

LF 2058

# WAGE SCALE

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

*Effective July 1, 1973*

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## 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-five percent 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, Radio, TV and Film Center)**

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 the 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 one basic salary scale for each job classification based on education and experience to all employees without discrimination on the basis of race, religion, sex, age, national origin or color, 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 those who have dependents and those who do not have dependents is given in the basic wage scale, it is recognized that the differences are to be provided in the living allowance granted. On the basis of need determined by marital status, dependents and financial responsibility, an additional amount of money may be paid to employees without discrimination on the basis of race, religion, sex, age, national origin or color.

## TWO METHODS OF REMUNERATION

It is recognized that there are two approved methods of remuneration of employees; namely,

1. The *Regular Plan* which is the payment of the basic salary plus the living allowance paid separately as specific identifiable items.
2. The *Package Plan* which is the payment of the basic salary plus the living allowance paid in one combined payment. This plan is not applicable to the ministerial worker.
3. In the wage scale the 100% salary level has been set at \$595.00 per month, effective July 1, 1973. Where the Regular Plan is used, the total of the specific identifiable items which make up the living allowance may not exceed 50.42% (\$300.00) of the 100% salary level.
4. Where the Package Plan is used, the living allowance may be granted as follows:

a. Employee with one or more dependents—up to a maximum of 50.42% (\$300.00) of the 100% salary level.

b. Employee without dependents—up to a maximum of 70% (\$210.00) of the living allowance granted to an employee with dependents.

The living allowance includes such items as

	<i>Maximum Per Month</i>
* Rent Subsidy or Home Owner's Allowance	\$185.00
Automobile Depreciation	65.00
Automobile Insurance	15.50
Utilities Allowance	16.50
Telephone	7.50
Books and Equipment Allowance	8.50
Luggage Allowance	2.00
	<hr/>
Total	\$300.00

The living allowance 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

c. "Dependents" are defined as spouse and/or unmarried dependent children who are not employable or who have not been able to secure employment and/or parents of either spouse or of a single employee to whom more than 50% of total support is provided by the employee. Only one "Employee with Dependents" is recognized in each family unit.

d. In a case where a worker who being "Employee with Dependents" is left alone at the death of his or her spouse, the survivor may continue to receive for a time the "Employee with Dependents" 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 allow-

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\* Where the *Regular Plan* of remuneration is used, it is understood that the employee is expected to contribute 10% of his salary toward the total rent or housing expense. Where the *Package Plan* is used, it is understood that the full normal rental will be paid by the employee.

ance" 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 \$7.00 daily, except where a worker is fully entertained, the daily allowance is \$2.00.

When missionary families are on authorized trips, the daily travel allowance for husband and wife when traveling together is \$9.00; for each accompanying child, \$2.00; and for each child traveling alone, \$4.00.



<i>Insurance and Risk Management Service</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Management Services				
General Manager	102	112	607.00	667.00
Assistant General Manager	98	108	584.00	643.00
Branch Manager	98	108	584.00	643.00
Assistant Branch Manager	97	107	578.00	637.00
Secretary—Administrative	67	92	399.00	548.00
Secretary—Licensed Agent	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Risk Management Service				
Director Risk Management Service				
Home Office	96	106	572.00	631.00
Branch Office	94	104	560.00	619.00
Risk Management Consultant	92	102	548.00	607.00
Secretary—Licensed Agent	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Insurance Services				
Director Insurance Services				
Home Office	96	106	572.00	631.00
Branch Office	94	104	560.00	619.00
Underwriting Manager	94	104	560.00	619.00
Secretary—Licensed Agent	67	92	399.00	548.00
Underwriting Assistant	66	91	393.00	542.00
Secretary	65	90	387.00	536.00
Stenographer-Rating Clerk	63	88	375.00	524.00
Stenographer	60	85	357.00	506.00
File Clerk	60	85	357.00	506.00
Policyholders Services				
Director Policyholders Services				
Home Office	96	106	572.00	631.00
Branch Office	94	104	560.00	619.00
Claims Manager				
Home Office	92	102	548.00	607.00
Branch Office	75	100	447.00	595.00
Technical Service Manager	93	103	554.00	613.00
Assistant Claims Manager	91	101	542.00	601.00
Property Appraiser	91	101	542.00	601.00
Loss Prevention Consultant	91	101	542.00	601.00
Secretary—Licensed Agent	67	92	399.00	548.00
Secretary—Drafting Service	66	91	393.00	542.00
Claims Examiner	66	91	393.00	542.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
Administrative Services				
Director Administrative Service				
Home Office	96	106	572.00	631.00
Branch Office	94	104	560.00	619.00

