

STATE OF MONTANA

JANUARY - DECEMBER 2020



Employee Profile

Note: Alternative accessible formats of this report will be provided upon request. Persons who need an alternative format should contact the State Human Resources Division, Department of Administration, 125 N. Roberts St., P.O. Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call through the Montana Relay Service at 711.

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Introduction

The State Human Resources Division publishes the Employee Profile annually. The profile reports information about executive branch employees in the Broadband and Blue Collar pay plans. It excludes employees in the exempt pay plan, elected officials and their exempt personal staff, university system employees, and Montana State Fund employees.

Montana State Government's ability to meet its vision, mission, and goals depends on the quality of its workforce. The State Human Resources Division, Department of Administration, functions to assist the State of Montana to become an "employer of choice" -- a competitive recruiter and a long-term employer of successful employees.

An in-depth look at the executive branch workforce is included. The 2020 annual data referenced represents the period from January 1, 2020, through December 31, 2020, unless otherwise noted. The report includes information about employee demographics, benefits, leave accrual and use, and compensation. Diversity statistics and information about state government's organized workers are also provided.

The report is organized into chapters. Each chapter includes a summary of the information contained in the charts and graphs.

If you have questions about this report or if you need additional information, please contact the State Human Resources Division at sabhrshr@mt.gov or by mail to:

Department of Administration
State Human Resources Division
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Chapter 1 - Executive Branch Employees

The “Executive Workforce” consists of all regular full-time and part-time employees in the Broadband and Blue Collar pay plans. Employees in multiple job records are counted as separate employees in different jobs.

A snapshot count of the workforce for the previous year is taken at the close of the first full pay period of the following calendar year. For example, workforce counts for calendar year 2020 are obtained on January 15, 2021, the last day of the first full pay period in calendar year 2021.

# Employees				Change Over Two Years	
Executive Workforce	CY2018 PROFILE	CY2019* PROFILE	CY2020 PROFILE	Number	Percent
Blue Collar	646	629	627	-19	-2.94%
Broadband	10,768	10,813	10,823	55	0.51%
Total	11,414	11,442	11,450	36	0.32%

* CY2019 employee numbers were corrected in the CY 2020 Employee Profile after a reporting error was identified.

Average Age

46

Average Length of Service

11 years

Gender Distribution

Female: 50%
Male: 50%

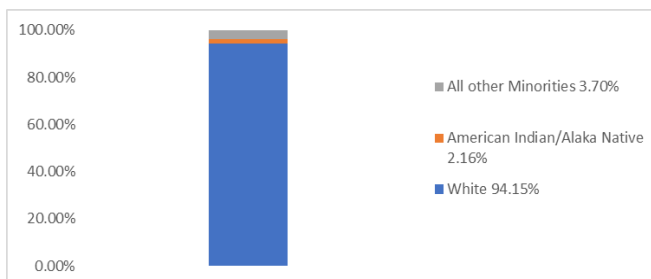
Average Salary

\$56,066

Ethnic Distribution

Union Representation

58.87%



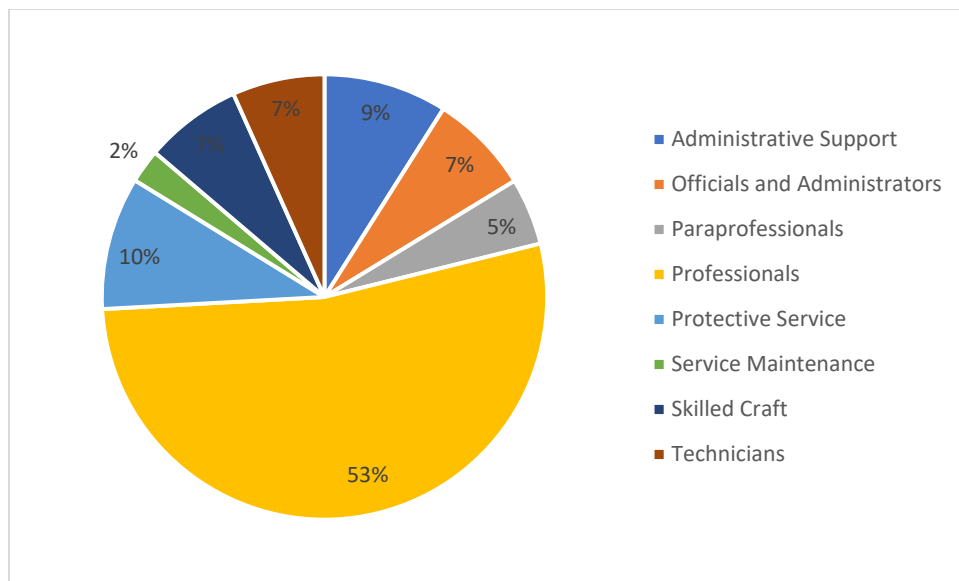
The average age and years of service remained the same as last year. The average annual salary increased by \$2,216 from the previous year's profile.

