

Part-Time Employment for Women

The jobs they hold

Why they work part time

Duration of their employment

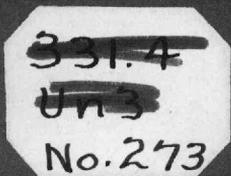
A look into the future

U.S. DEPARTMENT OF LABOR

James P. Mitchell, Secretary

WOMEN'S BUREAU

Mrs. Alice K. Leopold, Director



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Meredith, Jane (Lotton)

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Women's Bureau Bulletin 273

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Foreword

More and more working women are employed on part-time jobs. Expansion in the trade and service industries—which have traditionally employed large numbers of part-time workers—has absorbed much of this increase. Projected increases in the labor force participation of women in all age groups indicate that part-time employment may have an even greater impact on the Nation's manpower resources in the future than has been true in the past.

The increased importance of part-time work has stimulated greater interest in collecting information about the nature and extent of part-time employment. Within the past few years, a great deal of new information has become available for analysis.

This bulletin presents and interprets the new data so as to show the impact of part-time work on the economy as a whole, and on job opportunities for women seeking part-time work.

The labor market of the future will be significantly influenced by the manner in which the projected increase in the supply of women part-time workers and the demand of industries for these workers are balanced. Women seeking part-time work will find pertinent information in this report on occupations which lend themselves to part-time schedules, and employers should find the data on women part-time workers useful in their personnel planning.

ALICE K. LEOPOLD,
*Assistant to the Secretary of Labor
and Director, Women's Bureau.*

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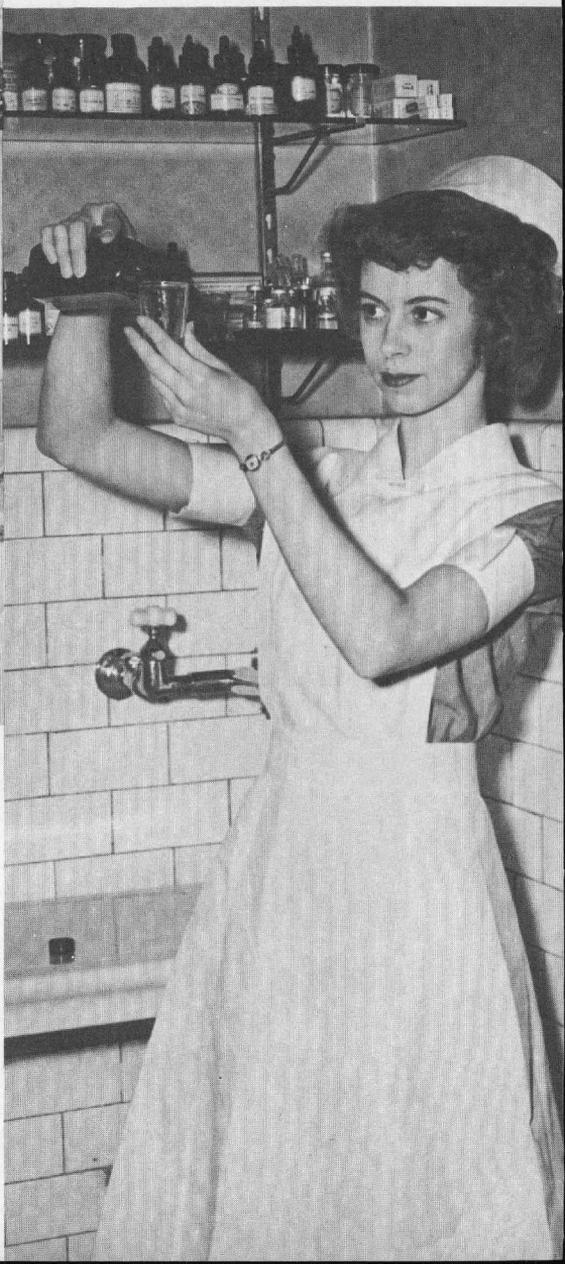
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NOTE: In the statistical tables, the sums of individual items may not always equal totals because of rounding.



The majority
of part-time workers
are women.



Part-time jobs are plentiful
for experienced waitresses.

Nursing offers many part-time
employment opportunities.

Introduction

Women from widely different backgrounds make up the female part-time labor force. The woman who works part time may be a student who combines her studies with work to help meet her expenses and to obtain valuable experience for the years ahead. She may combine her role of wife and mother with that of worker so that she may contribute to the family income, broaden her interests outside the home, and keep intact her work skills. Finally, she may be a mature woman who finds that the lightening of home responsibilities as her children grow up frees her for part-time employment, or she may be a retired person who works to supplement retirement income.

Part-time employment is of increasing importance today—to the women who hold or are seeking part-time jobs, to the employers who now or in the future may find part-time workers a valuable part of their work force, and to all those interested in the manpower needs and resources of the economy.

It is important because more women are now working part-time than at any time in the Nation's history. Between 1950 and 1958, there was a larger relative increase in the number of women on part-time jobs than in the number of men so employed. Furthermore, over the same period, the percentage increase in the number of women part-time workers was significantly larger than the relative gain in the number of women or men employed full time. From 1955 to 1975, the number of women working part time is expected to expand by more than 75 percent, in contrast to an advance of about 50 percent in the number working full time.

Part-time employment of both men and women is claiming a larger share of the total work force. Approximately 15 percent of all workers were employed part time in 1950, while in 1958 the proportion had climbed to 20 percent. This growth in part-time employment may be attributed to a number of factors. Trade and service industries—typically areas of high part-time employment—are employing a somewhat larger proportion of all workers today. In addition, individual industries are hiring increased proportions of part-time workers. Over one-fourth of all wage and salaried workers in nonagricultural industries were employed part time in 1958, in

contrast to about one-fifth for 1950. The entry of larger numbers of young people and women into the labor force has also been an important factor in the increase in part-time employment. These groups have provided a supply of workers willing and, in fact, anxious to work on part-time schedules, and have met the increased demands of industry for part-time employees.

WHAT IS PART-TIME WORK?

The identifying characteristic of part-time employment is a shorter than normal workweek. Schedules might be arranged for several hours each working day, for a few full workdays per week, or some combination of full- and short-hour days.

The concept of what constitutes a "shorter than normal" workweek may differ among employers and employees. The employer who operates a business which is open only 4 days a week or 6 hours a day would probably consider the employee who was on the job all those hours a full-time worker. However, the worker might consider the job as "part time." Since the most common workweek in this country is the 40-hour week, the woman seeking part-time employment would probably think in terms of a job which required a workweek of substantially less than 40 hours. Some industries, however, consider 35 hours per week or even less as standard. The 1- to 34-hour week nevertheless represents a useful definition of part-time employment in terms of the economy as a whole, even though it may not be perfectly suited to each individual segment of industry.

Part-time work should not be confused with temporary or seasonal work, which describe a full week's work of 35 or more hours, but for less than a full year. Although the part-time worker may also work less than the full 52 weeks in a year, it is the shorter hours worked per week which identify her as a "part-time" employee. Seasonal or temporary full-time work is not covered in this report.

The Bureau of the Census of the United States Department of Commerce defines full-time employment as a standard workweek of 35 hours or more, with the 1- to 34-hour week representing part-time work. The Census definition of part-time employment as "less than 35 hours per week" is used in this study. This definition has been selected primarily because a large body of useful statistics has been collected using this criterion, and because it seems reasonable from the point of view of the woman who seeks to work less than a standard workweek.

Part-Time Work and the Nation's Economy

The increasing importance of the female part-time labor force to the Nation's manpower resources is clear when its magnitude and growth are considered. Throughout 1958 nearly one-third of the almost 29 million women who worked at some time during the year were part-time workers (table 1). They were represented in every major industry and occupation group. Over half of them worked 27 weeks or more during 1958.

Furthermore, the number of women part-time workers increased by 47 percent from 1950 to 1958, while women working full time showed only a 15 percent increase. Virtually all of this growth in the female part-time labor force has occurred during the years since 1954. The period from 1950 through 1953 showed little change from the nearly 6¼ million figure recorded in 1950. But in 1954, the number of women part-time workers climbed to over 6¾ million, and in subsequent years showed constant (though uneven) growth to over 9 million in 1958.

A distinctive characteristic of part-time workers is that the majority of them are women. During 1958, almost three-fifths of all part-time workers were women, whereas they constituted slightly

TABLE 1.—WORK EXPERIENCE OF THE CIVILIAN NONINSTITUTIONAL POPULATION, 1950 AND 1958

Work experience	Number of persons (<i>in thousands</i>)				Percent change 1950 to 1958	
	1958		1950		Men	Women
	Men	Women	Men	Women		
All persons 14 years of age and over-----	57, 310	62, 932	52, 419	56, 751	+9. 3	+10. 9
Worked during year---	48, 380	28, 736	45, 526	23, 350	+6. 3	+23. 1
Full time-----	42, 051	19, 623	41, 043	17, 140	+2. 5	+14. 5
Part time-----	6, 328	9, 113	4, 484	6, 211	+41. 1	+46. 7

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, Nos. 35 and 91.



The number of women part-time workers has risen in every age group.
This mature cashier in a tea room gives the customer a receipt.
The young salesperson in a specialty store completes a sale.



less than a third of the full-time labor force. In both 1950 and 1958, women represented about the same proportion of the part-time labor force. However, 1958 was a recession year in which the number of men working part time because of slack work was accentuated.

Changes between 1950 and 1958 show that the part-time labor force grew markedly faster after 1953 than did the number of full-time workers. Part-time jobs claimed 27 percent of all women who worked during 1950 and 25 percent in 1953, but thereafter showed successive yearly increases, to 32 percent of all women who worked during 1958.

Part-time jobs are also claiming larger shares of all women working in almost every major occupation and industry group.

The characteristics of the members of the female part-time labor force and the industries and occupations which employ them reveal that these women fill a real need for a supply of part-time workers in many businesses, just as part-time jobs meet the demand from a large group of women for varied, shorter-than-usual hours schedules. Many establishments in trade and service industries need part-time workers to meet peak business periods, to relieve regular employees from unusually long hours, and to perform duties which require less than a full week's work. In turn, a number of women desire only part-time work because of responsibilities at home or at school, or for other reasons.

Weeks Worked by Women Part-Time Workers

Approximately one-third (3 million) of all women who worked part time in 1958 were year-round workers. Almost as many (2.7 million) were employed 3 months or less. Another 1.5 million women worked part time from 3 to 6 months, while the remainder worked more than 6 months but less than a full year.

