



ILLINOIS EMERGENCY MANAGEMENT AGENCY

JB Pritzker
Governor

Alicia Tate-Nadeau
Acting Director

February 27, 2019

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

RE: Public Act 87-552 Reporting

Dear Ms. Hendricks:

Enclosed is the Illinois Emergency Management Agency's Flexible Work Hours Plan to satisfy the requirements of Public Act 87-552.

If you should have any questions or need further information please contact Kevin Moore, IEMA Personnel and Labor Relations Administrator, at (217) 782-3184 or kevin.moore@illinois.gov.

Sincerely,

A handwritten signature in black ink that reads "Alicia Tate-Nadeau" with a stylized flourish at the end.

Alicia Tate-Nadeau
Acting Director

**ILLINOIS EMERGENCY MANAGEMENT AGENCY
FLEXIBLE WORK HOURS PLAN**

SECTION 1 – Policy Statement

It is the policy of the Illinois Emergency Management Agency (IEMA) to provide employees with the opportunity to work flexible hour schedules in order to reduce the need for the day care of children outside the home. The objective in providing flexible hour schedules is to accommodate the scheduling needs of employees while maintaining the operating needs of the agency.

SECTION 2 – Person Responsible for Implementing the Agency's Plan

Kevin Moore
Personnel and Labor Relations Administrator
1035 Outer Park Drive
Springfield, Illinois 62704
(217) 782-3184 office
Kevin.moore@illinois.gov

SECTION 3 – Flexible Work Requirements

The Illinois Emergency Management Agency has three programs available to employees.


The first program allows employees to adjust their starting time, ending time and lunch period so they can work other than the normal work schedules while still maintaining a 7.5 hour work day. Their benefits (sick time, vacation time, personal leave and insurance eligibility) are not affected.

The second program allows employees to work a four-day work week while still maintaining a 37.5 hour work week. The guidelines for benefit time are included in this plan as Attachment A. Insurance eligibility is not affected.

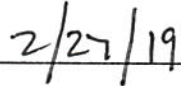
The third program allows employees to work on a part-time basis. Employees selecting this program are not eligible for any benefits unless they work 50% or more of the normal work hours. If employees work 50% or more of the normal work hours, the rate of benefit time accrual is determined by the percentage of time they work. They received the same insurance coverage as full-time employees. However, the amount of premium paid is determined by the percentage of time worked.

Section 4 – Programs That Will Be Utilized Over the Next Two Years

Same as Section 3 above.



Alicia Tate-Nadeau, Acting Director



Date

ATTACHMENT A

BENEFIT DAYS

Benefit days will continue to be accrued or earned in increments of 7.5 hours

PERSONAL DAYS – Personal days may be taken in the following increments:

- ¼ hour after a minimum use of ½ hour or multiples thereof
- 4.5 hours (half-day)
- 5.0 hours (half-day)
- 9.5 or 9.0 hours (whole day) depending on workday

When the personal day balance has been exhausted to less than 1.5 hours or 4.5 hours, whichever is appropriate, the employee may liquidate the account by taking the otherwise unallowable increment off.

Personal days may be used in increments of 1.5 or 2.0 hours in conjunction with a holiday.

SICK DAYS – Sick leave may be taken in the following increments:

- ¼ hour after a minimum use of ½ hour or multiples thereof
- 4.5 hours (half day)
- 5.0 hours (half-day)
- 9.5 or 9.0 hours (whole day) depending upon workday

VACATION DAYS – Vacation days may be taken in the following increments:

- ¼ hours after a minimum use of ½ hour of multiples thereof
- 4.5 hours (half day)
- 5.0 hours (half-day)
- 9.5 or 9.0 hours (whole day) depending upon workday

Vacation days may be used in increments of 1.5 or 2.0 hours in conjunction with a holiday.

HOLIDAYS

When a holiday occurs on an employee's normal scheduled day off, the employee will receive 7.5 hours of equivalent time off. When a holiday occurs on an employee's normally scheduled workday, the employee will account for the time as follows.

- 7.5 hours of holiday time and the balance as:
 - a. 1.5 or 2.0 hours from Personal Business
 - b. 1.5 or 2.0 hours from Compensatory time*
 - c. 1.5 or 2.0 hours from accumulated holiday time
 - d. 1.5 or 2.0 hours from Vacation time
 - e. 1.5 or 2.0 hours docked time (non-disciplinary)

*only for those employee eligible to earn overtime