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Fiscal Year 2009

# Telework Summary

IN MONTANA STATE GOVERNMENT

*November 2009*



State Human Resources Division  
Department of Administration

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## Background

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Each year, the Human Resources Policy and Procedures Bureau, State Human Resources Division, compiles agency information into a telework summary of the past fiscal year. The following is the summary report for fiscal year 2009.

### Executive Summary and Overview

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The division believes the combined efforts of state government are having a positive effect on increasing telework activity and opportunities. The total number of teleworkers has decreased slightly by 4.6% from FY 2008 to FY 2009 after a large increase of 25.4% from FY 2007 to 2008.

The division continues to actively promote telework. In FY 2009, the division hosted a training session on telework issues for all HR Managers and staff. The topic of telework was discussed as a viable alternative to continue government operations during emergency conditions such as those simulated during the recent Vigilant Guard exercise in September 2009. Telework has also been discussed numerous times as a work option during the influenza season.

Detailed information about the State of Montana's telework program and activities in FY 2009 are contained in the next section.

## Telework Activity Summary – Fiscal Year 2009

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When the State Human Resources Division requests information about teleworkers, it asks agencies to report employees who fall into three broad telework categories.

1. Field Workers: Some agencies assign specific workers to work out of their homes because of the type and location of their work.
2. Traditional Teleworkers: Workers commute from an alternative worksite one or more days per week using computers and other technologies.
3. Situational Teleworkers: Employees work out of their homes on an informal basis. A worker in this category may occasionally work at home on a project like writing or editing a report or because of a medical or other reason.

In Montana state government, most teleworkers are field workers. The Department of Fish Wildlife and Parks, the Department of Labor and Industry and the Department of Justice are the agencies with the highest number of teleworkers. The Department of Fish, Wildlife and Parks reported a total of 104 teleworkers, with 76 of those being full-time game wardens and biologists. The Department of Justice reported a total of 237 teleworkers with 225 of those being highway patrol officers. The Department of Livestock reported a total of 39 field teleworkers with 26 of those being district investigators and meat inspectors.

Teleworker counts are listed in Table 1. The counts are organized by part-time and full-time. Table 2 provides comparisons of teleworkers for fiscal year 2008 and 2009.

**Table 1 – Telework Counts by Agency for Fiscal Year 2009**

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	19	0	19	3.5%
Agriculture	621	0	4	4	4.0%
Board of Public Education	511	0	0	0	0.0%
Commerce	651	5	0	5	2.6%
Corrections	641	5	0	5	0.4%
Environmental Quality	531	18	0	18	4.1%
Fish, Wildlife, & Parks	521	28	76	104	14.3%
Governor's Office	311	4	1	5	7.8%
Justice	411	12	225	237	31.1%
Labor & Industry	662	6	73	79	10.3%
Livestock	563	0	39	39	27.7%
Military Affairs	671	0	0	0	0.0%
Montana Arts Council	514	3	1	4	36.4%
Montana Historical Society	517	1	0	1	1.6%
Montana State Library	515	1	4	5	10.6%
Natural Resources & Conservation	576	0	0	0	0.0%
Office of Public Instruction	351	16	0	16	9.6%
Office of Public Defender	618	1	1	2	1.0%
Political Practices	322	4	0	4	80.0%
Public Health & Human Services	691	3	8	11	0.4%
Public Service Commission	421	1	2	3	7.7%
Revenue	581	3	0	3	0.5%
School for Deaf & Blind	513	3	12	15	11.7%
Secretary of State	321	0	0	0	0.0%
State Auditor	341	0	0	0	0.0%
Transportation	541	2	22	24	1.2%
<b>Total</b>		<b>135</b>	<b>468</b>	<b>603</b>	<b>5.0%</b>

**Table 2 - Telework Counts by Agency - Fiscal Year 2008  
and 2009 Comparison**

Agency Name	Agency Number	FY 2008 Total Teleworkers	FY 2009 Total Teleworkers	Percent Change
Administration	611	20	19	-5.0%
Agriculture	621	0	4	400.0%
Board of Public Education	511	0	0	0.0%
Commerce	651	3	5	66.7%
Corrections	641	5	5	0.0%
Environmental Quality	531	21	18	-14.3%
Fish, Wildlife, & Parks	521	104	104	0.0%
Governor's Office	311	2	5	150.0%
Justice	411	289	237	-18.0%
Labor & Industry	662	79	79	0.0%
Livestock	563	39	39	0.0%
Military Affairs	671	0	0	0.0%
Montana Arts Council	514	0	4	400.0%
Montana Historical Society	517	0	1	100.0%
Montana State Library	515	3	5	66.7%
Natural Resources & Conservation	576	0	0	0.0%
Office of Public Instruction	351	7	16	128.6%
Office of the Public Defender	618	7	2	-71.4%
Political Practices	322	0	4	400.0%
Public Health & Human Services	691	15	11	-26.7%
Public Service Commission	421	1	3	200.0%
Revenue	581	1	3	200.0%
School for Deaf & Blind	513	13	15	15.4%
Secretary of State	321	0	0	0.0%
State Auditor	341	0	0	0.0%
Transportation	541	23	24	4.3%
<b>Grand Total</b>		<b>632</b>	<b>603</b>	<b>-4.6%</b>

## References

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Telework Policy (MOM 3-0155)

To view the policy on line, see

<http://hr.mt.gov/HRServices/Policies/MOM/3-0175.doc>

Telework Guide.

To view this guide on line, see

<http://hr.mt.gov/HRServices/Guides/Teleworkguide.doc>

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 [www.hr.mt.gov/hrpp/reports](http://www.hr.mt.gov/hrpp/reports) on the Montana state web page. No printing or distribution costs were incurred.