

WAGE SCALE

OVERSEAS DIVISIONS
of the
GENERAL CONFERENCE OF
SEVENTH-DAY ADVENTISTS



Effective January 1, 1967



This Wage Scale which has been adopted by the General Conference Committee, should be strictly adhered to except where local conditions make necessary some adaptation or modification, in which case General Conference approval should be secured.

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, which applies in principle in all the world. The philosophy of the 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 is a mission to which lives are dedicated, rather than a business or professional venture. Reasonable comfort, modesty, and good taste will distinguish Christian workers. It is, however, recognized that varying conditions affect different aspects of the work in different ways. Some facets of the work are more directly affected by economic factors outside of the church than are others, and by the differing economies of different areas of the country.

The church cannot fully compensate a dedicated ministry on a basis of reflecting adequately in money its talents, accomplishments, and contributions, but it does provide such ministry with a modest living wage in token recognition of responsibilities borne, preparation, professional certification or licensure, 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.

Established wage scales should be strictly adhered to, and no special appropriations or special allowances should be made, except in cases of emergency as provided in the division working policy.

The following principles are incorporated in the wage scale for overseas divisions and are to be implemented in its operation:

a. The wage scale for overseas divisions incorporates basic salary rates expressed in percentages for various categories of service with recognition of the responsibility inherent in each position or category. The amount of the 100% level of the wage scale is determined by the division committee in the local currency of the country in which a worker is laboring, and is reviewed annually by the division committee. The 100% level is the maximum rate paid an ordained minister.

b. A spread between minimum and maximum rates in the various categories of from fifty per cent in the lowest rates to twenty per cent in the highest rates 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:

- (1) Preparation, education and dedication
- (2) Previous experience, and achievement
- (3) Years of service

Allowances

Workers away from home on authorized travel may report the following:

Cost of hotel and/or motel accommodation.

Such daily travel allowance as may be arranged by the division.

Policy provides also under certain circumstances for other allowances such as rent subsidies, medical and dental and optical expense allowances, automobile expense, etc.

WAGE SCALE FOR OVERSEAS DIVISIONS

In Percentages

DIVISION ORGANIZATIONS

	<i>Women</i>		<i>Men</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
President				112.5
Secretary			88.0	110.0
Assistant Secretary			79.5	106.0
Treasurer			88.0	110.0
Assistant Treasurer			79.5	106.0
Field Secretary			84.0	108.0
Auditor			84.0	108.0
Assistant Auditor			75.0	104.0
Department Secretary	67.5	84.5	84.0	108.0
Assistant Department Secretary	60.5	81.5	75.0	104.0
Cashier	54.0	78.5	67.0	100.0
Accountant	51.0	77.0	64.0	98.5
Ordained Ministers			67.0	100.0
Administrative Office Secretary	45.5	74.5		
Office Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

UNION CONFERENCES AND UNION MISSIONS

President			88.0	110.0
Secretary-Treasurer			77.5	105.0
Assistant Treasurer			68.5	101.0
Auditor			75.0	104.0
Assistant Auditor			67.0	100.0
Department Secretary	60.5	81.5	75.0	104.0
Associate Department Secretary	58.0	80.5	73.0	103.0
Assistant Department Secretary	55.5	79.0	68.5	101.0
Elementary School Supervisor	57.0	80.0	71.5	102.0
Ordained Minister			67.0	100.0
Cashier	49.5	76.5	62.5	97.5
Assistant Cashier	47.5	75.5	60.0	96.5
Accountant	46.5	75.0	59.5	96.0
Administrative Office Secretary	45.5	74.5		
Office Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

