


MEMORANDUM

TO: Betsy Hendricks, CMS Childcare Administrator
Members of the General Assembly

FROM: Lori Ann McCabe, Director of Human Resources 

DATE: February 25, 2019

SUBJECT: Public Act 87-552 Report

Section 1

It is the policy of the State of Illinois and the Department of Innovation and Technology to approve flexible hours for State employees, when possible, without disrupting the efficiency and effectiveness of the work force, to reduce the need for day care outside the home for a child/children of an employee and/or to accommodate the other unusual needs of an employee.

Section 2

Lori Ann McCabe, DoIT Director of Human Resources, is responsible for implementing the Department's plan for flexible schedules.

Section 3

Programs for part-time positions such as a flexible hour position must be specified, including the hours worked. Such a request shall be denied only when the requested hours are inconsistent with the operational needs of the bureau and division where the employee works. The Department will approve flex hours only for days of equal length with a minimum of 30 minutes and a maximum 60 minutes for a lunch period. No schedule providing for a paid meal period will be approved in accordance with this initiative. The requested hours must not require an additional expense on the part of the Department for the opening or delayed closing of an office. Requests for compressed workweeks (including a four-day workweek) may be considered in light of the operating needs of the Department. There are currently 934 different work schedules that can be offered to the approximately 879 employees of DoIT, of which 495 employees are on a flexible work schedule, 0 are on a four-day work schedule, 2 employees are on a core hour work schedule, while another 103 employees work an alternative work schedule. There are currently 27 part-time (PSC/75-day) employees at the agency.

Section 4

At this time, the Department does not expect to expand on current programs.