The largest increase (from 1950) in the number of women working part time occurred in the group working year round (50 to 52 weeks), followed closely by the group working almost a full year (40 to 49 weeks) and those working 3 months or less (table 2).

The increase in year-round part-time workers has come mainly from the influx of older women into the part-time labor force. Women 45 and over account for more than half of the growth in this group from 1950 to 1958.

TABLE 2.—NUMBER OF WEEKS WORKED PART TIME BY WOMEN, BY AGE GROUP, 1950 AND 1958

Age group	Number of women working part time (<i>in thousands</i>)					
	Total	13 weeks or less	14 to 26 weeks	27 to 39 weeks	40 to 49 weeks	50 to 52 weeks
<i>1958</i>						
All women 14 years of age and over-----	9, 113	2, 708	1, 585	878	888	3, 054
14 to 17 years-----	1, 474	738	296	117	75	248
18 and 19 years-----	439	190	70	52	36	91
20 to 24 years-----	574	209	123	55	55	132
25 to 34 years-----	1, 444	485	285	129	135	410
35 to 44 years-----	1, 804	449	324	200	196	635
45 to 54 years-----	1, 613	317	248	149	189	710
55 to 64 years-----	1, 176	209	150	127	130	560
65 years and over-----	589	111	89	49	72	268
<i>1950</i>						
All women 14 years of age and over-----	6, 211	1, 756	1, 332	639	571	1, 916
14 to 17 years-----	860	365	219	74	56	144
18 and 19 years-----	294	132	73	12	25	56
20 to 24 years-----	440	142	132	44	44	74
25 to 34 years-----	1, 164	402	259	148	79	280
35 to 44 years-----	1, 328	335	238	162	127	466
45 to 54 years-----	1, 068	198	218	111	107	433
55 to 64 years-----	716	133	133	67	71	311
65 years and over-----	344	54	63	21	61	147

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 35 (1950); unpublished data (1958).

The increase in the number of women working part time for less than 13 weeks is attributable in large part to the rising numbers of young girls working part time. Girls aged 14 to 17 accounted for almost 40 percent of the growth in this group, with the remainder of the increase somewhat evenly distributed among the other age groups.

While women part-time workers account for almost one-third of the female labor force, they account for a markedly smaller proportion of all hours worked by women.

This is more readily seen when hours worked are expressed in equivalent year-round full-time work, or "man years."

It is estimated that some 9 million women who worked part time during 1958 worked the equivalent of nearly 2,750,000 year-round full-time working years. Women who worked primarily at full-time jobs during that year numbered almost 19,668,000 and presented a combined total of almost 15,500,000 "man-years" worked. Thus, the hours worked by women part-time workers accounted for approximately 15 percent of all time worked by women (table 3).

TABLE 3.—NUMBER OF WEEKS AND MAN-YEARS WORKED BY ALL WORKERS,
1950 AND 1958

(In thousands)

Both sexes	Total who worked		Weeks worked		Man-years worked	
	1958	1950	1958	1950	1958	1950
All workers 14 years of age and over-----	77, 117	68, 876	3, 165, 101. 5	2, 858, 310. 0	58, 542	53, 977
Women-----	28, 736	23, 350	1, 043, 904. 0	841, 059. 5	18, 140	14, 999
Full time-----	19, 623	17, 140	770, 051. 0	658, 793. 0	15, 401	13, 176
Part time-----	9, 113	6, 211	273, 853. 0	182, 266. 5	2, 739	1, 823
Men-----	48, 380	45, 526	2, 121, 197. 5	2, 017, 250. 5	40, 402	38, 978
Full time-----	42, 051	41, 043	1, 919, 060. 5	1, 880, 557. 5	38, 381	37, 611
Part time-----	6, 328	4, 484	202, 137. 0	136, 693. 0	2, 021	1, 367

Source: Cols. 1 and 2, U.S. Department of Commerce, Bureau of the Census, Current Population Reports, Series P-50, Nos. 35 and 91. Cols. 3 to 6 computed from 1 and 2. Method: Gertrude Bancroft, "The American Labor Force, Its Growth and Changing Composition," pp. 90-91.

II

Who Are the Women Part-Time Workers?

A composite of the most common characteristics of the female part-time worker in 1958 would reveal a married woman between 35 and 44 years of age. Typically, she would work in a service or trade industry, rather than in agriculture, manufacturing, or public administration. Her occupation would be one of those which falls into the "service worker" category—such as waitress, private household worker, beauty operator, elevator operator, or practical nurse. The same composite would serve to represent the woman part-time worker in 1950.

However, this "typical woman" conceals many differences among all part-time women workers, and many changes which have taken place since the beginning of the decade.

Age

From 1950 to 1958, the number of women part-time workers increased in every age group, and within each group there was a faster rate of growth for part-time than for full-time employment (table 4).

These figures indicate that part-time work has made its largest gains in the younger age groups, particularly the ages 14 to 17 when most girls are still in school. Only 36 percent of all girls in this age group worked at all during 1958. Full-time employment within these ages has actually declined since 1950, while there was a more than one-half million increase in the number of part-time workers. Thus, part-time employment has shown a very large proportionate growth, and in 1958, over 77 percent of all girls aged 14 to 17 who worked were part-time workers.

Upon graduation from high school, many girls turn from part-time to full-time employment, or if they have not worked before, enter the labor force with full-time jobs. Thus, in 1958, two-thirds of the girls aged 18 and 19 were working and the large majority of

TABLE 4.—WOMEN WHO WORKED PART TIME, BY AGE GROUP, 1950 AND 1958

Age group	1958			1950		
	Number (In thou- sands)	Percent distribu- tion	As percent of all women who worked	Number (In thou- sands)	Percent distribu- tion	As percent of all women who worked
All women 14 years of age and over.....	9, 113	100	32	6, 211	100	27
14 to 17 years.....	1, 474	16	77	860	14	62
18 to 19 years.....	439	5	29	294	5	23
20 to 24 years.....	574	6	17	440	7	13
25 to 34 years.....	1, 444	16	27	1, 164	19	22
35 to 44 years.....	1, 804	20	29	1, 328	21	26
45 to 54 years.....	1, 613	18	28	1, 068	17	27
55 to 64 years.....	1, 176	13	34	716	12	32
65 years and over.....	589	6	51	344	6	48

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 35 (1950); unpublished data (1958).

them were employed full time. Some young women, on the other hand, were lengthening the number of years of their school attendance and consequently postponing entry into the full-time labor force, while others were marrying earlier than their predecessors so that family responsibilities may have caused them to work part time instead of full time. This is shown by the fact that part-time employment claimed almost 30 percent of working girls aged 18 and 19 in 1958, compared with less than 25 percent in 1950. The 440,000 girls in this age group working part time in 1958 represented an increase of nearly 50 percent over the number so employed in 1950.

Age groups from 20 to 45 showed a lower than average increase in part-time employment, although gains in these groups also were substantial.

While the total number of working women aged 20 to 24 actually decreased by 2.2 percent from 1950 to 1958, part-time workers in the same group increased by 30 percent.

As women with young children left the full-time labor force for part-time work, total numbers of female part-time workers showed a large increase in the 25 to 34 age group. The 1,440,000 women in this category working part time in 1958 represented an increase of 24 percent from the 1950 level.

Many women within the ages of 35 to 44 found it possible to work on a part-time basis as all of their children reached school age and home duties lessened. Within this age group, part-time women workers totaled more than 1.8 million in 1958—an increase of more than one-third over the 1950 level.

Over one-fourth of women workers aged 45 to 54 were at work part time in 1958. They numbered 1,613,000, an increase of approximately one-half over the 1950 figure.

Finally, in the age groups of 55 and over, part-time employment showed even greater relative gains. The total number of these women part-time workers was somewhat lower than that for other adult women—about 1.2 million in the 55 to 64 age group, and just over half a million in the 65 and over group. Part-time jobs, however, claimed more than a third of the 55-to-64 age group who worked in 1958, and more than half of the 65-and-over group.

Marital Status

The majority of women who worked part time during 1958, as in 1950, were married and living with their husbands (table 5). However, the composition of the female part-time labor force according to marital status changed slightly during these years.

TABLE 5.—WOMEN WHO WORKED PART TIME, BY MARITAL STATUS, 1950 AND 1958

Marital status	1958			1950		
	Number (<i>In thou-</i> <i>sands</i>)	Percent distribu- tion	As percent of all women who worked	Number (<i>In thou-</i> <i>sands</i>)	Percent distribu- tion	As percent of all women who worked
All women 14 years of age and over-----	9, 113	100	32	6, 211	100	27
Single-----	2, 261	25	34	1, 428	23	22
Married (husband present)-----	5, 430	60	33	3, 827	62	31
Other ¹ -----	1, 418	16	26	970	16	23

¹ "Other" includes persons widowed or divorced, and all married persons whose place of residence was not the same as that of the spouse.

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 35 (1950); unpublished data (1958).

Single women held 25 percent of all part-time jobs in 1958, in comparison with 23 percent in 1950. The number of married women on part-time jobs declined from 62 percent in 1950 to 60 percent in 1958. Widowed, divorced, and separated women remained at 16 percent of the total. The growth of the unmarried group may be associated with the large increase in the number of young girls working part time.

Further, a larger proportion of all working women from each marital-status group are part-time workers. This growth is espe-

cially apparent among single women, as about one-third of them who worked during 1958 did so on a part-time basis, compared with less than one-fourth in 1950.

Children

The presence of children and the ages of those children have a decided effect upon the labor force behavior of their mothers. Available data reveal that, in 1956, the older her children, the greater number of weeks a mother tended to work, whether on a full-time or part-time basis (table 6). In addition, wives with no children under 18 tended to work full time to a greater extent than did mothers of children under 18.

TABLE 6.—WORK EXPERIENCE OF WIVES, BY PRESENCE AND AGE OF CHILDREN, 1950 AND 1956

Work experience of wife	No children under 18		Children 6 to 17		Children under 6	
	1956	1950	1956	1950	1956	1950
As percent of all wives who worked	45	40	48	40	31	25
Percent distribution:						
All wives who worked	100	100	100	100	100	100
Full time	75	76	64	64	65	61
50 to 52 weeks	44	40	31	25	16	12
40 to 49 weeks	10	10	8	8	6	5
27 to 39 weeks	8	10	8	10	10	10
1 to 26 weeks	13	16	17	21	33	34
Part time	26	24	37	36	36	39
27 weeks or more	17	14	22	20	17	16
1 to 26 weeks	9	10	15	16	19	22

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, Nos. 35 and 81.