LOCAL CONFERENCES AND MISSIONS

	Women		Men	
	Min.	Max.	Min.	Max.
President			77.5	105.0
Secretary-Treasurer			68.5	101.0
Assistant Secretary-Treasurer			64.0	98.5
Auditor			64.0	98.5
Assistant Auditor			56.5	94.5
Department Secretary	54.0	78.5	67.0	100.0
Associate Department Secretary	49.5	76.5	62.5	98.0
Assistant Department Secretary	46.5	75.0	59.5	96.0
Elementary School Supervisor	48.5	76.0	61.0	97.0
Book and Bible House Manager			67.0	100.0
Assistant Book and Bible House Manager			62.5	97.5
Ordained Minister			67.0	100.0
Licensed Minister			51.5	92.0
Bible Instructor	41.0	72.0	51.5	92.0
Ministerial Intern, First Year:				
Married Man			61.5	69.0
Unmarried Man				52.0
Bible Instructor	43.5	51.0		
Ministerial Intern, Second Year:				
Married Man			69.0	75.5
Unmarried Man			52.0	61.5
Bible Instructor	51.0	55.5		
Cashier	46.5	75.0	58.5	95.5
Assistant Cashier	44.0	73.5	55.5	94.0
Accountant	43.0	73.0	54.0	93.5
Administrative Office Secretary	45.5	74.5		
Office Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

EDUCATIONAL INSTITUTIONS

Senior Colleges

President			84.0	108.0
Dean of Academic Affairs			77.5	105.0
Dean of Student Affairs			77.5	105.0
Business Manager			77.5	105.0
Assistant Business Manager			68.5	101.0
Treasurer			67.0	100.0
Cashier	49.5	76.5	62.5	98.0
Accountant	47.5	75.5	60.0	96.5
Head of Major Industrial Dept.			72.0	102.5
Industrial Head	54.0	78.5	67.0	100.0
Registrar	54.0	78.5	67.0	100.0
Residence Hall Dean	54.0	78.5	67.0	100.0

	<i>Women</i>		<i>Men</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Director of Food Service	54.0	78.5	67.0	100.0
Director of Health Service	54.0	78.5	67.0	100.0
Assistant Director of Food Service	48.5	76.0	61.0	97.0
Professor and Chairman of Dept.	61.5	82.0	76.5	104.5
Professor	59.0	81.0	74.5	103.5
Associate Professor *	55.5	79.5	70.0	101.5
Assistant Professor *	54.0	78.5	67.0	100.0
Instructor	46.5	75.0	59.5	96.0
Librarian	54.0	78.5	67.0	100.0
Assistant Librarian	48.5	76.0	61.0	97.0
Administrative Office Secretary	45.5	74.5		
Office Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

* Plus 1% if head of department

Junior Colleges

President			76.5	104.5
Business Manager			67.0	100.0
Assistant Manager			57.0	95.0
Treasurer			57.0	95.0
Cashier	44.0	73.5	55.5	94.0
Accountant	44.0	73.5	55.5	94.0
Registrar	45.5	74.5	57.0	95.0
Residence Hall Dean	45.5	74.5	57.0	95.0
Director of Food Service	45.5	74.5	57.0	95.0
Director of Health Service	45.5	74.5	57.0	95.0
Professor and Chairman of Dept.	54.0	78.5	67.0	100.0
Professor	52.0	77.5	65.5	99.0
Associate Professor	49.5	76.5	62.5	98.0
Assistant Professor	48.5	76.0	61.0	97.0
Instructor	45.5	74.5	57.0	95.0
Industrial Head			67.0	100.0
Librarian	45.5	74.5	57.0	95.0
Office Secretary	43.0	73.0		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

*Secondary Schools **

Principal			67.0	100.0
Business Manager			58.5	95.5
Assistant Business Manager			54.0	93.5
Treasurer			54.0	93.5

* Plus 1% for secondary teachers and administrators holding professorial or administrator certificates.

	Women		Men	
	Min.	Max.	Min.	Max.
Cashier	42.0	72.5	52.5	92.5
Accountant	42.0	72.5	52.5	92.5
Registrar	45.5	74.5	57.0	95.0
Teacher	45.5	74.5	57.0	95.0
Librarian	45.5	74.5	57.0	95.0
Residence Hall Dean	45.5	74.5	57.0	95.0
Director of Food Service	45.5	74.5	57.0	95.0
Director of Health Service	45.5	74.5	57.0	95.0
Industrial Head **			Up to 95.0	
Secretary	43.0	73.0		
Stenographer	34.5	68.5		

** 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 95%.

*Intermediate and Elementary Schools **

Principal	45.5	74.5	57.0	95.0
Teacher ***	42.0	72.5	52.5	92.5

* Plus 1% for intermediate or elementary teachers and administrators holding professorial or administrator certificates.

