

Part Time

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WOMEN'S BUREAU

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Part-Time Jobs for Women —

a study in
10 cities

Women's Bureau Bulletin No. 238

UNITED STATES DEPARTMENT OF LABOR

MAURICE J. TOBIN, *Secretary*

WOMEN'S BUREAU

FRIEDA S. MILLER, *Director*

WASHINGTON

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Part-Time Jobs
for Women

A Study in
10 Cities

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LETTER OF TRANSMITTAL

UNITED STATES DEPARTMENT OF LABOR,

WOMEN'S BUREAU,

Washington, June 1, 1951.

SIR: I have the honor to transmit a report on part-time jobs for women in selected fields of business and community services. The Women's Bureau has received many requests from women's organizations, placement services, job counselors, women's magazines, and employed women for information about part-time job opportunities for women and the possibilities of increasing the areas of usefulness of part-time work. The American Association of University Women, the American Nurses' Association, college deans and placement officers, social agencies, State employment services, and other groups expressed special interest in having such a report.

Part-time employment provides employers with a large labor force for jobs and services that lend themselves to less than full-time hours. Part-time employment of women permits employers to use the skills and training of experienced women who are not able to work full time. And, more important now than at the time the study was planned, part-time schedules can help employers work out some of their employment problems in spite of the increasing manpower demands due to the national emergency.

Part-time work is of special significance to married women and their families. There is available a large group of married women whose family responsibilities do not make it advisable for them to work full time but who could work shorter schedules. Their home duties take some but not all of their time. They have limited amounts of time they would like to use for financial gain, for applying skills and training that they have acquired through education and work, for the personal satisfaction and associations with work and workers outside of the home.

The study presents the part-time work experiences of management and employees from a wide range of industries and occupations where women are at work part time. It has brought together the considered judgments of these informed persons concerning the possibilities and limitations of part-time work.

Special recognition is due the American Association of University Women for its collaboration in securing in the field some of the detailed information from college graduates now working part time.

The report was written by Opal Gooden under the direction of Mary N. Hilton, Chief of the Research Division. The field work was supervised by Ethel Erickson, and all statistical compilations were under the direction of Isadora Spring.

Respectfully submitted.

HON. MAURICE J. TOBIN,
Secretary of Labor.

FRIEDA S. MILLER, *Director.*

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PART-TIME JOBS FOR WOMEN

INTRODUCTION

More women than men regularly prefer or cannot accept other than part-time employment. About three in every five regular part-time workers are women, according to nine Bureau of the Census studies for 1947-50. Women part-time workers constitute almost a fifth of the total number of employed women, and the majority are married.

Most part-time workers are found in four main industry groups: Agriculture, domestic service, wholesale and retail trade, and service industries exclusive of domestic service. The Bureau of the Census studies show that agriculture employs about one-fourth of all workers preferring part time and the nonagricultural industries about three-fourths. Of the workers preferring part-time work in the nonagricultural industries, only a small proportion are in manufacturing, less than a fourth are domestic workers, and considerably over half are about equally divided between wholesale and retail trade and the service industries (other than domestic). Since these industries employ large numbers of women, it may be assumed that most of their part-time workers are women.

As the labor market tightens, women part-time workers may be one of the important sources of labor supply, particularly for non-manufacturing industries, educational institutions, and community services. The Nation faces its present emergency with no substantial backlogs of employable persons urgently searching for full-time jobs. Many women who are willing and able to take paid jobs cannot work full time because of family and household responsibilities; most of those who want to work full time are already employed. There is also the special matter of the highly trained woman, usually with professional or technical experience, who cannot now work full time because of family responsibilities but whose skills are under-used at home and are probably needed in the community.

Clearly there is a need to know the present experience with part-time jobs for women from employers' and employees' points of view: Who hires part-time workers and why; what are the jobs and what are the requirements; who works part time, why, and what family adjustments are necessary; what do women part-time workers have to offer employers, and how can their skills be utilized to the advantage of all concerned; what are the usual hours of work, rates of pay, and other conditions of work; and, what are the advantages and disadvantages of part time?

This report indicates answers to these questions as given to representatives of the Women's Bureau by more than 1,000 establishments having women part-time workers and by more than 1,800 women employed on part-time jobs. The field studies were made in 10 cities selected from several geographic areas: Syracuse, N. Y., New York City (selected industries only), Worcester, Mass.; Providence, R. I.; Richmond, Va.; Dallas, Tex.; Milwaukee, Wis.; Des Moines, Iowa; San Francisco, Calif.; Denver, Colo. (Fig. 1.)

Figure 1. GEOGRAPHIC DISTRIBUTION OF CITIES IN PART-TIME STUDY



The Women's Bureau study of part-time jobs included those industries which normally employ the largest numbers of women on a part-time basis, except agriculture and domestic service. Manufacturing is not a large part-time employment field and, for this and special

reasons, was excluded; self-employed women were excluded for similar reasons.

Part-time work, by definition, was considered to be work substantially less than the scheduled hours of the establishment and/or not more than 36 hours a week. The study was directed toward regular, not temporary, part-time jobs. Occasional or temporary jobs, such as Christmas "extra work" or seasonal employment, were not included. Neither was student employment, since student part-time jobs interject other factors not common to regular part-time work.

The special significance to women of part-time jobs has been widely recognized and discussed. The significance of part-time work to employers, to the community, and to the economy as a whole deserves more careful analysis and appraisal. This report is intended to add some factual framework to the speculations and opinions concerning part-time jobs for women. Detailed tables are given in Appendix B.

1. To cover part of the day of establishments operating extended hours (e. g., in theaters, hospitals);
2. To meet limited budgets or to reduce costs (e. g., in social agencies, charities, religious, or membership organizations);
3. To provide particular services or activities operating during hours in educational institutions, banks, and other non-business enterprises; and dentists' offices, social agencies, charities, religious, or membership organizations);
4. To provide particular services or activities operating during hours in educational institutions, banks, and other non-business enterprises; and dentists' offices, social agencies, charities, religious, or membership organizations);

SUMMARY

Most part-time jobs are filled by married women, very likely over 35 years of age with at least a high-school education, who have had full-time work experience. Few have young children. In most cases, part-time workers do the same kinds of work on shorter schedules that they did as full-time employees.

Working schedules substantially less than the regular workweek distinguish part-time jobs from other regular employment. Though part-time work is a long-established practice in many business firms and community agencies, it has an element of newness as long as new persons continue to discover for themselves its possibilities. Part-time work resulted from the normal needs of management and is not merely a byproduct of full employment, wartime labor shortages, or the depression years.

Why part-time?

Employers set up part-time jobs for a variety of reasons, all closely related to their operational requirements. According to the 1,071 employers in 10 cities who cooperated with the Women's Bureau part-time study, most of the reasons can be classified in one or more of nine categories:

1. To cover busy periods or peak loads (e. g., in stores, beauty shops, restaurants, banks);
2. To cover relief schedules of full-time workers (e. g., in hospitals, stores, theaters);
3. To provide for establishments operating short workweeks (e. g., in educational institutions, insurance and real estate offices, doctors' and dentists' offices);
4. To provide particular services or activities operating part time (e. g., in educational institutions, banks and other financial firms, doctors' and dentists' offices, social agencies, charitable, religious or membership organizations);
5. To cover part of the day of establishments operating extended hours (e. g., in theaters, hospitals);
6. To meet limited budgets or to reduce costs (e. g., in social agencies, charitable, religious, or membership organizations);

7. To accommodate "special cases" where experienced workers want only part time (e. g., in insurance and real estate offices, publishing houses, banks and other financial firms, beauty shops);
8. To relieve the shortage of professional workers (e. g., in hospitals);
9. To fill jobs that do not require full-time services (e. g., in charitable, religious, or membership organizations, publishing houses, doctors' and dentists' offices, banks and other financial firms).

Women work part time because family and household responsibilities prevent them from working full time, or because they prefer a short schedule for other reasons. Of the more than 1,800 women part-time workers who gave detailed information to Women's Bureau representatives, it was found that they worked part time for one or more of three reasons: To supplement or increase income; to have outside interests and contacts; or to use their skills and abilities. Some gave physical disability, age, or difficulty in finding full-time jobs, especially jobs in line with their special training or skills, as other reasons for taking part-time jobs.

Rarely do part-time workers depend solely on their earnings for a living, but the need or desire to supplement their established incomes was a most important reason for working part time. Earnings of women part-time workers have helped to pay for the college expenses of older children or the annual family vacation, to buy a new house or car, or to narrow the gap between the cost of living and the fixed income of an annuity, a pension, or a husband's salary.

The women who most keenly felt the need for interests and contacts outside their homes and families were those whose children were grown or nearly so, or who had no children. They considered this need a compelling reason for working part time. Some said it had become more important than the money they earned.

Professionally or technically trained women, such as nurses, social workers, laboratory technicians, and teachers, frequently said that part-time work in their fields gave them opportunities to use their skills and abilities although they were not then available for full-time jobs. Some expected later to resume their profession full time, by choice or necessity, and felt that part-time work would keep them qualified and "off the shelf." Many also had a sense of social obligation to use their training, especially if their fields were handicapped by shortages of trained personnel.

Part-time jobs and job requirements

Part-time jobs require skilled, experienced workers. There is usually little room within a part-time work plan for unskilled or inexperienced persons, but less all-round skill may be expected of a part-time than a full-time employee. Employers expect part-time workers to apply what they already know to the immediate demands of the part-time job; they cannot afford the time or expense of long training periods for part-timers.

The kinds of work skills women use on part-time jobs are the same as on full-time: Clerical, sales, personal service, technical and professional. Part-time work, however, sometimes permits a "pin-point" specialization in work skills which could not be justified for most full-time employment; this is especially true for adult education classes, arts and crafts, and publishing houses. Hobby skills or special interests many times have been turned into part-time work skills. The variety of skills used by the more than 9,000 women part-time workers covered by the Women's Bureau survey was impressive for versatility and adaptability.

Despite the range of skills, the majority of the women part-time workers studied were in the important woman-employing occupations of sales, food service, and clerical work. Teaching, nursing, and social work were the principal professions represented. Except for shorter schedules, jobs for women part-time workers differ little from full-time with respect to what and where they are.

The other qualifications for part-time jobs, besides work skills and experience, are relatively unimportant. Mature age, 35 years and over, may be more of an asset than a liability to the part-time worker. On the whole, employers interviewed by the Women's Bureau did not report age as an important or determining factor in hiring women for part time. Most of the women included in the survey were between 35 and 55 years of age. As for marital status, employers assume that anyone seeking part-time work is either married, widowed, or a retired single person.

Finding part-time workers and part-time jobs

Employers recruited their part-time workers in the same ways that they did their other employees. The one difference was that former

full-time employees often were "called back" for part-time jobs. The recruiting practices normally used by a particular business or agency—receiving direct applications from job hunters who were "making the rounds," telling friends or other employees that there was a job opening, checking with professional or other special groups, advertising in the "help wanted" section of the newspapers, listing the job with public or private employment agencies—were used to find part-time workers.

The women said that friends, relatives, and former employers were their best help in finding part-time jobs. Some got their job leads through their connections with educational institutions, professional organizations, or church groups. Neither public nor private employment agencies played an important role in part-time job placements, and very little job counseling service was available to women seeking part-time jobs.

Hours, earnings, and fringe benefits

The distinctive feature of part-time work, a short regular hours schedule, proved as variable as the jobs. Twenty hours a week, spread over five days of four hours each, was the most common schedule. Part-time workers covered by the study worked as little as two hours a week as adult education teachers and as much as 30 hours as waitresses. Another frequent schedule was three full days a week equaling 24 hours.

The rates of pay depended entirely on the going rate for similar full-time jobs. Part-time earnings were worked out on an hourly basis. Teachers received higher hourly pay than most part-time workers, and business-machine operators generally were the highest paid clerical workers. Some part-time salespersons received commissions, but many did not. Part-time waitresses were paid the lowest hourly rates but, in addition, usually received at least one meal and tips.

The real wages of part-time workers increased as employers made available to them some of the so-called "fringe benefits"—particularly paid vacations and sick leave—which full-time workers have. The Women's Bureau survey found that the firms which had established such benefits for full-time employees, more often than not, extended them to part-time employees with reasonable modifications. Some employers have developed policies and practices with respect

to fringe benefits for part-time workers which have the effect of recognizing the permanency and stability of part-time jobs.

Advantages and disadvantages of part-time work

The test of the reasonableness of part-time work is whether advantages outweigh disadvantages for employers, employees, and the community. All of the employers interviewed by the Women's Bureau had actual experience with part-time workers; some had used part timers for many years. As experienced employers they knew the hazards and rewards of part-time arrangements. This also was true, of course, for the employees covered by the survey.

Almost all of the employers said that there were advantages to them in having part-time workers, and over two-thirds said that they found "no disadvantages." Almost a third considered part-time work a mixed blessing, with the advantages dominating. Had not advantages outweighed disadvantages, they would have stopped hiring part-time workers.

The advantages to employers almost paralleled their reasons for having part-time workers. Part-time workers helped them to:

- Cover peak loads or busy periods;
- Provide relief workers for full-time employees;
- Have competent assistance on jobs not requiring full time;
- Provide a variety of special services or activities operating part time;
- Stay within limited budgets;
- Use the skills of persons available only on short schedules; or,
- Provide some trained staff despite shortages of professional workers.

When part-time workers fulfilled the purpose for which they were hired, most employers considered part-time work an advantage.

Those employers who did have complaints brought out serious shortcomings of part-time work, some of which could and should be corrected. Although less than a third of the employers named disadvantages, they were nonetheless vocal and specific. The chief employer complaint was "undependability" of women part-time workers. Behind that difficulty stand home responsibilities. Closely related were "high turn-over," "expect too frequent adjustments in schedule," "lack of continuity," or "unwilling or unable to work particular hours

needed." Hospitals, social agencies, some stores and offices, and educational institutions were most outspoken with these complaints.

Other disadvantages of part-time work which some employers had experienced include:

"Split job responsibility"—part-time workers cannot follow through with a social work case or a hospital patient;

Extra operating costs—part-time employees require as much payroll bookkeeping as full-time, some need as much "wind-up and clean-up time" to begin and end their short shifts as full-time;

Lack of understanding of over-all operations or program—part-time employees are not available for staff conferences or training meetings, difficult to integrate them with full-time staff;

Not familiar with stock—in stores, part-time employees do not know the merchandise thoroughly, they are not responsible for the unpleasant chores connected with stock work, arranging merchandise and putting it away at the opening and closing hours; as a result, friction sometimes develops between full-time and part-time employees.

The women who were interviewed liked part-time work, saw no disadvantages, and considered their work "worthwhile." They approved the system because it met their needs for supplemental income, outside interests, and opportunities to use their skills and abilities. Part-time work fitted the home-life design of the married women and often, they said, contributed to its enrichment.

Some of the incidental benefits of part-time work were, according to the women interviewed, of special value because they improved family life and increased the individual's sense of worth. Some said they "felt better physically and mentally," that a part-time job was a "morale builder for any housewife," and that they "liked outside activity" after years of full-time housework. The women whose children were grown no longer felt "useless" after they began working part time.

At least two employee disadvantages of part-time work, though not mentioned by the women, deserve consideration. Some part-time jobs cost the worker as much in carfare, clothes, and commuting time as a full-time job, but the earnings are less. And, most part-time jobs are "dead-end" jobs, without promotion or upgrading possibilities, where even highly trained women are likely to be expected to work below their best skills. The women interviewed accepted these circumstances as necessary to the main advantage to them of securing paid work on a limited schedule.

The community gains much from part-time work. The hundreds of leisure-time educational and recreational activities which communities now promote for all age groups, and which are essential to the democratic growth of the people, would be impossible without part-time instructors and leaders. Social welfare and church groups also have numerous projects which need paid personnel but not on a full-time basis. For many women who have the skill, time, and inclination "to do something" in the community, volunteer service is either too expensive or too casual. Paid jobs on part-time schedules in community agencies give competent women regular assignments and enough earnings to save family budgets from further strain.

The community also gains from part-time work that brings trained teachers back to active duty. Married women are preferred for part-time teaching jobs. Most of the part-time teachers are in nursery schools, kindergartens, and adult education programs, but any scheme which improves the teaching situation is beneficial to the school system as a whole and to the children and their parents, in particular.

Part-time workers who ease the rush hour delays for customers in restaurants, stores, beauty shops, and similar business places make their communities a more satisfactory place in which to live. Maintaining essential customer services on a reasonable basis may depend more heavily on part-time workers as the emergency manpower situation tightens.

And by no means the least important, from the viewpoint of the community and the national economy, is that part-time work "unfreezes" skills which are needed and which women have but do not use at home. Employers have little more than sampled the wide range of job skills and work experience that thousands of housewives and retired persons could use on a part-time basis. Most of these women are not available for full-time employment. The release of those skills into the labor market, even within the limitations of part-time jobs, adds to the total productivity and services of the community. In emergency situations this becomes very important, since it means that full-time workers with possibly higher skills can be drawn into more essential or demanding jobs without completely disrupting the many services a highly geared modern community expects.

