

Report Background

At the end of each fiscal year, executive branch agencies provide the Department of Administration State Human Resources Division with an annual agency telework report. The State Human Resources Division compiles this information and publishes a Report on Telework annually.

The Montana Operations Manual Telework Policy defines telework as a formal work arrangement in which agency management directs or permits employees to perform their usual job duties away from the central workplace. In keeping with the definition of telework and the reporting requirements of the Telework Policy, agencies are asked to report the numbers of permanent employees who worked under a *written telework agreement* during the fiscal year.

Agencies report the number of:

1. Full-time teleworkers: Permanent employees who telework forty hours or more per week; and
2. Part-time teleworkers: Permanent employees who telework less than forty hours per week.

Overview

The total number of employees that worked under a formal telework agreement increased for the first time in the past five years. Full-time telework continues to be more common than part-time telework. Figure Three provides an overview of the total number of teleworkers over the past five years. Figure Four provides an overview of part-time and full-time teleworkers over the past five years.

Summary for Fiscal Year 2014

Employees that worked under a formal telework agreement made up 2.4% of the workforce. The total number of employees that teleworked has increased by 9% from the previous year. Figure One provides the number of part-time and full-time teleworkers by agency. Figure Two provides a comparison of teleworkers for fiscal year 2013 and 2014 by agency.

Figure One - Number of Teleworkers by Agency for Fiscal Year 2014

Agency Name	Agency Number	Number of Employees Teleworking Part-time	Number of Employees Teleworking Full-time	Total Number of Employees Teleworking	Percentage of Agency Workforce
Administration	611	16	14	30	5.6%
Agriculture	621	0	0	0	0.0%
Board of Public Education	511	0	0	0	0.0%
Commerce	651	2	2	4	2.2%
Corrections	641	0	0	0	0.0%
Environmental Quality	531	23	6	29	7.0%
Fish, Wildlife, & Parks	521	29	77	106	16.0%
Governor's Office	311	0	0	0	0.0%
Justice	411	0	0	0	0.0%
Labor & Industry	662	2	13	15	2.0%
Livestock	563	0	0	0	0.0%
Military Affairs	671	0	0	0	0.0%
Montana Arts Council	514	0	2	2	25.0%
Montana Historical Society	517	3	0	3	4.8%
Montana State Library	515	1	6	7	12.5%
Natural Resources & Conservation	576	0	2	2	0.4%
Office of Public Instruction	351	2	2	4	2.4%
Office of Public Defender	618	0	3	3	1.4%
Commissioner of Political Practices	322	0	0	0	0.0%
Public Health & Human Services	691	4	8	12	0.4%
Public Service Commission	421	1	0	1	3.3%
Revenue	581	4	0	4	0.6%
School for Deaf & Blind	513	0	12	12	28.6%
Secretary of State	321	0	0	0	0.0%
State Auditor	341	3	0	3	4.2%
Transportation	541	2	39	41	2.1%
TOTAL		92	186	278	2.4%

Figure Two - Comparison of Teleworker Counts by Agency for Fiscal Year 2013 and 2014

Agency Name	Agency Number	FY 2013 Total Teleworkers	FY 2014 Total Teleworkers	Percent Change
Administration	611	45	30	-33.3%
Agriculture	621	0	0	0.0%
Board of Public Education	511	0	0	0.0%
Commerce	651	3	4	33.3%
Corrections	641	1	0	-100.0%
Environmental Quality	531	19	29	52.6%
Fish, Wildlife, & Parks	521	106	106	0.0%
Governor's Office	311	1	0	-100.0%
Justice	411	0	0	0.0%
Labor & Industry	662	5	15	200.0%
Livestock	563	0	0	0.0%
Military Affairs	671	0	0	0.0%
Montana Arts Council	514	3	2	-33.3%
Montana Historical Society	517	2	3	50.0%
Montana State Library	515	6	7	16.7%
Natural Resources & Conservation	576	0	2	0.0%
Office of Public Instruction	351	0	4	0.0%
Office of the Public Defender	618	3	3	0.0%
Political Practices	322	0	0	0.0%
Public Health & Human Services	691	12	12	0.0%
Public Service Commission	421	1	1	0.0%
Revenue	581	6	4	-33.3%
School for Deaf & Blind	513	0	12	0.0%
Secretary of State	321	0	0	0.0%
State Auditor	341	0	3	0.0%
Transportation	541	42	41	-2.4%
TOTAL		255	278	9.0%