In contrast, relatively more working mothers with school-age children held part-time jobs in 1956 than did working mothers of children under 6—a reversal of the 1950 pattern. One might expect that mothers of very young children would work only part time due to pressure of home duties. However, a substantially smaller proportion of women in this group worked at all, and it may be that those who did, worked because financial responsibilities made it necessary. In this case, the same monetary pressures would have encouraged them to work full time rather than part time.

Region

Evidence is not available in sufficient detail to show which areas in the United States offer the most part-time jobs in specific occupations or industries.

Generally, the North Central States show the largest proportion of the total female work force engaged in part-time jobs—largely due to the many part-time agricultural workers found there.

The Western States show the largest proportion of their nonfarm workers employed on a part-time basis, followed by the North Central and Southern States.

Finally, women workers from the Northeastern States show the smallest proportion engaged in part-time work, both in farm and nonfarm industries.

This varying concentration of part-time jobs may be related to the way in which American industry is geographically distributed. Part-time work claims the lowest proportion of female employment in the Northeastern States, which in turn show the highest concentration of employment in manufacturing industries—those which typically offer few part-time jobs. On the other hand, Western States show the highest proportion of nonmanufacturing employment—typically high in part-time opportunities—and also claim the largest proportion of nonfarm part-time employment.

III

Why Do Women Work Part Time?

The great majority of women who work part time rather than full time do so for noneconomic reasons, according to detailed data compiled by the Bureau of the Census for March 1959 (table 7). Most are busy with home or school duties, or simply do not wish to work full time.

Part-time workers are classified in the Census reports by their usual employment status—part time or full time—and by their reason for working part time rather than full time—economic or noneconomic. Reasons are classed as economic or noneconomic from the point of view of the entire economy, rather than from the viewpoint of the individual worker. Therefore, slack work, shortages of materials, repairs to plant or equipment, start or termination of a job during the week, and inability to find full-time work are termed economic reasons. Noneconomic reasons include labor disputes, bad weather, own illness, vacation, demands of home or school duties, no desire for full-time work, full-time worker only during peak season, and so forth.

As their primarily noneconomic motives suggest, about four-fifths of the women working in early 1959 listed “part-time” as their usual employment status, and the remainder were usually full-time workers who were employed part time during the week of the survey.

Almost all of those who usually worked part time for non-economic reasons singled out demands of home or school duties, or lack of desire for full-time jobs, as the cause. Those who usually worked part time for economic reasons were largely accounted for by the group who could not find full-time work, and a few who listed slack work as the cause.

Of the group who usually worked full time, but were working part time during the week of the Census survey, about two-thirds gave illness, bad weather or other noneconomic reasons. The remaining one-third cited economic reasons, primarily slack work.

TABLE 7.—WOMEN AT WORK PART TIME, BY REASONS FOR PART-TIME STATUS, MARCH, 1959

Reasons for part-time status	Number of women (in thousands)			
	In agricultural industries		In nonagricultural industries	
	Usually work full time on present job	Usually work part time on present job	Usually work full time on present job	Usually work part time on present job
All who worked part time.....	53	409	998	4, 579
Worked part time for economic reasons.....	11	46	342	710
Slack work.....	9	32	289	162
Materials shortages.....	0	0	3	1
Repairs to plant or equipment.....	0	0	2	0
Start of new job.....	2	0	30	3
Termination of job.....	0	0	12	1
Could find only part-time work.....	0	14	6	542
Worked part time for other reasons.....	42	363	657	3, 869
Holiday.....	0	0	23	3
Labor dispute.....	0	0	0	0
Bad weather.....	11	0	81	3
Own illness.....	9	7	293	96
On vacation.....	0	0	32	4
Demands of home and school duties.....	1	253	21	2, 253
Did not want full-time job.....	0	31	5	1, 114
Full-time worker only during peak season.....	15	45	18	30
Other.....	5	28	184	366

Source: U.S. Department of Commerce, Bureau of the Census. (Unpublished data.)

Age

The large majority of women of all ages who were working part time during the Census survey in March 1959, customarily worked on a 1-to-34 hour weekly schedule. Only about one-fifth were women who usually worked full time, but, for a variety of reasons, were working part time at the time of the survey.

Further, approximately 85 percent of those who customarily worked part time did so for personal and other noneconomic reasons.

Since most girls aged 14 to 17 were in school, their availability for work was limited for the most part to part-time schedules. Almost all girls aged 14 to 17 who worked part time customarily did so for noneconomic reasons.

Most women aged 65 and over who worked part time also named noneconomic reasons. The need for reduced physical effort and the eligibility for pensions which reduced the need for full-time earnings were probably important factors for these women. However, the need to supplement retirement incomes may have caused many to enter the labor force in part-time jobs.

From the remaining age groups, about three-fourths of the girls aged 18 and 19 and two-thirds of the women between 20 and 65 who worked part time did so for noneconomic reasons.

Marital Status

As with women in the different age groups, most women part-time workers in all marital status categories were women who customarily worked part time for noneconomic reasons.

Single women's reasons for working part time were largely non-economic. Those who usually worked part time for noneconomic reasons constituted 80 percent of all single women working part time. This was attributable largely to school attendance among young single girls aged 14 to 17, and, to a lesser extent, those aged 18 and 19—who accounted for about three-fourths of this group.

Married women living with their husbands also worked part time primarily for noneconomic reasons. Seven out of every 10 of those who worked part time usually did so for noneconomic reasons.

However, only a little over half of the women part-time workers who were widowed, divorced, or separated gave noneconomic reasons for their customary part-time status. Within this group, reasons for part-time work differed with respect to age. Women 65 and over, few of whom worked at all, indicated noneconomic motives much more frequently than did widowed, divorced and separated women in other age groups. Approximately 84 percent of those 65 and over who worked part time cited noneconomic reasons. In contrast, for women between 18 and 64 who usually worked part time, the proportions citing noneconomic reasons ranged from 39 percent to 55 percent. About 21 percent of the widowed, divorced and separated women working part time were usually part-time workers for *economic* reasons—a figure markedly higher than that for other marital status groups.

Occupation

Generally speaking, women part-time workers in most of the occupation groups were women who usually worked part time for noneconomic reasons. Between 70 and 80 percent of women in part-time professional, managerial, clerical, sales, service and farming occupations customarily worked part time for noneconomic reasons.

However, figures for women working as operatives and craftsmen reveal the more limited availability of regular part-time employment in these fields.

In early 1959, a decidedly higher proportion of women operatives were working part time because the economy was unable to provide them with full-time jobs. Though not unemployed, they were, economically speaking, under-employed. Only 49 percent of female craftsmen and 31 percent of female operatives who worked part time were usual part-time workers for noneconomic reasons. While the total number of female craftsmen was relatively small, there were over 3 million female operatives, with about 23 percent of them at work part time. Almost half of these part-time operatives named economic reasons for working part time, and one-third of them were usually full-time workers working part time during the Census survey week because of slack work or other economic reasons. When these figures are considered, it becomes clear that a markedly smaller proportion of women operatives were voluntarily working at regular part-time jobs.

IV

Where Do Women Find Part-Time Jobs?

Women worked part time in every major industry and occupation group in 1958. An examination of the different industries and the occupations within those industries reveals marked variations in the nature and extent of part-time employment.

Many women worked part time as sales clerks in retail stores, as waitresses in eating and drinking places, as practical nurses in health services, as beauty operators in personal service establishments, and as private household workers.

In addition, a number of women from professional occupations—such as teaching, nursing and librarianship—worked part time in educational and health services.

Public administration—Federal, State and local—employed a sizeable number of women part-time workers. Those on part-time schedules included such occupational groups as public officials, clerical workers (including postal workers), protective service workers (policewomen), and some operatives.

Manufacturing industries showed some part-time employment of women, most of whom worked as operatives. However, many of these operatives worked part time for economic reasons such as slack work or materials shortages, rather than by choice.

A few industries, including construction, and forestry, fishing, and mining, showed very small total employment of women, and only negligible part time.

A large number of women worked part time in agriculture—as farmers and laborers. However, the great majority of these were unpaid family workers.

The remaining female part-time workers were self-employed in a variety of industries during 1958. Many were undoubtedly proprietors of retail stores and personal service establishments.

A few occupational groups exist in a variety of industries. For example, clerical workers were employed part time as cashiers and telephone operators working in retail trade, service industries, transportation and communication, and as office workers in virtually all industries.

Industry

As might be expected, most of the 7,250,000 female part-time workers in nonagricultural industries were wage and salary workers. They accounted for over 6 million of the total, while the self-employed and unpaid family workers amounted to about one-half million each.

Services

The majority of women working part time outside of agriculture were employed in one of the many service industries. These included finance, insurance, real estate, personal services, entertainment, education, medical and welfare, and other service establishments. Such industries were often particularly adapted to use of part-time workers because of marked fluctuation in business during the day or week, or because of unusually long or short hours of operation. About 3,750,000 women were working part time in service industries in 1958, and these part-time workers accounted for one-third of all women working in such establishments (table 8).

About 2 million of these part-time workers in service industries were private household workers—including domestic servants, baby sitters, and so forth (table 9). Almost two-thirds of all women who worked in private households were employed part time. Over 300,000 worked in other personal service industries, such as hotels, laundry and dry cleaning plants, dressmaking and tailoring establishments, and barber and beauty shops. Educational services employed over 425,000 part-time women workers, including part-time clerical, food service and custodial help, as well as part-time teachers and administrators. Another 350,000 women worked part time in medical services and hospitals. Welfare and religious services, financial institutions, business and repair services, entertainment and recreation and other professional services claimed the remaining 637,000 women wage and salary workers on part-time schedules in service industries.

Trade

Over 1,750,000 female wage and salaried part-time workers were employed in wholesale and retail trade in 1958, making trade the second largest industry employer of female part-time workers. As with the service industries, daily or weekly peaks in consumer demand and long business hours encouraged the use of a large number of part-time workers in trade establishments. Close to one-third of all female wage and salaried workers in the trade industries were employed part time. Most of these women worked in retail trade—about one-half million in eating and drinking places, and 1,250,000 in other retail establishments, such as department stores, food stores, and limited price variety stores. In addition, a large number of other women—about 50,000 of them—were self-employed proprietors of retail establishments.