**Insurance and Risk Management  
Service—continued**

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Assistant Treasurer	93	103	554.00	613.00
Chief Accountant	92	102	548.00	607.00
Supervisor—Data Processing	91	101	542.00	601.00
Programmer—Data Processing	91	101	542.00	601.00
Accountant	74	99	441.00	590.00
Cashier	68	93	405.00	554.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
Key Punch Operator	60	85	357.00	506.00
Receptionist	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
File Clerk	60	85	357.00	506.00
Mail Clerk	60	85	357.00	506.00
<b>Business Intern</b>				
First Year		77		459.00
Second Year		85		506.00

**Esda Sales and Service**

General Manager	96	106	572.00	631.00
Manager	94	104	560.00	619.00
Treasurer	75	100	447.00	595.00
Cashier	67	92	399.00	548.00
Assistant Cashier	66	91	393.00	542.00
Accountant	68	93	405.00	554.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
<b>Department Head</b>				
Export	70	95	417.00	566.00
Automobiles	70	95	417.00	566.00
Special Order	70	95	417.00	566.00
Shipping	70	95	417.00	566.00
Salesroom	70	95	417.00	566.00
Service Station	70	95	417.00	566.00
Sales Clerk	60	85	357.00	506.00
Crater and Packer	68	93	405.00	554.00
Shipping Clerk	65	90	387.00	536.00
Service Station Assistant	65	90	387.00	536.00

**Custodial Service**

Director of Custodial Service	72	97	429.00	578.00
Custodian	65	90	387.00	536.00

**Maintenance Service**

Manager	74	99	441.00	590.00
Assistant Manager	72	97	429.00	578.00
Cabinet Maker	70	95	417.00	566.00
Electrician	70	95	417.00	566.00

<i>Maintenance Service—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Painter	70	95	417.00	566.00
Plumber	70	95	417.00	566.00
Janitor	63	88	375.00	524.00
Night Watchman	63	88	375.00	524.00
<i>Print Shop</i>				
Manager	93	103	554.00	613.00
Assistant Manager	72	97	429.00	578.00
Pressman	70	95	417.00	566.00
Typesetter	70	95	417.00	566.00
Mimeograph Operator	60	85	357.00	506.00
Clerk	60	85	357.00	506.00
<i>Security Service</i>				
Director of Security Service	72	97	429.00	578.00
Security Officer	67	92	399.00	548.00
<i>Transportation Service</i>				
Transportation Agent	93	103	554.00	613.00
Assistant Transportation Agent	75	100	447.00	595.00
Warehouse Foreman	70	95	417.00	566.00
Crater and Packer	68	93	405.00	554.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
<i>Welfare Service Processing Centers</i>				
Manager	93	103	554.00	613.00
Packer and Baler	68	93	405.00	554.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
<b>UNION CONFERENCES</b>				
President	102	112	607.00	667.00
Secretary-Treasurer	98	108	584.00	643.00
Associate Secretary	94	104	560.00	619.00
Assistant Treasurer	94	104	560.00	619.00
Auditor	95	105	566.00	625.00
Associate Auditor	93	103	554.00	613.00
Assistant Auditor	91	101	542.00	601.00
Department Secretary	95	105	566.00	625.00
Associate Department Secretary	93	103	554.00	613.00
Assistant Department Secretary	91	101	542.00	601.00
Elementary School Supervisor	92	102	548.00	607.00
Association Manager and/or Secretary	95	105	566.00	625.00
Association Field Representative	93	103	554.00	613.00
Cashier-Accountant	69	94	411.00	560.00
Accountant	68	93	405.00	554.00



<i>Local Conferences—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
<b>* Ministerial Intern:</b>				
In Field—After College or one year Seminary	80			476.00
—After two years Seminary	85			506.00
Cashier	66	91	393.00	542.00
Assistant Cashier	65	90	387.00	536.00
Cashier-Accountant	68	93	405.00	554.00
Accountant	66	91	393.00	542.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Custodian	65	90	387.00	536.00
Van Driver	72	97	429.00	578.00

\* Stipend granted Ministerial Intern while attending Seminary: \$340.00 per month effective July 1, 1973.