Occupational Groups

Figure 1 illustrates the breakdown of the executive branch workforce by occupational group. Professional-level positions constitute the largest occupational group, representing 53 percent of the workforce. This group represents positions requiring a minimum of a college degree or equivalent education and experience.

Professionals, technicians, and protective services represent 70 percent of the workforce. Skilled crafts, officials and administrators, administrative support, paraprofessionals, and service and maintenance workers comprise the remaining 30 percent.

Figure 1
Percent of Employees by Occupation
Calendar Year 2020 Employee Profile

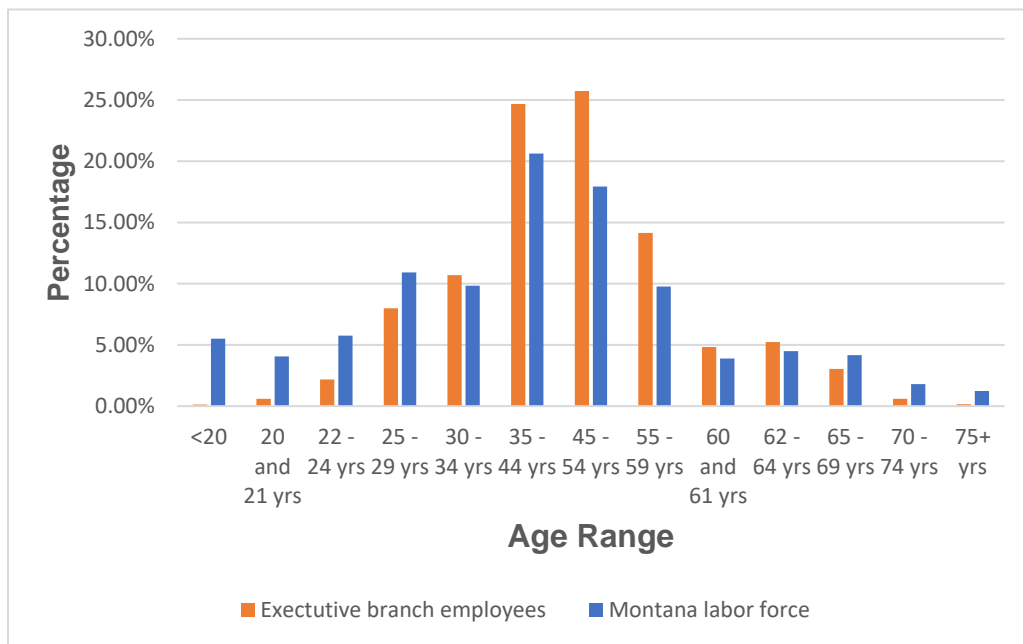


Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Generational Makeup

Sixty-five percent of the executive branch workforce is concentrated in the 35- to 59-year-old range. This data is greater than Montana's labor force statistic that illustrates 48 percent of Montanans in the workforce are between 35 to 59 years of age. The 60- to 69-year-old range represents 13 percent of the executive branch workforce, which is slightly lower than the number in the Montana labor force. Figure 2 illustrates the comparison between the executive branch and the Montana labor force.

Figure 2
Generations of Executive Branch Employees
Calendar Year 2020 Employee Profile