The service and trade industries together accounted for about 5½ million of the slightly more than 6 million female wage and salary workers employed part time in nonagricultural industries. Most of the remaining were in manufacturing, with a few in public adminis-



TABLE 8.—WORK EXPERIENCE OF WOMEN WAGE AND SALARY WORKERS, BY INDUSTRY, 1958

Major industry group	Total number with work experience (In thousands)	Part-time workers		
		Total number (In thousands)	Percent distribution	As percent of all with work experience
All women wage and salaried workers 14 years of age and over.....	24, 767	6, 702	100	27
Agriculture.....	839	522	8	62
Forestry, fisheries, mining.....	44	15	(1)	33
Construction.....	160	28	(1)	18
Manufacturing.....	4, 913	425	6	9
Durable.....	1, 926	106	2	6
Nondurable.....	2, 987	319	5	11
Transportation, communication, and other public utilities.....	850	70	1	8
Wholesale and retail trade.....	5, 758	1, 785	27	31
Private household.....	3, 095	1, 968	29	64
Service industries, except private household.....	8, 116	1, 736	26	21
Public administration.....	992	153	2	15

¹ Less than 1 percent.

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 91.

TABLE 9.—WORK EXPERIENCE OF WOMEN PART-TIME WORKERS IN SERVICE INDUSTRIES, 1958

Service industry	Total number with work experience (In thousands)	Part-time workers		
		Total number (In thousands)	Percent distribution	As percent of all with work experience
All women wage and salaried workers 14 years of age and over.....	11, 211	3, 704	100	33
Finance, insurance, and real estate.....	1, 343	153	4	11
Business and repair services.....	387	123	3	32
Personal services, except private households.....	1, 183	319	9	27
Private households.....	3, 095	1, 968	53	64
Professional services.....	5, 201	1, 141	31	22
Educational services.....	2, 262	433	12	19
Entertainment and recreation services.....	255	117	3	46
Health services.....	1, 917	347	9	18
Hospital.....	1, 353	231	6	17
Medical, except hospital.....	564	116	3	21
Welfare and religious services.....	380	162	4	43
Other professional services.....	387	82	2	21

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 91; unpublished data (1958).

tration and transportation, communication and other public utilities, and negligible numbers in construction, and in forestry, fishing, and mining.

Manufacturing

The significance of the manufacturing industries as a source of regular part-time employment deserves some mention at this point. While 425,000 women reported to the Census Bureau that they worked part time in manufacturing industries at some time during 1958, statements from industry representatives suggest that a good deal of this represents "underemployment," or slack work, rather than voluntary part-time employment.

Women working part time in manufacturing were found to be largely concentrated in the nondurable sectors—primarily apparel, textiles, and food.

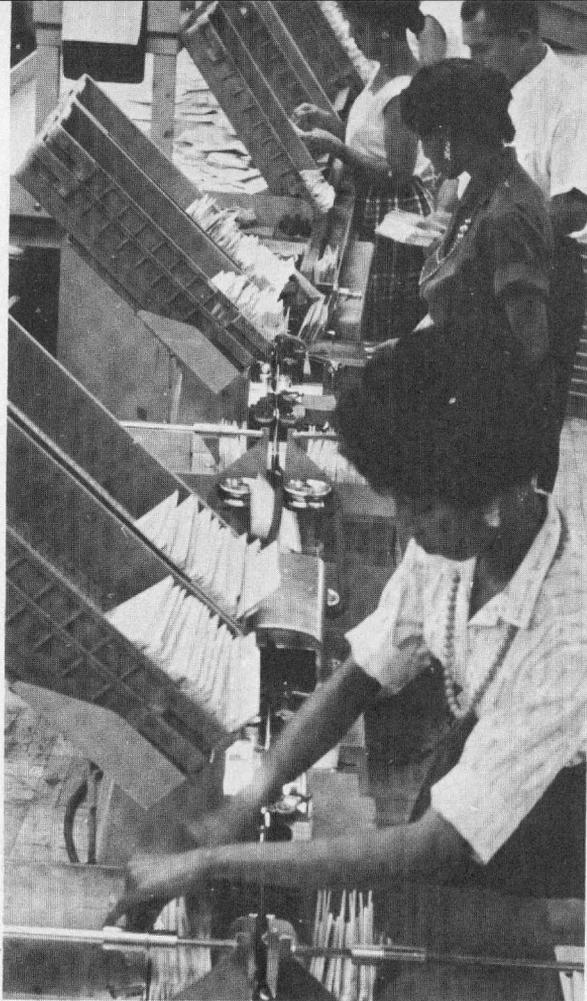
Representatives of the apparel industry stressed the fact that it is one of those industries in which the 35-hour week is regarded as standard, with individual firms sometimes reporting less than 35 hours as the regularly scheduled workweek. Further, even one hour's absence from a 35-hour week schedule would place an employee in the part-time status according to the Census definition.

Both the apparel and textile industries report that the combination of a highly seasonal industry with a share-the-work policy during slack periods makes for high part-time employment, according to the Census definition, during many weeks of the year. Between seasonal peaks, the work is divided among all employees rather than keeping some full time and laying off the rest. Thus, large numbers of employees may be working fewer than 35 hours per week, but the reason would be the "economic" one of slack work, and the usual employment status might be full time. Therefore, in this case the existence of part-time employment indicates underemployment instead of regular part-time job opportunities. The existence of regular part-time work for noneconomic reasons appears to be extremely scarce in both the apparel and textile industries.

Many of the same factors apply to the case of part-time work in the food industries. The seasonal variation in the food industry is quite marked, with high employment for long hours following harvest, and low employment of a full-time skeleton crew during slack periods. When asked to account for the relatively large part-time employment of women as shown in the 1950 Decennial Census, industry representatives pointed out that this census was conducted in the month of April—generally a build-up period to the large peak in late spring and summer. Seasonal crews may have been working only short hours to process the few crops already harvested. While someone seeking part-time work in the food industry might be taken on during the seasonal peak simply because of the high demand for labor, opportunities for regular part-time work throughout the year were described as very limited.

In addition, the printing and publishing industry employed a substantial number of female part-time workers. Many of these women were probably working as operatives, with a few others in professional or clerical occupations. Reports from the industry indicated that a number of bindery workers were employed part time, as were some newspaper reporters and clerical employees in advertising departments.

Little part-time employment of women was found in durable goods manufacturing, which included industries manufacturing lumber and stone products, primary and fabricated metals, machinery, transportation equipment, professional and photographic equip-



Postal clerks operating automatic canceling and sorting machines—a relatively new field for women part-time workers.

ment, and so forth. Very few women part-time workers were found in electrical machinery manufacturing, most of whom worked in small manufacturing plants, according to industry representatives.

Other Industries

Public Administration. More than 150,000 women were employed part time by government agencies. Over half of these women were employed by local public administration. Their occupations most likely included part-time public officials and inspectors, protective service workers such as policewomen, office workers,

personal service workers such as charwomen and cleaners, and a few operatives.

Close to 30 percent of the women working part time in public administration were found in the postal service. Some of these women were probably post mistresses in small post offices located in retail stores and in their own homes. Others were working as clerks. A post office in one large city reported employment of over 300 female clerks who performed mail canceling and sorting operations. Most of these women were working part time from 2 to 5 hours per day.

The few remaining women working part time in public administration—less than 15 percent of the total—were employed by State and Federal Government.

Transportation, Communication, and Other Public Utilities.

Transportation, communications, and other public utilities employed approximately 70,000 female part-time workers. Many of these were undoubtedly working as telephone operators in the communications industry, and in a variety of other clerical positions. They were employed as cashiers, ticket agents, secretaries, stenographers and typists, bookkeepers, and so forth.

Construction, and Forestry, Fishing, and Mining. Only a few women worked part time in the construction industry, and in forestry, fishing, and mining. Clerical occupations very likely accounted for most of these workers.

Agricultural Industries. During 1958, more than 1,750,000 women worked part time in agriculture. However, over 1,250,000 were unpaid family workers, so that opportunities for paid employment on a part-time basis were much more limited than the total number of those working part time might suggest. Slightly more than one-half million of those in paid employment were wage and salary workers, and the few remaining were self-employed.

Occupations

Women working part time were found in each of the 11 broad occupational groups in 1958 (table 10). However, a small number of occupations accounted for a very large portion of total part-time employment of women. Over one-third of all women working part time held jobs as service workers (including private household workers). More than one-fourth were working in clerical or sales occupations. Another one-fifth were employed in farming occupations. Most of the remaining women part-time workers were employed in professional positions and as operatives.

TABLE 10.—WORK EXPERIENCE OF WOMEN PART-TIME WORKERS, BY OCCUPATION, 1958

Occupational group	Total number with work experience (In thousands)	Part-time workers		
		Total number (In thousands)	Percent distribution	As percent of all with work experience
All women wage and salaried workers 14 years of age and over.....	28, 736	9, 113	100	32
Professional, technical, kindred workers.....	3, 168	618	7	20
Health workers.....	862	182	2	21
Teachers.....	1, 409	165	2	12
Other professional.....	897	271	3	30
Farmers and farm managers.....	124	72	1	58
Managers, officials, proprietors, except farm.....	1, 269	212	2	17
Salaried.....	631	91	1	14
Self-employed, retail trade.....	418	49	1	12
Self-employed, except retail trade.....	220	72	1	33
Clerical, kindred workers.....	7, 685	1, 347	15	18
Secretaries, stenographers, typists.....	2, 599	298	3	11
Other clerical.....	5, 086	1, 049	12	21
Sales workers.....	2, 484	1, 126	12	45
Retail trade.....	2, 260	1, 029	11	46
Other industries.....	224	97	1	43
Craftsmen, foremen, kindred workers.....	245	37	(¹)	15
Operatives, kindred workers.....	4, 068	639	7	16
Durable goods manufacturing.....	953	58	1	6
Nondurable goods manufacturing.....	2, 059	223	2	11
Other industries.....	1, 056	358	4	34
Private household workers.....	3, 031	1, 975	22	65
Service workers, except private household.....	4, 135	1, 309	14	32
Waitresses, cooks, barmaids.....	1, 747	571	6	33
Other service.....	2, 388	738	8	31
Farm laborers, foremen.....	2, 370	1, 731	19	73
Wage workers.....	804	506	6	63
Unpaid family workers.....	1, 566	1, 225	13	79
Laborers, except farm and mine.....	155	46	1	30

¹ Less than 1 percent.

Source: U.S. Department of Commerce, Bureau of the Census. Current Population Reports, Series P-50, No. 91; unpublished data.

Professional, Technical, and Kindred Workers

Over 600,000 women worked part time in professional, technical and kindred occupations in 1958—about one-fifth of all women working in these fields. Almost as many—584,000—were part-time professional, technical, and kindred workers in March 1959.

