



ILLINOIS COMMERCE COMMISSION

Memorandum

TO: Betsy Hendricks, Child Care Administrator
Department of Central Management Services

FROM: Leigh Ann Myers, Human Resources Manager *LAM*
Illinois Commerce Commission

DATE: January 30, 2019

Attached is the Illinois Commerce Commission's Public Act 87-552 Reporting for 2019, which reflects a plan to reduce the need for day care of employees' children outside the home.

In addition, a copy of this report is being forwarded to the General Assembly, which will satisfy the requirements for reporting.

If you have any questions, please contact me at 217-785-1407.

cc: General Assembly

**REPORT OF FLEXIBLE WORK SCHEDULES FOR
THE ILLINOIS COMMERCE COMMISSION – RE: PUBLIC ACT 87-552**

SECTION 1: The Illinois Commerce Commission (ICC) is committed to reducing the need for day care outside the employee's home through the use of flexible work hours that are administratively and operationally practical.

The ICC will continue to encourage discussion and participation in flexible starting and ending times, job sharing, compressed work weeks and part-time employment for its employees. Approximately 90% of ICC staff participate in our flexible schedule programs.

SECTION 2: The Executive Director has sent out a directive to allow each Bureau to work out a flexible schedule that will accommodate the particular Bureau and its employees. Each flexible time request is submitted in writing by the employee to the immediate supervisor, their Division Director and the Bureau Chief for approval. Should an employee be interested in working outside the normal working hours (8:30 a.m. to 5:00 p.m.) or flexible work hours, the employee must submit a request in writing to the immediate supervisor, the Division Director, the Bureau Chief and the Executive Director for approval. All approved requests are kept on file.

SECTION 3: Many of our staff in all Bureaus participates in either an adaptable schedule or flexible program. The Adaptable Schedule Program is a program that provides employees with an opportunity to establish a two-week work schedule that allows them to work more than 7½ hours on some days and less than 7½ hours on other days, as long as the employee works a minimum of 75 work hours in a two-week period. Flexible Work Hours is a program that provides employees an opportunity to establish a 7½ hour work schedule that deviates from the Commission's standard work schedule of 8:30am to 5:00pm.

SECTION 4: It is our intention to be innovative in creating options for our employees.


Cholly Smith, Executive Director

Date: 1-30-19