

# WAGE SCALE

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



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W P BRADLEY

## 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 \$5.00 daily where workers are traveling, except that 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 \$7.00, for accompanying children \$1.25, for children traveling alone \$3.00.

## OTHER ALLOWANCES

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

# 1961 WAGE SCALE

Per Week

<i>General Conference</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
President		\$94.00
Secretary		92.00
Treasurer		92.00
General Vice-presidents		92.00
Vice-president—North American Division		92.00
Under-treasurer		91.00
Associate Secretaries	80.25	90.00
Assistant Treasurers	80.25	90.00
Auditor	74.00	90.00
Department Secretaries	74.00	90.00
Field Secretaries	74.00	90.00
Statistical Secretary	74.00	88.25
Associate Department Secretaries	74.00	88.25
Associate Auditors	74.00	88.25
Associate Secretaries—Women	55.75	67.50
Cashier—Men	67.75	83.25
Cashier-Accountants—Women	42.00	60.00
Accountants—Men	67.75	81.50
Accountants—Women	42.00	57.75
Asst. Department Secretaries—Men	67.75	83.25
Asst. Department Secretaries—Women	43.25	60.00
Administrative Office Secretaries	42.00	60.00
Office Secretaries	42.00	57.75
Stenographers	42.00	55.00
 <i>Union Conferences</i>		
President	74.50	90.00
Secretary-Treasurer	67.75	86.50
Asst. Treasurers	67.75	83.50
Department Secretaries	67.75	85.50
Asst. Dept. Secretaries	67.75	83.50
Auditor	67.75	85.50
Ordained Ministers	56.75	82.00
Cashier—Men	67.75	80.50
Cashier—Women	42.00	57.75
Cashier-Accountants—Women	42.00	59.00

<i>Union Conferences (Continued)</i>	<i>Minimum</i>	<i>Maximum</i>
Accountants—Men	65.75	78.75
Accountants—Women	42.00	57.75
Secretaries	42.00	57.75
Stenographers	42.00	55.00
Elementary School Supervisors	46.25	63.00

### *Local Conferences*

President	68.25	86.50
Secretary-Treasurer	56.75	83.00
Department Secretaries	56.75	82.00
Book & Bible House Managers	56.75	82.00
Ordained Ministers	56.75	82.00
Licensed Ministers	53.25	71.00
Bible Instructors—Men	53.25	71.00
Bible Instructors—Women	42.00	58.25
Cashier-Accountants—Men	54.75	76.75
Cashier-Accountants—Women	42.00	59.00
Office Secretaries	42.00	57.75
Stenographers	42.00	55.00
Elementary School Supervisors	46.25	61.00

<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	52.50	59.25	57.00	63.75
Unmarried Men		44.25	42.50	50.25
Bible Instructors	42.00	43.50	42.00	46.25

### *Senior Colleges*

President	74.50	88.75
Dean of Instruction	68.25	86.50
Dean of Students or Student Affairs —Men	68.25	86.50
Dean of Students or Student Affairs —Women	52.50	67.00
Business Manager	68.25	86.50
Assistant Manager and Treasurer	68.25	82.00
Accountants—Men	65.75	81.50
Accountants—Women	42.00	57.75
Cashier-Accountants—Women	42.00	59.00

<i>Senior Colleges (Continued)</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
Industrial Head <sup>1</sup>	68.25	82.00
Head of Major Industrial Department <sup>1</sup>	68.25	82.00
Registrar—Men	68.25	82.00
Registrar—Women	43.25	63.00
Associate Registrar—Men	67.00	80.75
Associate Registrar—Women	43.00	61.50
Assistant Registrar—Men	52.50	78.75
Assistant Registrar—Women	42.00	59.00
Dean of Men	68.25	82.00
Associate Dean of Men	67.00	80.75
Assistant Dean of Men	52.50	78.75
Dean of Women	43.75	63.00
Associate Dean of Women	43.00	61.50
Assistant Dean of Women	47.25	59.25
Assistant Dean of Collegiate School of Nursing	43.50	66.00
Director of Health Service	42.00	63.00
Director of Food Service—Men	68.25	82.00
Director of Food Service—Women	42.00	63.00
Assistant Director of Food Service (Women with ADA Rating)	42.00	61.00
Professor and Head of Department—Men	68.25	85.50
Professor and Head of Department—Women	43.50	66.00
Professor—Men	68.25	84.50
Professor—Women	42.00	65.00
Associate Professor—Men <sup>2</sup>	67.75	83.25
Associate Professor—Women <sup>2</sup>	43.25	63.00
Assistant Professor—Men <sup>2</sup>	67.25	82.00
Assistant Professor—Women <sup>2</sup>	43.00	60.00
Instructors—Men	52.50	78.75
Instructors—Women	42.00	59.00
Librarian—Men <sup>3</sup>	68.25	82.00
Librarian—Women <sup>3</sup>	43.25	63.00

<sup>1</sup> Head of Major Industrial Department same as Head of Department.

<sup>2</sup> Plus \$1.00 if head of Department.