Teachers. About 165,000 women were employed as part-time teachers outside of colleges and universities during 1958. Included in this classification were teachers and administrators in secondary and elementary schools and kindergartens, as well as teachers of such diverse subjects as driving, first aid, sewing, and others. Some teachers of music and art, who were grouped with musicians and artists, also worked part time.

Working hours of teachers include time spent outside of class in preparing lessons and grading papers in addition to hours worked when school is in session. Since Census enumerators were instructed to count time worked outside school hours in computing hours worked, most regular teachers should be included under the full-time worker category. However, these hours are often irregular and difficult to enumerate, so that there may be some tendency to underestimate them. For this reason, regular full-time teachers may sometimes be recorded as working less than 35 hours per week, and as a result be mistakenly classed as part-time workers.

A large portion of the women employed part time as classroom teachers were working as substitute teachers, according to school administrators and teachers. Some cities and towns maintain lists of women willing to work as substitute teachers, and call on them when the need arises. Qualification requirements vary from State to State, with some schools requiring regular teacher certification for substitute teachers. Salaries were often based on a flat daily rate, regardless of previous experience or degrees held. One school administrator in a large city stated that a capable teacher with good experience could probably find opportunities for substitute teaching on a fairly regular basis.

Some opportunities also existed for part-time teaching in evening schools. Students in these courses were mainly adults, and the subjects offered were mostly at the high school level. Qualifications varied from State to State with respect to certification requirements for evening school teachers. One large city reported that it did not require these teachers to fulfill regular certification requirements. Evening school teachers in this city were paid a fixed hourly rate, regardless of previous teaching experience. Representatives of the teaching profession stressed the desirability of uniform qualification standards for part-time and full-time service.



Women seeking part-time work as school teachers, including substitute teaching, should apply directly to local Boards of Education.

In addition, there may be some employment of teachers of special subjects such as art or music on a part-time basis. However, schools in larger cities reported that these teachers were generally hired full time to teach in different schools each day or two.

Finally, one city reported an experiment with part time "lay readers" to grade papers in their own homes. These readers were required to have a college degree with strength in a special subject area. They were paid on the basis of the number of papers graded, and could expect to make about \$300 per school year in 1959-60.

Teaching of special subjects such as music, art, or crafts, also offered a number of part-time employment opportunities to women. Well over half of all women working as musicians or music teachers during the 1950 Census were employed part time. Many of these women were probably music teachers, either self employed or teaching in schools.

College Teachers. A survey by the National Educational Association of almost 1,000 degree-granting institutions in 1958-59, showed employment of over 50,000 teachers classified by the schools as part time. The part-time teachers represented close to 30 percent of all teachers employed. In the same survey, almost 500 junior colleges reported employment of over 7,500 part-time teachers—close to 40 percent of total teacher employment.

Use of part-time teachers was concentrated in universities, where large numbers of graduate students are available to teach introductory courses.

In another study by the University of Bridgeport during 1957-58, a survey of 36 urban universities showed that the 16 largest schools

Larger universities employ the greatest number of part-time college teachers. This teacher at a large university uses a tape recorder in her Romance language class.





School libraries are a good source of part-time employment for women. The reference librarian in this university library helps a student select her research materials.

employed an average of 16.1 percent of total faculty on a part-time basis, while the 20 smaller schools employed an average of 13 percent of total faculty on a part-time basis. Only half of the institutions reported any orientation or other preparation of new part-time teachers, and in most cases such activity was devoted primarily to institutional orientation and teaching techniques.

Professional competence and teaching ability were the most frequently listed criteria for selection. Degrees held, various personal qualities, and practical experiences were also important qualifications. The most common recruitment source reported for part-time faculty members was through local business and industry.

Salaries paid to part-time college teachers varied widely in the institutions participating in the survey. Earnings of part-time teachers of one 3-semester-hour course ranged from \$355 to \$535 per semester. Small universities (those with less than 4,000 students enrolled) paid somewhat higher salaries than did the larger schools.

Librarians. Over one-fourth of all persons who reported their occupation as "librarian" in the 1950 Census were part-time workers. It is estimated that over 55,000 professional librarians—both full and part time—were working in 1957.

Most part-time positions for librarians are likely to be located in public libraries or in libraries connected with schools. Public libraries and college and university libraries are usually open for long hours, and can fit part-time schedules into their shift arrangements. On the other hand, public school libraries may be open only part time—less than 35 hours per week—to conform with regularly scheduled school hours.

Qualifications for part-time professional librarian positions are generally similar to those for full-time jobs. Completion of a 1-year course in a library school after graduation from a 4-year college is recommended by representatives of the profession to achieve the status of "professional librarian." However, trainee positions are sometimes open to those with bachelor's degrees who plan to take the regular professional librarian training.

Salaries paid to part-time professional librarians vary greatly. In some cities, they are proportionate to full-time workers' salaries on the basis of hours worked. In other areas part-time librarians may receive hourly earnings somewhat lower than those paid to full-time employees.

Part-time employment opportunities for professional librarians are expected to be good for the next several years, due to the general shortage of librarians and the increasing numbers of married librarians who wish to work shorter hours.

Professional Nurses. Part-time jobs may be found in all branches of nursing, although some fields offer more opportunities than others. Representatives of the profession stated that the extreme shortage of nurses makes use of part-time nurses necessary to provide additional staff.

As with full-time employees, professional nurses who work part time must complete registered nurses' training. Those who wish to work part time in specialties such as psychiatry or obstetrics may be required to have special courses or experience in these fields.

Studies by the American Hospital Association indicate that more than two-fifths of all *general duty nurses* employed in the hospitals surveyed in 1958 worked part time. Furthermore, part-time employment in this field has been rising since data became available in 1952.

A 1959 American Nurses' Association survey of 414 nonfederal general hospitals revealed a total of almost 6,000 part-time general duty nurses—almost one-third of all general duty nurses employed in those hospitals. The part-time nurses in the hospitals surveyed had an average workweek of almost 20 hours. The median hourly starting rate for part-time general duty nurses was \$1.72 per hour. Median hourly starting rates ranged from \$2 in the West to \$1.50 in the Southeast. The majority of part-time nurses in the hospitals surveyed indicated they were paid on an hourly basis, and most of the remainder were paid a daily rate.

Private duty nursing, both in hospitals and homes, can offer a number of part-time employment opportunities, since these nurses are self-employed. Hours schedules could be arranged for weekends or 2 or 3 days during the week. Nurses in such positions are listed on a registry for private duty nurses. The nurses usually charge a daily rate.

A 1958 survey of a selected group of over 2,200 office nurses revealed that 146—about 6 percent—worked part time. The median hourly earnings of these nurses amounted to \$1.88, and the median hours worked per week were 24. The majority of these part-time nurses received 2 weeks paid vacation after 1 year of service, although as many as 16 percent reported receiving no paid vacation after 1 year. Formal sick leave provisions were not typical, and less than 25 percent reported any specified number of days of paid sick leave per year. The great majority did receive some paid holidays per year.

Part-time nursing positions existed in the *other fields* of nursing, including public health, occupational health, and nursing education. Part-time public health nurses and occupational health nurses were used primarily to relieve regular nurses during vacation or illness.

Professional nurses were also working part time as supervisors, head nurses, instructors, administrators and nurse anesthetists in hospitals and schools of nursing.

Generally, the extreme shortage of professional nurses is expected to continue through the next several years. As a result, the demand for part-time workers to supplement short staffs and relieve regular workers is also expected to continue.

Other Professional and Technical Workers in Health Fields.

The general shortage of qualified workers in health services served to increase part time employment in other occupations. Some women worked part-time as occupational and physical therapists or as dietitians. Others working part time in a variety of technical positions included dental hygienists, medical technologists, and medical X-ray technicians.

Part-time employment opportunities were reported to be particularly good for *dental hygienists* in private dental offices. Hours arrangements are usually quite flexible, and may be arranged for half days or a few full days per week.

Graduation from a dental hygiene school and a State license are generally required for both full- and part-time dental hygienists. Typically, this consists of a 2-year program in both technical skills and basic sciences. Earnings, which may be based on a straight salary or commission, are sometimes proportionately higher per hours worked for part-time employees.

Part-time employment opportunities for dental hygienists are good because of the shortage of full-time workers and the flexibility of hours arrangements. Part-time jobs were reported to be especially numerous in the West.

Social Workers. Full-time social workers with a master's degree from an accredited school of social work were in short supply in 1959. As in the case of health workers, this shortage resulted in an increased need for part-time workers.

Members of the profession reported that use of part-time workers is not heavily concentrated in any particular field of specialization, although group work may offer more opportunities than any other single field. In addition to professional positions, some group work agencies offer subprofessional jobs as "group leaders" on a part-time basis.

Educational requirements for part-time professional jobs were the same as full-time qualifications, and generally included graduate training.

Studies in individual cities indicate that a supply of part-time workers is available in the numbers of nonpracticing social workers who may be willing to return to work on a part-time basis. One such survey made in 1958 revealed that the great majority of nonpracticing social workers who showed some interest in returning to work expressed a preference for part-time jobs.

Representatives of the field felt that the major problem was in bringing together the need of the agencies and the desire for part-time work. Until some central planning agency is developed, those interested in part-time work must persist in searching out jobs themselves, perhaps with the help of a local council of social or welfare agencies.

Other Professional and Technical Workers. Some women worked part time in most of the many other professional fields—for example, as artists, authors, designers, entertainers, photographers, athletes, sports instructors, and welfare and religious workers.

One of these occupations—newspaper reporting—offered an interesting opportunity as “string correspondent” for the woman with writing ability who wanted a flexible, part-time hours schedule. These writers were often residents of communities surrounding a larger city who covered stories of more than local interest for the city newspaper. Earnings were usually based on the number of words printed and the nature of the job.

Newspaper editors and other publishers also purchased stories, cartoons, art work, and photographs from free-lance workers. These were self-employed writers and artists who could set their own time schedules and sell the results of their creative efforts themselves.

Managers, Officials, and Proprietors

Over 200,000 women worked part time as managers, officials, and proprietors during 1958—approximately 17 percent of all women in that occupation group. This represented a substantial increase of almost two-thirds from 1955.

Of these part-time managers, officials, and proprietors, the majority were self-employed—nearly one-fourth in retail trade and one-third in a variety of other industries.

In addition, retail trade industries probably employed many of those who were salaried.

A wide variety of occupations was included in this group—buyers, managers and proprietors in retail trade; managers of apartment houses and cafeterias; bankers; officers of membership organizations; postmistresses; program directors in radio and television; cateresses; and the many different public officials.

