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February 25, 2019

Betsy Hendricks, Child Care Coordinator
Illinois Department of Central Management Services
401 S. Spring Street
Wm. G. Stratton Office Building, Room 502
Springfield, IL 62706

RE: IDPH Public Act 87-552 Biennial Report to the General Assembly

Dear Ms. Hendricks:

Enclosed is the Illinois Department of Public Health (IDPH) Biennial Report of our efforts to "reduce the need for employee child-care services outside the home."

SECTION 1:

The Illinois Department of Public Health (IDPH) consists of a diverse public health work force that cares about the well-being of the public we serve and our most valued resources, our employees. Accordingly, "to reduce employee need for day care outside the home" we offer a variety of work schedule options in an effort to meet employee needs. We remain committed to exploring additional options or programs as needs change.

SECTION 2:

The IDPH Deputy Director for the Office of Human Resources, Siobhan M. Johnson, and her staff are responsible for implementing IDPH's plan.

SECTION 3:

IDPH currently offers the following types of flexible work schedules:

- A 5-day work week with flex/irregular work hours.
- A 4-day work week with flex/irregular work hours.
- A 9-day work schedule with flex/irregular work hours and an alternating day off.
- An alternate work schedule submitted via a Memorandum of Agreement following discussion with an employee's supervisor.

As of December 31, 2018, 18% of IDPH employees were on a regular, 8:30 am to 5:00 pm schedule and 82.7% of IDPH employees were on a flex/irregular schedule. Of the those on a flex/irregular schedule, 41.4% were working 5-day work weeks but working other than the typical 8:30 am to 5:00 pm schedule, 32% were working a compressed work schedule (full-time employees working fewer than 5 days per workweek), and 26.6% were working a 9-day work schedule. While IDPH does not have a *written* part-time policy, in *practice* our agency does allow an "alternative work schedule" application of less than

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37.5 hours per week in extenuating circumstances, including but not limited to the need to handle child care issues or family health-related concerns. As of December 31, 2018, the number of employees on a part-time schedule is approximately .01%.

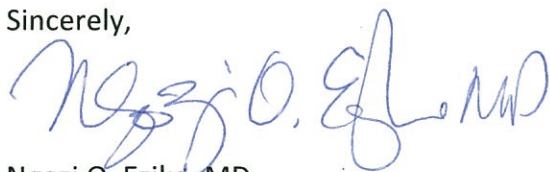
Employees must re-apply for a flex/irregular schedule each year. An annual notice is sent out inviting new applicants and/or reminding employees of their renewal options. All forms are available on IDPH's intranet, ensuring easy access to all employees. Flex/irregular schedules and all Memorandums of Agreement for an Alternative Work Schedule are reviewed first by the employee's supervisor, then the Deputy Director for the appropriate Office, before being reviewed and approved through the Office of Human Resources on behalf of the IDPH Director.

SECTION 4:

An on-site child care facility is not an option for IDPH. However, we do encourage the use of local day care facilities at other State of Illinois agencies, specifically the Illinois Department of Revenue which is located near our 535-525 W. Jefferson (Springfield) office complex.

If you require additional information, or have questions, please contact our IDPH Office of Human Resources at 217-785-2031.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ngozi O. Ezike, MD". The signature is fluid and cursive.

Ngozi O. Ezike, MD
Director

cc: Erik Rayman, Chief of Staff
Snigdha Acharya, General Counsel
Siobhan M. Johnson, Deputy Director, Office of Human Resources
General Assembly Distribution List