



Child Care Flex Time Biennial Report

March 1, 2021

Reporting of flexible work requirements designed to reduce the need for day care of employee's children outside the home.

In Accordance with Public Act 87-552 (20 ILCS 415/9), the Illinois Department of Central Management Services submits the following report to the General Assembly on or before March 1, 2021.

Janel L. Forde
Director

Department of Central Management Services

Childcare Flexible Work Schedule Plan

Public Act 87-552
March 1, 2021

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. The aim of this effort is to reduce the need for day care outside the home for a child or children of an employee and/or to consider other 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 incompatible 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. The requested hours must not incur additional expense on the part of the Department for the opening or delayed closing of an office. Requests for compressed work weeks (including a four-day work week) will be considered to align with the operating needs of the Department.

There are currently 18 main schedules offered to employees, however, in an effort to offer as much flexibility as possible, employees may request alternate schedules for CMS to consider based on operational need. There are currently 837 work schedules in our system that have been approved since the inception of the policy to reflect schedule accommodations CMS has made. Alternative schedules are most often requested to accommodate seasonal work, shift bumping, and 24/7 facility coverage. Of the 837 schedules available in our system 122 schedules are currently being utilized. CMS has approximately 753 employees, of which 144 currently work during standard operating hours, 534 operate on a flexible work schedule, four are on a four-day work schedule, while another 71 employees work an alternative work schedule. 72 are on a core hour work schedule. There are currently no part-time employees at the agency.

Section 4

At this time, the Department continues to review and consider requests for flex schedules on a case-by-case basis.



Janel L. Forde, Director