Branch Manager	96	106	533.00	589.00

<i>Insurance Service—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Assistant Manager	95	105	528.00	583.00
Assistant Treasurer	94	104	522.00	578.00
Underwriter	93	103	517.00	572.00
Technical Engineer	93	103	517.00	572.00
Chief Accountant	93	103	517.00	572.00
Accountant	74	99	411.00	550.00
Secretary (with agent's license)	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
<i>Esda Sales and Service</i>				
General Manager	96	106	533.00	589.00
Manager	94	104	522.00	578.00
Treasurer	75	100	417.00	555.00
Cashier	67	92	372.00	511.00
Assistant Cashier	66	91	367.00	506.00
Accountant	68	93	378.00	517.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
Department Head				
Export	70	95	389.00	528.00
Automobiles	70	95	389.00	528.00
Special Order	70	95	389.00	528.00
Shipping	70	95	389.00	528.00
Salesroom	70	95	389.00	528.00
Service Station	70	95	389.00	528.00
Sales Clerk	60	85	333.00	472.00
Crater and Packer	68	93	378.00	517.00
Shipping Clerk	65	90	361.00	506.00
Service Station Assistant	65	90	361.00	506.00
<i>Custodial Service</i>				
Manager	74	99	411.00	550.00
Assistant Manager	72	97	400.00	539.00
Cabinet Maker	70	95	389.00	528.00
Electrician	70	95	389.00	528.00
Painter	70	95	389.00	528.00
Plumber	70	95	389.00	528.00
Janitor	63	88	350.00	489.00
Night Watchman	63	88	350.00	489.00
<i>Print Shop</i>				
Manager	92	102	511.00	567.00
Assistant Manager	72	97	400.00	539.00
Pressman	70	95	389.00	528.00
Typesetter	70	95	389.00	528.00

**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	411.00	550.00
Cashier	67	92	372.00	511.00
Credit Manager	68	93	378.00	517.00
Accountant	68	93	378.00	517.00
Secretary	65	90	361.00	500.00
Clerk	60	85	333.00	472.00
Receptionist	60	85	333.00	472.00
Custodian	65	90	361.00	500.00

LOCAL CONFERENCES

President	98	108	544.00	600.00
Secretary-Treasurer	94	104	522.00	578.00
Assistant Secretary-Treasurer	74	99	411.00	550.00
Department Secretary	75	100	417.00	555.00
Associate Department Secretary	74	99	411.00	550.00
Assistant Department Secretary	72	97	400.00	539.00
Elementary School Supervisor	73	98	406.00	544.00
Book and Bible House Manager	75	100	417.00	555.00
Asst. Book and Bible House Manager	72	97	400.00	539.00
Association Mgr. and/or Sec.-Treas.	75	100	417.00	555.00
Association Field Representative	75	100	417.00	555.00
Ordained Minister	90	100	500.00	555.00
Licensed Minister	68	93	378.00	517.00
Bible Instructor	68	93	378.00	517.00

* Ministerial Intern:

In Field—After College or one year Seminary	80			444.00
—After two years Seminary	85			472.00
Cashier	66	91	367.00	506.00
Assistant Cashier	65	90	361.00	500.00
Cashier-Accountant	68	93	378.00	517.00
Accountant	66	91	367.00	506.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Custodian	65	90	361.00	500.00
Van Driver	72	97	400.00	539.00

EDUCATIONAL INSTITUTIONS

Universities (Andrews and Loma Linda only)

President	102	112	567.00	622.00
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* Stipend granted Ministerial Intern while attending Seminary: \$315.00 per month effective January 1, 1971.

