

**Career Transition  
Center**  
George P. Shultz  
National Foreign Affairs  
Training Center  
U.S. Department of State

# CTC NEWSLETTER

**NOVEMBER  
2007**

## NEGOTIATING PART-TIME WORK



**Inside this issue:**

Feature Story: Negotiating Part-time Work	1
Editor's Notes	8-10
Job Leads	10-11
Attention, JSP Grads!	11

It has been our experience in the Career Transition Center that part-time work for professional-level wages is very hard to find. In order to learn more, we sent out an appeal to you, our wonderful clients, asking if any of you had found such a job. Eight of your intrepid colleagues responded and agreed to answer our survey regarding their part-time work in professional, substantive positions.

"Work is  
the refuge  
of people  
who have  
nothing better  
to do"

- Oscar Wilde



<u>Name</u>	<u>Former Agency</u>	<u>Retired</u>
Brooks	State/USIA	2003
Charles	USAID	2005
Craig	State/USIA	2004
Harlan	State	2005
Jim	USAID	2002
Joe	State/USIA	2005
JSP X	State	2006
Lynne	State	2001

### THE STRATEGY

Six of the eight were purposely looking for part-time work. Charles negotiated the part-time hours during his hiring process and Jim started his work with his current employer as a fulltime employee.

When asked if their applications, resumes, and/or cover letters stated that they only wanted a part-time job, our respondents replied:

- "Resume did not. Application did in most cases. I didn't turn over that card until I was pressed on the point."

- "I did provide a resume, but the resume did not indicate part-time work as desired."
- "Neither my CV nor cover letter mentioned specific interest in part-time work. I did make clear in the course of the interview that the time commitment was something that I would have to consider, and that I would prefer something less than full time if that was possible."
- "No, but it was a rather informal process. .... During discussions, I mentioned I wanted to work three or four days/week."

Here are some of their job titles:

- Adjunct Professor of History
- Advisor on Ocean Governance & International Institutions
- Principal for Accountancy, Integrity, & Financial Management
- Program & Media Relations Officer
- Senior Advisor for Terrorism Finance
- Senior International Development Policy Analyst
- Senior Staff, Foreign Affairs Operations
- Senior Visiting Lecturer in International Relations



"I only go to work on days that don't end in a 'y'."

-- Robert Paul

### **NEVER UNDER-ESTIMATE THE POWER OF NETWORKING!**

Two of their eight jobs were advertised as

fulltime jobs; one job was advertised as fulltime or part-time; and five were not advertised at all. Each of the five found their part-time job through networking:

- When an instructor left a local university, the chair of his university department contacted Brooks directly to invite him to teach the class. The department chair knew Brooks prior to his retirement from the USG and knew that Brooks had retired.
- Lynne distributed her resume to her contacts in State Department and to offices that interested her. Many of the offices contacted her and offered her jobs as a WAE or contractor. She negotiated the schedule she wanted with the bureau that hired her as a contractor.
- Harlan's predecessor in the job knew him, so, when he was leaving the job, he recommended that the employer contact Harlan.
- Joe introduced himself to his company's recruiter at a JSP Job Fair, clearly stating that he would prefer part-time work. The company did hire him for part-time "internal consulting" with the intention of converting him to fulltime "when a suitable position should open as the result of winning a contract."
- A representative of an employer participated in a JSP panel. After the panel, JSP X introduced himself to the representative and then mailed his resume to the representative. The representative forwarded his resume to another department, JSP X met their needs for an upcoming vacancy, and the rest is history.
- Jim found his job through networking in a professional organization.
- Craig found his job through the Career

Transition Center's job leads. (Yeah, Team!!)

- Charles found his job online. "I was interested in NGOs that were engaged in international development work. I checked the website of one group I had heard about and found that they were looking for an international development expert to work on foreign aid issues. I interviewed and they hired me."



"Hard work never killed anybody, but why take a chance?"