PLACE OF PART-TIME WORK IN BUSINESS AND COMMUNITY SERVICES

Why part-time?

Employers say—

Part-time work has long had a place in the business world and was not born of wartime labor shortages. Nor did it result from the depression idea of "spread the work." World War II experiences, however, demonstrated to a new group of employers that they could or could not use part-time workers efficiently. Some found the answer was "yes," others "no," still others "if necessary."

Stores, restaurants, beauty shops, banks—businesses with customer "peak load" periods—regularly supplement their full-time working force with part-time workers to meet rush-hour demands. Some also depend on an additional staff of part-time employees as "relief workers" for days off of regular full-time workers and to cover long over-all hours beyond the normal workweek. A corps of part-time employees, working regular short schedules, is a recognized operating practice for these businesses.

Small commercial and office establishments which do not need and cannot afford full-time stenographic or bookkeeping services use part-time workers. They may need such services a few hours a day or several full working days near the end of the month. The work time is adjusted to meet the requirements of the business.

Social agencies, hospitals, educational or membership organizations, and private schools employ part-time workers for a variety of reasons, some similar to those of business, others unique. In some communities there is a shortage of trained specialists available for full-time work and the hospitals and social agencies must get along on "half-a-loaf" or none. Too often, limited budgets restrict some jobs to part time though full time would be more satisfactory. On the other hand, part-time schedules are satisfactory and practical for paid leaders of group activities such as community recreation or adult education; the administrative and supervisory jobs usually need full-time staff.

Employers interviewed by Women's Bureau representatives in the 10 cities where information was gathered, mentioned at least two other reasons for having part-time workers which do not fall within any of the above categories. One was the frequent case—always considered "special"—of the former full-time employee, now married, who does not want full-time work but who is more efficient than an inexperienced full-time recruit. One employer summed up his reasons by saying he "would not be using this person as a part-timer except that she prefers it and has been with the company for some time." Another explained that he had reemployed a former worker who had left full-time employment in June, that he "could really use someone on a full-time basis but haven't located anyone, so I arranged an irregular schedule to accommodate her." A slightly different emphasis was given by the employer who decided "to utilize the skills and experience of a full-time worker available only for a part-time job."

Monotony of the operation, another "special" reason for using part-time workers, also does not come within the categories already mentioned. A commercial letter writing concern, which used 12 part-time typists on what the manager called "monotonous material," found it "could not get a good full-time worker to take the job, but could get superior workers for part-time jobs."

Women say—

Most women who work part time do so for one or more of three reasons. Besides taking care of their home responsibilities, they want:

- . . . to supplement or increase income,
- . . . to have outside interests and contacts, or
- . . . to use their skills and abilities.

Physical disability, age, or difficulty in finding full-time jobs, especially jobs in line with their special training or skills, are less frequent reasons for taking part-time work.

Few part-time workers depend solely on their earnings for a living but the need or desire to supplement their established incomes is a dominant motive for working. The majority of the women part-time employees interviewed by the Women's Bureau did not hesitate to say they were working to increase their own or the family's income. Usually home responsibilities prevented them from working full time.

Their explanations as to why they wanted the money or what they used it for varied almost as much as their jobs. If the women interviewed in the different cities are at all representative, it would seem that part-time work is helping to pay for more than one college education, new house, car, annual family vacation, or is filling the gap between an annuity or pension and the cost of living. Sometimes a wife's part-time earnings provided support of an aged parent, as in the case of the saleswoman in a shoe store who said she worked "to balance the budget and to help with the expenses of mother who is 83."

Another saleswoman explained that, with a son in college and a "white collar husband whose salary had not increased to the extent necessary," her earnings for 2 days a week in a luggage store provided the margin the family needed to hold on to what she considered the "usual living standard." Teaching a cooking class 1 night a week in the adult-education program of the public schools, a home economics graduate with a husband and three children felt that "every little bit helps" toward the expenses of the eldest daughter then in college. "Though not entirely dependent" on what she can earn, a retired bookkeeper and accountant said that she "needs the financial assistance and with the part-time salary can manage." In her late forties, a wife and mother with extensive clerical experience used her part-time earnings to ease the "strain on the family income" so that the amount contributed to her husband's mother and sister was not too serious a problem.

Women with home responsibilities who worked part time for additional income, when interviewed, frequently emphasized their desire for interests and contacts outside of their homes. Widows sometimes made more point of using part-time work to overcome loneliness even though added income was important. Those women with previous professional training, particularly nurses, social workers, teachers, and technicians, often valued part-time opportunities to use their skills and "keep-up-to-date" even more than the money they earned.

"Now that the children are grown, I feel the need for outside interests" was said many times in many ways by the women part-time workers interviewed. Doing their own housework as a full-time occupation had a low rating with these women and with those who had no children. Not all were as blunt as the doctor's part-time reception-

ist who said she "wanted to get out of the house"; in her early fifties, with four grown children, only she and her husband were at home. A married woman with no children, a waitress for some 20 years, had worked part time the last 4 years since marriage because she "couldn't stand to be just around the house all day."

The mixing of generations in the household at times compounded psychological and financial reasons for wanting to work part time. A beauty operator, whose household included her husband, mother-in-law, and semi-invalid uncle, worked 3 days a week for the money and because she "enjoyed the working contacts and having something outside of home to do." Three generations crowding one house was the reason a young wife and mother of a 3-year-old child worked part time. The husband's job had brought them to Milwaukee but until they found a house they were living with his parents. To give the child and the grandparents more freedom, the child was enrolled in nursery school and the child's mother worked part time to pay the fees; it was evident that she thought it better for her, too, to be away from the house part of the day.

Professionally trained women often expressed a sense of obligation to use their skills on a paid basis although they could not work full time; too, they liked the idea of keeping current with professional trends. A trained social worker with 12 years' experience was glad to have a part-time teaching position in a school of social work, but she had not been able to accept the original offer of a full-time post. She told the interviewer that she had "spent so many years in social work, all my friends are in that field, and I am interested in keeping up with new developments. Social work is a more important activity than many that women take up—it happens to be the field I know."

After 42 years in the public schools, a retired teacher still enjoyed teaching Latin in a private school for girls 20 hours a week. A research librarian with 20 years' specialized training and experience, married but not fond of full-time housework, said she wanted "to keep up with professional interests and publications without neglecting my home." On her own, she had written for publication in order "to keep up"; her part-time job gave her access to new books without cost and reduced rates on books purchased.

Only 21 hours a week working with a clinic has enabled a trained nutritionist to "keep in touch with new methods, trends, and retain

skills," an achievement she considers as important as the \$1,800 a year she contributes to the family income. Married, in her late thirties, her three children were in school, but she could not yet take a full-time job.

Part-time nurses interviewed seemed conscious of the public need for their services and, despite marriage and family obligations, liked "to keep in touch with new methods in the nursing field," or as one said, "with new drugs and medicines."

One of the most highly trained part-time workers interviewed during the Women's Bureau study had behind her a distinguished full-time professional career extending over about 30 years. "I am getting lazy now and feel this one part-time job is enough," she told the interviewer after saying that she worked to use her skills and abilities. She had a Ph.D. in psychology and was supervisor of counselor's training as well as consulting psychologist for a vocational counseling agency. Both her sons were in college studying to be psychologists, and she returned to the university now and then—to teach a course.

Who hires part-time workers?

The wide range of business firms, agencies, and institutions using part-time workers has been indicated in the reasons for part-time work. While the Women's Bureau field study did not try to include all employers of part-time workers in the 10 cities, the 1,071 establishments from which extensive part-time information was obtained represent the industries that are likely to employ women part time, exclusive of manufacturing, domestic service, and farm work.

The largest number of part-time jobs were, naturally, in the kinds of workplaces—such as stores and restaurants—which every town and city has. Of the establishments surveyed, about three-fourths of the department stores, limited-price stores, and motion-picture theaters regularly employed women on a part-time basis. For women's apparel and accessory stores the figure was slightly less than half; for hotels and restaurants more than half, and for the beauty shops, less than one-fourth.

Four-fifths of the hospitals, sanitariums, and clinics had some women part-time employees, but only a little more than one-tenth of the doctors' and dentists' offices had them.

A quick look at the employers reporting the use of part-time workers reads like a typical business, professional, and educational directory of the "average" city:

Advertising agencies	Motion-picture theaters
Art galleries	Museums
Banks	Placement agencies
Beauty shops	Photographic studios
Business services, miscellaneous	Publishing houses
Churches	Radio stations
Clinics	Research organizations
Dentists' offices	Real estate offices
Doctors' offices	Restaurants
Dry cleaning depots	Retail stores
Hospitals	Sales promotion firms
Hotels	Sanitariums
Insurance companies	Schools, adult, preschool, private elementary and secondary, special
Laboratories, medical	Social agencies
Laundries, self service	Universities and colleges
Lawyers' offices	Wholesale firms
Libraries	
Membership organizations	

In all the adult education services and a majority of the other educational institutions visited, women were used as part-time staff. This was also the practice with over half of the social agencies and almost half of the libraries. More than one-fourth of the radio broadcasting stations had women working part time. Only a very small percentage of banks, insurance, real estate, advertising, publishing, and law offices were employers of part-time workers.

The workplaces employing women part time were similar in most of the cities studied. Local conditions accounted for some variations, such as the concentration of publishing houses and advertising agencies in New York. But, as for what kinds of firms most frequently employed women, Denver was not very different from Providence, San Francisco from Richmond.

PART-TIME JOBS AND JOB REQUIREMENTS

Work skills, learned through special training, experience, or both, are essential for part-time employment. Relatively few part-time jobs require no skill, aptitude, training, or experience. Employers find it too expensive to hire part-time employees who need long periods of on-the-job training; they expect them to adapt what they already know to the immediate requirements of the part-time assignments with a minimum of waste of their limited work schedules.

Work skills

From attendants for checkrooms to X-ray technicians in hospitals, the skills and occupations which women have been able to use in part-time jobs are not too different from the skills and occupations of women on full-time jobs in business and professions. Less all-round skill may be required of part-time workers than of full-time.

The kinds of firms employing part-time workers, as found by the Women's Bureau study, do not always give clues as to the types of part-time jobs on which women were employed. Insurance companies, for example, used more part-time food-service employees than part-time clerical workers, and hospitals used more part-time kitchen employees (dietary helpers and tray girls) than part-time technicians. Clerical workers, including bookkeepers and stenographers, were found working part time in all kinds of places: Professional and business offices; charitable, religious, and membership organizations; hospitals; social agencies; radio stations; retail stores; schools; museums; hotels and restaurants. Saleswomen worked not only in department stores, women's apparel shops, and limited-price stores, but also sold popcorn and candy in movie theaters. In one place or another, most of the recognized basic work skills of women, professional and nonprofessional, have been used on a part-time basis (see list of part-time jobs held by women, p. 20).

The variety of skills being used by the more than 9,000 women employed part time by the 1,071 firms included in the survey was impressive. More significant, however, was the fact that the majority of these part-time workers were concentrated in the important

woman-employing occupations such as sales, food service, and clerical. The largest part-time professional groups in the survey were adult-education teachers, registered nurses, and social workers.

Education and training

Employers expected the same educational qualifications of part-time workers as they did of full-time. The hiring qualifications as to schooling and special training were usually no different, but depended on the nature of the job.

College degrees with specialization in the particular field were usually "musts" for part-time professional workers. The requirements for social workers were the highest; most agencies required all of their professional staff members to have specialized graduate training in addition to basic college work.

Teachers were found in such a variety of popular and academic fields that the educational requirements for part-time teachers included a wide range of skills and knowledge. In the different types of schools and educational programs they taught everything from flower arrangement, bridge, personal charm, social dancing, brides' courses, swimming, and "the woman's point of view" to subjects such as Latin, calculus, labor legislation, and comparative literature. Always, of course, there were play-school and kindergarten subjects. In general, the educational requirements were college degrees for academic subjects, commercial-school training for business courses, and a thorough knowledge of the subject, without necessarily having academic background, for special crafts and skills.

Only "registered nurses' training" was usually mentioned as qualifying education for part-time registered nurses. However, public health, psychiatric, obstetric, and other specialized nurses usually were also expected to have training in their special fields.

High school or the equivalent was generally required of clerical workers on part time. Jobs dependent on knowledge of business machines, stenography, bookkeeping, and so forth, called for special training the same as if they were full time.

Most of the stores either required or preferred high-school graduates for salespersons but there seemed no hard and fast rule for this group of workers. Employers commented that many of their best

saleswomen, particularly the older ones, were not high-school graduates. Appearance and ability to meet the public were more important than formal education.

"Neat, attractive, and well mannered" were the qualifications stressed by motion-picture theaters for ticket sellers, ushers, and candy salesgirls; educational requirements were secondary. Restaurant employers considered educational background unimportant for waitresses. A waitress might be a high-school graduate or not but, they emphasized, she had to be neat, pleasant, and know how to handle the public.

Work experience

Work experience, even more than education, is a requirement for many part-time jobs. Few employers can or will spend time and money to train employees for less than full-time work. Inexperienced persons are hired only on jobs that can be quickly and readily learned. For this reason, only thoroughly experienced persons were employed for part-time professional jobs and their previous work record was often the basis for selection.

Experience was a usual requirement for specialized clerical jobs, but employers were often willing to hire inexperienced part-time general office workers and receptionists. Many of the stores did not require experienced part-time saleswomen, due perhaps to the fact that large stores customarily have their own training programs. Others said they preferred but did not require experience and, in general, experience was not the determining factor in selecting saleswomen.

Restaurants usually made "no specific requirements" as to experience, but some employers did add that they preferred experienced workers.

Maturity an asset

Mature age, 35 years and over, is no barrier *in itself* and may be an advantage to a woman looking for certain kinds of part-time work. The job determines the age preference in most cases but teenagers and young women in their early twenties do not dominate the part-time scene.

On the whole, the employers interviewed by the Women's Bureau did not report age as an important or determining factor in hiring women part-time workers.

The maximum hiring age for stores varied from 35 to 65 years, with 50 prevailing. Apparel and department stores more often hired older women (up to 50 and 55) than did limited-price stores; the latter have always tended to hire young and inexperienced workers.

In restaurants, too, there was a wide range (30 to 65 years) in the maximum hiring age of waitresses, but the most common top limits were 40 and 45 years. Very few firms had age hiring specifications for kitchen workers or occupations other than waitresses.

No maximum age limit was found for the majority of the part-time professional occupations but, when reported, the top limits were generally from 50 to 65 years of age. Not many hospitals gave age specifications for nurses, and most educational institutions had no maximum hiring age.

In motion-picture theaters, younger women from 18 to 30 were hired as part-time usherettes and candy girls. Age limits for cashiers and ticket sellers were higher; almost half of the theaters reported no maximum age for these jobs, the others reported a maximum ranging from 30 to 45 years.

On age limits for part-time workers, employers comment:

DEPARTMENT STORES

Sales, cashier, typist . . . no definite maximum but seldom over 45 or 50; minimum 16. *Dallas*

Prefer older women, more dependable. *Milwaukee*

Prefer older women on most jobs. No specification except 16-year minimum for sales. *Syracuse*

Generally over 30. *Syracuse*

Prefer age 18 to 35, but no definite specifications. *Worcester, Mass.*

Need mature appearance in children's department. *Milwaukee*

APPAREL STORES

Prefer 30 up rather than 30 down. *Milwaukee*

Prefer 35 to 45 in sales and women 40 or over in better garments. *Syracuse*

Prefer older women in coat department and younger women in sportswear and dresses. *Syracuse*

OTHER STORES

Sales and general help . . . prefer young women who will not object to miscellaneous tasks. *San Francisco*

Sales . . . in the thirties. *Dallas*

RESTAURANTS

Prefer older women on all jobs. *San Francisco*
 No specifications. Waitresses, much prefer 30 to 40 and those not having young children. *Milwaukee*

HOSPITALS

No specifications . . . usually older women for information work. *Richmond*
 Nurses . . . no age specifications . . . almost all hospitals in all 10 cities.
 Prefer older women for receptionists, dishwashers, and maintenance workers.
Milwaukee

EDUCATIONAL INSTITUTIONS, SOCIAL AGENCIES, CHARITABLE, RELIGIOUS,
AND MEMBERSHIP ORGANIZATIONS

Teacher, mature woman. *Providence*
 Teacher, hobby interest . . . prefer over 25 and under 65. *Syracuse*
 Prefer younger woman for nursery school. *Providence*
 Must be young enough to do playground work with very active children.
San Francisco
 Executive secretary . . . prefer older woman. *Dallas*
 Clerical and case worker . . . no specifications . . . mature person. *Des Moines*
 Playtime director and club director . . . no specifications . . . prefer younger women because of type of job. *Milwaukee*
 Membership secretary . . . no specifications . . . prefer older woman . . . couldn't have a young girl in this club for boys. *Syracuse*
 Swimming instructor usually under 40. *Denver*
 Professional staff 21 to 50, clerical . . . 18 minimum but no maximum . . . present hostess is elderly retired woman . . . cook, no specifications but prefer middle-aged. *Syracuse*

RADIO, ADVERTISING, PUBLISHING

Receptionist and PBX operator . . . fairly young with pleasing voice and personality. *San Francisco*
 Advertising . . . no specifications, except for messenger . . . prefer older women.
New York
 Assistant editor in Job Futures Department . . . prefer young woman. Travel editor . . . prefer mature woman. Fashion copy writer . . . prefer under 35.
New York

The information volunteered by the women who cooperated with the survey tends to confirm what employers said about age qualifications or preferences for part-time workers, with the women over 35 having a decided edge over younger women.