*** Plus 1% when serving as supervisor teachers in teacher education laboratory schools on or in the immediate community of the college department of education campus.

PUBLISHING HOUSES

General Manager—Major Houses *			84.0	108.0
General Manager—Minor Houses			77.5	105.0
Editor Major Periodicals			77.5	105.0
Editor Minor Periodicals			62.5	98.0
Treasurer			77.5	105.0
Assistant Treasurer			72.0	102.5
Cashier	54.0	78.5	67.0	100.0
Accountant	48.5	76.0	61.0	97.0
Branch Manager			73.0	103.0
Book Department Manager			77.5	105.0
Assistant Book Department Manager			73.0	103.0
Periodical Department Manager			77.5	105.0
Asst. Periodical Department Manager			73.0	103.0
Factory Superintendent			77.5	105.0
Foreman			68.5	101.0
Librarian	54.0	78.5	67.0	100.0
Head Proofreader	54.0	78.5	67.0	100.0
Proofreader	45.5	74.5	57.0	95.0

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

	<i>Women</i>		<i>Men</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Translator	45.5	74.5	57.0	95.0
Copy Editor	55.5	79.0	68.5	101.0
Administrative Office Secretary	45.5	74.5		
Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

MEDICAL INSTITUTIONS

Sanitariums and Hospitals

Business Manager *			84.0	108.0
Business Manager			77.5	105.0
Assistant Business Manager *			77.5	105.0
Assistant Business Manager			72.0	102.5
Treasurer			67.0	100.0
Cashier	49.5	76.5	62.5	98.0
Accountant	47.5	75.5	60.0	96.5
Credit Manager	52.0	77.5	65.5	99.0
Purchasing Agent	52.0	77.5	65.5	99.0
Personnel Director			65.5	99.0
Medical Records Librarian	52.0	77.5		
Medical Director				140.0
Physicians and Dentists				
(After completing internship)** ***				
First Year		95.0		117.5
Second Year		104.0		125.5
Third Year		112.5		133.5
Director School of Nursing	61.5	82.0		
Asst. Dir. of Nursing Service	59.0	81.0		
Supervisor of Nursing Instruction	54.0	78.5		
Supervisor of a Clinical Service	54.0	78.5		
Director of Nursing Service	61.5	82.0		
Ass. Dir. of Nursing Service	59.0	81.0		
Nurse Anesthetist	57.0	80.0	72.0	102.5
Head Nurse	48.5	76.0	62.5	97.5
General Duty Nurse	44.0	73.5 (week)	55.5	94.0
	1.5	1.8 (hour)		
Administrative Dietitian	59.0	81.0		
Dietitian	48.5	76.0		
Pharmacist	59.0	81.0	74.5	103.5
Technician	54.0	78.5	67.0	100.0
Residence Hall Dean	54.0	78.5	67.0	100.0
Executive Housekeeper	54.0	78.5		

* The maximum rate will apply only to those institutions of over one hundred beds.

** Up to 6.5% may be added if Board qualified.

	<i>Women</i>		<i>Men</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
Asst. Executive Housekeeper	48.5	76.0		
Administrative Office Secretary	45.5	74.5		
Medical Secretary	45.5	74.5		
Secretary	43.0	73.0		
Receptionist	34.5	68.5		
Stenographer	34.5	68.5		
Switchboard Operator	34.5	68.5		

*** In cases where divisions deem it advisable, the following scale may be used for national workers after completion of internship:

	<i>Women</i>		<i>Men</i>	
	<i>Min.</i>	<i>Max.</i>	<i>Min.</i>	<i>Max.</i>
First year		87.0		93.5
Second year		91.5		102.5
Third year		97.5		111.0
Fourth year		104.0		118.5
Fifth year		112.5		133.5