Clerical Workers

Clerical occupations offer a great many employment opportunities to women seeking part-time work. In 1958, over 1½ million women worked part time in such jobs. However, part-time workers did not represent as large a proportion of this occupation as they did of sales and service occupations. Slightly more than one-sixth of all female clerical workers were part-time employees in 1958.

About 300,000 of these part-time workers were employed as secretaries, stenographers or typists, and the over 1 million remaining worked in a variety of other clerical positions.

Secretaries, Stenographers, and Typists. Most secretaries, stenographers, and typists work full time. Only one in 10 from this occupation group worked less than 35 hours per week in 1958.

Industry representatives indicated that the great majority of the 300,000 working part time were probably employed as typists. Secretaries and stenographers are usually hired on a full-time basis.

Typists seeking part-time jobs may work in establishments whose regular hours are less than 35 hours per week, such as some doctors' and dentists' offices, schools, welfare and religious services, nonprofit membership organizations, and the like. In addition, typists might find fairly regular work for a few hours or days per week in different offices needing help for a special order or to relieve regular employees. Some agencies specialize in filling such employment needs by placing these workers on their own payrolls and referring them to different businesses who request help. Part-time typists may also arrange to work part time in their own homes. Some are self-employed women who type theses, manuscripts and form letters, receiving payment on the basis of the number of pages typed.

High school graduation is generally required for secretaries, stenographers, and typists, whether full time or part time. Previous work experience is required by many employers, while even those who do hire inexperienced part-time workers may offer higher salaries to those with previous job experience.

Salaries of part-time secretaries, stenographers, and typists vary greatly from area to area and employer to employer. Several industry representatives indicated that hourly earnings of part-time employees were likely to equal or be higher than those of full-time workers.

Part-time employment opportunities in these occupations are expected to be good in the coming years due to the continued shortage of full-time workers, the expansion of temporary help agencies, and the generally high turnover in these fields.

Proofing Machine Operators. Proofing machine operators are sometimes hired by banks for part-time work. These operators are used to meet peak work at the end of banking hours, and to relieve regular employees, who would otherwise have unusually long hours. Operation of the machines, which list and sort checks, is learned on-the-job in a relatively short time. Hours schedules vary considerably, often from 4 to 5 hours per day in the afternoon. Hourly earnings of part-time workers are sometimes slightly higher than those of full-time employees.

Cashiers. A large number of women work part time as cashiers in retail trade and in entertainment and recreation services. Almost one-fifth of the women working as cashiers in 1950 were part-time employees. Retail trade employed the great majority of all female cashiers—primarily food stores, eating and drinking places, and general merchandise stores.

Many employment opportunities exist for women who wish to work part time as *grocery checkers* in food stores. Some large chains reported that as many as two-thirds of their cashiers are part-time workers. Physical stamina and knowledge of basic arithmetic were listed as the main qualifications for food checkers.

A typical part-time schedule would include work for perhaps 2 or 3 evenings a week and all day Saturday. Thursday, Friday, and Saturday are often the busiest days and some stores reported use of part-time workers during midday peaks on those days. In addition, since many stores are open 12 hours a day, part-time workers are used to relieve regular employees, as well as to help meet peak business needs.

Wages varied somewhat, with up to approximately \$2 per hour paid to part-time cashiers with substantial previous experience. Part-time workers were not eligible for fringe benefits in many areas.

Many part-time employment opportunities for grocery checkers will continue to exist in coming years as the number of food stores increases, and as new workers are needed to replace those who leave.

A number of other establishments reported employment of part-time cashiers. Eating and drinking places hired part-time cashiers,



Many employment opportunities exist for women who wish to work part time as grocery checkers in food stores.



Telephone operators may find part-time jobs in hotels and other industries.

as well as waitresses and hostesses. Hours and working conditions were generally similar for all 3 groups. Hours schedules were usually concentrated around meal periods, and many part-time workers received a higher hourly wage rate than full-time workers. In many cases, however, part-time workers were not eligible to receive fringe benefits.

Cashiers found part-time work in a number of other industries, with opportunities especially numerous in the recreation and entertainment industry.

Telephone Operators. Women found part-time work as telephone operators in a variety of service and other establishments, as well as in telephone companies. Hotels and other places where the switchboard must be open on an around-the-clock basis reported use of part-time telephone operators. Experienced part-time multiple-board operators were in demand, with some positions also offered for one-position board operators on a part-time basis. Hours schedules were generally arranged for a few hours each day.

Some women also worked part time for telephone companies. In June 1959, there were 6,500 part-time telephone operators in the Bell System. Part-time workers as a percent of all employees have generally fallen since 1945 in the 51 largest companies. In addition, switchboard operating employees had fallen from over one-half of the total employment in these companies in 1945 to just over one-third in 1957.



There are many opportunities for part-time employment in retail selling. Here the saleslady pleases a customer with the dress selected for her.

Hourly earnings in telephone companies and other establishments were usually the same for full-time and part-time telephone operators.

Employment opportunities are not generally expected to show significant increases, due to expanded use of more automatic equipment. However, many job openings for both full-time and part-time workers will exist because of the high turnover rates among the many young women in this occupation.

Other Clerical Workers. Office work offers many other employment opportunities to women, including jobs such as bookkeepers, office machine operators, receptionists, and file clerks. Industry representatives indicated that some part-time employment exists in most of these fields.

Many of the remaining part-time clerical workers found jobs as library assistants, telephone ad takers, or survey enumerators.

Salespersons

Saleswork was a major source of employment for women who worked part time during 1958. Throughout the year, over 1,125,000 women worked part time in sales positions, close to one-half of all women working in sales jobs. Almost all of these women—over 1 million—worked in retail trade, while the remainder were found in a variety of other fields.

Many salespersons worked part time for less than a full year. Only about one-half of the number who worked part time at some time during the year were working part time in a single month.

Retail Trade. A great many of the more than 1 million women working in part-time sales positions in retail trade were salesclerks in general merchandise stores, or in stores specializing in apparel and accessories or furniture, home furnishings, and equipment.

No experience or special knowledge is required for many part-time sales positions. However, new employees may receive brief training in how to operate a cash register, make out the various types of sales tickets, and so forth. Many opportunities for part-time sales work are open to mature women. Such jobs may also be open to young school girls.

Hours schedules for these jobs may be arranged for evening and Saturday work, or for midday peak business hours.

Earnings of saleswomen vary greatly according to type and size of retailing outlet and geographical location. A 1956 study of earnings of nonsupervisory employees in retail trade indicated that women working 1 to 14 hours per week earned an average of 89 cents per hour, while women working 15 to 34 hours per week earned an average of \$1.02 per hour. This compared with average hourly earnings of \$1.23 for women who worked 40 hours per week.

Over half of the women working part time in retail trade earned an average hourly wage of less than \$1, and over four-fifths earned less than an average of \$1.25 per hour.

Earnings were generally higher than average in the West and lower than average in the South, conforming with typical wage level patterns. Stores in metropolitan areas paid higher wages on the average than did those in nonmetropolitan areas. Some stores paid commissions in addition to straight-time earnings. Many salespersons also received discounts on merchandise purchased in the store.

Part-time employment opportunities in retail selling are expected to be very good in the future. The increasing number of suburban stores will provide part-time job openings for women near their homes. In addition, many workers will be needed to replace those who leave the field.

Some women also worked part time as demonstrators and in door-to-door and telephone selling.

Other Salespersons. Some insurance companies hire women as agents on a part-time basis. In 1950, approximately one-fifth of the 25,000 female *insurance agents* and *brokers* were employed on a part-time basis.

Extensive training in the principles of insurance and in costs and benefits of various types of plans is required for entry into this field. Two-thirds of the States require that an agent successfully complete a written examination before a permanent license is granted. The necessity of such a great amount of training may be a deterrent to those interested in part-time work.

The ability to effectively organize a selling program is essential—from seeking out prospective customers to assisting clients in balancing protection needs with policy costs.

Insurance agents have a good deal of freedom in setting up their own hours schedules, since evening and weekend work is often necessary in making appointments and visiting clients. Companies may have minimum production requirements which part-time as well as full-time agents must meet. However, some companies reported that these requirements were modest enough for part-time agents to meet them.

Agents receive commissions on newly sold policies and renewal commissions on policies which remain in force. Earnings may be low in early years, when the agent has no backlog of renewal commissions to add to income.

Some women work part time as *real estate agents*. Approximately one-fourth of the female real estate agents and brokers working at the time of the 1950 Census worked less than 35 hours a week.

However, the importance of a thorough knowledge of the tax, insurance, financing, legal and other aspects of the sale of real property calls for more training than part-time workers may be willing or able to undertake.

In addition, agents must be on call at all times to show property to prospective customers. Hours are, therefore, somewhat irregular, and may be quite long when attention is being devoted to several properties.

Service Workers

Service workers (except private household workers) who were employed part time during 1958, included more than 1,300,000 women

working as waitresses and cooks, beauty operators, protective workers, and a variety of other service occupations.

Waitresses. The "waitress and cook" category claimed over one-half million women working part time. Industry representatives indicated that a large proportion of these women were probably working as waitresses, since there were very few part-time jobs as cooks. Part-time hostesses in eating and drinking places were also included in this category.

Experience is required for many part-time positions, since the work is concentrated in busy periods when quick and efficient service is required. Physical stamina is also a necessary qualification, for continual standing and lifting of trays of food are part of the job. A knowledge of fundamental arithmetic is required for accurate computation of customer's bills.

Some part-time positions are available as banquet waitresses. These jobs generally require considerable previous experience, since efficient and faultless service are especially important at such functions. This required experience is recognized in the markedly higher earnings paid to banquet waitresses. Competition for these jobs is keen due to the high earnings potential.

Experienced waitresses can find ample opportunity for part-time employment in many restaurants and hotels. The use of part-time waitresses is traditional in eating and drinking places, since daily peaks and lulls are inherent in the nature of the business. Because fluctuations in business are daily, most part-time waitresses work during one or sometimes two meal periods each day, rather than a few full days per week.

Waitresses were working in one of the few occupations whose representatives indicated that part-time workers sometimes received higher hourly rates of pay than full-time workers. The greater number of tips received during busy parts of the day would also add to earnings. Uniforms and meals during working hours may be supplied by the employer, but their cost may be deducted from wages. Although many restaurants and hotels offer paid vacations, sick leave, group benefit plans and other fringe benefits, most industry representatives felt that part-time employees do not work enough hours to make them eligible to receive these benefits.