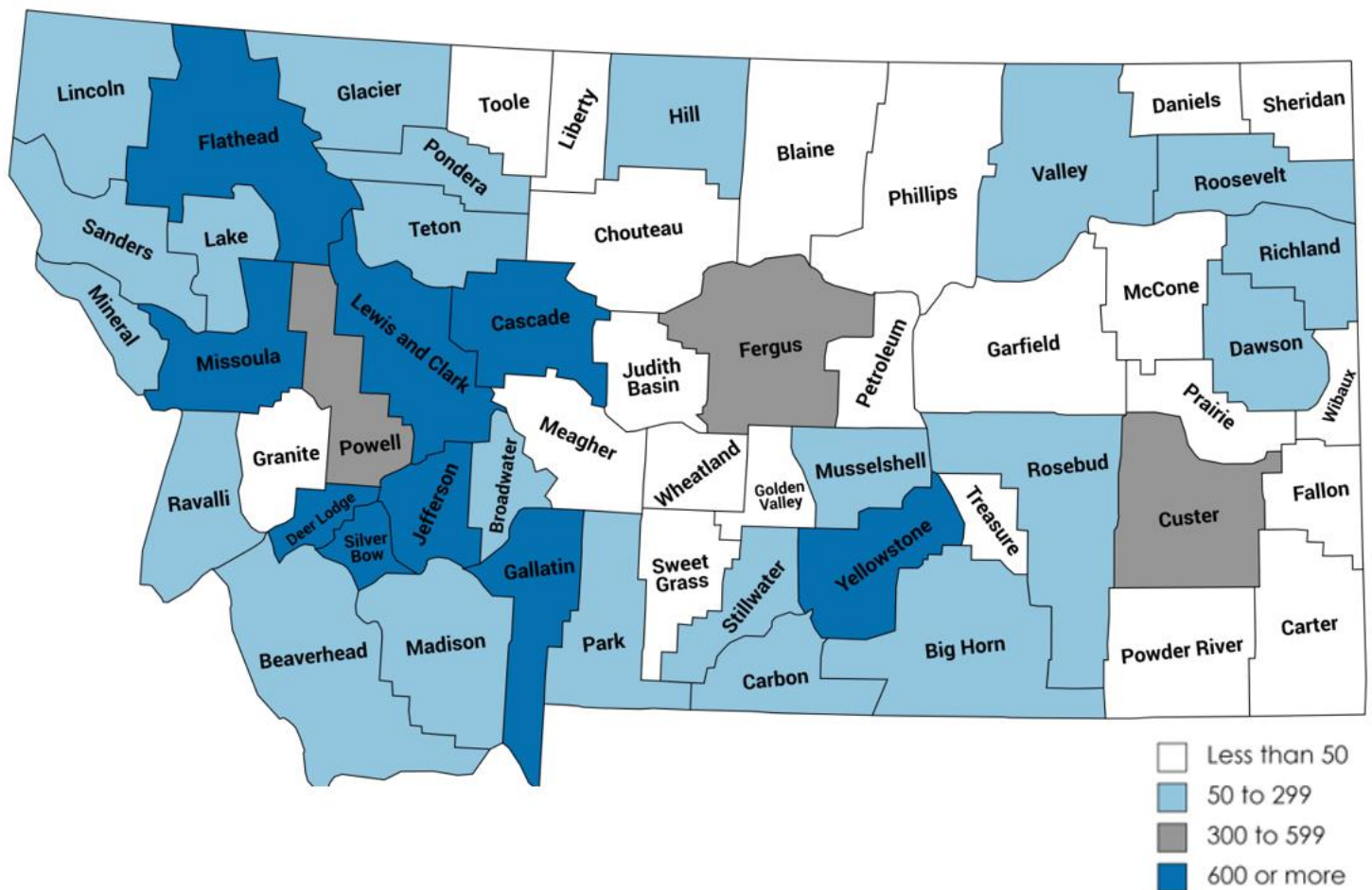


Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS), and Department of Labor and Industry, Research and Analysis Bureau

Counties of Residence

Executive branch employees work and live in every county of Montana. The largest representation is in Lewis and Clark County. Figure 3 displays the state employee population by county. Figure 4 shows the current number of employees and the total payroll dollars for each county for calendar year 2020.

Figure 3
Executive Branch Employees by County of Residence
Calendar Year 2020 Employee Profile



Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Figure 4
Annual Payroll for Executive Branch Employees
by County of Residence
Calendar Year 2020 Employee Profile

