



2019 AGENCY PLAN TO REDUCE EMPLOYEES' NEED FOR DAYCARE OUTSIDE OF THE HOME

Section 1: FLEXIBLE HOURS WORK SCHEDULE

The Illinois Department of Employment Security shall accommodate employee requests for flexible work hours (which are consistent with the agency's flex-time policy) to the fullest extent possible, including requests that are designed to reduce the need for daycare outside the home. The scheduling of flexible hours shall be by mutual arrangement between the employee and his/her supervisor.

Requests shall be considered on a case-by-case basis, weighing operational needs with that of the employee. Such determination shall be guided by applicable contract language, including the side-letter contained in the AFSCME collective bargaining agreement. The side-letter states that the employees' right to flex-time must be balanced against the work requirement. Such determinations will be made on a case-by-case basis, respective of the accompanied evidence. Should the evidence demonstrate that flex-time interferes with the work requirements of the Employer, an employee is not entitled to flexible hours, despite any compelling reasons the employee offers. On the other hand, where the designation of flex-time does not conflict with the work requirements or operating needs of the Employer, the employee is entitled to a flexible work schedule.

Section 2: REQUEST FOR FLEXIBLE HOURS WORK SCHEDULES

Request shall be made in writing to the appropriate Cost Center Manager and shall be authorized by Regional and or Division Manager.

Section 3: WORK REQUIREMENTS

A. Flexible Hours

1. Definition:

FLEXIBLE HOURS schedule shall mean a five(5) day work week (Monday through Friday) or seven and one-half (7.50) hours each day in which starting and ending times are different from the regular 8:30 a.m. to 5:00 p.m. work day. The work day shall include two (2) fifteen (15) minute breaks and one (1) hour non-compensable lunch.

2. Starting and Ending Times

- a. Monday through Friday: 7:30 a.m. to 4:00 p.m.
- b. Monday through Friday: 8:00 a.m. to 4:30 p.m.
- c. Monday through Friday: 9:00 a.m. to 5:30 p.m.

3. Determination

Employees shall submit their requests in writing with a statement of starting and ending times and an explanation of the reason for the request for a Flexible Hours work schedule. Requests shall be approved or denied in writing based upon the work requirements and operational needs at their respective work location.

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B. Compressed Work Week

1. Definition

COMPRESSED WORK WEEK schedule shall mean a less than (5) day work week in which each work day is more than the seven and one-half (7.50) hours.

2. Compressed work week schedules shall only be approved for employees whose production schedule requires it.

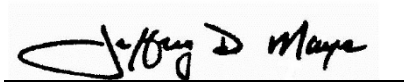
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| a. Sun-Mon-Tue | 6:00 p.m. to 6:30 a.m. |
| b. Mon-Tue-Wed | 6:00 a.m. to 6:30 p.m. |
| c. Wed-Thurs-Fri | 6:00 p.m. to 6:30 a.m. |
| d. Thurs-Fri-Sat | 6:00 a.m. to 6:30 p.m. |

C. Schedule of Intermittent Employees

IDES utilizes Intermittent employees who may work up to 1,500 hours in a Federal fiscal year. Seniority permitting and consistent with the agency's operating needs, these employees may request a reduced schedule to address daycare needs.

Section 4: UTILIZATION AND IMPLEMENTATION

Flexible and compressed schedules shall continue to be available to employees based upon operational needs. Deviations from established flex schedules may be approved on a case-by-case basis.



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