

## Analysis of Suggestions for Improvement as part of the FY 2010 County's Line of Business & Schools Program Review Processes Fall 2008

**Request By:** Public

**Suggestion:** Offer Fairfax-Falls Church Community Services Board case managers the opportunity to work a 32 or a 20 hour work week. Many would like part-time jobs, but they are not available.

**Response By:** Fairfax-Falls Church Community Services Board

**Background:** The Code of Virginia § 37.2-500 mandates provision of case management services as a core service within the Fairfax-Falls Church Community Services Board (CSB). It is the responsibility of the case manager to assess the health, education and social service needs of the client and assist them and their families in obtaining needed services. The CSB has historically entertained staff requests for 20 hour/week part-time (job share) employment as long as there is no negative impact to consumer services. A full time job share must be equally split, thus the only option is for two 20 hour/week employees. A request to reduce work from 40 hour/week to 32 hour/week would not likely be considered as the program would be unable to fill the remaining 8 hours a week.

**Recommendation:**

This suggestion can be implemented pending the approval of additional positions and/or part-time staff year equivalents (SYEs) and the corresponding funding needed to support the increased fringe benefit costs of these additional positions. In the future as new positions are approved for the CSB, programs will continue to consider if creating part-time or job-share positions is appropriate.

There are inherent costs associated with job-share or part-time positions. An agency typically incurs a greater percentage of cost for the fringe benefits of part-time employees than it does for full-time employees. Whereas FICA or retirement benefits are pro-rated based on the scheduled number of hours for an employee's position, health insurance benefits are not. The County cost of health insurance is the same for full-time and part-time employees if they choose to participate in a medical plan.

As noted in following chart, the 10.25 percent health insurance factor is multiplied by the mid-point salary of a full-time position when projecting the cost of fringe for part-time employees. All other fringe factors are based on the number of scheduled hours for the position (20 hrs/wk position = 1040 hours annually). Therefore, two hypothetical part-time employees would cost the County approximately \$6,000 more in compensation, as a result of health insurance costs, compared to one full-time employee.

		Part-Time Employee #1	Part-Time Employee #2	Sum of 2 PT staff	Full-Time Employee #3 Midpoint S-23
Hourly Rate		\$33.5600	\$26.2500		\$31.1630
Annual Scheduled Hours		1040	1040		2080
		\$34,902.40	\$27,300.00	\$62,202.40	\$64,819.00
FICA	7.65%	\$2,670.03	\$2,088.45	\$4,758.48	\$4,958.65
County Retirement	9.62%	\$3,357.61	\$2,626.26	\$5,983.87	\$6,235.59
Health Insurance *	10.25%	\$6,643.95	\$6,643.95	\$13,287.90	\$6,643.95
Group Life Insurance	0.40%	\$139.61	\$109.20	\$248.81	\$259.28
Unemployment Insurance	0.75%	\$261.77	\$204.75	\$466.52	\$486.14
Workers Compensation	0.20%	\$69.80	\$54.60	\$124.40	\$129.64
Total	28.87%	\$13,142.77	\$11,727.21	\$24,869.98	\$18,713.25
		37.66%	42.96%	39.98%	28.87%
Variance				<b>+ 6,156.73</b>	

\* Health Insurance related costs are the same for full-time employees and part-time employees if they choose to participate in the plan.

\*For projection purposes of fringe related to part-time staff, the 10.25% health insurance factor is multiplied by the annual salary of a full-time position (2080 hours)

Also of note, by adding employees, there are increased requirements for mandatory training, administrative and managerial staff time, and potential equipment costs. Accordingly, there are no projected savings as a result of this suggestion.