Stipend granted Public Relations trainee by any denominational organization shall be at the same rate as the stipend granted the ministerial intern while attending the Seminary.

## EDUCATIONAL INSTITUTIONS

### *Universities (Andrews and Loma Linda only)*

President	102	112	607.00	667.00
Vice-President				
Academic Affairs	101	111	601.00	661.00
Financial Affairs	101	111	601.00	661.00
Student Affairs	101	111	601.00	661.00
Development	101	111	601.00	661.00
Corporation	101	111	601.00	661.00
Assistant to Vice-President	96	106	572.00	631.00
Controller	99	109	570.00	649.00
Treasurer	95	105	566.00	625.00
Assistant Treasurer	75	100	447.00	595.00
Cashier	74	99	441.00	590.00
Chief Accountant	93	103	554.00	613.00
Accountant	74	99	441.00	590.00
Dean of School	100	110	595.00	655.00
Dean of Students	99	109	590.00	649.00
Director of Admissions and Records	94	104	560.00	619.00
Assoc. Director of Admissions & Records	92	102	548.00	607.00
Assit. Director of Admissions & Records	75	100	447.00	595.00
Director of Counselling Service	93	103	554.00	613.00
Director of Audio-Visual Center	75	100	447.00	595.00
Director of Food Services	93	103	554.00	613.00
Assist. Director of Food Services	73	98	435.00	584.00
Director of Student Finance	75	100	447.00	595.00

*Universities (Andrews and Loma Linda only)—continued*

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
University Medical Center				
Administrator	101	111	601.00	661.00
Campus Business Administrator	98	108	584.00	643.00
Assistant Campus Business Administrator	95	105	566.00	625.00
Secretary of Corporation	95	105	566.00	625.00
Treasurer of Corporation	95	105	566.00	625.00
Internal Auditor	95	105	566.00	625.00
Purchasing Agent	93	103	554.00	613.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator-Supervisor	63	88	375.00	524.00
Switchboard Operator	60	85	357.00	506.00
Director of Computer Service	95	105	566.00	625.00
Computer Programmer	91	101	542.00	601.00
Professor*	98	108	584.00	643.00
Associate Professor*	95	105	566.00	625.00
Assistant Professor*	75	100	447.00	595.00
Instructor	72	97	429.00	578.00
Librarian	93	103	554.00	613.00
Associate Librarian	91	101	542.00	601.00
Assistant Librarian	74	99	441.00	590.00
<i>Senior Colleges</i>				
President	101	111	601.00	661.00
Dean of Academic Affairs	98	108	584.00	643.00
Dean of Student Affairs	98	108	584.00	643.00
Business Manager	98	108	584.00	643.00
Assistant Business Manager	94	104	560.00	619.00
Director of College Relations and Development	97	107	578.00	637.00
Treasurer	92	102	548.00	607.00
Chief Accountant	91	101	542.00	601.00
Assistant Treasurer	74	99	441.00	590.00
Director of Student Finance	74	99	441.00	590.00
Cashier	74	99	441.00	590.00
Accountant	74	99	441.00	590.00
Head of Major Industrial Dept.	95	105	566.00	625.00
Industrial Head	75	100	447.00	595.00
Registrar	75	100	447.00	595.00
Associate Registrar	74	99	441.00	590.00
Assistant Registrar	68	93	405.00	554.00
Residence Hall Dean	75	100	447.00	595.00

\* 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>
Associate Residence Hall Dean	73	98	435.00	584.00
Assistant Residence Hall Dean	69	94	411.00	560.00
Director of Food Service	75	100	447.00	595.00
Assistant Director of Food Service	70	95	417.00	566.00
Director of Health Service	75	100	447.00	595.00
Professor*	97	107	578.00	637.00
Associate Professor*	94	104	560.00	619.00
Assistant Professor*	75	100	447.00	595.00
Instructor	72	97	429.00	578.00
Librarian	75	100	447.00	595.00
Associate Librarian	74	99	441.00	590.00
Assistant Librarian	72	97	429.00	578.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
Head Custodian	74	99	441.00	590.00
Director of Computer Service	95	105	566.00	625.00
Computer Programmer	91	101	542.00	601.00

### *Junior Colleges*

President	97	107	578.00	637.00
Business Manager	94	104	560.00	619.00
Assistant Business Manager	72	97	429.00	578.00
Treasurer	72	97	429.00	578.00
Cashier	69	94	411.00	560.00
Accountant	69	94	411.00	560.00
Registrar	72	97	429.00	578.00
Residence Hall Dean	72	97	429.00	578.00
Director of Food Service	72	97	429.00	578.00
Director of Health Service	72	97	429.00	578.00
Professor*	75	100	447.00	595.00
Associate Professor*	74	99	441.00	590.00
Assistant Professor	73	98	435.00	584.00
Instructor	72	97	429.00	578.00
Industrial Head	75	100	447.00	595.00
Librarian	72	97	429.00	578.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
Head Custodian	72	97	429.00	578.00

\* Plus up to \$8.33 per month if head of department.

