

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Consideration to change the Deputy Town Clerk position from Part Time to Full Time

To change the classification and pay of the Deputy Town Clerk from a Part Time to Full Time status.

**Department:** Human Resources

### **What are the racial and equity impacts?**

Reclassifying an existing position from part-time to full-time increases the access to benefits for the individual occupying the position. This increases financial security and overall well-being of the employee, particularly those who may have had limited access to benefits in the past. The full-time position offers hire pay and career advancement, narrowing the pay gap. More responsibilities and opportunities for career advancement open doors for talented individuals from underrepresented backgrounds. Full-time employees have greater job security and are less vulnerable to layoffs. The increase in hours and demands can create challenges for maintaining a healthy work-life balance.

### **Who is or will experience community burden?**

Full-time work may leave less time for individuals to volunteer or participate in community activities, which would be partially offset with more time spent within the community and increased investment of both time and money. A marginal increase would not have a significant burden on town resources and infrastructure after the 90-day probationary period leading to flexible work scheduling. The facility in which the position is held would experience a negligible increase in wear and tear and utility expense.

### **Who is or will experience community benefit?**

The individual in the position will benefit as detailed above. Staff will have more access to a deputy clerk for assistance and the Town Clerk will have more help to complete projects and tasks. The town residents will have more access to a deputy clerk to respond to questions and serve as a notary if needed.

### **What are the root causes of inequity?**

Groups facing historical discrimination or neglect from local government may feel excluded from full-time employment opportunities. Individuals unfamiliar with navigating government processes might feel intimidated or unsure how to apply to full time positions.

### **What might be the unintended consequences of this action or strategy?**

An individual that is currently occupying a part-time position and the full-time position is offered at a flat rate salary leaves the individual with no negotiating power and must accept what is offered. No option to negotiate salary is a right that all employees have when hired but the



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individual loses that right and must take what is offered. 88 of the 97 active part time positions within the Town of Carrboro are part time temporary within Recreation, Parks and Cultural Resources and would likely never be considered for conversion to a full-time role (basketball officials, for example). Six of the remaining positions are designated part time temporary in various departments. The final two could be candidates for full time conversion if greater needs were identified within those departments, subject to management and council approval. These roles would have the same potential unintended consequences previously stated.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The town staff will openly communicate with employees throughout the process to build trust and ensure fairness by providing flexible work arrangements. Ways to mitigate burdens, inequities, and unintended consequences include using best practices for writing job descriptions including allowing for an educational requirement or years of experience, using a variety of advertising methods to try to attract diverse candidate pools, and periodically reviewing demographic data related to the Town's employee make-up.