<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	561.00	617.00
Financial Affairs	101	111	561.00	617.00
Student Affairs	101	111	561.00	617.00
Development Corporation	101	111	561.00	617.00
Assistant to Vice-President	96	106	533.00	589.00
Controller	99	109	550.00	605.00
Treasurer	95	105	528.00	583.00
Assistant Treasurer	75	100	417.00	555.00
Cashier	74	99	411.00	550.00
Chief Accountant	93	103	517.00	572.00
Accountant	74	99	411.00	550.00
Dean of School	100	110	555.00	611.00
Dean of Students	99	109	550.00	605.00
Registrar	93	103	517.00	572.00
Assistant Registrar	92	102	511.00	567.00
University Medical Center				
Administrator	101	111	561.00	617.00
Campus Business Administrator	98	108	544.00	600.00
Assistant Campus Business Administrator	95	105	528.00	583.00
Secretary of Corporation	95	105	528.00	583.00
Treasurer of Corporation	95	105	528.00	583.00
Internal Auditor	95	105	528.00	583.00
Purchasing Agent	93	103	517.00	572.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator-Supervisor	63	88	350.00	489.00
Switchboard Operator	60	85	333.00	472.00
Director of Computer Service	95	105	528.00	583.00
Computer Programmer	91	101	506.00	561.00
Professor*	98	108	544.00	600.00
Associate Professor*	95	105	528.00	583.00
Assistant Professor*	75	100	417.00	555.00
Instructor	72	97	400.00	539.00
Librarian	93	103	517.00	572.00
Associate Librarian	91	101	506.00	561.00
Assistant Librarian	74	99	411.00	550.00
<i>Senior Colleges</i>				
President	101	111	561.00	617.00
Dean of Academic Affairs	98	108	544.00	600.00

* 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	544.00	600.00
Business Manager	98	108	544.00	600.00
Assistant Business Manager	94	104	522.00	578.00
Director of College Relations and Development	97	107	539.00	594.00
Treasurer	92	102	511.00	567.00
Chief Accountant	91	101	506.00	561.00
Assistant Treasurer	74	99	411.00	550.00
Cashier	74	99	411.00	550.00
Accountant	74	99	411.00	550.00
Head of Major Industrial Dept.	95	105	528.00	583.00
Industrial Head	75	100	417.00	555.00
Registrar	75	100	417.00	555.00
Associate Registrar	74	99	411.00	550.00
Assistant Registrar	68	93	378.00	517.00
Residence Hall Dean	75	100	417.00	555.00
Associate Residence Hall Dean	73	98	406.00	544.00
Assistant Residence Hall Dean	69	94	383.00	522.00
Director of Food Service	75	100	417.00	555.00
Assistant Director of Food Service	70	95	389.00	528.00
Director of Health Service	75	100	417.00	555.00
Professor*	97	107	539.00	594.00
Associate Professor*	94	104	522.00	578.00
Assistant Professor*	75	100	417.00	555.00
Instructor	72	97	400.00	539.00
Librarian	75	100	417.00	555.00
Associate Librarian	74	99	411.00	550.00
Assistant Librarian	72	97	400.00	539.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00
Head Custodian	74	99	411.00	550.00
Director of Computer Service	95	105	528.00	583.00
Computer Programmer	91	101	506.00	561.00

Junior Colleges

President	97	107	539.00	594.00
Business Manager	94	104	522.00	578.00
Assistant Business Manager	72	97	400.00	539.00
Treasurer	72	97	400.00	539.00
Cashier	69	94	383.00	522.00
Accountant	69	94	383.00	522.00

* 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	400.00	539.00
Residence Hall Dean	72	97	400.00	539.00
Director of Food Service	72	97	400.00	539.00
Director of Health Service	72	97	400.00	539.00
Professor*	75	100	417.00	555.00
Associate Professor*	74	99	411.00	550.00
Assistant Professor	73	98	406.00	544.00
Instructor	72	97	400.00	539.00
Industrial Head	75	100	417.00	555.00
Librarian	72	97	400.00	539.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00
Head Custodian	72	97	400.00	539.00
<i>Secondary Schools (1)</i>				
Principal	75	100	417.00	555.00
Business Manager	73	98	406.00	544.00
Assistant Business Manager	72	97	400.00	539.00
Treasurer	70	95	389.00	528.00
Cashier	66	91	367.00	506.00
Accountant	66	91	367.00	506.00
Guidance Director	72	97	400.00	539.00
Registrar	72	97	400.00	539.00
Teacher (3)	72	97	400.00	539.00
Librarian	72	97	400.00	539.00
Residence Hall Dean	72	97	400.00	539.00
Director of Food Service	72	97	400.00	539.00
Director of Health Service	72	97	400.00	539.00
Industrial Head	72	97	400.00	539.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
<i>Intermediate and Elementary Schools (1)</i>				
Principal—Major Schools (2)	74	99	411.00	550.00
Principal	73	98	406.00	544.00
Teacher (3)	72	97	400.00	539.00