<i>Secondary Schools (1)</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Principal	75	100	447.00	595.00
Business Manager	73	98	435.00	584.00
Assistant Business Manager	72	97	429.00	578.00
Treasurer	70	95	417.00	566.00
Cashier	66	91	393.00	542.00
Accountant	66	91	393.00	542.00
Guidance Director	72	97	429.00	578.00
Registrar	72	97	429.00	578.00
Teacher (3)	72	97	429.00	578.00
Librarian	72	97	429.00	578.00
Residence Hall Dean	72	97	429.00	578.00
Director of Food Service	72	97	429.00	578.00
Director of Health Service	72	97	429.00	578.00
Industrial Head	72	97	429.00	578.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
<i>Intermediate and Elementary Schools (1)</i>				
Principal—Major Schools (2)	74	99	441.00	590.00
Principal	73	98	435.00	584.00
Teacher (3)	72	97	429.00	578.00
<i>Home Study Institute</i>				
President	100	110	595.00	655.00
Director of Studies	95	105	566.00	625.00
Treasurer	75	100	447.00	595.00
Accountant	71	96	423.00	572.00
Cashier	66	91	393.00	542.00
Registrar	73	98	435.00	584.00
Senior Editor	75	100	447.00	595.00
Editor	68	93	405.00	554.00
Examination Supervisor	68	93	405.00	554.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
Production Manager	70	95	417.00	566.00
Assistant Production Manager	65	90	387.00	536.00
Clerk	60	85	357.00	506.00
Custodian	65	90	387.00	536.00

- (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.

PUBLISHING HOUSES	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
General Manager	101	111	601.00	661.00
Assistant General Manager	98	108	584.00	643.00
Editor of <i>Review and Herald</i>	101	111	601.00	661.00
Assoc. Editor of <i>Review and Herald</i>	97	107	578.00	637.00
Periodical Editor	98	108	584.00	643.00
Assoc. Periodical Editor	95	105	566.00	625.00
Assistant Periodical Editor	93	103	554.00	613.00
Minor Periodical Editor	74	99	441.00	590.00
Book Editor	98	108	584.00	643.00
Associate Book Editor	95	105	566.00	625.00
Assistant Book Editor	93	103	554.00	613.00
Treasurer	98	108	584.00	643.00
Assistant Treasurer	93	103	554.00	613.00
Cashier	75	100	447.00	595.00
Chief Accountant	91	101	542.00	601.00
Accountant	72	97	429.00	578.00
Book Department Manager	98	108	584.00	643.00
Associate Book Dept. Manager	95	105	566.00	625.00
Assistant Book Dept. Manager	93	103	554.00	613.00
Periodical Department Manager	98	108	584.00	643.00
Associate Periodical Dept. Mgr.	95	105	566.00	625.00
Assistant Periodical Dept. Mgr.	93	103	554.00	613.00
Factory Superintendent	98	108	584.00	643.00
Assistant Factory Superintendent	93	103	554.00	613.00
Branch Manager	95	105	566.00	625.00
Foreman	91	101	542.00	601.00
Assistant Foreman	72	97	429.00	578.00
Librarian	67	92	399.00	548.00
Assistant Librarian	65	90	387.00	536.00
Head Proofreader	67	92	399.00	548.00
Proofreader	65	90	387.00	536.00
Copy Editor	91	101	542.00	601.00
Public Relations Director	93	103	554.00	613.00
Director of Computer Services	95	105	566.00	625.00
Factory Crew Leader	71	96	423.00	572.00
Factory Worker	70	95	417.00	566.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00

#### CHRISTIAN RECORD BRAILLE FOUNDATION

General Manager	99	109	590.00	649.00
Assistant General Manager	94	104	560.00	619.00
Treasurer	94	104	560.00	619.00