Hostesses. The occupation of hostess is one to which waitresses may sometimes advance. Part-time hostesses may supervise waiters and waitresses, and are in one of the few occupational groups in which part-time workers might have supervisory responsibilities. An attractive appearance and pleasant personality were named as important qualifications for both part-time and full-time hostesses. As with waitresses, part-time hostesses generally work for a few hours each day during meal periods or evening hours.

Beauty Operators. Beauty operators can find part-time jobs in many shops due to both the marked weekly fluctuation in demand for beauty services and the general shortage of qualified beauty operators. Although no current data are available, the 1950 Census revealed that about one-fifth of all beauty operators were part-time workers.

Since beauty shops are located in suburban shopping centers, small towns and rural areas, as well as in city centers, the beauty operator who wishes to work only part time may find suitable openings in her own neighborhood.

Part-time as well as full-time beauty operators must be licensed by State cosmetology boards in almost all States. Women who wish to operate beauty shops in their own homes on a part-time basis may also be required to obtain a shop owner's or shop manager's license.

Beauty parlor operators often find part-time work in their own neighborhoods.



Since customer demand is at a peak in the later part of the week, part-time beauty operators may work 2 or 3 full days per week—probably Thursday, Friday, and Saturday. Earnings for beauty operators vary widely according to location and size of shop. Wages may be on a commission basis or straight hourly rate, and tips may add to total income.

Part-time job openings for beauty operators are expected to be numerous in the coming years due to weekly peaks in demand, the shortage of full-time workers, and continued growth in the number of beauty shops.

Practical Nurses. Approximately one-eighth of all women working as practical nurses in 1950 were part-time employees. Since that time, increased use of practical nurses to free professional personnel from less complex duties, as well as an accompanying shortage of workers, have increased the number of part-time employment opportunities. It is estimated that over 165,000 licensed practical nurses—both full time and part time—were employed in early 1956. Mature women may find practical nursing an interesting employment opportunity, since many schools accept students up to 50 years of age.

Part-time jobs for practical nurses are most numerous in hospitals and private homes.

All of the States (but not the District of Columbia) provide for licensing of practical nurses—both full time and part time—and most employers hire only those who have received these licenses. Typically, a training period of 1 year is required for admission to examination for licensure. Good physical and mental health is another qualification.

Separate salary data for part-time practical nurses is not available. However, a survey of 414 nonfederal general hospitals, in February 1959, revealed that the median starting salary for full-time practical nurses was \$205 per month. The median salary for all full-time practical nursing personnel was \$217 per month.

Part-time practical nursing opportunities are expected to increase in the coming years, due to the growth in demand for practical nurses and general shortage of full-time workers in the occupation.

Charwomen and Cleaners. A large number of women worked part time as charwomen and cleaners. Almost half of the 70,000 women at work in this occupation in 1950 were part-time employees. Representatives indicated that absence of experience or training requirements brought many older women into this occupation as their home responsibilities lightened. Hours schedules for individual employees depend upon the type of building being serviced. In an office or store, cleaning workers generally work during evening hours after the close of the business day. In a hospital, hours are sched-

uled during the day or night. Salaries reported in 1959 by employee representatives varied widely by geographical location, ranging from \$1.20 per hour to \$1.80 per hour.

Vacation and sick leave provisions were common, but very few group benefit plans were reported.

In addition, some women worked part time as maids in hotels. Hours schedules were usually arranged for 1 or 2 days per week on a fairly regular basis throughout the year.

Other Service Workers. Some *elevator operators* worked part time in department stores and office buildings. In addition, a few positions for part-time elevator operators were mentioned by hotel employers. The elevator operator's job was one of the few available to part-time workers in which previous experience was not usually required. Operation of modern automatic elevators required only a brief training period.

Part-time elevator operators generally found their work schedules consisted of a few full days per week—either to meet peak needs or to relieve regular operators on their days off. The increasing use of self-service elevators is expected to have the greatest impact on employment opportunities for elevator operators in office buildings and hotels. Therefore, part-time jobs may be more readily available in department stores, which also usually employ a larger proportion of women.

A relatively small number of women work part time in *protective service* occupations. Increasing demand for women to patrol school crossings and to check parking meters may account for a large portion of these part-time workers.

Almost three-fourths of the women working as *ushers* in recreation and amusement establishments were employed part time in 1950. Hours schedules frequently included evening and weekend work.

Private Household Workers

Private household workers represented the largest single occupation group of part-time workers. Out of 3 million female private household workers, almost 2 million worked part time during 1958—as domestic servants, baby sitters, home laundresses, housekeepers, cooks, governesses, and at related tasks. About three-fourths of a million were members of nonwhite races, with private household work offering by far the largest number of part-time employment opportunities for nonwhite women.

Hours arrangements and earnings of part-time private household workers are so extremely varied that no typical figures are available for this occupation.

Indications from the past few years are that the number of women private household workers will continue to grow and that an increasing proportion will be working part time.

Craftsmen, Operatives, and Laborers

Craftsmen. A very small number of women worked part time as craftsmen during 1958. In addition, the number had decreased somewhat since 1955.

Bindery Workers. One of the few craftsmen occupations with part-time employment opportunities for women was that of book-binder. Members of the printing industry indicated that bindery workers might find part-time work on a fairly regular basis for a few full days in firms publishing periodicals and occasionally in job printing shops. A representative of one large periodical reported that approximately 15 percent of the women in the bindery and subscription plate department of his firm were part-time workers.

The few remaining part-time female craftsmen may have been working as bakers, decorators, pattern makers and tailoresses.

Operatives. Over 600,000 women worked part-time as operatives during 1958—about 16 percent of all women working as operatives. As previously indicated, many of these women were employed in manufacturing, and were working part time because of slack work or other economic reasons, rather than through choice.

Outside the manufacturing industry, some female operatives worked part time as dressmakers and seamstresses, (either self-employed or in retail trade), and as bus and taxi drivers, while a few had other occupations, such as laundry and dry cleaning operatives.

Self-employed seamstresses could set their own hours schedules, and were free to work part time when it suited them.

A few women worked part time as bus and taxi drivers, and as streetcar conductors, and some were reported working part time as school bus drivers in local public administration.

Most laundry and dry cleaning operatives work full time. Industry representatives indicated that probably no more than 10 percent of these workers were employed part time.

Laborers, Except Farm and Mine. Very few women worked as nonfarm laborers, and only negligible numbers were reported working part time. This category included such occupations as gardeners, fishermen, longshoremen, teamsters, and so forth.

Farm Workers

Agricultural occupations—farmers and farm managers and farm laborers and foremen—claimed about 1½ million women who worked part time.

However, about two-thirds of these women were unpaid family members working as farm laborers. About one-half million women were part-time farm laborers in paid employment, and another 70,000 were working part time as farmers and farm managers.

Nonwhite women accounted for one-fourth of all women working part time as farm laborers, as compared with one-sixth of women working part time in all occupations.

Part-Time Work in the Future

The Impact of Population Changes

Recent labor force projections of the Labor Department's Bureau of Labor Statistics (based on Census data for 1948-56) indicate changes that are expected to take place during 5-year periods between 1955 and 1975 (table 11). Anticipated future levels of full-time and part-time work are based on trends in labor force participation patterns, and on expected increases in population. Such projections, therefore, furnish an indication of the number of women who will want to work part time in the future, if the preferences of women continue to change as they have in the past.

In the two decades between 1955 and 1975, the annual average number of women working part time is expected to show an increase of more than 75 percent, rising to 9 million by 1975.

The greatest percentage increase in the number of women working part time is expected to be in the 14-to-24 age group. Although a large number of women aged 25 and over will work part time in the future, the proportionate gains in part-time work within their various age groups will be somewhat less than for young women under 25 years of age.

The majority of part-time workers in all age groups will work more than 14 hours per week, but shorter workweeks (1 to 14 hours) will prevail for a larger proportion of the younger women than for those in the 25-years-or-more age groups. Many of the younger age groups are expected to be in school a large part of the week, and this may account for their preference for the shorter workweek schedules.

1955 to 1960

Over the 1955-75 span of years, the total number of women part-time workers is expected to show the largest percentage increase for

TABLE 11.—NUMBER OF PERSONS AT WORK¹ BY FULL-TIME AND PART-TIME STATUS, AND BY AGE AND SEX, 1955, AND PROJECTIONS FOR 1960-75

(Annual averages, in millions)

Sex, age, and hours worked	1955	1960	1965	1970	1975
BOTH SEXES					
Total at work-----	60.3	65.3	71.0	77.6	84.6
Full time-----	49.9	53.2	56.9	61.7	67.1
Part time-----	10.3	12.1	14.1	15.9	17.5
15 to 35 hours-----	7.8	9.0	10.3	11.6	12.7
1 to 14 hours-----	2.6	3.1	3.8	4.3	4.8
MALE					
14 years and over-----	41.4	43.8	46.7	50.6	55.1
Full time-----	36.2	37.8	39.8	42.8	46.6
Part time-----	5.2	6.0	6.9	7.8	8.5
15 to 34 hours-----	4.0	4.6	5.2	5.8	6.4
1 to 14 hours-----	1.2	1.4	1.7	1.9	2.1
FEMALE					
14 years and over-----	18.8	21.5	24.3	27.0	29.5
Full time-----	13.7	15.4	17.1	18.9	20.5
Part time-----	5.1	6.1	7.2	8.1	9.0
15 to 34 hours-----	3.7	4.4	5.1	5.8	6.3
1 to 14 hours-----	1.4	1.7	2.1	2.4	2.7
14 to 24 years-----	4.0	4.3	5.3	6.3	6.8
Full time-----	2.8	2.9	3.4	4.0	4.3
Part time-----	1.2	1.4	1.9	2.3	2.6
15 to 34 hours-----	.7	.8	1.1	1.3	1.5
1 to 14 hours-----	.5	.6	.8	1.0	1.1
25 to 35 years-----	3.8	4.0	4.0	4.5	5.6
Full time-----	2.9	3.0	3.0	3.3	4.1
Part time-----	.9	1.0	1.0	1.2	1.5
15 to 34 hours-----	.7	.8	.8	.9	1.1
1 to 14 hours-----	.2	.2	.2	.3	.4
35 years and over-----	11.0	13.2	15.0	16.2	17.1
Full time-----	8.0	9.5	10.7	11.5	12.1
Part time-----	3.0	3.7	4.3	4.7	5.0
15 to 34 hours-----	2.3	2.8	3.2	3.5	3.7
1 to 14 hours-----	.7	.9	1.0	1.2	1.3

¹ Excludes members of the Armed Forces, unemployed persons, and those with a job but not at work for reasons such as vacation or illness.