<sup>3</sup> If holding professional rank, the rank takes precedence in setting salary.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Senior Colleges (Continued)</i>		
Associate Librarian—Men	67.00	80.75
Associate Librarian—Women	43.00	61.50
Assistant Librarian—Men	52.50	78.75
Assistant Librarian—Women	42.00	59.00
<i>Junior Colleges</i>		
President	68.25	85.50
Manager	56.75	83.00
Assistant Manager	53.50	77.75
Accountants—Men	44.00	77.25
Accountants—Women	42.00	57.75
Cashier-Accountants—Women	42.00	59.00
Registrar—Men	53.75	78.75
Registrar—Women	42.00	60.00
Dean of Men	53.75	78.75
Dean of Women	42.00	60.00
Matron	42.00	60.00
Director of Health Service	42.00	60.00
Department Head	57.25	82.00
Instructors—Men	52.50	78.75
Instructors—Women	42.00	59.00
Industrial Head <sup>4</sup>		
Librarian—Men	53.75	78.75
Librarian—Women	42.00	60.00
<i>Secondary Schools</i>		
Principal	68.25	82.00
Business Manager	67.75	80.00
Assistant Business Manager	66.25	78.75
Accountants—Men	54.75	77.25
Accountants—Women	42.00	57.75
Cashier-Accountants—Women	42.00	59.00
Teachers—Men	53.00	78.75
Teachers—Women	42.00	58.25
Dean of Boys	53.00	80.00
Dean of Girls	42.00	59.25
Matron	42.00	60.00
Industrial Head <sup>4</sup>		

<sup>4</sup> 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 \$82.00.

	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Intermediate Schools</i> <sup>5</sup>		
Principal—Men (Major schools) <sup>6</sup>	53.00	80.00
Principal—Men	53.00	78.75
Principal—Women	49.50	61.00
Teachers—Men	53.00	78.75
Teachers—Women	42.00	58.25
<i>Publishing Houses</i>		
General Managers	74.50	88.75
Assistant General Manager	72.00	86.50
Editor of Review & Herald	73.25	87.75
Periodical Editors	72.00	86.50
Associate Periodical Editors	71.00	85.50
Minor Periodical Editors	66.75	81.00
Book Editors	72.00	86.50
Associate Book Editors	71.00	85.50
Treasurer	72.00	86.50
Assistant Treasurers	70.00	84.50
Book Department Managers	72.00	86.50
Associate Book Department Managers	71.00	85.50
Assistant Book Department Managers	70.00	84.50
Periodical Department Managers	72.00	86.50
Assoc. Periodical Dept. Managers	71.00	85.50
Asst. Periodical Dept. Managers	70.00	84.50
Factory Superintendent	72.00	86.50
Asst. Factory Superintendent	70.00	84.50
Branch Managers	70.00	84.50
Chief Accountants—Men	66.75	81.50
Foremen	69.00	83.00
Head Proofreader—Men	65.75	78.75
Head Proofreader—Women	52.50	63.00
Proofreaders—Women	47.25	56.00
Copy Editors—Men	69.00	83.00
Copy Editors—Women	49.50	57.00
Factory Workers	* See Note	

<sup>5</sup> Plus \$1.00 for Elementary and Secondary teachers holding Professional certificates.

<sup>6</sup> When there are four or more full-time teachers in the intermediate or elementary school.

\* NOTE:—Factory workers' (Journeymen) rates in North America are from \$1.73 to \$2.40 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.

<i>Publishing Houses (Continued)</i>	<i>Mini- mum</i>	<i>Maxi- mum</i>
Accountants—Men	65.75	78.75
Accountant-Cashier—Women	42.00	59.00

#### *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 \$108.25 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	\$77.75
Second year	83.50
Third year	89.25
Fourth year	94.25
Fifth year	104.00

*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	\$67.00
Second year	70.25
Third year	74.25
Fourth year	78.25
Fifth year	84.00



	<i>Mini- mum</i>	<i>Maxi- mum</i>
<i>Sanitariums</i> <sup>7</sup>		
Administrator	74.50	88.75
Business Manager or Asst. Adminis- trator	68.25	86.50
Assistant Business Manager	52.50	82.00
Accountant—Men	52.50	81.50
Accountant-Cashier—Women	42.00	59.00
Credit Manager	52.50	81.50
Purchasing Agent	52.50	81.50
Director—School of Nursing	45.50	67.00
Director—Nursing Service	42.00	66.00
Asst. Director—School of Nursing	43.25	66.00
Supervisor of Nursing Instruction	43.25	63.75
Administrative Dietitian	42.00	66.00
Dean of Women	42.00	61.50
Executive Housekeeper	42.00	63.00
Technicians—Men	47.50	82.50
Technicians—Women	42.00	63.75
Dietitians	42.00	62.50
Supervisor Clinical Service	42.00	66.75
Head Nurses	42.00	61.50
General Duty Nurses		59.25

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	\$90.00
Dean of Faculties	89.25
General Business Manager	89.25
Hospital Administrator	88.75
Campus Business Administrator	86.50
Asst. Campus Business Administrator	84.75

<sup>7</sup> These maximum rates are intended for major institutions.

\* Since the CME is primarily an educational institution, it is therefore necessary in the interest of over-all unity to have a general manager of the Loma Linda Sanitarium and White Memorial Hospital. This does not materially lessen the responsibility of the administration of the two institutions; therefore, a rate comparable to hospital administrators generally should obtain in these two cases.

<i>College of Medical Evangelists</i> (Continued)	<i>Mini-</i> <i>mum</i>	<i>Maxi-</i> <i>mum</i>
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Business:

Controller	90.00
Associate Controller	86.50
Secretary Board (Manager Student Loan Dept.)	85.50
Resident Auditor	85.50
Assistant Treasurer	82.00

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	\$60.50
Second year after internship	63.50
Third year after internship	66.00
Fourth year after internship	69.00
Fifth year after internship	71.50

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 \$132.00 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.