**Christian Record Braille  
Foundation—continued**

	Percentage		Monthly Basic Wage	
	Min.	Max.	Min.	Max.
Cashier	69	94	411.00	560.00
Accountant	69	94	411.00	560.00
Editor	94	104	560.00	619.00
Assistant Editor	91	101	542.00	601.00
Director of Foreign Language Serv.	94	104	560.00	619.00
General Director of Field Service	94	104	560.00	619.00
District Representative	91	101	542.00	601.00
Bible School Teacher	72	97	429.00	578.00
Factory Superintendent	94	104	560.00	619.00
Foreman	75	100	447.00	595.00
Librarian	67	92	399.00	548.00
Assistant Librarian	65	90	387.00	536.00
Head Proofreader	67	92	399.00	548.00
Proofreader	65	90	387.00	536.00
Stereotype Operator	65	90	387.00	536.00
Factory Worker	70	95	417.00	566.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
Custodian	65	90	387.00	536.00

**RADIO, TV AND FILM CENTER**

***Adventist Radio, TV and Film Center***

President	101	111	601.00	661.00
Treasurer	98	108	584.00	643.00
Director of Computer Service	95	105	566.00	625.00
Chief Accountant	93	103	554.00	613.00

***Voice of Prophecy, Faith for Today, It Is Written and Audio Visual***

Program Director & Speaker	99	109	590.00	649.00
Assoc. Director & Speaker	94	104	560.00	619.00
Assist. Director & Speaker	92	102	548.00	607.00
Director Radio, TV & Film Production	94	104	560.00	619.00
Assoc. Director Radio & Film Produc.	92	102	548.00	607.00
Assist. Director Radio & Film Produc.	91	101	542.00	601.00
Director of Audio Visual Service	94	104	560.00	619.00
Manager	98	108	584.00	643.00
Treasurer or Assistant Manager	94	104	560.00	619.00
Cashier	69	94	411.00	560.00
Accountant	69	94	411.00	560.00
Public Relations Director	94	104	560.00	619.00
Assoc. Public Relations Director	92	102	548.00	607.00
Assist. Public Relations Director	74	99	441.00	590.00
Editor of Publications	94	104	560.00	619.00

<i>VOP, Faith for Today, It Is Written and Audio Visual—continued</i>	<i>Percentage</i>		<i>Monthly Basic Wage</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Station Relations Director	94	104	560.00	619.00
Director of Evangelism	94	104	560.00	619.00
Evangelists	92	102	548.00	607.00
Director of Field Services	94	104	560.00	619.00
Director of Bible School	94	104	560.00	619.00
Bible School Pastor	91	101	542.00	601.00
Bible School Teacher	72	97	429.00	578.00
Quartet Personnel	91	101	542.00	601.00
Music Arranger	91	101	542.00	601.00
Organist or Pianist	91	101	542.00	601.00
Recording & Sound Engineer	91	101	542.00	601.00
Film Editor	72	97	429.00	578.00
Sound Technician	72	97	429.00	578.00
Cameraman	72	97	429.00	578.00
Music & Sound Effects Operator	70	95	417.00	566.00
Color Analyzer	70	95	417.00	566.00
Production Assistant	70	95	417.00	566.00
Negative Cutter	67	92	399.00	548.00
Film Printer	67	92	399.00	548.00
Director of Volunteers	67	92	399.00	548.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
Custodian	65	90	387.00	536.00
<b><i>Print Shop</i></b>				
Press Superintendent	93	103	554.00	613.00
Assistant Superintendent	72	97	429.00	578.00
Foreman	71	96	423.00	572.00
Layout Artist	70	95	417.00	566.00
Cameraman, Stripper & Platemaker	70	95	417.00	566.00
Pressman	70	95	417.00	566.00
Typesetter-Compositor	70	95	417.00	566.00
Factory Worker	70	95	417.00	566.00
Clerk	60	85	357.00	506.00
<b>LOMA LINDA FOODS</b>				
General Manager	101	111	601.00	661.00
Assistant General Manager	98	108	584.00	643.00
General Treasurer	98	108	584.00	643.00
General Sales Manager	94	104	560.00	619.00
General Advertising Manager	94	104	560.00	619.00
General Marketing Director	98	108	584.00	643.00
Assistant General Marketing Director	94	104	560.00	619.00