-- *Edgar Bergen*

## JOB DESCRIPTIONS

The duties performed in several of our respondents' part-time jobs include tasks many of you have performed for the USG:

- "marketing and communication strategy for clients, internal communication (write staff newsletter and organize occasional meetings), management reports for specific clients and projects."
- "PD work: programs, speakers, media work"
- "I advise the organization on governance issues with respect to the world's oceans. As the governance of areas subject to national jurisdiction is largely resolved, I advise more on high seas issues. I spend most of my time on fisheries issues, though also advise on iron fertilization, ocean dumping, ocean pollution, mining, Arctic jurisdiction, Antarctic issues. I also act as project manager on a fisheries project funded by a multilateral organization. I organize meetings, write reports, give talks. I address UN meetings on oceans issues, including the General Assembly. I have also attended a fisheries meeting at the Food and Agriculture Organization in Rome at which I spoke. I draft interventions to be made at meetings of intergovernmental organizations and I also draft submissions to such organizations. I served on a panel at the UN recently."
- "My main responsibility is to support the work of the government relations people who do the policy advocacy (lobbying). Because my position is funded with 501c(3) funds, I cannot engage directly in lobbying. What I do is a lot of reading (books, journals, blogs), keeping up on foreign aid issues through attending workshops, seminars, hearings, and then writing policy pieces. It's a great gig."
- "Proposal writing, business development, business planning, representing company at conferences."
- "I manage the terrorism finance relationship with Europe, South and East Asia, and teach a three-day course on terrorism finance at FSI three times a year."

Even the academics are covering some familiar territory:

- "I taught 20th Century European Diplomatic History for Spring Semester 2007. This fall semester I teach a similar but broader course: 20th Century European History (i.e., without the specific diplomatic focus)."
- "Develop/design course on U.S. foreign policy for final year B.A. students;

teach course; supervise final exams"

None of the respondents have supervisory responsibility. Some have administrative assistance when they need it and one of the academics has "teaching assistants to handle the weekly discussion sections and to grade mid-term papers." Most of the respondents offered their negative responses with relief, as illustrated by these comments:

- "I do not supervise anyone. (What a blessing!)"
- "No. This was my choice. I was asked if I would supervise another staff member but declined because I want to work on substance and do not want to have administrative duties, particularly supervisory. I think that this was the right decision, however it may lead to my being in a weaker position in the organization. I made this choice because I wanted to work only on policy in this phase of my life. I have no illusion that I will climb the organizational ladder, nor do I wish to. I want to make a difference, do important work, contribute to try to make the world a better place, help my ... organization, and have less stress."



"By working faithfully eight hours a day, you may get to be a boss and work twelve hours a day."

- Robert Frost

## COMPENSATION

Most of the respondents are paid a professional-level, competitive salaries for

their jobs, but the salaries are not always comparable to their former USG salaries. Their qualifications were taken into account when salaries were negotiated. Several remembered the online resources described in the Job Search Program and researched those to get a sense of salaries paid in their fields.

Many of the respondents are paid on an hourly rate and two are paid according to a set company scale. Here are some of the respondents' observations on salaries:

- "I am paid a professional-level salary. I do not know if it is competitive. I suspect that it is more than persons with less experience in the office receive, but it is certainly less than the hourly rate of my former USG salary at time of retirement. I am working for a non-profit and sought a realistic salary though I expected that it would be lower than what I had earned."
- "There was relatively little scope to negotiate on salary. There was scope to negotiate my schedule."
- "No, it is somewhat less. .... But I get paid for every hour worked!"
- "While not comparable to hourly rate at my former USG salary, it is roughly comparable to local professional, part-time salaries."
- "Competitive salary for an NGO part-time, but less than as a WAE."
- "No way commensurate with what I was earning before retirement. But that's okay, for now."

Three of the eight receive no benefits as part of their compensation. Two participate in their new employers' 401(k) plans. Some receive annual and sick leave. One respondent "traded medical insur-

ance and pension plan for more salary and 20 days of annual leave (new employees often start with 13 days of annual leave for the first three years)." Other comments on benefits included:

- "Not a spectacular benefit package, since I already had health coverage, but it did help with the commuting costs. "
- "Additional benefits, though, are getting to work with a group of dedicated, young (considerably younger than me, anyway) people on issues that I care about, and an opportunity to use some of what I've learned in a positive way."



"I always arrive late at the office, but I make up for it by leaving early."