County	Resident Employees	Annual Payroll	County	Resident Employees	Annual Payroll
BEAVERHEAD	213	\$5,256,695	MCCONE	20	\$383,691
BIG HORN	72	\$2,127,173	MEAGHER	21	\$660,499
BLAINE	36	\$1,250,832	MINERAL	70	\$2,610,483
BROADWATER	151	\$7,105,311	MISSOULA	1,069	\$43,680,623
CARBON	106	\$2,808,139	MUSSELSHELL	81	\$1,665,026
CARTER	13	\$179,985	PARK	84	\$3,498,197
CASCADE	948	\$35,585,900	PETROLEUM	11	\$201,655
CHOUTEAU	34	\$1,218,587	PHILLIPS	29	\$891,472
CUSTER	347	\$11,019,570	PONDERA	63	\$2,422,207
DANIELS	15	\$597,623	POWDER RIVER	11	\$454,214
DAWSON	179	\$7,429,064	POWELL	505	\$12,553,588
DEER LODGE	841	\$21,607,166	PRAIRIE	20	\$785,988
FALLON	16	\$672,621	RAVALLI	277	\$10,485,625
FERGUS	406	\$12,080,054	RICHLAND	71	\$1,982,596
FLATHEAD	1,085	\$36,017,530	ROOSEVELT	95	\$3,663,863
GALLATIN	722	\$25,796,741	ROSEBUD	66	\$2,172,395
GARFIELD	23	\$481,201	SANDERS	103	\$3,083,151
GLACIER	95	\$2,921,305	SHERIDAN	30	\$1,003,279
GOLDEN VALLEY	19	\$438,194	SILVER BOW	858	\$29,354,655
GRANITE	43	\$1,370,743	STILLWATER	84	\$2,398,662
HILL	141	\$5,892,333	SWEET GRASS	38	\$662,250
JEFFERSON	749	\$36,349,182	TETON	67	\$2,812,731
JUDITH BASIN	34	\$892,895	TOOLE	47	\$1,773,344
LAKE	227	\$6,634,582	TREASURE	12	\$361,142
LEWIS AND CLARK	6,093	\$318,113,145	VALLEY	125	\$5,065,183
LIBERTY	14	\$495,312	WHEATLAND	14	\$433,429
LINCOLN	171	\$6,070,642	WIBAUX	8	\$333,757
MADISON	112	\$3,055,728	YELLOWSTONE	1,309	\$45,727,128



600 or more



300 to 599



50 to 299



Less than 50

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

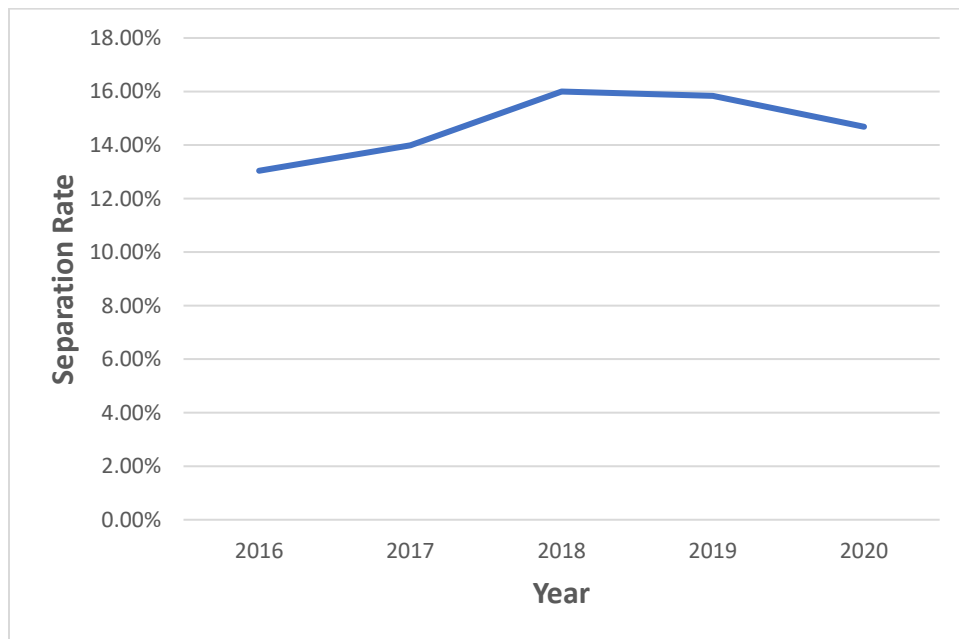
Statewide Employee Separation Rate

The statewide separation rate is the rate at which executive branch employees separate from the workforce. It includes voluntary and involuntary separations, including retirements. It does not include employees who transfer between agencies.

For more information regarding agency-specific separations and the associated calculations, see Appendix B.

Employee turnover decreased from 15.84 percent in 2019 to 14.68 percent in 2020. Figure 5 illustrates turnover data for the past five years.