Marriage no barrier

Applicants for part-time work can be married, widowed, divorced or forever single so far as the question concerned most employers

interviewed for the Women's Bureau study. Over nine-tenths of the employers said they had no hiring specification or preference in regard to marital status. The main interest was whether or not the applicant could work a regular schedule without interference from home duties. Preference was for women without responsibility for small children.

According to the information provided by the women workers, the vast majority were married. This reflects the fact that part-time work is primarily a married woman's field since most other women cannot afford to work part time.

PART-TIME JOBS HELD BY WOMEN IN 1,071 FIRMS IN 10 CITIES

AMUSEMENT AND RECREATION SERVICES

Motion-picture and other theaters	Ticket sellers and cashiers
Managers and assistants	Ushers
Saleswomen (candy and popcorn concessions)	Clerical workers, other Matrons

FINANCE, INSURANCE, AND REAL ESTATE

Banking and other finance	Insurance
Board markers (stock brokerage)	Artists
Tellers	Clerical employees
Business-machine operators	Food-service employees
Clerical employees, other	Chauffeurs
Food-service employees	Real estate
Personal-service employees, other	Clerical employees

PERSONAL SERVICES

Beauty shops	Cashiers—food
Beauty operators	Cashiers—liquor stores
Masseuses	Hostesses
Clerical employees	Dining-room employees, other
Eating places	Kitchen employees
Dietitians, assistant managers, assistant caterers	Maids and housekeepers
Cashiers	Elevator operators
Hostesses	Clerical employees, other
Dining-room employees, other	Self-service laundries and dry-cleaning depots
Kitchen employees	Laundry attendants
General help in school lunchrooms	Retail receiving clerks
Clerical employees, other	Miscellaneous personal services
Saleswomen	(photography)
Hotels	Bookkeeping-machine operators
Front desk—clerks and cashiers	

TRADE

Retail stores

Apparel and accessories stores,
 women's
 Saleswomen
 Clerical employees
 Food-service employees
 Other employees, such as alteration women, elevator operators, manicurists, pressers and stock girls

Department stores

Saleswomen
 Clerical employees
 Food-service employees
 Other employees, such as alteration women, artists, art and needlework instructors, comparison and personal shoppers, detectives, elevator operators, markers, milliners, models, nurses, stock girls, wrappers and packers

Limited-price variety stores

Saleswomen
 Clerical employees
 Food-service employees
 Other employees, such as markers and stock girls

Miscellaneous retail stores

Saleswomen
 Clerical employees
 Food-service employees
 Other employees, such as corsage makers in florist shops, designers of novelties in novelty shops, elevator operators, meat wrappers in food stores, sewing teachers in sewing-machine companies, and wrappers

Wholesale trade

Clerical employees

PROFESSIONAL AND RELATED SERVICES

Charitable, religious, and membership organizations

Social agencies

Accompanists (piano)
 Attendants—gymnasium, swimming pool
 Consultants and counselors—psychology, speech, physical and occupational therapy

Dance-hall supervisors

Directors (program, publicity) and administrative assistants

Group leaders and workers—recreation

House mothers and practical nurses

Lecturers

Librarians (professional)

Nurses, registered

Social workers—case workers

Teachers—adult classes

Teachers and aides—nursery schools

Clerical employees

Dining-room employees

Kitchen employees

Maids, general

Other organizations

Church and religious workers

Sunday school teachers

Clerical employees

Church and religious employees, other

Directors and executive secretaries

Group workers

Library aides

Nursery attendants

Teachers

Clerical employees, other

Cashiers

Hostesses

Dining-room employees, other

Kitchen employees

Housekeepers and maids

Attendants—check room

Elevator operators

PROFESSIONAL AND RELATED SERVICES—*Continued*

- Educational services
- Schools
 - Adult education
 - Accompanists (piano)
 - Directors and supervisors, program
 - Teachers, consultants, lecturers
 - Clerical employees
 - Dining-room employees
 - Kitchen employees
 - Attendants (gymnasium)
 - Preschools (nurseries)
 - House mothers
 - Nurses, registered
 - Nursery-school attendants
 - Teachers
 - Clerical employees
 - Dining-room employees
 - Kitchen employees
 - Maids
 - Private schools, primary and secondary
 - Accompanists (piano)
 - Consultants
 - Kindergarten and nursery aides
 - Librarians and assistants
 - Nurses, practical
 - Nurses, registered
 - Teachers
 - Clerical employees
 - Managers of lunchrooms
 - Dining-room employees
 - Kitchen employees
 - Personal service employees, other
 - Bus drivers
 - Universities and colleges
 - Hostesses in student union
 - Librarians and assistants (professional)
 - Library aides
 - Teachers
 - Test scorers
 - Clerical employees, other
 - Cashiers, restaurant
 - Dining-room employees, other
 - Kitchen employees
 - Nurses, registered
 - Saleswomen (bookstore)
 - Other special schools
 - Child-care aides
 - Directors, education
 - Directors, nursery schools
 - Publicity workers
 - Teachers
 - Office managers
 - Clerical employees, other
 - Dining-room employees
 - Kitchen employees
 - Libraries
 - Catalogers
 - Librarians (professional)
 - Library aides
 - Office managers
 - Clerical employees, other
 - Museums and art galleries
 - Copyists and colorists
 - Curators and assistants
 - Directors, assistant
 - Directors, public relations
 - Guides and/or lecturers
 - Research assistants
 - School-service specialists
 - Staff assistants
 - Teachers
 - Clerical employees
 - Medical and other health services
 - Hospitals, sanitariums, clinics
 - Anesthetists (professional)
 - Dental aides
 - Dietitians
 - Directors of religious work, social services, volunteer aides
 - Instructors of practical nurses and student nurses
 - Laboratory technicians
 - Laboratory technician aides
 - Librarians (professional)
 - Library aides
 - Nurses' aides
 - Nurses, practical
 - Nurses, registered
 - Orthopedic technicians
 - Pharmacists, registered
 - Social workers (professional)
 - Therapists
 - Therapists' aides
 - X-ray technicians
 - Clerical employees
 - Managers, dining-room
 - Dining-room employees, other

PROFESSIONAL AND RELATED SERVICES—*Continued*Medical—*Continued*Hospitals—*Continued*

Kitchen employees, dietary
helpers, and tray girls

Personal service employees,
other

Glee-club instructors of student
nurses

Medical and clinical laboratories

Laboratory technicians

Bookkeepers

Professional offices

Doctors' and dentists' offices

Dental hygienists

Nurses, registered

Technicians

Other assistants

Clerical employees

Lawyers' offices

Clerical employees

COMMUNICATION

Radio broadcasting stations

Announcers

Continuity writers

Directors of personnel and promo-
tional work

Clerical employees

MISCELLANEOUS INDUSTRIES AND SERVICES

Advertising, letter service, and sales
promotion

Artists

Copy writers

Clerical employees

Experimental-kitchen employees

Opinion polls and market research

Interviewers

Placement agencies

Clerical employees

Publishing houses

Colorists

Copyreaders

Copywriters

Editors and assistants

Proofreaders

Research assistants

Clerical employees, other

Food-service employees

Miscellaneous business services

Promotional and advertising man-
agers

Hostesses (Welcome Wagon and
Newcomer's Service)

Clerical employees

WOMEN WHO WORK PART TIME

The "typical" woman part-time worker is married, lives in a family household of two or three persons with two members employed, and does all her own housework, except possibly the laundry. She is somewhere between 35 and 45 years of age, at least a high-school graduate, with some previous full-time work experience. Her children, if she has any, are probably in their teens or older. She expects to continue working. This composite picture drawn from a representative portion of the part-time workers covered by the survey does not, of course, accurately describe each individual.

In the 10 cities, 1,853 women working part time gave information as to their age, education, marital status, and work history and reasons for doing part-time work. The occupational grouping of the 1,853 women was as follows:

Nurses, registered	154
Social workers	55
Teachers	250
Clerical and related workers.....	356
Sales and related workers.....	342
Service workers in hotels and restaurants.....	422
Other workers	274

Included in the above were 618 women part-time workers who were interviewed by Women's Bureau representatives for more detailed information on their family responsibilities as they related to their jobs.

Nearly three-fourths of all the women covered by the part-time study were married, one-tenth were widowed; over one-tenth were single (frequently retired); the small remaining numbers were either separated or divorced (Fig. 2). Over nine-tenths of those interviewed lived in family households and most of the others "kept house," though not as part of a family. Over three-fourths lived in small families of from two to four persons. Almost half of these did their housework without any outside assistance. Another group, which accounted for about one-fourth of the total, had regular help with the housework from members of the family and/or sent the laundry out. Less than one-fourth had maids and most of those were part time. The part-time worker with a full-time maid was a rarity.

CHARACTERISTICS OF WOMEN PART-TIME WORKERS, WOMEN'S BUREAU STUDY IN 10 CITIES

Figure 2
MARITAL STATUS

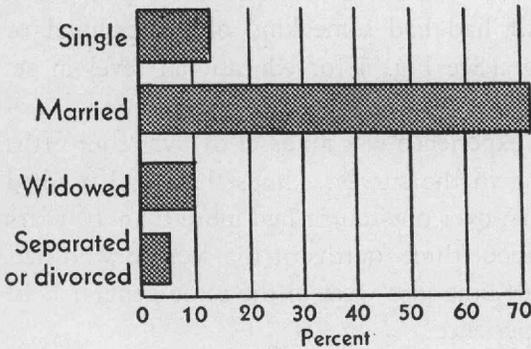


Figure 3
AGE GROUPS

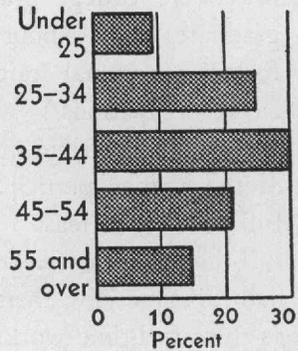
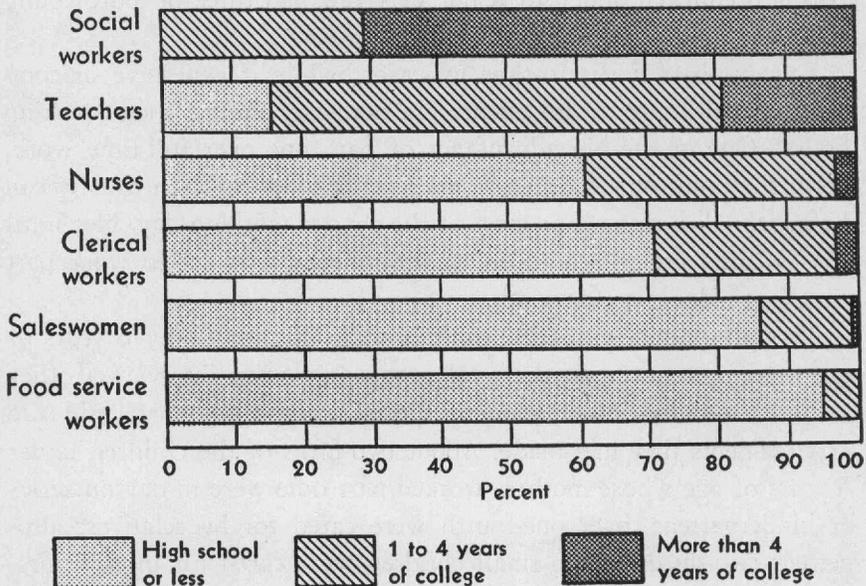


Figure 4. EDUCATIONAL LEVEL, BY OCCUPATION



Nearly one-third of the women part-time workers were at least 35 but under 45 years, over one-third were 45 or over (the majority were between 45 and 55) (Fig. 3). The part-time worker aged 35 or over predominated among social workers, adult education teachers, clerical workers, saleswomen, and food-service workers.

Over two-thirds of the total group had at least completed high school. One-third had gone to college for one or more years. One-fifth were college graduates, and almost half of these had taken graduate work. About half had had some kind of professional or formal vocational training. (See Fig. 4 for educational level in selected occupations.)

Previous full-time work experience was an asset of over four-fifths of the women participating in the survey. Almost half had worked full time for at least 5 years, over one-fourth had more than 10 years full-time experience. For about three-fourths of the women who had had full-time jobs, their part-time jobs were in the same general field as their full-time work experience.

Slightly more than half of the women interviewed had no children or their children were over 18 years of age. The next largest group, about one-fifth, had one child under 18 years; over one-tenth had two children under 18 years. Very few had three or more young children.

Few mothers find part-time jobs worthwhile if expensive or complicated child-care arrangements are necessary during their working hours. One of the big advantages of part-time over full-time work, from the point of view of mothers, is that older children usually can be in school during all or most of the shorter working day. Not until the children are in school do most women who want to work part time begin looking for a job.

Though women part-time workers with children under 6 years of age were a minority of the total group of women interviewed, they supplied detailed information of special interest on what child-care arrangements they had made. About two-fifths of the children under 6 years of age whose mothers worked part time were in day nurseries or kindergartens, over one-fourth were cared for by relatives; altogether, two-thirds of the small children were cared for in day nurseries or kindergartens or by relatives while their mothers worked part time. Maids cared for less than one-fifth of the small children.

The older children who were 6 but under 12 years of age were in school, but after school about one-third were cared for by relatives and over two-fifths took care of themselves. For about one-fifth, either their mothers were at home after school hours or friends, neighbors, or relatives looked after them. Maids were depended on even less for this age group.

Teen-agers largely took care of themselves after school. Relatives were responsible for over a tenth, and for almost another tenth, the mothers were at home after school.

Most of the part-time workers interviewed, including those with children, said they planned to continue working part-time. A small group indicated they expected to shift to full-time jobs; most of these were women without children or whose children were grown.

As will be seen from the following notes on a few individual interviews, the work records of many of the women closely parallel increases and decreases in their household and family responsibilities.

Married, between 45 and 55 years of age . . . high-school graduate . . . 10 years' full-time experience as stenographer, 2 years' part-time . . . family household . . . no outside assistance with household duties . . . JOB: clerk-typist, business service, 29½ hours a week.

Married, between 45 and 55 years of age . . . college graduate, home economics . . . three children, two under 18 years . . . worked a year before marriage, out of labor market for 20 years . . . almost 2 years' part-time on present job . . . no outside household assistance . . . oldest daughter or husband care for younger children the one evening she is away . . . JOB: cooking teacher, adult education evening classes, 2 hours a week.

Widow, over 55 years of age . . . high-school graduate, no special training . . . had not worked before 1948 . . . four children, three grown and away from home, youngest in high school . . . family household includes mother and 15-year-old son . . . no outside household assistance . . . JOB: saleswoman in retail store, 19½ hours.

Married, between 35 and 45 years of age . . . high-school graduate . . . no children . . . over 16 years' full-time experience, over 3 years' part-time . . . trained beautician . . . family household of two adults . . . no outside assistance with household duties . . . JOB: beauty operator 27 hours a week.

Widow, between 45 and 55 years of age . . . high-school graduate . . . two grown daughters . . . did not work for 10 years . . . 11 years' full-time experience, 4 years' part-time . . . family household of three employed adults . . . no outside assistance with household duties . . . JOB: receptionist and general office worker, social agency, 16 hours a week.

Single, over 55 years of age . . . college graduate . . . 42 years as public school teacher, retired . . . part-time over 2 years . . . household with two women friends, full-time housekeeper . . . JOB: Latin teacher, private school, 20 hours a week.

Married, between 35 and 45 years of age . . . college graduate . . . three children, ages 7, 9, 14 . . . teacher 2 years before marriage, 16 years out of labor market . . . almost 2 years' part-time . . . family household . . . has maid twice a week . . . schedule permits being home when children are out of school . . . JOB: director of church (Sunday) school, 20 hours a week.

Married, between 40 and 45 years . . . high-school graduate and nurse's training . . . two children, ages 7 and 11 . . . husband cares for children . . . JOB: hospital general duty nurse, 20 hours a week (Sundays 7 a.m. to 3:30 p.m.; Monday-Wednesday 7 p.m. to 11 p.m.).

Married, between 45 and 50 years of age . . . 3 years' college and nurse's training . . . three children, ages 17 to 21 . . . JOB: nurse in pediatrician's office, 27½ hours a week.

Married, between 35 and 45 years of age . . . college graduate, journalism . . . 15-year-old son . . . worked most of married life on temporary or free-lance assignments, over 3 years' part-time . . . family household . . . sends laundry out and has cleaning woman 2 days a week . . . JOB: publicity and research, adult education council, 30 hours a week.

Married, between 35 and 45 years of age . . . college graduate, training in speech and dramatics . . . three children under 18 years . . . high-school teacher 4 years before marriage . . . 5 years' part-time on present job . . . family household three adults, two children . . . full-time maid . . . JOB: radio coordinator, community chest agencies.

