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John Sullivan, Acting Director

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MEMORANDUM

**TO:** Distribution List

**FROM:** Samantha J. Helton, Human Resources *Samantha J. Helton*  
IL Department of Agriculture

**DATE:** February 25, 2019

**RE:** Public Act 87-552

Attached is the response from the IL Department of Agriculture regarding Public Act 87-552, Plan of Flexible Work Requirements to Reduce Employees Need for Day Care Outside of the Home.

Should you require additional information, please contact me at 217/785-4875

Thank you.

NOTICE: This agency is an equal opportunity employer and provider.

PLAN OF FLEXIBLE WORK REQUIREMENTS TO REDUCE EMPLOYEE NEED FOR DAY CARE OUTSIDE THE HOME (Public Act 87-552)

**Section 1**

**POLICY STATEMENT**

The Illinois Department of Agriculture will welcome any request from its employees regarding flextime in order to address child care needs. An employee, upon request, shall be permitted to work flexible hours unless to do so would interfere with the operating needs of the agency.

**Section 2**

The person who are responsible for implementing the Department of Agriculture's plan are John Sullivan, Acting Director and Bureau of Human Resources Director.

**Section 3**

The Department of Agriculture is currently utilizing flexible work hours, flexible starting and end times, compressed work schedules, and part-time employment to address child care needs.

Our part time employees are working 20 hours or more a week. We also have employees working flexible starting and end times. Examples: 8:00 a.m. to 4:30 p.m. (1/2 hour lunch) and 8:30 a.m. to 4:30 p.m. (1/2 hour lunch). The Department is also utilizing flexible hours with employees working 7:00 a.m. to 3:00 p.m. (1/2 hour lunch), 7:00 a.m. to 3:30 p.m. (1/2 hour lunch), 7:30 a.m. to 3:30 p.m. (1/2 hour lunch), 7:30 a.m. to 4:00 p.m. (1/2 hour lunch) and 8:00 a.m. to 4:00 p.m. (1/2 hour lunch).

The agency provides employees with compressed work schedules to assist with child care and other personal needs. These schedules consist of either a 4 day work week or 9 work days in two weeks.

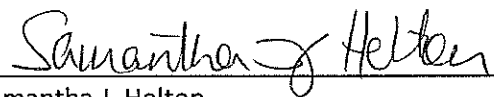
**Section 4**

The Illinois Department of Agriculture has approved the Flexible and Alternative Work Schedule Programs which allows employees to request and be granted work schedules help to reduce the needs of daycare outside of the home. These schedules are granted as long they fit within

the operational needs of the agency. The department believes these steps have elevated employee job satisfaction and morale as well as fostered effective operations in a budget conscience manner. Suggestions for new innovative programs to assist State of Illinois employees in reducing their day care needs are welcome.

2/25/19

Date



Samantha J. Helton  
Human Resources  
IL Department of Agriculture