Source: 1955 data—U.S. Department of Commerce, Bureau of the Census; 1960-75 projections—U.S. Department of Labor, Bureau of Labor Statistics.

the 5-year period between 1955 and 1960. For every five women working part time in 1955, the 1960 average is expected to show one more woman part-time worker. During this 5-year period, women aged 35 or more will experience the greatest relative increase in part-time work, although increases will occur also for women in age groups under 35.

In contrast, the number of women working full time will expand by only one-eighth between 1955 and 1960.

1960 to 1965

Almost as large a percentage increase in the total number of women part-time workers will take place between 1960 and 1965 (18 percent) as during the preceding 5 years (20 percent). However, young women under 25 will make the largest percentage gains in part-time work during 1960 to 1965, whereas the largest relative gains in the previous period were for women over 34.

At the same time, women full-time workers will also increase in number, but their percentage gain—11 percent—will be decidedly less than that of part-time workers.

1965 to 1970

Women part-time workers will continue to increase in numbers between 1965 and 1970, but the relative gain will be considerably less (at 13 percent) than in the two previous 5-year periods. This reflects a declining rate of growth in the number of women part-time workers in the 35-and-over age group. Their number will have leveled off considerably by 1970—from an estimated 20 percent gain in the 1955-60 period, to an 8 percent rise in 1965-70. On the other hand, increases in the number of part-time workers during the 1965-70 period will be at about the same rate for young women under 25 and for those in the 25-to-34 age group. For the latter, gains in the number at part-time work appear to be negligible until the 1965-70 period, and even then their numbers will continue to be much smaller when compared with women part-time workers in other age groups.

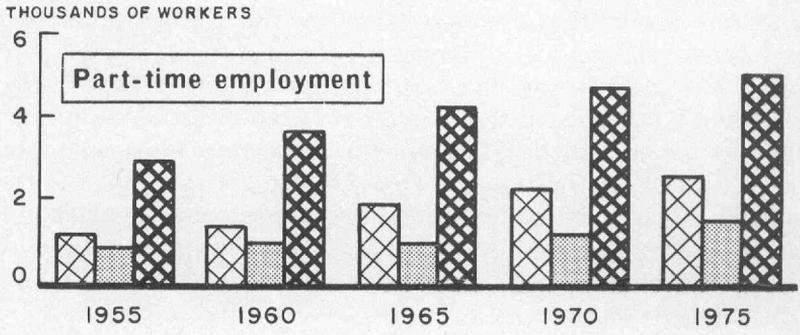
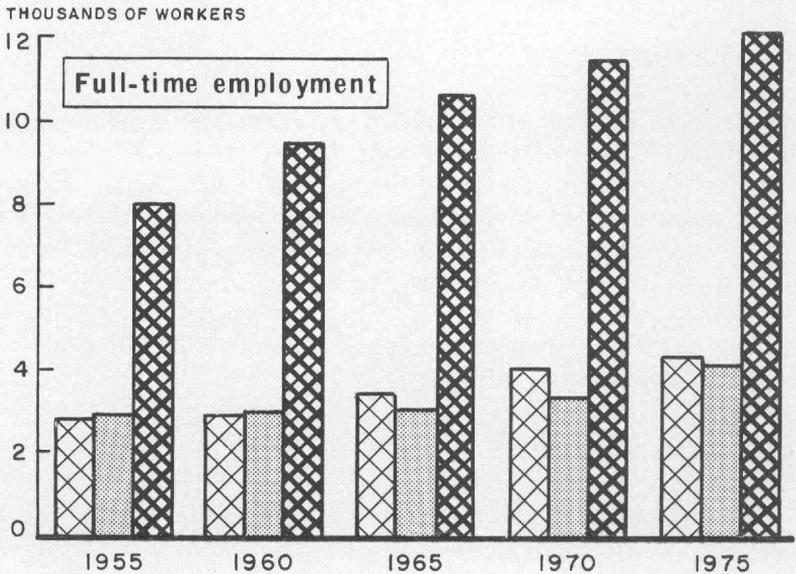
The number of women full-time workers will show the same relative growth—11 percent—as during the preceding 5 years.

1970 to 1975

Between 1970 and 1975, the rate of gain in the number of part-time women workers again will fall off somewhat—from 13 percent during

WOMEN WORKING FULL-TIME AND PART-TIME BY AGE GROUP

Annual Averages, 1955 and Projected 1960-75



14-24 Years
 25-34 Years
 35 Years and Over

SOURCE: 1955, U.S. DEPARTMENT OF COMMERCE, AND
1960-75, U.S. DEPARTMENT OF LABOR

1965-70, to 11 percent during 1970-75. By this time, percentage increases in the number of women part-time workers will be largest for those between the ages of 25 and 34, though this group of part-time workers will still be comparatively small. For other age groups, increases in the number of part-time workers will amount to 13 percent for those under 25, and only 6 percent for women over 34.

During the same period, the number of women working full time will show a smaller relative increase (8 percent) than in the previous 5-year periods.

Other Influences on Part-Time Work

As previously mentioned, the figures in table 11 actually indicate changes in the supply of women part-time workers in the future based on expected changes in population and rates of participation in the labor force. However, other factors could have a significant impact on the future of part-time employment. Such factors include new legislative action or union-management agreements, changes in school attendance patterns or in working-life patterns of women, and changes in the availability of part-time jobs in various occupations and industries.

Clearly, changes in existing laws could work to increase or decrease part-time employment. For example, the recent raising of the maximum earnings permissible to retain eligibility for social security benefits might encourage more retired people to work part time. Similarly, tax advantages to working mothers whose incomes were under a certain level might encourage these women to work part time instead of full time.

Changes in collective bargaining agreements might also serve to stimulate or discourage part-time employment. Requirements that part-time workers receive higher hourly wages than full-time workers could discourage use of part-time help, while agreements which permitted lower wage rates for part-time workers might increase their employment level.

The increased tendency toward lengthening of school attendance has been a factor in increasing part-time employment of young people in the past. These students have postponed entry into the full-time labor force, but many have worked part time to supplement income. An acceleration in this trend could increase part-time employment, while a decline would probably have the reverse effect. In addition, expanded use of combined work-study programs would increase the level of part-time employment.

Changes in the working life patterns of women could also have far-reaching effects. For example, if relatively more women returning to the labor force after their children are grown should begin to work full time rather than part time, the character of the part-time labor force could be greatly altered.

Finally, the importance of the availability of part-time jobs cannot be overemphasized. Future growth of industries able to use part-time workers, the existence of shortages of full-time personnel, and the impact of automation on part-time jobs will all be important in balancing the projected increased supply of part-time workers with the demand for their services.

VI

Suggestions to Women Seeking Part-Time Work

Financial Considerations

For most people, financial rewards are a major reason for seeking employment, and women who seek part-time work are no exception. Women work part time also to gain work experience, to keep work skills intact, to help meet labor shortages in their fields, and to develop interests outside the home.

Since the desire for money income is a primary factor in the decision to seek a job, the would-be part-time worker must decide whether a part-time job will meet her needs, or whether she should instead seek a full-time job. She must also balance the increased costs of working against the wage or salary she will receive. Such expenses as transportation, meals away from home, and additional clothing must be taken into account. When a woman hires outside help to assist with housework or child care, then work-related expenses are even greater.

Schedules

Time schedules are also an important factor to women who wish to work part time. One woman may find that mid-day hours when the children are in school are the best time for her to work. Another may decide on an evening or weekend job, when other members of the family are free to take care of the children. Whatever the hours, it is usually necessary that they be on a regular basis, so that the employer may be assured of having the worker on the job during scheduled hours.

Occupations

The woman considering part-time work must also decide which particular type of job to seek. It will be helpful to her to assess her abilities and experience in terms of the qualifications required in the various occupations and industries which offer part-time employment. In those which have relatively few part-time workers, the job-seeker may have to convince employers not only of her abilities but also of the feasibility of a part-time schedule. In addition, she may have to compromise on the particular hours to be worked and arrangements to suit the employer's needs.

Recruitment Methods

Having decided upon the type of job she will seek, the woman worker should keep in mind the usual recruiting methods in her chosen field.

In general, employers in the service and trade industries reported that they used a wide variety of recruiting methods, including public and private employment agencies, newspaper advertisements, and word-of-mouth. Restaurants in one city set up their own cooperative employment agency to fill jobs for waitresses, cashiers, hostesses and kitchen help. Hotels in another city cooperated with the unions in a joint union-management agency to fill most of their jobs.

Department and specialty stores frequently used newspaper advertising to recruit part-time salespersons, although many job openings in this field were filled by direct application of job seekers to the stores. Food stores also utilized newspaper advertising as well as the public employment services to find part-time grocery checkers and other workers. Some large chain stores with several outlets in a city have a central hiring office to service all stores in the area. Food store representatives indicated that a store's own customers were often a source of new workers. Signs listing job openings were posted in the store and interested persons applied to the manager.

In contrast to these methods, much of the hiring of charwomen and cleaners in building service trades, especially in large cities, is through the unions as well as by direct application to the employer. In highly organized centers the unions also use advertising to attract additional workers when necessary.

Personal friendships among private household workers and among their employers play an important role in locating workers for jobs,

in addition to the use of public and private employment agencies and advertisements.

Among professional workers the use of placement services in their professional associations is quite common, in addition to the other general methods of recruitment or jobseeking. In occupations of pronounced personnel shortages, such as nursing and social work, employers use a variety of ways to seek out workers. Personal contacts and direct application to the particular institutions or agencies are useful in these fields.

Women seeking part-time work as school teachers and those interested in substitute teaching should apply directly to local Boards of Education. School systems maintain a register of persons available for substitute work.

Clerical positions were often found also through employment agencies, advertisements, and personal contacts. Some clerical workers find fairly regular part-time work by accepting a job with an agency which places them in different firms requesting temporary help. These agencies place the workers on their own payrolls, and perform the task of jobseeking for them. In addition, graduates of business schools sometimes obtain jobs through the placement services offered by their schools.

In general, public and private employment agencies, newspaper and other advertising, and personal contact are the most common avenues to part-time jobs as well as full-time jobs in many industries and occupations. Professional associations, unions, and schools are also utilized in varying degrees depending upon the particular occupation, the training involved, or the extent of unionization.

Women interested in part-time work in the jobs in which part-time schedules are usual should have little difficulty in finding such opportunities. Those who are interested in other types of work will need to use their ingenuity in exploring all possible avenues and means of locating such job opportunities.

This bulletin has attempted to furnish the essential background information and some leads for such exploration.