FINDING PART-TIME WORKERS AND PART-TIME JOBS

Employers' recruiting methods

Every recruitment method ordinarily used by business firms and community agencies to find full-time workers has been used by employers to fill part-time vacancies, from "passing the word along" to listing the job with an employment agency, union, or professional association. There was no general agreement among the firms interviewed by the Women's Bureau as to which method was best. The type of job and the kind of part-time worker sought had much to do with what recruitment methods employers considered most satisfactory.

Stores, eating places, and motion-picture theaters leaned heavily on what they called "direct application" for finding the part-time workers they wanted. They received applications from persons whose job hunting took them from one likely place to another or who had "heard from a friend" that there might be an opening. A representative of the personnel office or the manager, depending on the size of the establishment, interviewed the applicants. These firms also recruited part-time workers through newspaper advertisements, other employees, by calling back former full-time employees, and, less frequently, through employment agencies.

Unions as a source for recruiting part-time workers were significant only in areas where hotels, restaurants, hospitals (food and maintenance workers), and stores are strongly organized. In a city such as San Francisco, an employer could expect the appropriate union to help him find part-time workers from among its membership.

Nearly two-thirds of the banks, insurance, and real estate offices reported that they found their part-time workers among former employees or through their other employees. Doctors and dentists often said they recruited their part-time assistants through friends and professional contacts.

Community organizations, hospitals, educational institutions, and social agencies often had quite different recruiting methods for different jobs. Direct applications, newspaper advertisement, or an employment agency might be used for part-time clerical or food-service

workers. Professional staff, however, often was sought through professional associations (nurses' registries, organizations of social workers, and so forth), or from among the professional acquaintances of the regular staff. Former full-time employees were called back for part-time work, and also volunteers were sometimes taken on as part-time paid workers.

Direct application and other employees' suggestions were the most common methods used by libraries. Museums and art galleries had much the same recruitment practices as libraries, though they looked more to schools and colleges for part-time personnel suggestions.

Almost no firms said they answered "position wanted" newspaper advertisements when looking for part-time workers. Limited-price stores and restaurants sometimes used the "part-time help wanted" sign in the window.

Now and then an employer mentioned less usual methods of recruiting part-time workers: A broadcasting station advertised over the radio, a tuberculosis hospital used former patients who were arrested cases. Churches and religious organizations almost always canvassed their members, and a social agency working with handicapped persons felt obligated to use its clients when possible.

Mothers of pupils were the source for teachers' helpers in a private nursery and elementary school. Neighborhood mothers not otherwise employed were sought as part-time assistants at a community day-care center for children whose mothers worked full time. A university did its recruiting for part-time catalogers, library aides, and stenographers among the faculty wives and wives of GI students.

Employees' job hunting

Friends, relatives, and former employers helped a majority of the women interviewed by the Women's Bureau to find their part-time jobs. "A friend told me about the job, I applied and got it," was a frequent answer to the question, "How did you get your part-time work?"

Of those interviewed, about two-fifths of the clerical, sales, and service workers got their jobs through leads from friends or relatives. Former employers were responsible for almost one-third of the saleswomen and about one-fifth of the clerical and service workers finding their part-time jobs. Smaller proportions located their jobs by

answering newspaper "help wanted" advertisements or by going from one likely place to another making direct application.

In those professions with the most part-time workers—nursing, social work, and teaching—friends and relatives were not as important for finding jobs as they were in nonprofessional occupations. The same percentage of nurses reported success in finding part-time jobs through former employers and direct application as through friends or relatives. Almost half of the social workers gave the credit to former employers and almost one-fifth to other social agency contacts. Teachers found direct application and friends about equally effective, with university placement agencies and former employers next.

Some of the women interviewed insisted that their part-time jobs had found them without much effort on their own part. Most of these were teachers, stenographers, or bookkeepers. To what extent these women had been recommended by friends or were former employees "called back" was not possible to determine.

Public and private employment agencies, including school placement bureaus, successfully directed to their part-time jobs less than a tenth of the women interviewed. The women reported slightly more successes with the public employment service than private agencies. The part-time jobs that were found through any of these agencies were largely clerical, nursing, sales, or food service.

Comments of the women in reply to the question, "How did you get your job?" include the following:

- Head of the Foundation was a friend of my late husband. (University library)
- Director of the school where I got my master's degree asked me to work full time but I wish to work only part time. (Instructor in school of social work)
- Through professional contacts. Library officials offered me the job because of my interest in and knowledge of western history. (Cataloger of western history collection, public library)
- Through friends who suggested me to the local health authority. (Pediatrician, well-baby clinic)
- Substituted on a temporary basis, and when part-time job was available asked for it. (Public library)
- Recommended for job of editing and writing by a member organization. (Publicity, adult education council)
- Through friends. (Secretary, membership organization)
- Was a former patient. (Bookkeeper, doctor's office)

- Since I was an experienced former full-time employee, I was asked by the company to work part time. (Bookkeeper, insurance company)
- Part-time job thrust on me by former employer. Had been a full-time employee for 5 years during the war and resigned. (Bookkeeper, hotel)
- I did volunteer work for the clinic for 2 years before taking the paid job. Just worked into it when the clinic program changed from volunteer basis to one of paid employees. (Receptionist, social agency)
- Took the job first as a temporary full-time worker but did not want to continue on full time so present schedule was arranged. (Typist and receptionist, social agency)
- Through former employer. (Clerk-typist, neighborhood business service)
- Answered ad. The ad sounded attractive so I applied for the job. (Customer hostess, downtown bank)
- Answered ad. (Sales, limited-price store)
- Direct application. (Sales, limited-price store)
- Knew owner through club activities. Was not looking for a job but took this because it sounded interesting and was assured I could have short hours. (Sales and record keeping, small exclusive modern furniture store)
- I knew the manager of this shop. (Beauty operator)
- Direct application. (Waitress, downtown restaurant)

Placement agencies and part-time

As already indicated, few of the women included in the study found their part-time jobs through employment agencies. To get a more complete idea of the role of the placement agencies in the part-time field, the Women's Bureau interviewers visited the State employment services in each of the 10 cities except New York City, and visited a selected group of 18 private placement agencies. They asked for information about the orders received from employers for part-time workers and the registrations from women seeking part-time jobs. Domestic workers were excluded since they were also excluded from the main part of the study.

The information gathered from placement agencies confirmed what employers and employees had said about them as a channel for part-time placement—the agencies played a minor role in placing part-time workers. Only 3 percent of the 20,000 women applicants registered in the active files of the State agencies and 5 percent of the over 4,000 registrants in the private agencies had applied for part-time jobs. Less than 100 employer orders for part-time workers were currently on file in the agencies; the orders usually were for one part-time worker—a stenographer, waitress, or chambermaid.

The State employment services studied handled all types of job placements and did not specialize in particular occupations or industries. The private agencies visited specialized for the most part in office placements. Although none of the agencies encouraged part-time registrations, two public agencies had assigned interviewers to handle only part-time applicants and orders. The slight employer demand on the State agencies for part-time workers made it inadvisable to direct their services in any marked degree to part-time placements. Private agencies, since they charge fees based on the earnings of the applicants placed, found part-time placements unprofitable; a part-time worker takes as much time and paper work as a full-time worker. Both public and private agencies often suggested that applicants go directly to stores or restaurants without registering at the agency. "Women who apply for regular part-time work are relatively few. They are usually married women 35 to 45 years old without any special skills or work experience," was a typical employment agency comment. The majority of the part-time applications on file in these agencies at the time of the study were from women who wanted nonprofessional "white collar" jobs such as sales or clerical work. About two-fifths had completed high school, one-fifth had only grade-school education, and less than one-fifth had attended college; few of the college women had specialized in a particular field. Over half of all the applicants had no vocational or specialized training.

The women who looked for part-time jobs through the employment agencies were vague and indefinite about the number of weekly hours they wished to work. According to the agencies, the most common answers covered a spread of from 20 to 25 hours. About evenly divided were the numbers of women who reported they could work "evening hours from 5 or 6 p. m. to 9, 10, or 11 p. m." and "mornings and up to 2, 3, or 3:30 p. m." These periods seem to cover the hours husbands were home to care for children or the hours their children were in school.

HOURS, EARNINGS, AND FRINGE BENEFITS

Hours

Regular hours schedules less than full time, the distinguishing characteristic of part-time jobs, had many variations which are difficult to analyze. As defined in this study, a part-time job is one on which the employee works substantially less than the scheduled hours of the establishment, and in no case more than 36 hours a week. Within these limitations almost any kind of schedule is possible, keeping in mind always that temporary workers are not included.

The most common part-time schedules of hours, as reported by employers to the Women's Bureau for the survey, varied from as little as 2 hours a week for some adult education teachers to as much as 30 hours a week for waitresses and saleswomen. Twenty hours a week, which usually meant 4 hours for 5 days, was the most common schedule for a wide range of occupations. Hospitals, however, preferred 3 full 8-hour days; some retail stores followed the same plan. Of the women whose part-time work records were covered by the survey, over half worked 15 to 30 hours a week (over a fourth worked 20 hours but less than 25 hours a week).

In the selected occupations from the 10 cities studied, the information on daily and weekly hours, as tabulated here, represents approximately the range of the middle 50 percent of the hours in each of the cities. Therefore, the exceptions and special cases which did not fit into these "most common" classifications are not shown here.

The reasons for employing part-time workers are naturally related to the work schedules. Five main factors were reported by the establishments surveyed for determining part-time hours:

1. Peak business load (over two-fifths)
2. Nature of the job (over one-third)
3. Needs of individual women workers (less than one-third)
4. Regular relief for full-time workers (less than one-fourth)
5. Additional help as needed to supplement full-time employees for long over-all hours or heavy load of work (about one-sixth)

Some firms had special situations, including customer appointments in beauty shops and arrangements to utilize space and equipment for longer hours.

MOST COMMON HOURS FOR PART-TIME WORKERS IN SELECTED OCCUPATIONS

Women's Bureau survey in 10 cities

<i>Occupation</i>	<i>Daily hours</i>	<i>Weekly hours</i>
Professional and semiprofessional:		
Directors, assistant (museums).....	3 to 4	15 to 20
Directors (social agencies).....	4	20
Editors (publishing houses).....	4 and 6	20
Group leaders (social agencies).....	2 to 4	2 to 5
Interviewers (opinion polls).....	Irreg.	20
Laboratory technicians (hospitals).....	3 and 5	20 to 24
Librarians (libraries).....	4	20
Nurses (hospitals).....	8	24
Research assistants (publishing houses).....	Irreg.	20
Social workers (social agencies).....	7 to 8	20 to 25
Teachers (membership organizations).....	1 to 3	2 to 6
Teachers (school) in—		
Adult education.....	2	2 to 10
Universities and colleges.....	2 to 4	2 to 6
Private, primary and secondary schools—		
Arts and crafts teachers.....	2 to 3	5 to 10
Grade teachers.....	3½ and 4½	Varied
Kindergarten and nursery teachers.....	3 and 3½	15 to 20
Preschool teachers.....	3	15
Teachers (social agencies).....	2 to 3	2 to 5
Therapists (hospitals).....	3 to 4½	18 to 24
Clerical:		
Business-machine operators (banks).....	6	30
Miscellaneous clerical in—		
Banks.....	4 and 5	20 to 25
Retail stores.....	4 to 8	24 to 30
Doctors' and dentists' offices.....	4 and 4½	20 to 25
Hospitals.....	4 to 5	20 to 24
Insurance companies.....	4 to 6	20 to 24
Printing and publishing companies.....	5	25
Saleswomen (retail stores):		
Department stores.....	4 and 5	24 to 30
Limited-price stores.....	4 and 5	24 to 30
Waitresses in eating places.....	4 to 5½	20 to 30

The period of the day during which a part-time worker is on the job usually depends on the same factors that determine the number of hours worked. While most married women seem to think of part-time work largely in terms of the hours their husbands are at work—or children in school—not all part-time jobs conveniently fall into that time span. But, as has been indicated, some part-time jobs are for 2 or 3 8-hour days a week, some are for a few hours at night, some are for week ends. Unusual though it was, 6 a. m. was the starting time in San Francisco brokerage offices because of the time zone differences between New York and San Francisco, and the part-time "boardmarkers" had to be there at that hour.

The majority of professional and semiprofessional part-time employees worked less than 25 hours a week but the nature of the job usually determined whether the schedule was for short days four or five times a week or for full days two or three times a week. For example, part-time jobs for librarians, editors, group leaders, and teachers usually fitted into short workdays; for social workers and nurses, several full days a week had been found more practical.

Clerical workers, for the most part, were employed a few hours 5 or 6 days a week. The part-time saleswomen and food-service workers were employed part days to cover peak loads—in stores for busy shopping hours, in restaurants for mealtimes.

Earnings

How much part-time workers are paid varies with the kinds of jobs and the hours worked. Part-time registered nurses, for example, usually receive the same *hourly* rate as full-time nurses; the same is usually true for food-service workers. Where the establishment is unionized, the union scale is the basis for determining part-time wages. Salespersons may or may not receive commissions. Teachers may be paid by the hour, the month, or the session, but the rate rarely covers time required in preparation for classes. Rates of pay for all kinds of professional jobs are more or less in proportion to the full-time jobs requiring comparable training, experience, and responsibility.

The rates for comparable jobs differed widely both among firms in the same city and from city to city, the survey showed. In general, San Francisco consistently paid the highest rates in all occupations, the southern cities tended to pay the lowest, while the New England and midwestern cities came somewhere between the extremes.

Among the large group of part-time professional workers, special teachers and social workers were generally the best paid, perhaps because the jobs had higher educational requirements than most of the others. In the clerical field, business-machine operators and others with special training usually received higher pay than general office clerks. Banks, insurance, printing and publishing houses—industries requiring technical knowledge of their procedures—usually paid higher rates than stores or small professional offices.

Saleswomen in retail stores sometimes had their hourly earnings supplemented by commissions on sales above a fixed amount. This depended on the departments in which they worked and the policy of the store. Some stores also gave regular part-time workers discount privileges on merchandise purchased.

Rates of pay for part-time waitresses probably differed more widely than any other occupation included in the survey. They were the lowest reported in the study but these rates did not represent actual earnings, since waitresses customarily received tips and at least one meal.

MOST COMMON HOURLY RATES AND METHODS OF PAY FOR PART-TIME WORKERS IN SELECTED OCCUPATIONS

Women's Bureau survey in 10 cities		
<i>Occupation</i>	<i>Hourly rates</i>	<i>Method of pay</i>
Professional and semiprofessional:		
Directors, assistant (museums).....	\$1.50 to \$2.00	Varied.
Directors (social agencies).....	\$1.25 to \$1.50	Monthly.
Editors (publishing houses).....	\$2.50	Weekly.
Group leaders (social agencies).....	\$1.00 to \$1.25	Varied.
Interviewers (opinion polls).....	\$1.00 to \$1.25	Weekly.
Laboratory technicians (hospitals).....	\$1.25 to \$1.50	Hourly.
Librarians (libraries).....	\$1.00 to \$1.50	Monthly.
Nurses (hospitals).....	\$1.00 to \$1.25	Hourly.
Research assistants (publishing houses).....	\$1.50	"
Social workers (social agencies).....	\$1.25 to \$1.75	Monthly.
Teachers (membership organizations).....	\$2.00 to \$2.50	Hourly.
Teachers (schools) in—		
Adult education.....	\$2.50 to \$3.00	"
Universities and colleges.....	\$4.00 to \$6.00	"
Private, primary and secondary schools—		
Arts and crafts teachers.....	\$1.50 to \$2.50	Monthly.
Grade teachers.....	\$2.00 to \$2.50	Monthly and yearly.
Kindergarten and nursery teachers....	\$1.25 to \$1.50	Monthly.
Preschool teachers.....	\$1.50 to \$2.00	"
Teachers (social agencies).....	\$1.50 to \$2.00	Session.
Therapists (hospitals).....	\$1.00 to \$1.25	Hourly.
Clerical:		
Business-machine operators (banks).....	\$1.05 to \$1.35	Monthly.
Miscellaneous clerical in—		
Banks.....	\$1.00 to \$1.10	Hourly and monthly.
Retail stores.....	\$0.65 to \$0.85	Hourly.
Doctors' and dentists' offices.....	\$0.65 to \$0.85	Monthly.
Hospitals.....	\$0.75 to \$1.00	Hourly.
Insurance companies.....	\$1.00 to \$1.25	"
Printing and publishing companies.....	\$1.00 to \$1.25	"
Saleswomen (retail stores):		
Department stores.....	\$0.65 to \$0.75	"
Limited-price stores.....	\$0.60 to \$0.65	"
Waitresses in eating places.....	\$0.40 to \$0.50 ¹	"

¹ In most cases, waitresses received meals and tips.

The same occupations in the 10 cities for which the most common daily and weekly hours schedules were given, were summarized to

find the most common hourly rates and methods of pay. Again it must be remembered that the pay scales in the preceding table represent only the range of the middle 50 percent of the rates in each city and do not show the earnings of all workers. On about one-half of the jobs workers were paid by the hour; one-third were paid by the month, a few by the week, and some teachers by the session.