- Charles Lamb

## SCHEDULES TO ENVY

JSP X teaches "one course which meets twice a week for 75 minutes. I also have office hours 2 hours per week, and lots of preparation time." Brooks also teaches and works six to eight hours per week.

Craig works 20 hours per week, but he only goes in to the office "twice a week for six hours and then work[s] from home via email and phone for the other eight hours. Harlan started at 24 hours per week, then increased it to 32 hours per week. "I am now paid for 32 hours per week and probably work about 34 hours per week, perhaps sometimes 36 hours per week. For example, I do normally check e-mails on the days that I am not

in. I answer the most urgent ones from home and I often reflect on and draft in my head responses to the less urgent ones."

The standard work week for Charles' employer is 37.5 hours. "When I started I was able to arrange to work from home one day per week. After the first year, I negotiated a 32-hour, four day per week arrangement, which would still entitle me to fulltime benefits." Joe works 32 hours – i.e., four days per week. Although his day off is Tuesday, he has found that "there's a lot of variation depending on work requirements, meetings, etc." Lynne also works four days per week from 9:00 am to 5:30 pm. She works "Fridays as needed" and takes "substantial leave."

Joe has "no fixed schedule. I go in when called for meetings, and work from home and office to fulfill specific assignments. At this time, most of my billable hours are applied to specific projects rather than to the internal consulting." Jim also works as needed and has no set schedule.

"All I've ever wanted was an honest week's pay for an honest day's work."

- Steve Martin



## NOT-SO-ENVIABLE OFFICES

Lynne and Harlan have their own offices, but few others do. Joe works from his home office more than 50 percent of the time. "About once a week, I reverse-commute to [the] office, where a cubicle with network connection is set aside for

me." Charles also has a cubicle which he describes as "a nice, out-of-the-way cube with a window that overlooks a parking lot. It's quiet and reasonably private."

Jim does some of his work at home. At his employer's place of business, he shares an office, but has his own desk and computer. Craig also works at home and shares an office at his workplace.

JSP X also does a lot of work at home. "I have use of an office (it's all mine while I am using it, but the time is shared) for consultations with students." The other academic, Brooks, has his own office and computer, but "often work[s] at home for research purposes."



"One of the symptoms of an approaching nervous breakdown is the belief that one's work is terribly important."

- Bertrand Russell

## INCLUSION

Seven of the eight respondents are included in company staff meetings, planning sessions, and social activities and appear very satisfied with their treatment in general:

- "Yes. Since their general meetings and planning sessions both have to do with seeking business in the foreign affairs agencies and I offer subject matter expertise, I'm 'singing for my supper.' They also invite me to company-sponsored parties, and I can participate in seminars and online training. "

- "The adjuncts are welcome in all History Department activities, except for a few specific decision-making meetings which are reserved for full-time faculty. I am made to feel welcome in every way. My ID card denotes me as Faculty, and that's how I am treated in the various campus facilities."

The eighth pointed out that, "as a part-time worker, you will miss certain meetings and certain social office events, thus you will not be as fully integrated into the office."

"In fifty years,  
he never worked a day.  
To him, nine to five  
was odds on a horse."

- Archie Bunker, portrayed  
by Carroll O'Connor



## ADVANTAGES

"Part-time gives you a life" sums up most of the respondents' answers to the question regarding the advantages of working part-time. They have more control over and flexibility with their schedules and more annual leave. They can attend to many chores and medical appointments during the week instead of during the weekend. They can even work for other companies during their down times. They also value the additional time to pursue other interests.

Brooks points out the side benefit of "instant branding for TV and radio and other appearances as a pundit/commentator... [after] ... the university has already certified, in effect, my bona fides as an expert."