* 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>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
President	100	110	555.00	611.00
Director of Studies	95	105	528.00	583.00
Treasurer	75	100	417.00	555.00
Accountant	71	96	395.00	533.00
Registrar	73	98	406.00	544.00
Senior Editor	75	100	417.00	555.00
Editor	68	93	378.00	517.00
Examination Supervisor	68	93	378.00	517.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
Production Manager	70	95	389.00	528.00
Clerk	60	85	333.00	472.00
Custodian	65	90	361.00	500.00

PUBLISHING HOUSES

General Manager	101	111	561.00	617.00
Assistant General Manager	98	108	544.00	600.00
Editor of <i>Review and Herald</i>	100	110	555.00	611.00
Assoc. Editor of <i>Review and Herald</i>	96	106	533.00	589.00
Periodical Editor	98	108	544.00	600.00
Assoc. Periodical Editor	95	105	528.00	583.00
Assistant Periodical Editor	93	103	517.00	572.00
Minor Periodical Editor	74	99	411.00	550.00
Book Editor	98	108	544.00	600.00
Associate Book Editor	95	105	528.00	583.00
Assistant Book Editor	93	103	517.00	572.00
Treasurer	98	108	544.00	600.00
Assistant Treasurer	93	103	517.00	572.00
Cashier	75	100	417.00	555.00
Chief Accountant	91	101	506.00	561.00
Accountant	72	97	400.00	539.00
Book Department Manager	98	108	544.00	600.00
Associate Book Dept. Manager	95	105	528.00	583.00
Assistant Book Dept. Manager	93	103	517.00	572.00
Periodical Department Manager	98	108	544.00	600.00
Associate Periodical Dept. Mgr.	95	105	528.00	583.00
Assistant Periodical Dept. Mgr.	93	103	517.00	572.00
Factory Superintendent	98	108	544.00	600.00
Assistant Factory Superintendent	93	103	517.00	572.00
Branch Manager	95	105	528.00	583.00
Foreman	91	101	506.00	561.00
Assistant Foreman	72	97	400.00	539.00
Librarian	67	92	372.00	511.00
Assistant Librarian	65	90	361.00	500.00
Head Proofreader	67	92	372.00	511.00

<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	361.00	500.00
Copy Editor	91	101	506.00	561.00
Public Relations Director	93	103	517.00	572.00
Director of Computer Services	95	105	528.00	583.00
Factory Crew Leader	71	96	395.00	533.00
Factory Worker	70	95	389.00	528.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00

CHRISTIAN RECORD BRAILLE FOUNDATION

General Manager	99	109	550.00	605.00
Assistant General Manager	94	104	522.00	578.00
Treasurer	94	104	522.00	578.00
Cashier	69	94	383.00	522.00
Accountant	69	94	383.00	522.00
Editor	94	104	522.00	578.00
Assistant Editor	91	101	506.00	561.00
Director of Foreign Language Serv.	94	104	522.00	578.00
General Director of Field Service	94	104	522.00	578.00
District Representative	91	101	506.00	561.00
Bible School Teacher	72	97	400.00	539.00
Factory Superintendent	94	104	522.00	578.00
Foreman	75	100	417.00	555.00
Librarian	67	92	372.00	511.00
Assistant Librarian	65	90	361.00	500.00
Head Proofreader	67	92	372.00	511.00
Proofreader	65	90	361.00	500.00
Stereotype Operator	65	90	361.00	500.00
Factory Worker	70	95	389.00	528.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00
Custodian	65	90	361.00	500.00

