

WAGE SCALE

*of the General Conference of
Seventh-day Adventists*



Effective January 1, 1951

Printed in the U.S.A.

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.

1951 WAGE SCALE

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>General Conference</i>		
President		\$69.00
Secretary		68.00
Treasurer		68.00
General Vice-presidents		68.00
Vice-president North American Di- vision		68.00
Under-treasurer		67.00
Associate Secretaries	\$61.25	66.00
Assistant Treasurers	61.25	66.00
Auditor	55.25	66.00
Department Secretaries	55.25	66.00
Field Secretaries	55.25	65.50
Statistical Secretary	55.25	65.50
Associate Department Secretaries	55.25	65.50
Associate Auditors	55.25	65.50
Associate Secretaries—Women	44.00	52.50
Cashier	49.50	61.50
Accountants—Men	49.50	59.50
Accountants—Women	27.25	43.75
Assistant Department Secretaries	32.00	45.00
Head Office Secretaries	27.25	44.00
Office Secretaries	27.25	43.75
Stenographers	27.25	41.00
 <i>Division Organizations</i>		
President	\$61.25	\$68.00
Secretary	55.25	66.00
Treasurer	55.25	66.00
Field Secretary	49.50	63.50
Auditor	49.50	63.50
Assistant Auditor	49.50	62.50
Department Secretaries	49.50	63.50
Cashier	49.50	60.00
Ordained Ministers	39.00	60.00
Accountants—Men	49.50	59.00
Accountants—Women	27.25	43.75
Secretaries	27.25	43.75
Stenographers	27.25	41.00

*Union Conferences
and Union Missions*

President	\$55.75	\$66.00
Secretary-Treasurer	49.50	63.00
Department Secretaries	49.50	63.00
Auditor	49.50	63.00
Assistant Treasurer	49.50	60.00
Ordained Ministers	39.00	60.00
Cashier—Men	49.50	58.50
Cashier—Women	27.25	43.75
Accountants—Men	47.50	57.00
Accountants—Women	27.25	43.75
Secretaries	27.25	43.75
Stenographers	27.25	41.00

*Local Conferences
and Missions*

President	\$50.00	\$63.00
Secretary-Treasurer	39.00	60.00
Department Secretaries	39.00	60.00
Book and Bible House Managers	39.00	60.00
Ordained Ministers	39.00	60.00
Licensed Ministers	35.50	50.00
Bible Instructors—Men	35.50	50.00
Bible Instructors—Women	27.50	44.00
Office Secretaries	27.25	43.75
Stenographers	27.25	41.00

<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	\$39.25	\$39.25	\$43.25
Unmarried Men		31.25	31.25	36.75
Bible Instructors	26.00	30.50	30.50	33.25

<i>Secondary Schools</i>	<i>Mini-</i>	<i>Maxi-</i>
	<i>mum</i>	<i>mum</i>
Principal	\$50.00	\$60.00
Business Manager	49.50	57.00
Assistant Business Manager	48.00	55.50
Accountants—Men	37.00	55.50
Accountants—Women	27.25	43.75
Teachers—Men	35.25	55.50

Teachers—Women	29.00	44.00
Industrial Head		*
Dean of Boys	35.25	55.50
Dean of Girls	27.50	44.00
Matron	27.50	44.00

Intermediate and Elementary Schools

Principal—Men	\$35.25	\$55.50
Principal—Women	32.00	46.50
Teachers—Men	35.25	55.50
Teachers—Women	29.50	43.75

Senior Colleges

President	\$55.75	\$66.00
Dean of Instruction	50.00	63.00
Business Manager	50.00	63.00
Accountant—Men	47.50	57.00
Accountant—Women	27.25	43.75
Assistant Manager and Treasurer	50.00	60.00
Industrial Head	50.00	60.00
Registrar—Men	50.00	60.00
Registrar—Women	32.00	46.50
Dean of Men	50.00	60.00
Dean of Women	32.50	47.00
Matron	27.50	46.50
Professor and Head of Department —Men	50.00	63.00
Professor and Head of Department —Women	32.25	49.00
Professor—Men	50.00	62.00
Professor—Women	29.75	48.50
Associate Professor—Men	49.50	*61.00
Associate Professor—Women	32.00	46.50
Assistant Professor—Men	49.00	*60.00
Assistant Professor—Women	31.75	45.50
Instructor—Men	35.00	*55.25

* 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 \$60.

* Plus \$1.00 if head of department.

Instructor—Women	29.50	43.75
Librarian—Men	50.00	†60.00
Librarian—Women	32.00	†47.00

Junior Colleges

President	\$50.00	\$63.00
Manager	39.00	60.00
Assistant Manager	35.75	56.00
Accountant—Men		
Accountant—Women		
Registrar—Men	36.00	57.00
Registrar—Women	30.50	45.00
Dean of Men	36.00	57.00
Dean of Women	30.50	44.00
Matron	27.50	44.00
Department Head	39.50	60.00
Instructor	35.75	56.00
Industrial Head		*
Librarian—Men	36.00	†57.00
Librarian—Women	30.50	†45.00

Publishing Houses

General Manager Major Houses	\$55.75	\$66.00
General Manager Minor Houses	49.50	63.00
Editors Major Periodicals	55.75	66.00
Editors Minor Periodicals	47.50	57.00
Accountants—Men	47.50	57.00
Branch Managers	49.50	63.00
Treasurer	49.50	63.00
Department Heads	49.50	63.00
Book Department Manager	49.50	63.00
Periodical Department Manager	49.50	63.00
Foreman	49.50	60.00
Factory Workers	Note	
Proofreaders—Men	47.50	57.00
Proofreaders—Women	27.50	42.00
Copy Editors—Women	27.50	43.00

† 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 \$60.

(NOTE: Factory workers' (journeymen) rates in North America are from \$1.47 to \$1.61 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 \$83.75 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	\$56.00
Second year	61.25
Third year	66.50
Fourth year	71.00
Fifth year	80.00

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	\$52.00
Second year	55.00
Third year	58.50
Fourth year	62.25
Fifth year	67.50

	<i>Mini- mum</i>	<i>Maxi- mum</i>
Business Manager	\$50.00	\$63.00
Assistant Business Manager	35.00	60.00
Accountant	35.00	58.50
Credit Manager	35.00	59.50
Purchasing Agent	35.00	59.50
Director School of Nursing	34.25	50.00
Assistant Director, School of Nurs- ing	32.00	49.00
Supervisor of Nursing Instruction	32.00	49.00
Director of Nursing Service	27.25	49.00
Head Nurse	27.25	47.00
Dean of Women	27.25	47.00
Executive Housekeeper	27.25	47.00
Technician—Men	30.25	58.50
Technician—Women	27.25	48.00
Dietitian	27.25	47.00
Supervisor of Clinical Service	27.25	47.00
Nurses	hr. .80	hr. 1.10 or wk. 44.00

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	\$50.00
Second year after internship	52.50
Third year after internship	55.00
Fourth year after internship	57.50
Fifth year after internship	60.00
Additional allowance to the Medical Director for medi- cal 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.