

## **Illinois Deaf and Hard of Hearing Commission Plan to Reduce Employee's Need for Outside Childcare**

### **Section 1: Policy Statement**

The Illinois Deaf and Hard of Hearing Commission is committed to providing employees with flex work schedules to accommodate special needs outside of the workplace including, but not limited to, childcare, eldercare, family illness, and continuing education. In an effort to facilitate this commitment, the following excerpt is taken from the *Illinois Deaf and Hard of Hearing Commission Policy and Procedure Manual*.

It is the policy of the State of Illinois and the Illinois Deaf and Hard of Hearing Commission to approve flexible work hours for employees, when possible, without disrupting the efficiency and effectiveness of Commission operations, to reduce the need for day care outside the home for a child/children of an employee, and to accommodate other unusual needs of an employee.

An employee who wishes to be placed on a flexible hour work schedule shall submit a request in writing to the immediate supervisor, indicating the hours requested and the reason for the request. Consideration will be given to each employee's request for flexible hour work schedules. Requests for compressed work week (four-day work week) will be considered in light of the operating needs of the agency.

The Commission will approve flex hours if the alternative schedule contains total working hours each week equaling thirty-seven and one-half (37.5) and a minimum of thirty (30) minutes break time and maximum of sixty (60) minutes lunch period. In addition, the employee's past performance evaluation must indicate the ability to work without supervision.

No schedule providing for a paid meal will be approved. The requested hours must not require any additional expense on the part of the agency for the opening or delayed closing of an office. Furthermore, the requested hours shall not be inconsistent with the operating needs of the Commission. Upon Director approval, the request will be forwarded to the timekeeper to become part of the timekeeping records.

In an employee abuses a flexible hour work schedule through tardiness, early departure, or by failing to meet work standards or requirements, approval for the flextime may be withdrawn at the beginning of the following pay period.

### **Section 2: Flexible Schedule Coordinator**

The Commission fiscal officer, as personnel officer, shall be responsible for disseminating information regarding the availability of flexible work schedules. The Director retains the right of approving or denying all flexible work schedule requests.

### **Section 3: Types of Flexible Schedules Available**


The following types of flexible scheduling will be considered in light of the operating needs of the Commission: flexible starting and ending times, job-sharing, compressed work week, part-time employment, or other flexible schedules submitted in writing by the employee.

**Section 4: Program Implementation**

New employee orientation shall highlight the availability and resulting benefits of flexible scheduling. In addition, supervisors are responsible to encourage employees with children of daycare age to take advantage of flexible scheduling to reduce their need for outside daycare. Payroll inserts, bulletin board postings, or other means of conveying the benefits of flexible scheduling may be utilized periodically to remind employees of this benefit.

This plan is in accordance with the policy of the Illinois Deaf and Hard of Hearing Commission. Employees are provided with copies of the plan upon commencement of employment with the Commission. The Commission emphasizes the importance of family, and make every effort to house employees' special needs or circumstances outside the workplace.

Submitted on January 29, 2019:

  
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