VOICE OF PROPHECY & FAITH FOR TODAY

Program Director and Speaker	99	109	550.00	605.00
Assistant Director and Speaker	92	102	511.00	567.00
Assistant Director of Film Production	92	102	511.00	567.00
General Manager	98	108	544.00	600.00
Treasurer and/or Assistant Manager	94	104	522.00	578.00
Assistant Treasurer	75	100	417.00	555.00

**Voice of Prophecy &
Faith for Today—continued**

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Cashier	69	94	383.00	522.00
Accountant	69	94	383.00	522.00
Public Relations Director	94	104	522.00	578.00
Assist. Public Relations Director	74	99	411.00	550.00
Editor of Publications	94	104	522.00	578.00
Station Relations Director	94	104	522.00	578.00
Director of Bible School	94	104	522.00	578.00
Bible School Pastor	91	101	506.00	561.00
Bible School Teacher	72	97	400.00	539.00
Quartet Personnel	91	101	506.00	561.00
Music Arranger	91	101	506.00	561.00
Organist or Pianist	91	101	506.00	561.00
Sound Engineer	91	101	506.00	561.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00
Custodian	65	90	361.00	500.00

Print Shop

Manager	91	101	506.00	561.00
Assistant Manager	72	97	400.00	539.00
Art Director	75	100	417.00	555.00
Pressman	70	95	389.00	528.00
Typesetter	70	95	389.00	528.00
Factory Worker	70	95	389.00	528.00
Clerk	60	85	333.00	472.00

LOMA LINDA FOODS

General Manager	101	111	561.00	617.00
Assistant General Manager	98	108	544.00	600.00
General Treasurer	94	104	522.00	578.00
General Sales Manager	94	104	522.00	578.00
General Advertising Manager	94	104	522.00	578.00
General Production Manager	94	104	522.00	578.00
Division Manager	94	104	522.00	578.00
Division Treasurer	93	103	517.00	572.00
Division Sales Manager	93	103	517.00	572.00
Division Assistant Sales Manager	91	101	506.00	561.00
District Sales Manager	91	101	506.00	561.00
Division Advertising Manager	93	103	517.00	572.00
Division Production Manager	93	103	517.00	572.00
Purchasing Agent	91	101	506.00	561.00
Factory Superintendent	92	102	511.00	567.00
Assistant Factory Superintendent	75	100	417.00	555.00

<i>Loma Linda Foods—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Cashier	73	98	406.00	544.00
Chief Accountant	91	101	506.00	561.00
Cost Accountant	73	98	406.00	544.00
Credit Manager	91	101	506.00	561.00
Publications Editor	92	102	511.00	567.00
Factory Foreman	73	98	406.00	544.00
Factory Worker	70	95	389.00	528.00
Administrative Office Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Stenographer	60	85	333.00	472.00
Receptionist	60	85	333.00	472.00
Custodian	65	90	361.00	500.00
Truck Driver	75	100	417.00	555.00
Maintenance Man	75	100	417.00	555.00
Field Representative	93	103	517.00	572.00
Salesman	67	92	372.00	511.00
Traffic	92	102	511.00	567.00
Director I.N.R.F.	93	103	517.00	572.00
Associate Director I.N.R.F.	91	101	506.00	561.00
Food Technologist	92	102	511.00	567.00
Chemist	91	101	506.00	561.00
Demonstrator	67	92	372.00	511.00

MEDICAL INSTITUTIONS

Administrator	101	111	561.00	617.00
Administrator—less than 100 beds	98	108	544.00	600.00
Assist. Admin.—over 100 beds	98	108	544.00	600.00
Assist. Admin.—under 100 beds	94	104	522.00	578.00
Controller	97	107	539.00	594.00
Treasurer	92	102	511.00	567.00
Cashier	73	98	406.00	544.00
Assistant Cashier	67	92	372.00	511.00
Chief Accountant	91	101	506.00	561.00
Accountant	74	99	411.00	550.00
Director of Patient Business	93	103	517.00	572.00
Purchasing Agent	93	103	517.00	572.00
Personnel Director	93	103	517.00	572.00
Public Relations Director	93	103	517.00	572.00
Chief of Medical Records	92	102	511.00	567.00
Medical Director		132		733.00
Physicians and Dentists				
First Year		117		650.00
Second Year		122		678.00
Third Year		127		705.00
Chief Engineer	97	107	539.00	594.00