Fringe benefits

Paid vacations and sick leave—so-called fringe benefits—form definite parts of workers' real wages. Some employers have developed policies and practices with respect to fringe benefits for part-time workers which have the effect of recognizing the permanency and stability of part-time jobs. In the Women's Bureau study of part-time jobs, it was found that the firms which had established such benefits for full-time employees, more often than not, extended them to part-time employees with reasonable modifications.

Almost all the firms covered by the Women's Bureau survey had policies of paid vacations for full-time employees; not quite half reported that part-time workers were also eligible for paid vacations prorated on the same basis as full time.

Within certain groups of industries studied, the proportion of firms giving part-time as well as full-time workers paid vacations was much higher than the over-all average:

Limited-price stores—About nine-tenths.

Department stores—About two-thirds.

Finance, insurance, and real estate—About two-thirds.

Hotels—Three-fifths.

For the other main groups of employers, the giving of paid vacations to both full-time and part-time employees was a practice not yet so firmly established:

Restaurants—About half.

Social agencies—About half.

Hospitals, sanitariums, clinics—About half.

Apparel and accessory stores—About half.

Motion-picture and other theaters—About half.

Other stores—About two-fifths.

Charitable, religious, and membership organizations—Two-fifths.

Educational institutions—About one-fourth.

Sick leave with pay was a much less common practice among the employers than was vacation with pay. Only two-thirds reported definite paid sick-leave policies for all full-time workers, and less than a fourth for all part-time workers. The amount of sick leave granted was usually the same as for full-time workers on a prorated basis.

Several of the same employer groups that led with paid vacation policies were leaders with paid sick leave for both full- and part-time workers:

Finance, insurance, and real estate—Over two-fifths.

Limited-price stores—Over two-fifths.

Department stores—Over a third.

Social agencies—Over a third.

Hospitals, sanitariums, clinics—Over a fourth.

Educational institutions—Almost a fourth.

Charitable, religious, and membership organizations—Almost a fifth.

Motion-picture and other theaters—Almost a fifth.

Restaurants—Over a tenth.

Other stores—Over a tenth.

Apparel and accessory stores—Less than a tenth.

Three-fifths of the hotels and half of the restaurants did not have paid sick leave for any of their employees, either part-time or full-time. The same was true for well over one-third of the motion-picture theaters and the apparel and accessory stores, and for one-fourth of the department stores. A higher percentage of social agencies had some kind of sick-leave policy than any other group of employers covered by the survey, though it was not always extended to part-time workers.

The extension of paid vacations and sick leave to more part-time workers will doubtless come gradually as employers and employees increase their experience with part-time work. Fringe benefits are the mark of stability and continuity in employment.

EXAMPLES OF VACATION AND SICK-LEAVE POLICIES FOR PART-TIME WORKERS FROM EMPLOYER INTERVIEWS

If a part-time employee works 60 percent of full time, she receives all the benefits. (Limited-price store.)

All part-time workers who are scheduled to work 27 hours or more a week receive the same benefits (sick leave and vacation) as full-time. Benefits are prorated to salary and time. (Department store.)

- Same benefits applicable to part-time as full-time, if part-time are employed 22 hours or more per week. (Drug store.)
- Both full- and part-time workers get regular paid vacation (prorated for part-time) but sick leave is granted to all employees at manager's discretion. (Department store.)
- Prorated according to time worked—part-time employees receive proportionate share of all benefits. (Hospital.)
- No fringe benefits for workers on hourly rates. Full-time employees are paid on a salary basis and are granted both sick leave and vacations. (Insurance company.)
- Full-time get both sick leave and vacation but part-time "work strictly on commission" with no fringe benefits. (Beauty shop.)
- Part-time employees are paid only for the time worked and are not eligible for any fringe benefits. Full-time employees get both sick leave and vacation. (City recreation commission.)
- Depends on individual case, for both full-time and part-time, in granting sick leave and vacation. (Community center.)
- Arrangements for sick leave and vacations are all informal, for both full-time and part-time employees. (Children's home.)
- All part-time jobs are paid on session basis with no fringe benefits. (Adult education.)

ADVANTAGES AND DISADVANTAGES OF PART-TIME WORK

Employer advantages

More employers cited advantages to them of part-time work than pointed to disadvantages. Their experiences had been, for the most part, satisfactory or at least a mixture of advantage and disadvantage. Over two-thirds of the employers reported "no disadvantages" of part-time work.

The advantages to an employer of having part-time workers are closely related to the conditions which led to setting up the jobs in the first place. In a business with "peak load periods," part-time workers can provide customer service at the special times the service is most needed; operating costs are thus kept down by limiting the full-time pay roll to the "non-peak" or basic requirements. Approximately all the department, limited-price, and women's apparel stores reported the "peak load" advantage of part-time work. Three-fourths of the beauty shops and restaurants and three-fifths of the hotels were of the same opinion.

A part-time plan was to the employer's advantage where the business day of more than 8 hours or the workweek of more than 40 hours required relief workers to supplement full-time employees. Motion-picture theaters, eating places, hotels, stores, and hospitals reported, in many cases, the value of part-time work to cover these situations.

In other cases, the work to be done did not justify a full-time employee and, therefore, a part-time schedule was better. Nearly all of the educational institutions and three-fourths of the doctors and dentists named this advantage of having part-time workers. At least two-thirds of the finance, insurance, and real estate offices, the social agencies, and the private organizations had the same experience.

Less an advantage than an accommodation to necessity were those circumstances where employers accepted part-time workers as a "solution" to budget limitations or to shortages in trained personnel for the field. As might be expected, social agencies, educational institutions, and community organizations more frequently than others referred to these advantages.

Part-time workers can supply a wide variety of specialists' skills as they are needed in adult education classes, private schools, community organizations, and social agencies. These were the main groups emphasizing this value of part-time employees. Closely related was the opinion from these same groups that they could "get a better type of worker" if they used part-time workers on certain jobs.

Not the least advantage mentioned by employers, especially in business, was that of being able to utilize "special cases" by arranging part-time work schedules. Doubtless many of these "cases" were efficient former full-time employees who were available only for part-time work after marriage.

Employer disadvantages

The employers interviewed very seldom made unqualified statements about the disadvantages of part-time work. Most of their reports on the disadvantages were joined with advantages which frequently outweighed the unsatisfactory aspects of having part-time employees. Had this not been true, these experienced employers would probably have abandoned part-time arrangements long before the survey was made.

Those who did point out disadvantages, however, made some rather serious complaints, the chief one being that part-time workers were "undependable." Some of the other unsatisfactory experiences which they reported also are closely related to dependability—"high turn-over," "expect too frequent adjustments in schedule," "lack of continuity of work," or "unwilling or unable to work particular hours needed." These complaints were not confined to any one group of employers, but hospitals, social agencies, miscellaneous stores, educational institutions, and some of the business offices were the most outspoken.

"Split job responsibility" was another persistent disadvantage of part-time work. It was, in fact, one of the chief part-time employment problems of hospitals and social agencies. The part-time worker, too often, could not follow through on a case, which meant confusion or inconvenience for the patient or client; it frequently meant extra work for the full-time employees. Also there often was an opinion expressed that part-time workers were apt to shift responsibilities to full-time workers and did not carry their share of the work load.

Where some employers found that part-time workers reduced operating costs, others had the opposite experience. The extra burden of record keeping was an expense and something of a nuisance; two part-time workers require twice as much payroll, social security and withholding tax bookkeeping as one full-time employee. Actual rates of pay for part-time workers, in some cases, had to be higher than for full-time. A few employers were conscious of an undue proportion of time being lost at the beginning and end of each part-time shift—as much “wind-up and clean-up” time as a full-time worker needed.

Employers who depend on staff conferences for informing employees of policies and developments, for training purposes, and for building “teamwork spirit” expressed themselves vigorously on the complications raised by part-time schedules. Adult education programs, private schools, and social agencies had difficulties on this score. Managers of several stores, which regularly held employees’ meetings for training purposes, also considered it a handicap that part-time workers were not available for the training and morale-building periods.

Social agencies and educational institutions, in particular, added that they found it difficult to integrate part-time workers with the full-time staff. The directors saw a definite connection between this difficulty of developing a “staff team” and the absence of part-time workers from staff conferences. Whether for professional or non-professional jobs, there were strong opinions that the part-time worker had less all-round understanding of her work and interest in the total objectives of the organization or business than the full-time employee; as a consequence, there was less sense of responsibility for doing anything beyond the immediate assignment.

In situations where part-time workers present special problems of training and supervision, part-time work is not entirely satisfactory to employers. Most employers referring to this disadvantage were of the same general groups of employers that had favored staff conferences and employee-training meetings.

Stores listed some disadvantages of having part-time workers which are peculiar to sales work. Since part-time workers are usually not available for stockwork, they are not as familiar with the merchandise as the full-time workers and this situation may result in reduced

sales and in customer complaints; also, they are not on hand to arrange and put away merchandise at the opening and closing hours. Unquestionably friction developed now and then between full-time and part-time employees over these duties. Regular salespeople complained that the part-time employees had none of the unpleasant chores connected with sales work since they were on duty only during peak customer hours.

Comments of employers about the good and bad of part-time work, as recorded by the Women's Bureau interviewers, revealed all possible reactions. Some of the most thoughtful replies indicated the conviction that part-time work, even at its best, was a mixed blessing. One of the outstanding reasons women want part-time jobs—because home responsibilities make full-time work impractical—is the cause of the most serious charge against part-time workers, the charge of unavailability. Some firms had profited from unsatisfactory experiences and by improving selection methods had minimized the disadvantages.

Selected comments from the 1,071 firms interviewed by the Women's Bureau in 10 cities show that part-time work has these advantages and disadvantages:

Motion-picture theater . . . manager says part-time workers necessary for relief—less reliable as a group because of home responsibilities.

Bank . . . utilize experienced former employees.

Insurance company . . . no disadvantages if personnel director can make age and experience restrictions . . . younger, less experienced persons need extra training and supervision.

Cafeteria . . . no disadvantages now because basis of selection has been changed . . . through experience found that mothers with young children tended to be somewhat irregular.

Hospital . . . needed for relief of full-time nurses . . . not as well acquainted with the patients . . . on the whole satisfactory . . . couldn't very well get along without them . . . but part-time nurses not as interested in the patient . . . more likely to stay home if they feel like it . . . most of them have husbands so they aren't entirely dependent on their earnings . . . older part-time nurses more dependable.

Medical clinic . . . unwilling to work hours needed . . . part-time workers can be used effectively if they are willing to work their share of Sundays and holidays . . . will not hire them now unless they will work some of the week ends.

Social agency . . . very satisfactory because they are doing jobs which do not require full-time . . . opposed to using part-time social workers . . . too expensive, interest divided.

Social agency . . . utilize trained social workers who are married and cannot work full time . . . but, we don't get as much for our money on a part-time social worker . . . absent many times when emergency arises . . . can't participate in all activities of agency . . . constant requests for changes in work schedule due to family conditions.

Community center . . . couldn't very well get along without part-time workers . . . limited budget makes it necessary to economize . . . also, the varieties of activities require more persons for a shorter period of time.

Membership organization . . . less expensive . . . can use a part-time for routine typing, filing, etc. . . . experience with part-time not too good so far . . . can't be depended on to show up regularly . . . if home duties present any sort of emergency—even minor—they tend to stay home.

Private club . . . experience shows we can get a better worker in the older woman but she can't always stand full-time hours . . . no disadvantages.

Church . . . not necessary to have a full-time secretary.

Adult education . . . with part time get experts in their fields . . . some teach because of their community interest as much as for money paid.

Private school . . . many of the teaching jobs are short hours and do not require full-time teachers . . . however, part-time workers must be better than average in order to make the arrangement work . . . otherwise too expensive for employer.

Nursery school . . . part-time teachers more satisfactory because of long hours that nursery school is open . . . many of the children stay until 6 p.m.

University . . . use part-time teachers in some cases as an overload service when enrollment is heavy . . . more flexible . . . less expensive . . . do not feel same responsibility in attending meetings . . . not on hand for conferences with students to the same extent as full-time.

Law office . . . prefer to employ experienced legal stenographer on part-time basis at higher wages to an inexperienced full-time employee.

Women's apparel store . . . less costly to operate with some part-time workers—don't pay them for hours not worked . . . couldn't very well get along without part-time . . . no definite disadvantages.

Shoe store . . . disadvantages eliminated by selection of proper employee.

Apparel store . . . part-time workers reduce the cost of operation . . . *but* they are not present to get out merchandise or put it away at night . . . full-time employees resent this and say part-time workers are in for best hours of the day . . . some of the best saleswomen are those on part-time basis.

Department store . . . all part-time workers are on hourly rate, full-time on commission basis . . . no antagonism.

Employee advantages

Almost all of the more than 600 women interviewed liked part-time work, saw no disadvantages, and said they thought their part-time work "worthwhile." Their answers were colored by their motives in seeking part-time jobs—more income, household responsibilities preventing full-time employment, outside contacts, and use of their skills and abilities—but many had come to value some of the accrued benefits which they had not anticipated when they began working part-time. As experienced part-time workers, they approved the system.

Part-time work generally fitted into the home life design of the married women and often, they said, contributed to its enrichment. About half of all the women interviewed coupled other benefits with that of extra income; less than a fifth of them gave "supplemental income" (for general or special purposes) as the sole advantage to them of part-time work.

Some of the accrued or incidental benefits are of special interest because of their effect on family life and the individual's sense of worth. A laboratory technician said that her part-time job in a small hospital provided her a needed "outlet and outside interests." A 37-year-old housewife told the interviewer that the sewing class she taught 2 nights a week in the community adult education program had helped her to develop confidence in her own ability, adding that she considered "a part-time job a morale builder for any housewife." Another adult education teacher was glad to earn the money but insisted that "the greatest gain is in outside interest and contacts"; she was in her late forties, married, and the eldest of her three children was 20 years of age.

A stenographer who had worked 8 years before marriage, then "stayed home 15 years after marriage," was of the opinion that the real gain to her and her family was that she "feels better, is happier" because she "likes the activity of having an outside job" and it "peps" her up to work. She had been working part-time more than 5 years when she was interviewed; her schedule of 10:30 a.m. to 4:30 p.m. was well adjusted to the needs of her two boys now in school. She reported that she did all of her own housework, with some help from her husband and the boys. The supplementary income for the family

was still welcome but, she felt, no longer the only advantage. Another part-time worker, for more than 2 years a saleswoman 2 days a week, believed her "mental and physical health better" because of her job; she had been a full-time housewife for 22 years.

A widow, whose married daughter and family lived with her, had found "independence" through her part-time clerical work in a religious organization. She considered this important. For 8 years before marriage she had been a telephone switchboard operator but had been out of the labor market over 25 years when she began working part time.

Employee disadvantages

Only 10 of the women interviewed concerning part-time work dissented from the "worthwhile" verdict. Some of the doubters wanted full-time rather than part-time jobs; one "enjoyed the working and the contacts" but not the particular job, one disliked the fact that she "had to give up outside activities," and one thought the work load demanded a full-time schedule. Except for this last factor, none of the employers' troubles with part-time work entered the employees' comments.

None of the women attached special significance to situations which an observer would consider a disadvantage of part-time work, particularly compared with full-time. For those who worked 5 half-days a week, for example, bus or streetcar fares cost the same as for full-time workers though the earnings were less; commuting time also was the same. The round-trip commuting time for some of the women was more than 2 hours a day. Neighborhood part-time workers or those whose schedules called for 2 or 3 full days a week frequently came off better with respect to their net earnings.

Though some kind of training or work experience is essential to securing a satisfactory part-time job, the professionally or technically trained woman may discover that she must adjust herself to a job below her best skills if she wants to work part time. This is not always true, but frequently it is for that relatively small group of women with highly developed specialists' skills. A university-trained librarian may get no closer to the center of her field than a supervised routine job in the cataloging division, or a former private secretary may turn herself into a part-time clerk-typist; a highly trained hat

designer and copyist, with years of experience in the trade, may teach housewives how to trim their hats in a twice-a-week adult education class. Where they were employed below their best work skills, the women who were interviewed did not consider the circumstance a serious disadvantage of part-time work; they accepted it as necessary to the main advantage to them of securing paid work on a limited schedule.

Community advantages

Community and religious organizations, so essential to the development and expression of democracy in towns and cities, decidedly profit from the use of trained part-time workers. It would be uneconomic, even if money and qualified personnel were available, to attempt to supply on a full-time basis all the skills and activities communities want for themselves—bridge lessons, language classes, supervised playgrounds, membership bulletins, dramatics groups, USO dances, cooking and sewing classes, hobby crafts, special services to crippled children, and so on. Part-time workers answer many of the needs for program specialists to the satisfaction of the participants and the community as a whole, at a cost that is reasonable; in small organizations, part-time workers adequately handle the clerical work that should be done to keep the group going efficiently. This supplementing of full-time staff and volunteers with part-time workers extends the effectiveness of organized community groups at a minimum cost. The community is richer for having their skills and services.

