Policy on Part Time Positions  
September 17, 2001

POLICY: The Law Library does not allow part-time positions for permanent regular staff.

HISTORY: Since 1994 the Law Library has not posted part-time permanent positions, and is phasing out those that exist. People who hold part-time appointments may continue to work part-time, but when they leave, the Library will reconfigure their positions to create full time appointments. This policy applies to regular permanent positions only. We continue to employ students, temporaries and closed-end regular staff on a part time basis, as needed.

RATIONALE: The basic reason for the policy is to make the most effective use of our salary budget. This includes saving money by reducing the fringe benefit cost of part time positions so that we can improve salaries of all staff.

While we recognize that there are benefits of having part time permanent staff, we feel that in addition to increased salary dollars, there are OTHER REASONS to limit permanent employment to full time positions:

1. Full time staffers are easier to integrate into the work environment, since their shift will always overlap with their colleagues, allowing greater flexibility in work schedules, meetings, and training.
2. There is significant time saved in supervising one full time staffer than 2 part time staffers.

EXAMPLE OF COST OF TWO PART TIME PEOPLE INSTEAD OF ONE FULLTIME:

Note: this is only an example. Real costs vary depending on several factors, including but not limited to salary and number of dependents. People with an appointment of 20 hours a week or more are eligible for full staff benefits. Some benefits are prorated to fit the appointment (short term sick and vacation, for example); others are not (health insurance, for example).

A half time person earns full benefits. The cost of these benefits averages about 25% of the full time salary. A full time staff member who earns a $30,000 salary gets benefits worth $7,500, for a total cost to the Library of $37,500.

An otherwise comparable staff member on a half time appointment earns $15,000 and gets benefits worth approximately $7,500, for a total cost to the Library of $22,500. Two half time staff members earn a total of $30,000 in salary, but get $15,000 total in staff benefits, costing the Library $7,500 more annually than would one person.