<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>
General Production Manager	98	108	584.00	643.00
Division Manager	96	106	572.00	631.00
Division Treasurer	93	103	554.00	613.00
Division Sales Manager	93	103	554.00	613.00
Division Assistant Sales Manager	91	101	542.00	601.00
District Sales Manager	91	101	542.00	601.00
Division Advertising Manager	93	103	554.00	613.00
Division Production Manager	93	103	554.00	613.00
Purchasing Agent	91	101	542.00	601.00
Factory Superintendent	92	102	548.00	607.00
Assistant Factory Superintendent	75	100	447.00	595.00
Systems Analyst	91	101	542.00	601.00
Director Computer Services	91	101	542.00	601.00
Cashier	74	99	441.00	590.00
Chief Accountant	92	102	548.00	607.00
Cost Accountant	73	98	435.00	584.00
Credit Manager	91	101	542.00	601.00
Publications Editor	92	102	548.00	607.00
Factory Foreman	73	98	435.00	584.00
Factory Worker	70	95	417.00	566.00
Administrative Office Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Stenographer	60	85	357.00	506.00
Receptionist	60	85	357.00	506.00
Custodian	65	90	387.00	536.00
Truck Driver	75	100	447.00	595.00
Maintenance Man	75	100	447.00	595.00
Field Representative	91	101	542.00	601.00
Salesman	67	92	399.00	548.00
Traffic	92	102	548.00	607.00
Director I.N.R.F.	98	108	584.00	643.00
Associate Director I.N.R.F.	91	101	542.00	601.00
Food Technologist	92	102	548.00	607.00
Chemist	91	101	542.00	601.00
Research Dietitian	92	102	548.00	607.00
Demonstrator	67	92	399.00	548.00

#### **MEDICAL INSTITUTIONS**

Administrator	101	111	601.00	661.00
Administrator—less than 100 beds	98	108	584.00	643.00
Assist. Admin.—over 100 beds	98	108	584.00	643.00
Assist. Admin.—under 100 beds	94	104	560.00	619.00
Controller	97	107	578.00	637.00
Treasurer	92	102	548.00	607.00
Cashier	73	98	435.00	584.00

<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>
Assistant Cashier	67	92	399.00	548.00
Chief Accountant	91	101	542.00	601.00
Accountant	74	99	441.00	590.00
Director of Patient Business	93	103	554.00	613.00
Purchasing Agent	93	103	554.00	613.00
Personnel Director	93	103	554.00	613.00
Public Relations Director	93	103	554.00	613.00
Chief of Medical Records	92	102	548.00	607.00
Medical Director		140		833.00
Physicians and Dentists				
First Year		118		703.00
Second Year		126		750.00
Third Year		134		798.00
Chief Engineer	97	107	578.00	637.00
Director School of Nursing	97	107	578.00	637.00
Asst. Direct. School of Nursing	95	105	566.00	625.00
Director of Nursing Service	97	107	578.00	637.00
Assist. Director of Nursing Service	95	105	566.00	625.00
Nurse Supervisor	93	103	554.00	613.00
Nurse Anesthetist	93	103	554.00	613.00
Head Nurse	91	101	542.00	601.00
Staff Nurse	75	100	447.00	595.00
Administrative Dietitian	97	107	578.00	637.00
Dietitian	93	103	554.00	613.00
Chief Medical Technologist	97	107	578.00	637.00
Pharmacist	97	107	578.00	637.00
Residence Hall Dean	72	97	429.00	578.00
Executive Housekeeper	92	102	548.00	607.00
Assistant Executive Housekeeper	70	95	417.00	566.00
Administrative Office Secretary	67	92	399.00	548.00
Medical Secretary	67	92	399.00	548.00
Secretary	65	90	387.00	536.00
Receptionist	60	85	357.00	506.00
Stenographer	60	85	357.00	506.00
Switchboard Operator	60	85	357.00	506.00
Custodian	65	90	387.00	536.00
Director of Computer Service	95	105	566.00	625.00
Computer Programmer	91	101	542.00	601.00

## 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 19)
- (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 the responsibility of the employee for dependents.

