



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

February 26, 2019

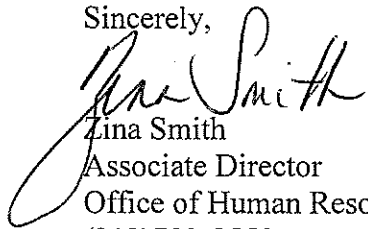
Ms. Betsy Hendricks, Child Care Administrator
Department of Central Management Services
401 S. Spring Street
Stratton Office Building, Room 502
Springfield, Illinois 62706

Dear Ms. Hendricks;

Per your request and in accordance with Public Act 87-552, enclosed is the Illinois Criminal Justice Information Authority's plan to reduce the need for child care of employee's children outside the home.

Please feel free to contact me if you have any question regarding the attached plan.

Sincerely,


Zina Smith
Associate Director
Office of Human Resources
(312)793-8550

Honorable JB Pritzker, Governor
Pia Yoswig, Legislative Research Unit
Blaine Redemer, Illinois State Library
Honorable John Cullerton, President of the Senate, IL State Senate
Honorable Jim Durkin, House Republican Leader, IL House of Representatives



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Public Act 87-552

Report of the Illinois Criminal Justice Information Authority
February 26, 2019

1. Policy Statement

The Illinois Criminal Justice Information Authority (Authority), in adherence to Public Act 87-552, encourages and supports the implementation of a plan which will enable employees to reduce the need for child care outside the home.

2. Contact Person

Zina Smith, Associate Director, Office of Human Resources
Illinois Criminal Justice Information Authority

3. Flexible Work Requirements utilized by the Authority

- A. The Authority advocates and utilizes flexible work schedules to accommodate employee needs with respect to child care. These flexible work schedules take three forms:
1. Flex time program: Employees may make application to vary their working start and end times so that their 7.5-hour work day may commence and end anywhere between 7:00 a.m. and 7:00p.m., Monday through Friday. Approval of such requests is regularly given. As of December 31, 2018, 40 employees or 57% of the Authority's work force works such a flex time schedule.
 2. Part-time program: Employees may make application to request a reduced scheduled to vary their number of working days per week and their start and end times. As of December 31, 2018, 3 employees or 4% of the Authority's work force works a part-time schedule.
 3. Four-day work week program: Pursuant to a supplemental agreement with AFSCME, employees may apply for approval to work a four-day work week, working either Monday through Thursday or Tuesday through Friday. The work week for such employees consists of 9.5 hours for the first three days and 9 hours for the fourth day. The work day for such employees commences at 7:00 a.m., 7:30 a.m., 8:00 a.m. or 8:30 a.m. for which the employee request at the time the employee applies for the four-



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day work week program. As of December 2018, 6 employees or 9% of the Authority's work force works such a four-day schedule.

4. Nine-day work schedule: Pursuant to a supplemental agreement with AFSCME, employees may apply for approval to work a nine-day work schedule, either working Monday through Friday the first week and Monday through Friday the second week. The work week for such employees consists of 8.5 hours for seven days, 8.0 hours on the eighth day and 7.5 hours on the ninth day. The workday for such employees commences at 7:00 a.m., 7:30 a.m., or 8:30 a.m., at the employees request at the time the employee applies for the nine-day program. As of December 2018, 7 employees or 10% of the Authority's work force work such a nine-day schedule.

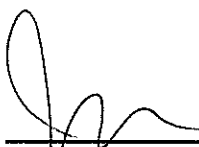
- B. The Authority encourages and has approved such flexible time schedules to reduce the need for child care outside the home and to accommodate child care needs.

4. Programs that may be utilized over the next two years:

The Authority will continue to make the described flexible time programs available to its employees. The Authority will consider any additional programs that may ease child care issues for its employees as may be proposed, which would be consistent with the operational needs of the Authority.

5. New and Innovative Programs:

The Authority does not have plans for new programs at this time, but will continue to accept and consider the possibility to accommodate all requests in areas such as job-sharing, part-time employment, etc., on a case-by-case basis. Such programs, if activated, must be exceptionally well planned and authenticated to dispel any adverse opinions that they might provoke from the public.



Executive Director

2/23/19

Date