

WAGE SCALE

*for Overseas Divisions
of the General Conference of
Seventh-day Adventists
Expressed in Percentages*



Effective January 1, 1963

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INTRODUCTORY

In order that there may be an equitable basis for overseas divisions expressed in percentages for the remuneration of various categories of workers, a denominational wage scale has been adopted, which applies in principle in all the world.

Minimum and maximum rates are indicated based upon 100% which is the maximum authorized salary paid ordained ministers in the local currency of the country in which the worker labors. The rate would therefore be set according to the indicated percentage of the basic maximum ordained ministers' rate by each auditing committee. In setting rates for the different categories of workers it is suggested that men of long experience and tried service be rated at or near the maximum, while those of less experience receive during their early years of service, more nearly the minimum rate.

Provision is also made for meeting hotel room rates and incidental expenses when workers are traveling, as well as rent subsidies where necessary. These allowances are determined by the division committee and form a part of each division policy, based on local conditions in the various countries of the world.

WAGE SCALE

*Basis for wages paid
in currencies other
than U.S. dollars*

<i>Division Organizations</i>	<i>Mini- mum %</i>	<i>Maxi- mum %</i>
President		112.5
Secretary	92.0	110.0
Treasurer	92.0	110.0
Field Secretary	82.5	108.0
Auditor	82.5	108.0
Assistant Auditor	82.5	104.0
Departmental Secretaries	82.5	108.0
Cashier-Accountant	82.5	100.0
Ordained Ministers	65.0	100.0
Accountants—Men	82.5	98.5
Accountants—Women	45.5	71.0
Office Secretaries	45.5	71.0
Stenographers	45.5	67.0
<i>Union Conferences and Union Missions</i>		
President	93.0	110.0
Secretary-Treasurer	82.5	105.0
Departmental Secretary	82.5	105.0
Auditor	82.5	104.0
Assistant Treasurer	82.5	101.0
Ordained Ministers	65.0	100.0
Cashier—Men	82.5	97.5
Cashier—Women	45.5	71.0
Accountants—Men	79.0	95.0
Accountants—Women	45.5	71.0
Office Secretaries	45.5	71.0
Stenographers	45.5	67.0
<i>Local Conferences and Missions</i>		
President	82.0	105.0
Secretary-Treasurer	65.0	101.0
Departmental Secretaries	65.0	100.0
Book & Bible House Managers	65.0	100.0

(Percentages are of the maximum for ordained ministers.)

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	<i>Mini- mum %</i>	<i>Maxi- mum %</i>
Ordained Ministers	65.0	100.0
Licensed Ministers	59.0	86.5
Bible Instructors—Men	59.0	86.5
Bible Instructors—Women	46.0	72.5
Office Secretaries	45.5	71.0
Stenographers	45.5	67.0

<i>Ministerial Interns</i>	<i>First Year</i>	<i>Second Year</i>
Married Men	61.5-69.0	69.0-75.5
Unmarried Men	52.0	52.0-61.5
Bible Instructors	43.5-51.0	51.0-55.5

Secondary Schools

Principal	83.5	100.0
Business Manager	82.5	95.0
Assistant Business Manager	80.0	92.5
Accountants—Men	61.5	92.5
Accountants—Women	45.5	71.0
Teachers—Men	59.0	95.0
Teachers—Women	48.5	72.5
Industrial Head	*	*
Dean of Boys	59.0	94.0
Dean of Girls	46.0	72.5
Matron	46.0	72.5

Intermediate and Ele- mentary Schools

Principal—Men	59.0	95.0
Principal—Women	53.5	75.0
Teachers—Men	59.0	92.5
Teachers—Women	49.0	72.5

* 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 100%.

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<i>Senior Colleges</i>	<i>Mini- mum %</i>	<i>Maxi- mum %</i>
President	93.0	108.0
Dean of Instruction	83.5	105.0
Business Manager	83.5	105.0
Accountants—Men	79.0	95.0
Accountants—Women	45.5	71.0
Assistant Manager & Treasurer	83.5	100.0
Industrial Head	83.5	100.0
Registrar—Men	83.5	100.0
Registrar—Women	53.5	77.0
Dean of Men	83.5	100.0
Dean of Women	54.5	77.0
Matron	42.5	77.0
Prof. & Head of Department— Men	83.5	104.5
Prof. & Head of Department— Women	54.0	80.5
Professor—Men	83.5	103.5
Professor—Women	49.5	79.5
Associate Professor—Men	82.5	101.5
Associate Professor—Women	53.5	77.0
Assistant Professor—Men	81.5	100.0
Assistant Professor—Women	53.0	73.5
Instructor—Men	58.5	95.0
Instructor—Women	49.0	72.5
Librarian—Men	83.5	100.0
Librarian—Women	53.5	77.0

Junior Colleges

President	83.5	104.5
Manager	65.0	100.0
Assistant Manager	59.5	95.0
Accountant—Men	58.5	94.0
Accountant—Women	45.5	71.0
Registrar—Men	60.0	95.0
Registrar—Women	51.0	73.5
Dean of Men	60.0	95.0
Dean of Women	51.0	73.5

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	<i>Mini- mum %</i>	<i>Maxi- mum %</i>
Matron	46.0	73.5
Department Head	66.0	100.0
Instructor—Men	59.5	95.0
Instructor—Women	52.0	72.5
Industrial Head	*	*
Librarian—Men	60.0	95.0
Librarian—Women	51.0	72.5

Publishing Houses

General Manager Major Houses* *	93.0	108.0
General Manager Minor Houses	82.5	105.0
Editors Major Periodicals	93.0	107.0
Editors Minor Periodicals	79.0	97.0
Accountants—Men	79.0	95.0
Branch Managers	82.5	103.0
Treasurer	82.5	105.0
Department Heads	82.5	105.0
Book Department	82.5	105.0
Periodical Dept. Manager	82.5	105.0
Foreman	82.5	100.0
Proofreaders—Men	79.0	95.0
Proofreaders—Women	46.0	72.5
Copy Editors—Women	46.0	71.0

Medical Institutions

Business Manager	83.5	105.0
Assistant Business Manager	58.5	100.0
Accountant	58.5	97.5
Credit Manager	58.5	99.0
Purchasing Agent	58.5	99.0

* 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 100%.

** Major houses are those with a minimum of 100 employees and whose territory comprises two or more union fields.

	<i>Mini- mum %</i>	<i>Maxi- mum %</i>
Director School of Nursing	57.0	83.5
Assistant Director School of Nurs- ing	53.5	81.5
Supervisor of Nursing Instruction	53.5	81.5
Director of Nursing Service	45.5	81.5
Head Nurse	45.5	78.5
Dean of Women	45.5	78.5
Executive Housekeeper	45.5	78.5
Technician—Men	50.5	97.5
Technician—Women	45.5	80.0
Dietitian	45.5	78.5
Supervisor of Clinical Service	45.5	78.5
Nurses	1.5 hr.	1.8 hr. or wk. 73.5

PHYSICIANS

In view of the heavy expenses 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 140%.

b. Men Physicians. The following is the graduated maximum wage scale for men physicians based on years of experience after completion of their internship:

First year	93.5%
Second year	102.5%
Third year	111.0%
Fourth year	118.5%
Fifth year	133.5%

c. Women Physicians. The following is the graduated maximum wage scale for women physicians

based on years of experience after completion of their internship:

First year	_____	87.0%
Second year	_____	91.5%
Third year	_____	97.5%
Fourth year	_____	104.0%
Fifth year	_____	112.5%