Volunteer service with community agencies, charitable or religious organizations is not too satisfying for some women who have held responsible full-time jobs. They may have the time, the energy and the urge "to do something" in the community but volunteer assignments may seem to them more like "busy work" than significant service. More than one of the women interviewed seemed to agree, in substance, with a former volunteer who had become a paid part-time worker with the same agency, and who felt that there was "more satisfaction out of being a regular staff member than being a volunteer."

More than personal satisfaction, however, is the economic fact that there are capable, well-trained women who cannot afford the expense of extensive regular part-time volunteer service, but whose skills the

agencies need. As volunteers they may be out of their homes as much as if they had jobs, yet the costs of carfare, lunches, clothes, and possibly extra household assistance, must come from already limited family budgets. With all the good will in the world, some family budgets cannot stretch to cover the "luxuries" of community activities. A part-time worker's earnings may do little more than cover these extra expenses but she can feel justified in the use of her time without further straining the family finances. The agencies and the people they serve gain the special skills and active interest of women who might not otherwise find it possible to devote so much time to community service.

The public school system does not usually extend through the nursery-school age and often does not include kindergarten. Yet parents increasingly are finding such preschool training valuable and are enrolling young children in private nursery schools or kindergartens where public facilities are not available. These schools are largely staffed by married women, professionally trained teachers, who are available only part time. The children and their parents are the immediate beneficiaries of any scheme which succeeds in recruiting qualified teachers to active duty and helps to relieve the teaching shortage which affects the entire Nation.

Part-time workers who ease the rush-hour delays for customers in restaurants, stores, beauty shops, and similar business places make their communities a more satisfactory place in which to live. As the emergency manpower situation tightens, the possibility of maintaining all kinds of customer services may depend on the use of part-time workers to an even greater extent.

Another advantage of part-time work of women, which cannot be overlooked, is the "unfreezing" of skills which business firms and community groups need and which some married women have but do not use at home. The release of those skills into the labor market, even within the limitations of part-time schedules, adds to the total productivity and services of the economy. In emergency situations this becomes very important, since it means that full-time workers with possibly higher skills can be drawn into more essential or demanding jobs without completely disrupting the many services a highly geared community should have.

SUGGESTIONS FOR WOMEN SEEKING PART-TIME JOBS

A Check List

The reluctance of some employers to hire women for part-time jobs is due largely to unsatisfactory experiences they have had or have heard about. When you accept a job you enter into a business contract; in return for money you agree to perform certain duties according to an agreed schedule. A part-time job carries with it the same fundamental employer-employee obligations as a full-time job. Failure to go to work as and when agreed is bad faith; unavoidable circumstances may be taken into account now and then—if the employer is notified—but not too frequently or the work will be thrown into confusion. Employers and fellow employees must be able to depend on regular attendance by part-time workers. Only by regular performance on the job can part-time workers remove the reputation for “undependability” and open more doors to satisfactory part-time employment.

Those who direct a business or community agency consider the work important and they expect their employees to share at least a part of that attitude. Employers do not appreciate the low rating some part-time workers give to their jobs. A job worth being paid for, in their opinion, is worth first attention during duty hours.

There are some fundamental questions about part-time work which should be thought through before you start job hunting. After you have answered them to your satisfaction you will know better where and how to look for a part-time job, or whether to look for one at all.

Why a part-time job?

Why do you want to work—to have more income, to use your skills, to have outside interests? Perhaps a full-time job would be more satisfactory on all counts. A 40-hour, 5-day week would put you in the main stream of the business or community activity where you worked; you would probably have opportunities for promotion and growth.

If, however, your household and family responsibilities do not leave you enough time for a full-time job, or, if you are retired, then you should look for part-time rather than full-time work.

What can you do?

An employer must get value received to justify putting you on the payroll. What skill, experience, or special ability do you have that will make his business or organization more profitable, efficient, or of greater service to the community?

What did you do on your last full-time job? How long ago? You may need to "brush-up" before making the rounds to find the job you want. Stenography and bookkeeping refresher courses are available in all cities, often in the public schools and always at private business schools. Beauty operators can also go back to school for a short time to learn the latest techniques. In professional fields, such as teaching, social work, nursing, or other technical work, the presence of a college or university near where you live may determine the amount of formal additional training you can get. The least you can do is bring yourself up to date by a planned course of reading in your special field; friends active in your profession will probably be glad to make suggestions of what to read and where to find it.

A reminder: If your specialization is in a trade or profession which requires a license or certificate, be sure to do whatever is necessary to qualify for current employment. This may be no more than paying an annual fee to renew the license; it may require passing an examination which is given on an announced date.

You may never have held a full-time job, or you may have been out of the labor market for more years than you care to mention. If so, your problem requires more planning. Examine your hobbies, including your volunteer community or church activities, to see what you have that is marketable. Do you have enough technical competence in one or more particular activities to make your work compare favorably to that done by paid persons in the same field? Or, do you need a period of training to sharpen your talents into skills? When you get paid for your work, you lose your amateur standing and must expect your performance to be measured by professional standards. Smatterings of know-how or undisciplined work habits,

even when coupled with enthusiasm and good intentions, are liabilities from an employer's point of view.

Consult persons already working in the field about where and how to get the training you need; the adult education program in your town may offer courses that will help you, or the directors may be able to advise you. Take care not to involve yourself in fly-by-night commercial training schemes which trade on the gullibility of unsuspecting students, and which have no standing with employers or with educators.

When can you work?

Know, before you begin looking for a part-time job, what hours of the day and how many hours a week you can work regularly on a paid job. Analyze your potential work time:

How early in the day can you begin?

When must you return home?

Can you work 2 or 3 full days, or should you try for 3 to 5 hours each day?

Can you work week ends? Regularly or occasionally?

Can you work at night? How early, how late, how often?

Can you arrange your hours so that your employer can depend on you when he needs you?

After you know what hours and how many you can work, study the kinds of part-time work usually scheduled for the hours you have free. Narrow or enlarge your possibilities as you match hours and skills with the part-time occupations found in the different industries.

How does your household go?

Remember that the major employer complaint against women part-time workers was undependability, a complaint directly related to family and household responsibilities of the married women who work part time. It is a most unflattering criticism.

A part-time job may call for some adjustments in household management and family relationships which should be considered carefully. If they cannot be worked out, you should dismiss the idea of a part-time job. You may see your day divided into two or three parts, one section devoted to your paid job and the others to household and family duties, but how does your family see it? Is your husband prepared to have you unavailable at regular times for household and

social activities? Are your children, if you have them, ready to accept arrangements which may be less convenient to them? In other words, how much is your family willing to help you make a success of your part-time job?

Will you continue to do your housework as you do it now, or will you need more assistance after you begin your job? Will this cost you more than you earn? If you need paid household assistance, are domestic workers available for the hours you need and the wages you can pay?

A further word if you have children at home. What assurance have you that the schedule and arrangements you plan for their care when you are not at home will be adequate? "Adequate" means for emergencies, too.

How find a part-time job?

Study your community, using as a basis the lists of industries and occupations that made up the Women's Bureau survey of part-time jobs for women. After you have decided what skills you have to sell, select the types of firms or agencies that use your kind of work on part-time schedules. Then begin to fit local employers into your list.

For professional jobs it is often useful to write out a brief digest of your essential experience, limited to one typewritten page. Working out such a statement clarifies your approach and it is frequently a good idea to leave something in writing about yourself (other than a formal application) after an interview.

Re-read the section on "Finding Part-Time Workers and Part-Time Jobs." Decide which job-hunting techniques fit your situation and use them; in any case, tell your friends you are in the market and follow up all leads.

How much will the job cost?

A job, full or part time, carries with it legitimate expenses, but the part-time worker especially should take care to keep these costs within reasonable bounds or her net earnings will be reduced. Carfare, lunch, and clothes are the main items which everyone must take into account.

Those women who find part-time jobs in their neighborhoods within walking distance from their homes add to their net earnings.

Carfare or other transportation costs are as much for 5 half-days a week as for a full-time job; also it takes as much time. Find out how much it will cost you in time and money to commute to and from your job. If the costs are out of proportion to what you will earn, the job would be uneconomic.

Many jobs require more good clothes than a housewife needs for her home-social activities; they often must take harder wear as well. Again, if the job demands expenditures for "work-clothes" out of proportion to the part-time earnings, the job would be uneconomic.

Household assistance has already been mentioned but not in connection with job expenses. Such assistance may mean sending the laundry out instead of doing it at home, having a cleaning woman occasionally or regularly, a part-time or full-time maid, or special arrangements for care of the children. Some women add nothing to household costs by working outside of their homes, but should you add to them primarily because you take a part-time job, look at your pay check and see how much you must pass along for household services. Your reasons for wanting a part-time job will answer for you whether or not these extra expenses are worthwhile.

SUGGESTIONS FOR EMPLOYERS OF PART-TIME WORKERS

Women who can work part time but not full time represent a labor source which will become increasingly important on the manpower scene. As yet employers have little more than sampled the wide range of job skills and work experience that thousands of housewives and retired persons could use on a part-time basis. Many business and community services will be inadequately staffed in the defense economy unless serious thought is given to efficient utilization of part-time workers.

Analyses of operations and services adaptable to part-time schedules, careful recruiting and selection of applicants, and reasonable

supervision will go a long way toward making part-time work mutually profitable and satisfactory. If part-time workers are essential to your kind of business or community service, you have probably already learned by trial and error the best ways to select and use part-timers. You may still want to borrow from the experiences of others if it means improving the job performance of your part-time employees. Or, you may be one of those who has had little or no experience with part-time workers and, in that case, prefer to do some management planning in advance to determine where and in what ways part-time workers can, or cannot, solve some of your manpower problems. Several fundamental questions about part-time work should be answered individually by management, questions which are as fundamental as those suggested to employees.

How decide a job is part time?

A part-time job is a regular assignment at a schedule substantially less than full time with duties that can be discharged within the agreed time schedule. It is not a full-time job squeezed into a short week, an "extra" or a temporary job. It should have a place in your over-all planning and scheduling of work.

When you analyze your operations to see what work can be done on a part-time basis, here are some useful yardsticks:

Do you have "peak load" periods that occur with recognizable regularity? Could certain duties be assigned to qualified part-time workers which would ease the rush, improve service, and keep your labor costs in balance with sales or services?

Are your professional or highly skilled workers spending an undue amount of time on routine or unskilled duties that could be performed by part-time workers? Would the use of one or more part-time workers increase the efficiency of your full-time employees, giving them time for more responsible work?

Do you have enough budget to pay a full-time salary? If not, do you expect full-time coverage of the job for part-time pay? Can you set up the job so that the pay is commensurate with the part-time responsibilities?

Is there a shortage of the highly trained specialists you want? If they are not available for full time, could you use qualified persons for part time? Are there women in your community with the requisite training and experience who could work short schedules, if they rearranged their household responsibilities? Is it better to have a trained person on a limited schedule or no one?

How select a part-time worker?

Employers who know what work is adaptable to part time and how much can reasonably be expected on a short schedule, also find it advisable to take time to select applicants who meet the special requirements of the job. From experience, some employers have been able to increase the advantages of part-time work by careful selection of part-time employees. They have found it is easier and more practical to have specific requirements before a person is hired than to be vague and invite regrets. The questions below are not unique, but they take on peculiar importance with reference to part-time workers:

Can you describe accurately what you expect a part-time worker to do on the job? Do you know how much skill, experience, and training an applicant needs to meet your standards?

Can you tell an applicant, when you interview her, the exact hours schedule of the job? Does she know why those hours are important? Is the schedule acceptable to her?

Are her arrangements for household duties adequate to meet emergency situations that may come up in the family?

If the applicant is married (and she probably is), does she have children and how old are they? If she has young children, can you, she, and the job survive the children's illnesses and similar crises without too much damage? Would you prefer a mature woman whose household and family commitments are less demanding?

Do you select a part-time worker because she is a friend of a friend? Because she was a former employee and you knew her qualifications and experience? Because an employment service thought she met your specifications?

In short, what do you do in advance to eliminate, insofar as possible, "undependable" part-time workers?

How increase part-time workers' efficiency?

The efficiency of a part-time worker, no less than a full-time worker, depends on how well she understands her job and how good an opinion she has of its usefulness. Her attendance and interest are more apt to be satisfactory when she has some understanding of the significance of her job in relation to your total business operation or to community activity. On some jobs this may mean that part-time workers need a little more supervision and interpretation to fill in the gaps.

Employers have not fully capitalized on the fact that money is not the only force motivating women to work part time. It is worth remembering that boredom with housework, a desire to use their skills in business or the community, and a feeling of need for outside interests were reasons the women gave again and again for working part time. Many of the women who work part time have lost some of their sense of importance at home because their families do not require full-time attention. When they work outside of their homes, they want to feel essential. If they achieve this on the job, very likely they will be dependable, interested, and efficient employees.

Do you permit part-time workers to shift their work schedules to suit their convenience? If so, why? What kind of understanding did you have about this when you hired the part-time worker? If you do permit changes, do they inconvenience you or your other employees, or hinder the efficient use of the employee's work time? If any of these results occur, why permit schedule changes?

Have you any special ways of integrating your part-time employees with the full-time staff? Is it desirable to try to do so? How does a part-timer learn more about your operations or program beyond the bounds of her immediate job? Do you do anything to stimulate her interest in how her job fits in with the others?

Do you have policy on fringe benefits related to standard practices for full-time employees? What are your policies for part-time workers with respect to sick leave, holidays, and paid vacation?

Is there any way a part-time worker can be upgraded without becoming a full-time employee?

Employers are justified in seeking superior employees for part-time jobs, and employees are justified in expecting some imagination on the part of management in the utilization of blocks of time many capable women have for work outside of their homes. The wealth of skills and experience available to business and community agencies on a part-time, but not a full-time, basis is impressive. If the work standards are high enough, part-time work can be profitable for employers, employees, and the community. In the future, it is possible that part-time work will become a more widely accepted practice for many enterprises which, so far, have hesitated to use it extensively.

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APPENDIX A.—COVERAGE OF THE SURVEY

The present report is based on a survey made during the period from June 1949 to June 30, 1950. The information was collected by Women's Bureau representatives directly from establishments and from women part-time workers. The cities covered represent the four broad geographic regions: Northeast—Syracuse and New York, N. Y., Worcester, Mass., and Providence, R. I.; South—Richmond, Va., and Dallas, Tex.; North Central—Milwaukee, Wis., and Des Moines, Iowa; West—Denver, Colo., and San Francisco, Calif.

Part-time work as defined in this study is regular weekly employment on a work schedule substantially less than the normal scheduled hours of the establishment and/or not more than 36 hours a week.

The industries and services included in the survey cover a wide range of services and occupations, from those requiring little or no training to those of a professional nature. The majority of woman-employing industries were included in the study, with the following exceptions: Agriculture; manufacturing; some service industries, such as household employment and maintenance work (office cleaning); government service; and self-employed persons. Also, the following selected occupations were excluded: Public school teachers, temporary and seasonal workers, canvassers and door-to-door saleswomen, insurance agents, real estate saleswomen, theatrical and professional entertainers. Part-time work by students was not included.¹ (See table 1 for industries covered in the report. In New York City, the study was limited to three industries—museums and art galleries, advertising agencies, and publishing houses.)

In the 10 cities, 3,385 establishments were visited; of these establishments, 1,071 employed one or more women on a part-time schedule. From the

¹ Over half of the motion-picture theaters, the hospitals, the libraries, the department and limited-price stores employed students on a regular part-time workweek, in addition to the part-time women who were not students.

latter firms, information was obtained to indicate answers to such questions as—How many part-time workers are employed by you? What are the jobs, usual hours of work and rates of pay? What factors determine the hours of work? What are the hiring specifications in regard to age, marital status, education, and experience? What, from your experience, do you consider the advantages and disadvantages of part-time employment? How do the fringe benefits of part-time employees compare with those of full-time workers?

Of the 9,000 women employed part time in these firms, 1,853 filled out questionnaires providing information as to their age, marital status, education, work experience, and their reasons for working part time. One-third of these women were interviewed by Women's Bureau representatives to obtain supplementary information on home responsibilities and adjustment to part-time work.

In all the cities except New York, the local State employment services and selected private agencies gave information about the number of employers' orders on file for part-time women workers and the number of women applicants (both total and those applying for part-time employment), registered in the active files. Also, questions were asked about the general activities of the agencies for women applicants and special policies applying to part-time registrants.

Of the women applying for part-time work in these agencies, 228 supplied information on the kinds of jobs for which they were applying, hours of work preferred, reasons for working part-time, work history, and personal characteristics.

The establishments were selected in such a way that the findings are generally representative of the particular industries covered in the study but are not necessarily representative of the total part-time employment in the various cities. The objective in the selection of the establishments used in the study was to secure as wide as possible a representation of part-time jobs and conditions surrounding the jobs rather than a precise numerical measurement of the extent of part-time work. It must be emphasized that this was an exploratory study and presents information based on factual data which suggests answers to many questions that have arisen from numerous and various sources in regard to part-time work for women.