Figure Three - Total Teleworkers over 5 Years

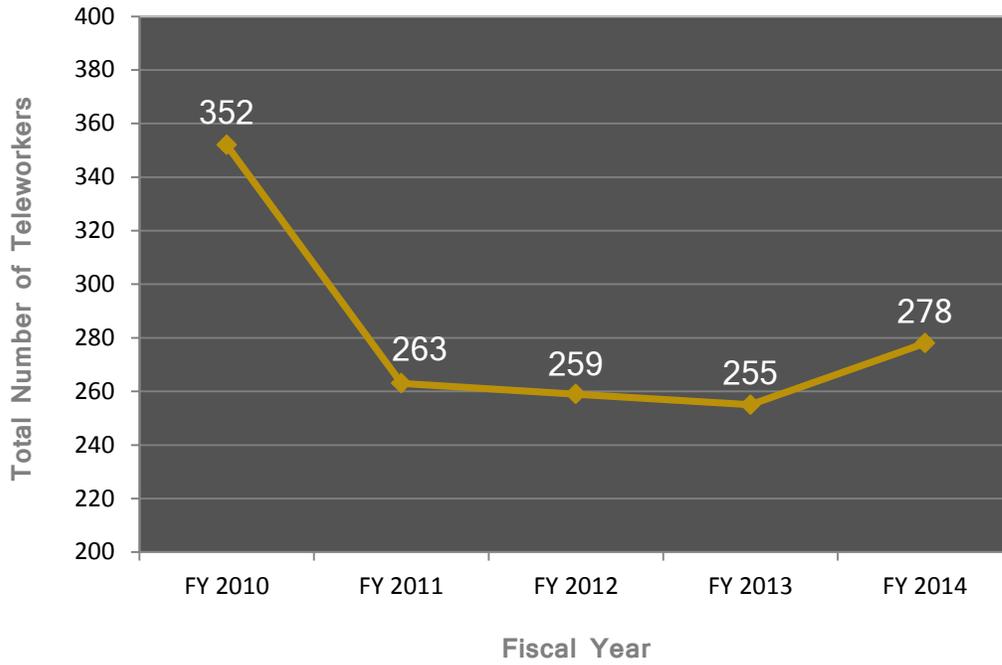
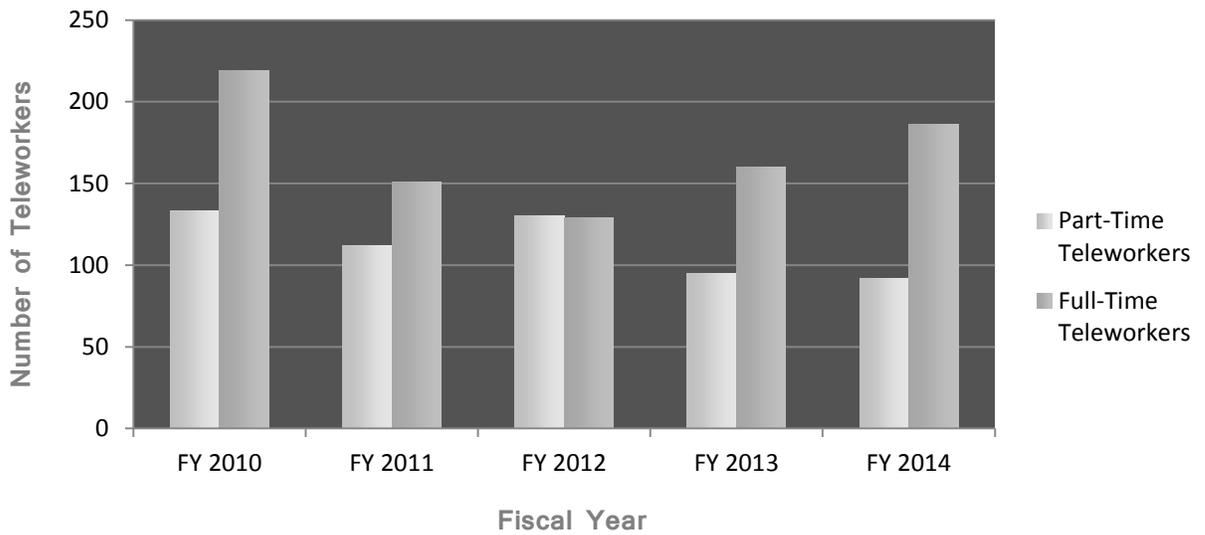


Figure Four - Part-Time and Full-Time Teleworkers over 5 Years



References

[Telework, Section 2-18-120, MCA](#)

[Telework Policy](#)

[Telework Fact Sheet](#)

Alternative formats may be obtained through the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call the Montana Relay Service at 711.

This report is available electronically at <http://hr.mt.gov/content/newdocs/reports/teleworkreport2014.pdf> on the Montana state web page. No printing or distribution costs were incurred.