## DISADVANTAGES

The disadvantage cited most frequently was certainly the most obvious, "Part-time does not pay as well as fulltime." Other disadvantages included:

- "People tend to forget about you if they don't see you several times per week. I make sure to say hello to all my colleagues each time I'm in the office. One time I got on an interesting six-month project simply by overhearing a conversation outside my cube; I sometimes wonder about other opportunities I have missed."
- "Working one day per week in the office, I am subject to being moved from time to time as the company reconfigures its space. I have to be flexible."
- "It's easy to miss key developments. One day I went in to find that the man who hired me had left for a different division. I pay close attention to happenings in the office, phoning or messaging colleagues at every opportunity. I check company e-mail a couple of times per day even if I am not officially working."
- "I have no power or prestige; senior officials need to think about this before seeking part-time work. However, when a co-worker figures out the arrangement I have with [the employer], he/she often expresses envy."
- It is difficult to attend important meetings when they occur outside duty time.
- A part-time worker may be considered less serious about his/her career and work. There is no career trajectory.
- It is easy to exceed your part-time hours.
- You may be flexible about scheduling your time, but some offices prefer that

you maintain a strict, predictable schedule.

- Part-time work "may hinder possibilities of advancement, so it is good to have a sense in advance if this is important to you."
- When they change to part-time work, some people find that their home life is less stressful, but their work life is more stressful.

"Working gets in the way of living."

- Omar Sharif



## THEIR ADVICE

"With regard to the job search strategy, the same advice that you give those seeking full-time work applies. Figure out your niche and expertise, and find people who need it. Somebody will be able to afford you only on a part-time basis, and that may be your match."

"Advertised jobs are probably scarcer as part-time than as full-time. I lost at least one opportunity because at the interview stage, I insisted that I wanted part-time work only. Starting fulltime and going back to part-time is probably harder than going the other direction."

"If you start on a part-time basis and are successful, you may be able to go full-time. Once my superiors ... observed my performance, they tried to persuade me to go fulltime."

"Think carefully about the trade-offs ... If a nice office, regular conviviality with co-workers, and status (being consulted auto-

matically, holding approval authority, influencing company policy) are important to you, part-time work may not be the right path for you."

"Give it a shot. Here I am doing what I originally set out to do professionally 30 years ago. It is truly thrilling."

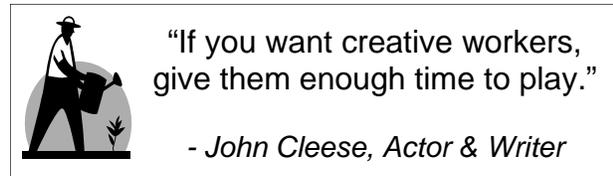
"Let your network of people know that you want part-time work."

"It helps if you are able to be flexible, i.e. work fulltime for certain busy weeks or periods."

"Regular part-time **professional** positions are hard to find. One approach is to do as I did, starting at full time and then negotiating reduced hours after demonstrating what you can bring to the job."

"Get known – network. Know your market – know what is happening in your profession."

"Look for a job in the field in which you are an expert."



## MORE ADVICE FROM THE CTC

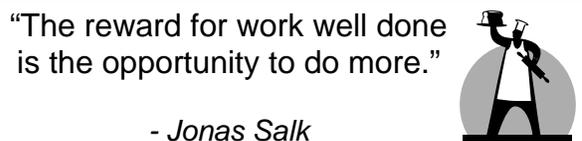
When you are offered a part-time job:

- Agree with supervisor that when your hours are reduced, your workload is also reduced – but not your salary in terms of hourly rate and benefits
- Make sure you get all the terms of employment in writing, including when/if overtime payment kicks in

- With supervisor, agree on the best way to explain your part-time status to colleagues in the office in order to make sure they are on your side and don't undermine the success of your change.

Recommendations – once you have the job:

- Make sure your boss, colleagues, and customers know your schedule
- Agree with boss and customers on realistic deadlines and expectations
- Be willing to work extra hours in an emergency or for a special project
- Have a back-up plan for personal obligations in case an emergency keeps you at work
- Learn to prioritize, delegate, and refuse tasks
- Speak up, don't let your supervisor or colleagues pass over you for choice assignments
- Employers stress that the employee must perform well and remain committed to the job in order to qualify
- Don't feel guilty about not working full-time, be confident – others will accept it more easily



## EDITOR'S NOTES

### ARTICLES

Bennett-Astesano, Sarah  
"How to Negotiate a Parent-Friendly Work Schedule"  
*Parenthood.com* ([www.parenthood.com](http://www.parenthood.com)),  
September 2003