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, 1973

	%	<i>Starting Monthly Rate</i>	<i>Levels Annual Rate</i>	%	<i>Maximums Monthly Rate</i>	<i>Annual Rate</i>
Floor Duty, Reg. Nurse	100	601.00	7,212.00	120	721.00	8,652.00
Supervisor, Reg. Nurse	115	691.00	8,292.00	135	811.00	9,732.00
Assistant Director, Nursing Service	128	769.00	9,228.00	148	889.00	10,668.00
Dietitian, Head	128	769.00	9,228.00	148	889.00	10,668.00
Personnel Director	134	805.00	9,660.00	154	925.00	11,100.00
Medical Technologist	137	823.00	9,876.00	157	943.00	11,316.00
Director, Nursing Service	140	841.00	10,092.00	160	961.00	11,532.00
Director, Data Processing	148	889.00	10,668.00	168	1,009.00	12,108.00
Controller	153	919.00	11,028.00	173	1,039.00	12,468.00
Assistant Administrator	156	937.00	11,244.00	176	1,057.00	12,684.00
Associate Administrator	160	961.00	11,532.00	180	1,081.00	12,972.00
Administrator	165	991.00	11,892.00	185	1,111.00	13,332.00

NOTE: In the above illustrative "Package Plan" 100% is used as the minimum or starting level wage of the floor duty, registered nurse. There is a spread of 20 percentage points between the minimum and maximum in each category, with the maximum for the administrator set at 185% in relationship to the starting level of 100% for the floor duty registered nurse. It is understood that each hospital may use a degree of flexibility in setting the percentage rate for classifications of employees between the 100% level and the maximum of 185% 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 percent 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 "Employee without Dependents" will be in harmony with their basic wage rates plus a "Living Allowance" of up to 70% of the "Employee with one or more Dependents" 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"

EMPLOYEE WITH DEPENDENTS

July 1, 1973

<i>Classification</i>	<i>Approximate Monthly Rate</i>	<i>Annual Rate</i>
Instructor—Minimum	\$ 713.00	\$ 8,550.00
Instructor	730.00	8,750.00
Instructor	746.00	8,950.00
Instructor	771.00	9,250.00
Instructor—Maximum	788.00	9,450.00
Assistant Professor—Minimum	805.00	9,650.00
Assistant Professor	821.00	9,850.00
Assistant Professor	838.00	10,050.00
Assistant Professor	863.00	10,350.00
Assistant Professor—Maximum	888.00	10,650.00
Associate Professor—Minimum	896.00	10,750.00
Associate Professor	905.00	10,850.00
Associate Professor	913.00	10,950.00
Associate Professor—Maximum	921.00	11,050.00
Professor—Minimum	938.00	11,250.00
Professor	955.00	11,450.00
Professor—Maximum	971.00	11,650.00
Academic Dean—Maximum	1,063.00	12,750.00
Business Manager—Maximum	1,063.00	12,750.00
President—Maximum	1,111.00	13,332.00

Note: The Wage Scale Committee suggests that the following be considered in the implementation of the above schedule:

1. Maximum stipulation in each rank should be granted only to those with doctoral degrees.
2. Teachers with Masters degrees or equivalent should start on the second step of the Instructor rank.
3. Teachers with doctoral degrees should start on the third step of the Instructor rank or the second step of the Assistant Professor rank depending on experience.

Wage Scale for Colleges—Illustrative “Package Plan”

EMPLOYEE WITHOUT DEPENDENTS

July 1, 1973

<i>Classification</i>	<i>Approximate Monthly Rate</i>	<i>Annual Rate</i>
Instructor—Minimum	\$ 621.00	\$ 7,450.00
Instructor	638.00	7,650.00
Instructor	655.00	7,850.00
Instructor	680.00	8,150.00
Instructor—Maximum	696.00	8,350.00
Assistant Professor—Minimum	713.00	8,550.00
Assistant Professor	730.00	8,750.00
Assistant Professor	746.00	8,950.00
Assistant Professor	771.00	9,250.00
Assistant Professor—Maximum	796.00	9,550.00
Associate Professor—Minimum	805.00	9,650.00
Associate Professor	813.00	9,750.00
Associate Professor	821.00	9,850.00
Associate Professor—Maximum	830.00	9,950.00
Professor—Minimum	846.00	10,150.00
Professor	863.00	10,350.00
Professor—Maximum	880.00	10,550.00
Academic Dean—Maximum	971.00	11,650.00
Business Manager—Maximum	971.00	11,650.00
President—Maximum	1,021.00	12,252.00

Note: The Wage Scale Committee suggests that the following be considered in the implementation of the above schedule:

1. Maximum stipulation in each rank should be granted only to those with doctoral degrees.
2. Teachers with Masters degrees or equivalent should start on the second step of the Instructor rank.
3. Teachers with doctoral degrees should start on the third step of the Instructor rank or the second step of the Assistant Professor rank depending on experience.