APPENDIX B.—TABLES: STUDY IN 10 CITIES

Table 1.—*Establishments report: Part-time employment of women, by industry*

Industry	Number of establishments employing women	Establishments regularly employing women part time				
		Number of establishments	Total number of employees	Total number of women employees	Women part-time employees	
					Number ¹	Percent of total women
All industries.....	3, 385	1, 071	119, 753	79, 843	9, 014	11
Amusement and recreation services:						
Motion pictures and other theaters	54	41	1, 883	562	189	34
Bowling alleys.....	1	0				
Communication and other public utilities:						
Electric light and power companies	6	0				
Gas companies.....	6	0				
Radio broadcasting stations.....	49	14	786	187	20	11
Finance, insurance, and real estate:						
Banking and other finance.....	129	22	6, 883	3, 391	97	3
Insurance.....	149	26	6, 886	4, 646	104	2
Real estate.....	69	7	44	18	8	(²)
Personal services:						
Beauty shops.....	140	31	174	155	40	26
Eating and drinking places.....	169	88	3, 289	2, 341	729	31
Hotels.....	62	32	7, 789	3, 541	183	5
Self-service laundries and dry-cleaning depots.....	21	3	6	5	4	(²)
Miscellaneous personal services.....	43	1	130	100	1	1
Professional and related services:						
Charitable, religious, and membership organizations:						
Social agencies ³	257	140	3, 483	2, 279	585	26
Other organizations ⁴	136	71	2, 784	1, 657	428	26
Educational services:						
Schools:						
Adult education.....	15	15	2, 549	1, 149	822	72
Preschools (nurseries).....	22	18	330	320	83	26
Private schools, primary and secondary.....	26	19	607	509	128	25
Universities and colleges.....	19	16	2, 520	1, 002	136	14
Other special schools.....	21	14	855	466	90	19
Libraries.....	19	9	1, 228	1, 016	54	5
Museums and art galleries.....	42	12	922	357	39	11
Medical and other health services:						
Hospitals, sanitariums, clinics.....	86	69	20, 836	15, 572	865	6
Medical and dental laboratories.....	15	2	4	2	2	(²)
Professional offices:						
Architects' offices.....	24	0				
Contractors' offices.....	1	0				
Doctors' and dentists' offices.....	333	40	80	74	47	64
Lawyers' offices.....	183	14	42	32	19	(²)
Trade:						
Retail stores:						
Apparel and accessories stores, women's.....	153	66	5, 514	4, 677	344	7
Department stores.....	62	52	31, 170	22, 675	3, 015	13
Limited-price variety stores.....	56	39	4, 768	4, 236	464	11
Miscellaneous retail stores.....	619	160	5, 244	3, 001	368	12
Wholesale trade.....	13	1	2	1	1	(²)
Miscellaneous industries and services:						
Advertising, letter service, and sales promotion.....	197	16	3, 531	2, 291	67	3
Opinion polls and market research.....	2	1	150	113	7	6
Placement agencies.....	4	2	8	8	4	(²)
Publishing houses.....	176	27	5, 236	3, 448	64	2
Other business services.....	6	3	20	12	7	(²)

¹ The number of part-time workers in the firms studied does not include part-time students. Of the 1, 071 firms reporting part-time workers about one-third also employed regular part-time women students.

² Base too small to justify percent.

³ Includes such associations and agencies as American National Red Cross, community and recreation centers, guidance and medical clinics, child and family welfare agencies, Salvation Army, social and welfare agencies, Travelers Aid Society.

⁴ Includes such organizations as Campfire Girls, church groups, Girl Scouts, YMCA, YWCA.

Table 2.—Establishments report: Occupation

Occupation	Motion pictures and other theaters	Radio broadcasting stations	Finance, insurance, and real estate			Personal services		
			Banking and other finance	Insurance	Real estate	Beauty shops	Eating and drinking places	Hotels
Accompanists, piano.....								
Anesthetists.....								
Announcers.....		X						
Artists.....		X		X				
Attendants, check room.....						X	X	
Beauty operators.....			X					
Board markers (stock brokerage).....								
Bus drivers.....								
Catalogers.....								
Chauffeurs.....				X				
Church and other religious workers.....								
Child-care aides.....								
Clerical workers:								
Bookkeepers.....		X	X	X	X		X	
Bookkeeping-machine operators.....		X	X	X	X		X	
Cashiers.....		X	X	X	X		X	
Other clerical.....	X	X	X	X	X	X	X	X
Consultants (psychiatric and child-care).....	X	X	X	X	X	X	X	X
Continuity writers.....		X						
Copyists and colorists.....								
Copy readers.....								
Copy writers.....								
Curators and assistants.....								
Dance-hall supervisors.....								
Dental aide attendants.....								
Dental hygienists.....								
Dietitians.....							X	
Directors or executive secretaries and assistants ¹		X						
Doctors' and dentists' attendants.....								
Editors and assistants.....								
Food-service workers:								
Cashiers.....			X	X				
Hostesses.....			X	X		X	X	
Managers and assistants.....			X	X		X	X	
Other.....		X	X	X		X	X	X
Front clerks.....								
Glee-club instructor of student nurses.....								
Group leaders, workers-recreation, etc.....								
Guides and lecturers.....								
Hospital instructors of practical and student nurses.....								
House mothers.....								
Hostesses.....								
Interviewers.....								
Kindergarten and nursery-school attendants.....								
Laboratory technicians.....								
Laboratory technician aides.....								

¹ Directors of club, educational, and program work, and of employment.

Table 2.—Establishments report: Occupation

Occupation	Motion pictures and other theaters	Radio broadcasting stations	Finance, insurance, and real estate			Personal services		
			Banking and other finance	Insurance	Real estate	Beauty shops	Eating and drinking places	Hotels
Lecturers.....								
Librarians (prof.).....								
Library aides.....								
Laundry attendants.....				X				
Managers and assistants.....								
Managers, office.....	X					X		X
Masseuses.....								
Non-selling retail trade workers, n.e.c.....						X		
Nurses' aides.....								
Nurses, practical.....								
Nurses, registered.....								
Orthopedic technicians.....								
Personal service workers, n.e.c. ²	X		X					X
Pharmacists, registered.....							X	
Proofreaders.....								
Promotional workers.....								
Psychologists.....								
Publicity and public-relation workers.....								
Receiving clerks.....								X
Religious work, ass't. directors of.....								
Research assistants.....								
Saleswomen.....	X							
School-service specialists.....							X	
School, lunchroom—general help.....							X ³	
Service workers in hospitals and schools.....								
Social services, directors of.....								
Social service workers (prof.).....								
Staff assistants.....								
Teachers.....								
Technicians, medical.....								
Tellers.....				X				
Test scorers.....								
Therapists.....								
Therapists' aides.....								
Ticket sellers.....	X							
Ushers.....	X							
Volunteer aides, directors of.....								
X-ray technicians.....								

² Includes such occupations as alteration women, manicurists, pressers, and stock girls.

³ Includes such occupations as alteration women, art and needle work instructors, comparison and personal shoppers, detectives, markers, milliners, models, nurses, stock girls, wrappers and packers.

⁴ Includes such occupations as markers, stock girls.

⁵ Includes such occupations as elevator operators, housekeepers, maids and matrons.

⁶ Public school lunchrooms.

Table 3.—*Establishments report: Reasons for hiring women part-time workers*

Industry	Percentage distribution of establishments									
	Total establishments ¹	To cover busy periods or peak loads	To cover relief periods of full-time workers	To provide for short work-weeks	To provide for activities operating part time	To cover extended hours	To meet limited budgets or to reduce costs	To accommodate "special cases"	To relieve shortage of professional workers	To fill jobs not requiring full-time services
Motion pictures and other theaters.....	100	7	37	5	7	61		5		5
Banking and other finance.....	100	45	14		45			23		14
Insurance and real estate.....	100	24		21			6	39		12
Beauty shops.....	100	71	6			6		23		
Eating places.....	100	68	27	13		9	1	3		1
Social agencies.....	100	2	9	9	33	3	30	14	9	13
Charitable, religious, and membership organizations, n.e.c.....	100	20	21	15	25	6	25	10		18
Educational institutions.....	100	5	4	23	72	5	7	9		1
Hospitals, sanitariums, clinics.....	100	20	67	7	16	19	4	7	29	10
Doctors' and dentists' offices.....	100	10	13	20	35			18		15
Publishing houses.....	100	22		11	15		7	30		15
Department stores and limited-price stores.....	100	95	40			4	1	2		1

¹ Details aggregate more than totals in most industries because some establishments reported more than one reason for employing part-time workers.

Table 4.—*Establishments report: Methods of recruitment*

Industry	Percentage distribution of establishments									
	Total establishments ¹	Direct application	Employment agencies	Newspaper advertisements	Professional associations or agencies	Unions	Former employees called back	Former volunteer workers	Through employers' friends or associates	Through other employees
Motion pictures and other theaters.....	100	56	17	32	7	7	10		7	44
Finance, insurance, and real estate.....	100	27	13	16	7		36		15	24
Beauty shops.....	100	35	3	29	10		39		13	3
Eating places.....	100	38	23	28	2	6	16		11	35
Social agencies.....	100	31	9	8	26		14	9	37	19
Charitable, religious, and membership organizations, n.e.c.....	100	14	17	13	15	1	14	8	42	27
Educational institutions.....	100	60	10	11	28	1	21		34	37
Hospitals, sanitariums, clinics.....	100	68	20	20	12	6	33	1	7	28
Professional offices.....	100	2	19	20	9		17		37	13
Publishing houses.....	100	22	15	7	4	4	22			26
Department stores.....	100	73	23	35	8	2	31			38
Limited-price stores.....	100	79	23	23	3	3	5			8

¹ Details aggregate more than totals in most industries because some establishments reported more than one method of recruitment.

Table 5.—*Establishments report: Whether part-time work an advantage or disadvantage*

Industry	Total establishments	No advantages	All advantages	Both advantages and disadvantages
All industries	1,071	5	736	330
Amusement and recreation services: Motion pictures and other theaters	41		32	9
Communication and other public utilities: Radio broadcasting stations	14		11	3
Finance, insurance, and real estate:				
Banking and other finance	22		17	5
Insurance	26		14	12
Real estate	7		6	1
Personal services:				
Beauty shops	31		23	8
Eating places	88		70	18
Hotels	32		17	15
Self-service laundries and dry-cleaning depots	3		3	
Miscellaneous personal services	1		1	
Professional and related services:				
Charitable, religious, and membership organizations:				
Social agencies	140	1	80	59
Other organizations	71		56	15
Educational services:				
Schools	82	1	60	21
Libraries	9		2	7
Museums and art galleries	12		10	2
Medical and other health services:				
Hospitals, sanitariums, clinics	69		26	43
Medical and dental laboratories	2		2	
Professional offices:				
Doctors' and dentists' offices	40	1	31	8
Lawyers' offices	14		10	4
Trade:				
Retail stores:				
Apparel and accessories stores, women's	66		53	13
Department stores	52		27	25
Limited-price variety stores	39		34	5
Miscellaneous retail stores	160		124	36
Wholesale trade	1			1
Miscellaneous industries and services:				
Advertising, letter service, and sales promotion	16		9	7
Opinion polls and market research	1		1	
Placement agencies	2		1	1
Publishing houses	27	2	14	11
Miscellaneous business services	3		2	1

PART-TIME JOBS FOR WOMEN

Table 6.—*Establishments report: Why part-time work an advantage*

Industry	Percentage distribution of establishments									
	Total establishments ¹	No advantages	Advantages							Utilizes "special cases"
			Provides workers for jobs not requiring full-time services	Provides service for busy periods or peak loads	Provides staff for relief periods of full-time employees	Provides for the long spread of daily hours	Helps adjust to limited budgets and reduce costs	Provides a greater variety of specialists' skills	Helps relieve shortage of professional workers	
Motion pictures and other theaters.....	100	-----	17	10	34	68	-----	-----	-----	10
Banking and other finance.....	100	-----	73	23	18	5	5	-----	-----	23
Insurance and real estate.....	100	-----	64	9	3	-----	6	-----	-----	52
Beauty shops.....	100	-----	13	77	10	16	-----	-----	-----	23
Eating places.....	100	-----	20	74	28	16	8	-----	-----	6
Social agencies.....	100	1	70	5	9	6	48	7	5	20
Charitable, religious, and membership organizations, n.e.c.....	100	-----	79	30	21	7	37	4	-----	14
Educational institutions.....	100	1	94	11	1	4	30	10	-----	15
Hospitals, sanitariums, clinics.....	100	-----	45	26	67	33	10	-----	30	25
Professional offices.....	100	2	74	7	13	-----	4	-----	-----	20
Publishing houses.....	100	7	56	11	-----	-----	7	4	-----	26
Department stores.....	100	-----	19	100	31	42	15	-----	-----	10
Limited-price stores.....	100	-----	5	97	46	10	3	-----	-----	3

¹ Details aggregate more than totals in most industries because some establishments reported more than one advantage of part-time work.

Table 7.—*Establishments report: Why part-time work a disadvantage*

Industry	Percentage distribution of establishments										
	Total establishments ¹	No disadvantages	Disadvantages								Unavailable for conferences, emergencies
			Unreliability	Split job responsibility	Lack of continuity of work	Higher turnover rate than among full-time employees	Extra training and supervision	Extra record keeping	Too frequent requests for changes in schedule	Unavailable for or unwilling to work hours needed	
Motion pictures and other theaters	100	78	20			5	2	2		2	
Banking and other finance	100	77	9	5	14	5	5	9		5	
Insurance and real estate	100	61	12	12	9		15	18			6
Beauty shops	100	74	11	3	3		3	3		3	
Eating places	100	80	11	2	3	5	1	2		3	
Social agencies	100	57	9	15	25	4	8	3	1	1	6
Charitable, religious, and membership organizations, n.e.c.	100	79	7	4	6		10	4		1	
Educational institutions	100	73	10	9	13	4	11	2			6
Hospitals, sanitariums, clinics	100	38	28	49	26	1	17	13	3	28	
Professional offices	100	76	6	6	4		4			2	2
Publishing houses	100	52	15	19	11		7	22			4
Department stores	100	52	15	8	10		15	8		2	4
Limited-price stores	100	87	5	3	5		3				

¹ Details aggregate more than totals in most industries because some establishments reported more than one disadvantage of part-time work.

Table 8.—*Women report: Why they work part time instead of full time, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers									
	Total	Home responsibilities prevent full-time work	Nature of the job	Allows time for other activities	Professional interest in job ¹	Unable to find suitable full-time job	Ill health prevents full-time work	Too old to find full-time work	Supplements income and affords outside activities for retired workers	Other reasons
Total part-time workers	100	75	3	2	(²)	7	5	2	(²)	6
Nurses, registered	100	80	1	1		1	4	2	1	10
Social workers	100	76	4	2	2	7		5	2	2
Teachers	100	70	4	3	2	10	1	3	1	6
Clerical and related workers	100	78	1	2		5	7	1	1	5
Sales and related workers	100	80	3	1		7	6	(²)		3
Service workers in hotels and restaurants	100	74	4			12	5	3		2
Other workers	100	67	1	4	1	6	6	3	(²)	12

¹ For the most part, older workers of outstanding achievement in their particular fields.

² Less than 0.5 percent.

PART-TIME JOBS FOR WOMEN

Table 9.—*Women report: Why they work part time instead of full time, by age*

Age	Percentage distribution of women part-time workers									
	Total	Home responsibilities prevent full-time work	Nature of the job	Allows time for other activities	Professional interest in job ¹	Unable to find suitable full-time job	Ill health prevents full-time work	Too old to find full-time work	Supplements income and affords outside activities for retired workers	Other reasons
Total part-time workers-----	100	75	3	2	(2)	7	5	2	(2)	6
Under 25 years-----	100	51	5	2	-----	21	4	-----	-----	17
25, under 35 years-----	100	83	2	2	-----	4	3	-----	-----	6
35, under 45 years-----	100	87	2	1	(2)	5	3	-----	-----	2
45, under 55 years-----	100	74	2	1	1	8	6	2	(2)	6
55 years and over-----	100	53	4	1	1	8	12	13	3	5

¹ For the most part, older workers of outstanding achievement in their particular fields.

² Less than 0.5 percent.

Table 10.—*Women report: Why they work part time instead of full time, by marital status*

Marital status	Percentage distribution of women part-time workers									
	Total	Home responsibilities prevent full-time work	Nature of the job	Allows time for other activities	Professional interest in job ¹	Unable to find suitable full-time job	Ill health prevents full-time work	Too old to find full-time work	Supplements income and affords outside activities for retired workers	Other reasons
Total part-time workers-----	100	75	3	2	(2)	7	5	2	(2)	6
Single-----	100	27	6	6	1	16	14	5	3	22
Married-----	100	87	1	1	(2)	4	3	1	(2)	3
Widowed-----	100	53	4	1	-----	17	9	10	1	5
Separated or divorced-----	100	61	5	3	-----	17	6	3	-----	5

¹ For the most part, older workers of outstanding achievement in their particular fields.

² Less than 0.5 percent.