Dukess, Karen  
"Part-time Jobs Give Moms, Others  
Flexible Lifestyles"  
*USA Today*, December 9, 2002

"Ask Electra: Part-time Work"  
*JobStar Central* (<http://jobstar.org>), April 4,  
2005

Larson, Christine  
"Family Balance: More Professionals Opt  
to Go Part Time" March 21, 2005  
*U.S. News & World Report*

Lewis, Katherine Reynolds  
"Want Better Work-Life Balance?  
Negotiate Reduced Hours"  
*Newhouse News Service* (NNS,  
[www.newhousenews.com](http://www.newhousenews.com)), 2005

Tergesen, Anne  
"Part-Time: The Best or the Worst of All  
Worlds?"  
*BusinessWeek Online*, March 23, 2006  
([www.businessweek.com](http://www.businessweek.com))

Yang, Jessica. "Part-time Work"  
*Salary.com* ([www.salary.com](http://www.salary.com))

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## **ASSOCIATIONS**

### **Association of Part-Time Professionals**

Crescent Plaza, Suite 216, 7700 Leesburg  
Pike, Falls Church, VA 22043  
703-734-7975  
(Could not find a website.)

### **National Association of Part-Time & Temporary Employees**

P.O. Box 3805, Shawnee, KS 66203  
E-mail: [napte-champion@worldnet.att.net](mailto:napte-champion@worldnet.att.net)  
Website: [www.members.tripod.com/  
~NAPTE/](http://www.members.tripod.com/~NAPTE/)

"Many people worry so much about  
managing their careers, but rarely  
spend half that much energy managing  
their *LIVES*. I want to make  
my life, not just my job, the  
best it can be. The rest will  
work itself out."



- Reese Witherspoon

## **BOOKS**

Bridges, William  
**Jobshift: How To Prosper In A  
Workplace Without Jobs**  
Addison-Wesley, 1994

Justice, Peggy O.  
**The Temp Track: Make One of the Hot-  
test Job Trends of the 90s Work for  
You**  
Peterson's, 1994.

**Directory of Temporary Placement  
Firms for Executives, Managers &  
Professionals**  
Kennedy Information, 2004

Landes, Michael  
**The Back Door Guide to Short-Term  
Job Adventures: Internships, Summer  
Jobs, Seasonal Work, Volunteer  
Vacations, and Transitions Abroad (4th  
edition)**  
Ten Speed Press, 2005

O'Hara, Bruce  
**Put Work In Its Place: How To  
Redesign Your Job To Your Life**  
New Star Books; Revised edition, 1994

Woods, Saralee Terry  
**Executive Temping – A Guide For  
Professionals**  
John Wiley & Sons, 1998

## **ONLINE RESOURCES**

*(Warning! Many are for minimum-wage, not professional-level jobs.)*

**About** - <http://jobsearch.about.com/cs/parttimejobs>

**Association of Part-time Professionals –**  
[www.businessfinance.com](http://www.businessfinance.com)

**BackDoorJobs.com –** <http://backdoorjobs.com>

**BlueSuitMom.com -**  
[www.bluesuitmom.com](http://www.bluesuitmom.com)

**GrooveJob.com -** [www.groovejob.com](http://www.groovejob.com)

**Monster Contract & Temporary –**  
[www.ct.monster.com](http://www.ct.monster.com)

**National Association of Part-time and Temporary Employees (NAPTE) –**  
[www.members.tripod.com/~NAPTE/](http://www.members.tripod.com/~NAPTE/)

**National Association of Temporary and Staffing Services (NATSS) –**  
[www.natss.org](http://www.natss.org)

**NetTemps -** [www.net-temps.com](http://www.net-temps.com)

**New Ways To Work –** [www.nww.org](http://www.nww.org)

**Retired Brains -**  
[www.jobsinretirement.com](http://www.jobsinretirement.com)

**Share Goals -** [www.sharegoals.com](http://www.sharegoals.com)

**Snag A Job –** [www.SnagAJob.com](http://www.SnagAJob.com)

**Unicru's Job Board -** <http://jobseeker.unicru.com>

**When Work Works -**  
[www.whenworkworks.org](http://www.whenworkworks.org)

**WorkOptions.com-** [www.workoptions.com](http://www.workoptions.com)

**Yahoo Small Business Directory: Temporary Recruiting & Placement Agencies -** <http://dir.yahoo.com>

“Work spares us  
from three evils:  
boredom, vice, and need”

