



MEMORANDUM

TO: Betsy Hendricks, Child Care Administrator

FROM: Michael M. Hoffman, Acting Director

DATE: February 28, 2017

SUBJECT: Public Act 87-552 Reporting

Enclosed is the Flexible Work Requirement Plan as required by Public Act 87-552 for the Department of Central Management Services for 2016.

If you need any additional information, please contact Carole Copi from the Bureau of Personnel at (217) 785-3297.

Sincerely,

Michael M. Hoffman
Acting Director

cc: Governor Bruce Rauner
John J. Cullerton, Senate President
Michael J. Madigan, Speaker of the House
Christine Radogno, Senate Minority Leader
Jim Durkin, House Minority Leader
Timothy D. Mapes, Clerk of the House
Tim Anderson, Secretary of the Senate
Alan Kroner, Director, Legislative Research Unit
Anne Craig, Illinois State Library
Wendy Butler, Deputy Director, CMS Governmental Affairs

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT FLEXIBLE WORK REQUIREMENT PLAN

Section 1

It is the policy of the State of Illinois and the Department of Central Management Services 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

Tricia Pineda, Acting Division Manager of CMS Internal Personnel, 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. 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) will be considered in light of the operating needs of the Department. There are currently 826 different work schedules that can be offered to the approximately 1,350 employees of CMS, of which 514 are on a flexible work schedule, 6 are on a 4-day work schedule, 77 are on a core hours work schedule, while another 116 employees work an alternative work schedule. There is currently 1 part-time employee at the agency.

Section 4

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