Table 11.—*Women report: How they found their jobs, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers										
	Total	Friends or relatives	Former employers	Direct application	Educational, professional, or church connections	Newspaper ads	Job offered worker	Placement agencies			Other
								Public	Private	University	
Total part-time workers-----	100	32	24	14	10	8	5	3	2	1	1
Nurses, registered-----	100	25	25	25	8	9	2	8	-----	-----	-----
Social workers-----	100	12	48	17	21	-----	-----	-----	-----	-----	-----
Teachers-----	100	26	13	25	18	3	11	1	1	1	1
Clerical and related workers-----	100	37	21	6	6	15	3	7	4	1	(1)
Sales and related workers-----	100	45	29	10	2	9	2	3	-----	-----	-----
Service workers in hotels and restaurants-----	100	41	19	15	-----	15	2	4	2	-----	2
Other workers-----	100	29	30	13	14	2	8	1	-----	-----	3

¹ Less than 0.5 percent.

Table 12.—*Women report: Most important reasons for working part time, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers						
	Total ¹	To supplement income	To have outside interests and contacts other than social	To use skills, training, or experience	To help educate children or for other particular family expenses	Interest in particular job or field of work	For special purpose
Total part-time workers-----	100	82	41	27	1	5	3
Nurses, registered-----	100	80	44	58	-----	5	2
Social workers-----	100	60	56	82	2	11	9
Teachers-----	100	70	55	63	1	14	5
Clerical and related workers-----	100	83	54	18	2	3	4
Sales and related workers-----	100	87	35	10	(²)	1	2
Service workers in hotels and restaurants-----	100	91	23	5	2	(²)	2
Other workers-----	100	78	47	32	-----	8	3

¹ Details aggregate more than totals in all occupations because some women reported more than one reason for working.

² Less than 0.5 percent.

Table 13.—*Women report: Age, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers					
	Total	Under 25 years	25, under 35 years	35, under 45 years	45, under 55 years	55 years and over
Total part-time workers	100	9	25	30	21	15
Nurses, registered	100	14	37	29	14	6
Social workers	100	5	35	38	11	11
Teachers	100	7	18	34	23	18
Clerical and related workers	100	11	30	27	21	11
Sales and related workers	100	12	23	34	21	10
Service workers in hotels and restaurants	100	4	21	31	24	20
Other workers	100	8	26	25	20	21

Table 14.—*Women report: Marital status, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers					
	Total	Single	Married	Widowed	Separated	Divorced
Total part-time workers	100	13	72	10	1	4
Nurses, registered	100	14	79	5	1	1
Social workers	100	13	83	2		2
Teachers	100	10	78	8	2	2
Clerical and related workers	100	15	69	12	1	3
Sales and related workers	100	12	78	7	1	2
Service workers in hotels and restaurants	100	9	67	15	2	7
Other workers	100	20	62	11	3	4

Table 15.—*Women report: Education,¹ by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers											
	Total	Grammar school			High school			College				
		Total	Less than 8 years	8 years	Total	Less than 4 years	4 years	Total	1 or 2 years	3 years	4 years	More than 4 years
Total part-time workers	100	14	3	11	52	18	34	34	11	3	12	8
Nurses, registered	100	1		1	60	5	55	39	16	12	8	3
Social workers	100							2	2	2	25	71
Teachers	100	2		2	14	2	12	84	20	6	39	19
Clerical and related workers	100	4	(²)	4	67	8	59	29	14	3	9	3
Sales and related workers	100	16		14	70	33	37	14	8	1	4	1
Service workers in hotels and restaurants	100	36	10	26	59	31	28	5	3	1	1	
Other workers	100	9	2	7	42	15	27	49	11	4	20	14

¹ Years of school completed.² Less than 0.5 percent.

Table 16.—*Women report: Years worked in present job, by occupation*

Occupation and occupational group	Percentage distribution of women part-time workers						
	Total	Less than 1 year	1, under 2 years	2, under 3 years	3, under 5 years	5, under 10 years	10 years and over
Total part-time workers.....	100	37	16	13	16	12	6
Nurses, registered.....	100	52	16	9	13	9	1
Social workers.....	100	46	24	7	11	7	5
Teachers.....	100	26	15	19	17	14	9
Clerical and related workers.....	100	42	19	13	14	9	3
Sales and related workers.....	100	43	16	12	15	10	4
Service workers in hotels and restaurants.....	100	30	14	13	20	15	8
Other workers.....	100	31	17	15	20	11	6

Table 17.—*Women report: Years worked in full-time jobs*

Years worked in full-time jobs	Total percentage distribution of women part-time workers
Total part-time workers.....	100
No full-time work.....	15
Full-time work:	85
Less than 1 year.....	2
1, less than 2 years.....	5
2, less than 3 years.....	9
3, less than 4 years.....	7
4, less than 5 years.....	7
5, less than 10 years.....	21
10 years and more.....	27
Years of full-time work not reported.....	7

APPENDIX C.—SCHEDULE FORMS

(1) Employer interview.

PART-TIME STUDY
CONFIDENTIAL

Budget Bureau No. 44-4906.
Approval expires 7/1/50.

U. S. DEPARTMENT OF LABOR WOMEN'S BUREAU EMPLOYER INTERVIEW

1. Name of firm..... Address.....
2. Kind of business.....
3. Person interviewed..... Position.....
4. Number employed

	Total	Men	Women
Total
Total full-time
Total part-time
Students
Regular part-time
Saturday extra
Other
Regular part-time
Saturday extra
5. Is it a new practice to employ part-time workers? Yes..... No..... If yes, comment.....
6. Why are part-time workers employed? (Chief reason).....

7. Occupations, Hours of Work and Rates of Pay for Part-Time Women Employees

OCCU- PATION	No. of Women	USUAL PART-TIME HOURS				IRREGULAR (comment)	RATES OF PAY			
		Daily	Wkly	Days a Wk	Hourly		Daily	Wkly	Other	
.....										
.....										
.....										
.....										
.....										
.....										
.....										
.....										
.....										
.....										

8. Part-Time Daily Work Schedule—Illustrations of general hour-work patterns for part-time jobs for a typical week.

JOB

Day of Week	B. E.											
	B.	E.										
Sunday.....												
Monday.....												
Tuesday.....												
Wednesday.....												
Thursday.....												
Friday.....												
Saturday.....												

9. What factors do you consider in determining your part-time schedules?
 Peak business loads (indicate period of peak)
 Individual needs of women.....
 Other (specify).....
 Comments:

10. How are part-time workers recruited? Check most frequently used.
 Newspaper ad..... Empl. agencies..... Former employees called back.....
 Other employees..... Direct application..... Other (specify).....

11. Specifications or qualifications for part-time workers:

Occupation	Age		Marital Status	Education	Experience
	Min.	Max.			
.....
.....

12. What are the advantages and disadvantages of employing part-time workers in your business? Check any of the listed that are pertinent and enter others in blank spaces.

ADVANTAGES		DISADVANTAGES	
Cover customer peak load.....	Extra record keeping.....
Jobs not requiring F-T.....	Split job responsibility.....
Limited budget.....	Unreliability of P-T workers.....
Special cases (explain below).....	Extra training and supervision.....
Other (specify).....	Difficulty of integrating with F-T.....
.....	Poor production.....
.....	Other (specify).....

Comments:

13. Comparison of fringe benefits for Part-Time and Full-Time workers.
 Enter "Yes" or "No" as appropriate in relation to the following specified benefits:

Benefit	F-T	P-T	Basis on which benefits are provided for part-time workers
Sick leave with pay.....
Holidays with pay.....
Vacations with pay.....
Group insurance.....
Other: Specify.....

14. *Collective bargaining* in relation to part-time workers.
 Do you have a union contract?..... If yes, name of organization.....
 Are part-time workers affiliated with organization?.....
 Are there any contract provisions or other collective bargaining agreements pertaining to regular part-time workers? If yes, explain.....

Comments:

Agent..... Date.....

(2) Employee questionnaire.

PART-TIME STUDY
CONFIDENTIALBudget Bureau No. 44-4906.
Approval expires 7/1/50.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

Firm..... City.....

Many requests have been received by the Women's Bureau for information about women's opportunities for part-time employment and the reasons why women seek part-time work. In order to obtain information about women who have part-time jobs, we are asking you to help by answering the following questions. All information will be treated as confidential and used only by the Women's Bureau.

1. Your name.....
- Address.....
2. What is your present part-time job?.....
3. How many hours per week are you employed?.....
4. How long have you been employed on your present part-time job?
 Years..... Months.....
5. Have you ever worked full-time? Yes..... No..... If yes, how many years?.....
 What kind of work did you usually do?.....
6. Why do you work part-time instead of full-time?
 a. Home responsibilities prevent full-time.....
 b. Unable to find a full-time job.....
 c. Other: (specify).....
7. Check most important reasons to you for doing part-time work:
 a. To supplement or increase your income.....
 b. To use your skills and abilities.....
 c. To have outside interests and contacts.....
 d. Other: (specify).....
8. Are you Single?..... Married?..... Sep?..... Wid?..... Div?.....
9. Your age (last birthday) Under 25..... 25 under 35..... 35 under 45.....
 45 under 55..... 55 and over.....
10. Circle last school grade completed:
 6 7 8 9 10 11 12 College (yrs.) 1 2 3 4 5 or more
11. Have you had any professional or vocational training?
 Yes..... No..... If yes, in what field?.....

(3) Employee interview.

PART-TIME STUDY
CONFIDENTIALBudget Bureau No. 44-4906.
Approval expires 7/1/50.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

EMPLOYEE INTERVIEW

- Firm..... Address.....
1. Name or identification.....
 2. Marital status: Single..... Married..... Wid..... Sep..... Div.....
 3. Age: Under 25..... 25 und. 35..... 35 und. 45..... 45 und. 55..... 55 and over.....
 4. Education: Last grade completed: Grammar..... High..... College..... College major.....
 Professional or vocational training.....
 5. WORK EXPERIENCE PREVIOUS TO PRESENT JOB
 a. Time employed before present job: Total..... Full-time..... Part-time.....
 b. Usual occupation.....
 c. Have you had any breaks in your work history of more than one year?
 Yes..... No..... If yes, explain duration and reason for break.

6. WORK EXPERIENCE ON PRESENT JOB

- a. Time on the job.....
 b. Present Job—Occupation.....

7. HOURS OF WORK—Usual Part-Time hours on Present Job

Sun. Mon. Tue. Wed. Thur. Fri. Sat.

Begin
 End Total: No. Days..... Hours.....

Comments on variations (if any) in work schedule:.....

8. RATES OF PAY AND EARNINGS

- a. What is your rate of pay? (Enter amount in appropriate space) Per hr. \$.....
 Per day \$..... Per wk. \$..... Per month \$..... Per year \$.....
 Other, specify.....
 b. What are your usual earnings per pay period \$.....
 Length of pay period.....

9. TRANSPORTATION TO AND FROM WORK

What means of transportation do you use? Walk..... Pub. Convey.....
 Priv. Car.....

How much time do you spend daily in transportation to and from your job?

How much does transportation cost daily if public conveyance is used? \$.....

10. How did you get your part-time work? Answer ad..... Agency, Pub..... Priv.....
 Thru friends..... Direct application..... Thru former employer.....
 Other, explain.....

11. What difficulties, if any, did you have in finding a part-time job?.....

12. Does your part-time work fit in with your education and experience? Yes..... No.....
 Comments:.....

13. Why do you work part-time instead of full-time?

- a. Home responsibilities prevent full-time.....
 b. Unable to find a full-time job.....
 c. Other (specify).....

14. Check most important reasons to you for doing part-time work:

- a. To supplement or increase your income.....
 b. To use your skills and abilities.....
 c. To have outside interests and contacts.....
 d. Other (specify).....

15. a. Do you feel part-time work is worthwhile for you?.....

b. What do you gain by it?.....

- c. Do you plan to continue working? Yes..... No..... If yes, as part-time worker.....
 or as full-time worker?.....

16. Do you live in a family household?..... Apart: Board and room.....
 Other, explain.....

If in a family household, how many including yourself in your household?.....

How many regularly employed including yourself?.....

How many adults not employed?.....

What is their relation to the person interviewed?.....

Number of children? Under 6..... 6 and under 12..... 12 and under 18.....

Relation of worker to children.....

17. Care of children, if person interviewed is responsible for their care:

Who looks after children while you are at work? Day nursery..... In school.....

Relatives..... Maid..... Other, explain.....

18. Household duties if responsible for care of a household group:
 Regular assistants in household duties:
 For laundry—Yes..... No..... If yes, what.....
 For cleaning—Yes..... No..... If yes, what.....
 For preparing meals—Yes..... No..... If yes, what.....
 Other, explain.....
19. Do you have any additional help in your household duties because you are employed?
 Yes..... No..... If yes, explain.....

(4) Double postcard sent AAUW members in individual cities.

PART-TIME STUDY

WOMEN'S BUREAU
 U. S. DEPARTMENT OF LABOR

Budget Bureau No. 44-4906.
 Approval expires 7/1/50.

Many requests are coming to the Women's Bureau from women's organizations, college associations, placement offices, and others for information about women's opportunities for part-time work. To answer such questions, the Women's Bureau is making a study of women's part-time employment.

In order to reach women with college training, we are sending the attached questionnaire to a list of college alumnae. WILL YOU COOPERATE WITH US BY FILLING OUT THE ATTACHED CARD AND RETURNING IT PROMPTLY? Your name and address need not be given. However, if you are holding a part-time position, we would like your name and address in case we want further information about your part-time work experience. All information will be treated as confidential and used only by the Women's Bureau.

FRIEDA S. MILLER, *Director.*

No postage is required for the return card.

Are you employed? Yes..... No..... If yes, do you have a PART-TIME JOB? Yes..... No..... If yes, what job?.....
 In what kind of business?.....
 If part-time, number of hours usually worked per week.....
 How long have you worked part-time? Years....., Months.....
 Are you looking for a part-time job? Yes..... No.....
 Do you know any women engaged in part-time work?¹ Yes..... No.....
 If yes, please give their names and addresses and if possible indicate kinds of jobs held.

Name	Address	Job
.....
.....
.....

Your name..... Address.....
 Telephone number.....

¹ Not household employees.

(5) Placement agency interview.

PART-TIME STUDY

Budget Bureau No. 44-4906.
Approval expires 7/1/50.

U. S. DEPARTMENT OF LABOR

WOMEN'S BUREAU

AGENCY INTERVIEW

Agency..... Address.....

Persons interviewed:

Position.....

NOTE: The following information on applications and orders *should not* include household employment and manufacturing. It should be for the last monthly report unless for some reason this is not typical.

1. Demand for Part-Time Employment—*Women Applicants*—Dates covered:.....

a. How many women applicants registered in active files?.....

b. How many of the above are applying for part-time work?.....

2. Demand for Part-Time Women Workers—*Employer's Orders*—Dates covered:.....

a. How many orders during report period for part-time women workers?.....

b. How many orders on hand currently for part-time women workers?.....

c. How many women placed on part-time jobs during last report period? (If placements are not available, referrals should be reported and so indicated.) If possible, show placements (or referrals) by job, industry and number of women.

3. Comments on general activities of agency for women applicants and special policies applying to part-time registration.

a. Does this agency specialize by occupations or industries in placement?

Yes..... No..... Comments:.....

b. Are part-time registrations restricted or discouraged? Yes..... No.....

Comments:.....

c. Is there any counselling of part-time workers or promotion of part-time work opportunities?

Comments:.....

4. Comments on the general characteristics of women part-time applicants as to age, marital status, experience, etc. Also, to what extent are women applicants students? About what proportion of total applicants for part-time are women?

5. Suggestions of leads for part-time explorations in the community:

(Employers, trade associations, community organizations, etc. that may be possible sources of information.)

(6) Placement agency applicant questionnaire.

PART-TIME STUDY
CONFIDENTIAL

Budget Bureau No. 44-4906.
Approval expires 7/1/50.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU

Agency..... City.....
Many requests have been received by the Women's Bureau for information about women's opportunities for part-time employment and the reasons why women seek part-time work. In order to obtain information about women who are applying for part-time work, we are asking you to help by answering the following questions. All information will be treated as confidential and used only by the Women's Bureau.

1. Your name.....
2. What kind of part-time work are you applying for?.....
3. How many hours a week do you prefer to work?.....
4. Have you had any part-time jobs in the last 3 years?
Yes..... No..... If yes, what kind of work did you usually do?.....
5. Have you ever worked full-time? Yes..... No..... If yes, how many years?.....
What kind of work did you usually do?.....
6. Why do you want part-time instead of full-time work?
a. Home responsibilities prevent full-time.....
b. Unable to find a full-time job.....
c. Other: (specify).....
7. Check most important reasons to you for wanting part-time work:
a. To supplement or increase your income.....
b. To use your skills and abilities.....
c. To have outside interests and contacts.....
d. Other: (specify).....
8. Are you Single?..... Married?..... Sep?..... Wid?..... Div?.....
9. Your age (last birthday) Under 25..... 25 under 35..... 35 under 45.....
45 under 55..... 55 and over.....
10. Circle last school grade completed:
6 7 8 9 10 11 12 College (yrs.) 1 2 3 4 5 or more
11. Have you had any professional or vocational training?
Yes..... No..... If yes, in what field?.....