- Voltaire



## **JOB LEADS**

### **SOME TEMPORARY EMPLOYMENT AGENCIES IN THE DC AREA**

*[This is not an endorsement of these companies.]*

ADECCO  
8605 Westwood Center Drive, Suite 140  
Vienna, VA  
Bus: (703) 893-2342  
Website: [www.usadecco.com](http://www.usadecco.com)  
Note: Branches throughout USA.

### **ALTERNATIVE EMPLOYMENT SPECIALISTS INC.**

620 Herndon Parkway  
Herndon, VA 20170  
Bus: (703) 481-9850  
Website: [www.altempoy.com](http://www.altempoy.com)

### **BILINGUAL TEMPS LLC**

1010 Vermont Avenue NW, Suite 506  
Washington, D.C. 20005  
Bus: (202) 393-0766  
Website: [www.bilingualtemps.com](http://www.bilingualtemps.com)

### **COMPUTER TEMPORARIES INC.**

9500 Arena Drive, Suite 450  
Largo, MD 20774  
Bus: (301) 386-8805  
Website: [www.computer-temp.com](http://www.computer-temp.com)



"I work until beer o'clock."

- Stephen King

**HIRESTRATEGY**

12021 Sunset Hills Road, Suite 550  
Reston, VA 20190

or

2000 K Street NW, Suite 801  
Washington, D.C. 20006

Bus: (703) 547-6700

Website: [www.hirestrategy.com](http://www.hirestrategy.com)

**OFFICETEAM - ROBERT HALF INTERNATIONAL**

1201 F Street NW, Suite 900  
Washington, D.C. 20004

Bus: (202) 626-0250

Website: [www.RobertHalf.com](http://www.RobertHalf.com)

Note: Branches all over USA.

**POSITIONS INC.**

919 18th Street NW, Suite 230  
Washington, D.C. 20006

Bus: (202) 659-9270

Website: [www.positionsinc.com](http://www.positionsinc.com)

**RESOLVIT RESOURCES**

1950 Old Gallows Road, Suite 750  
Vienna, VA 22182

Bus: (703) 564-2100

Website: [www.resolvitresources.com](http://www.resolvitresources.com)

**SNELLING PERSONNEL SERVICES**

818 Connecticut Avenue, Suite 325  
Washington, D.C. 20006

Bus: (202) 833-6100

Website: [www.snelling.com/metro](http://www.snelling.com/metro)

**TEMPORARIES NOW**

7700 Little River Turnpike, Suite 300  
Annandale, VA 22003

Bus: (703) 914-9100

Website: [www.temporariesnow.com](http://www.temporariesnow.com)

## ATTENTION, JSP GRADS!

Would you like to share your experiences with future JSP participants about life after U.S. government service? The JSP includes several panels comprised of JSP graduates. They include: the JSP graduates panel; small business owners panel; independent consulting panel; the volunteer and WAE panels. If you are interested in participating in one of these panels, send me an email at [Hayesp@state.gov](mailto:Hayesp@state.gov), or call me at 703-302-7412. The program will be held in March, August and October 2008.

### JSP FOLLOW UP MEETINGS

All JSP graduates of the October 2007 and previous classes are invited to attend two follow-up meetings in Room E-2118 to discuss progress on the job search and share experiences and advice. The dates are:

- Tuesday, November 6, 10:00 am - 12:00 noon
- Tuesday, November 20, 10:00 am - 12:00 noon



"We have too many people who live without working, and we have altogether too many who work without living."

- Dean Charles R. Brown

During this Thanksgiving season,  
we here at the Career Transition Center are  
especially grateful for you, our wonderful clients!  
We wish you a safe and very happy  
Thanksgiving holiday!



**CTC  
NEWSLETTER**

**FSI/TC/CTC**

U.S. Department of State  
Washington, D.C.  
20522-4201

Also available on the internet  
at [www.state.gov/m/fsi/tc](http://www.state.gov/m/fsi/tc)