<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	539.00	594.00
Asst. Direct. School of Nursing	95	105	528.00	583.00
Director of Nursing Service	97	107	539.00	594.00
Assist. Director of Nursing Service	95	105	528.00	583.00
Nurse Supervisor	93	103	517.00	572.00
Nurse Anesthetist	93	103	517.00	572.00
Head Nurse	91	101	506.00	561.00
Staff Nurse	75	100	417.00	555.00
Administrative Dietitian	97	107	539.00	594.00
Dietitian	93	103	517.00	572.00
Chief Medical Technologist	97	107	539.00	594.00
Pharmacist	97	107	539.00	594.00
Residence Hall Dean	72	97	400.00	539.00
Executive Housekeeper	92	102	511.00	567.00
Assistant Executive Housekeeper	70	95	389.00	528.00
Administrative Office Secretary	67	92	372.00	511.00
Medical Secretary	67	92	372.00	511.00
Secretary	65	90	361.00	500.00
Receptionist	60	85	333.00	472.00
Stenographer	60	85	333.00	472.00
Switchboard Operator	60	85	333.00	472.00
Custodian	65	90	361.00	500.00
Director of Computer Service	95	105	528.00	583.00
Computer Programmer	91	101	506.00	561.00

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"

July 1, 1971

	Starting Levels			Maximums		
	%	Monthly Rate	Annual Rate	%	Monthly Rate	Annual Rate
Floor Duty, Reg. Nurse	100	566.00	6,792.00	120	680.00	8,160.00
Supervisor, Reg. Nurse	115	651.00	7,812.00	135	765.00	9,180.00
Assistant Director, Nursing Service	128	725.00	8,700.00	148	838.00	10,056.00
Dietitian, Head	128	725.00	8,700.00	148	838.00	10,056.00
Personnel Director	134	759.00	9,108.00	154	872.00	10,464.00
Medical Technologist	137	776.00	9,312.00	157	889.00	10,668.00
Director, Nursing Service	140	793.00	9,516.00	160	906.00	10,872.00
Director, Data Processing	148	838.00	10,056.00	168	951.00	11,412.00
Controller	153	866.00	10,392.00	173	980.00	11,760.00
Assistant Administrator	156	883.00	10,596.00	176	997.00	11,964.00
Associate Administrator	160	906.00	10,872.00	180	1,019.00	12,228.00
Administrator	165	934.00	11,208.00	185	1,047.00	12,560.00

NOTE: It is understood that each hospital board may use a degree of flexibility in setting the percentage rate for classifications of employees between the starting rate for the floor-duty nurse and the maximum rate for the administrator.

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

July 1, 1971

<i>Classification</i>	<i>Approximate</i>	
	<i>Monthly Rate</i>	<i>Annual Rate</i>
Instructor—Minimum	\$ 683.00	\$ 8,200.00
Instructor	700.00	8,400.00
Instructor	717.00	8,600.00
Instructor	733.00	8,800.00
Instructor—Maximum	750.00	9,000.00
Assistant Professor—Minimum	767.00	9,200.00
Assistant Professor	783.00	9,400.00
Assistant Professor	800.00	9,600.00
Assistant Professor	817.00	9,800.00
Assistant Professor—Maximum	833.00	10,000.00
Associate Professor—Minimum	842.00	10,100.00
Associate Professor	858.00	10,300.00
Associate Professor—Maximum	875.00	10,500.00
Professor—Minimum	883.00	10,600.00
Professor	900.00	10,800.00
Professor—Maximum	917.00	11,000.00
Academic Dean—Maximum	1,000.00	12,000.00
Business Manager—Maximum	1,000.00	12,000.00
President—Maximum	1,047.00	12,560.00