Figure 5
Separation Rate
by Year



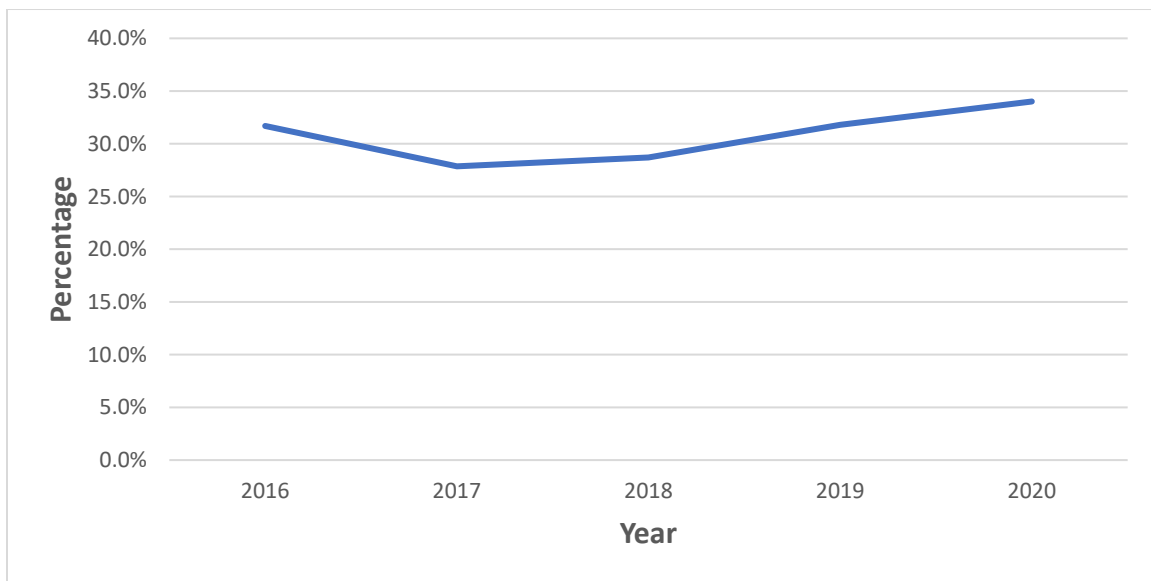
Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

A new method of calculating separation rates was implemented on January 1, 2018. It may contribute to the 2% increase from 2017.

Separations

The percentage of employees leaving state government with less than two years of service increased from 31.8 percent in 2019 to 34 percent in 2020. Figure 6 illustrates separations within the first two years of service for the past five years. Retirees from state government have decreased from 452 in 2019 to 380 in 2020. Figure 7 illustrates separation data for the past five years. Agency-specific separation information for 2020 is in Appendix B.

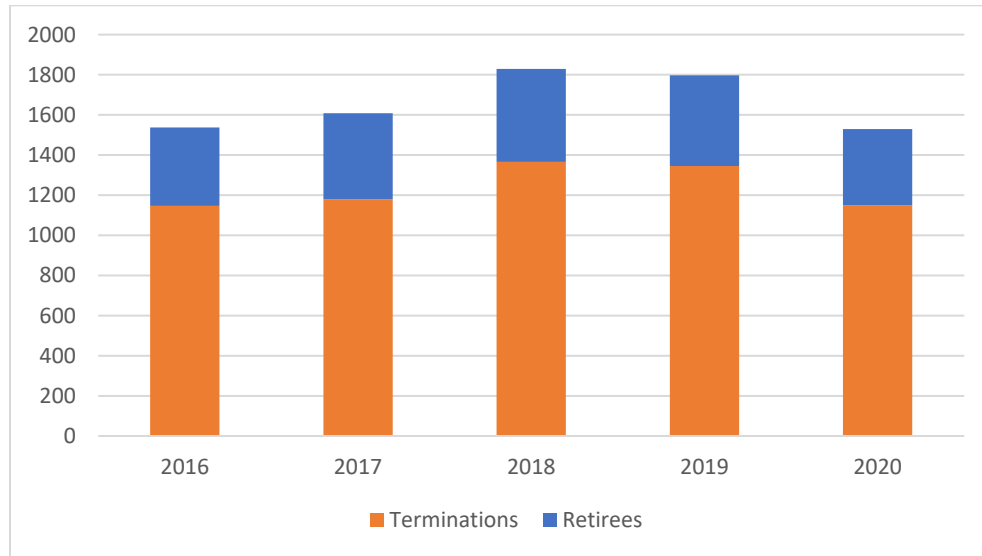
Figure 6
Separations with 0-2 Years of Service (YOS)
by Year



Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

A new method of calculating and tracking separation rates was implemented on January 1, 2018.

Figure 7
Total Separations by
Type and Year



Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

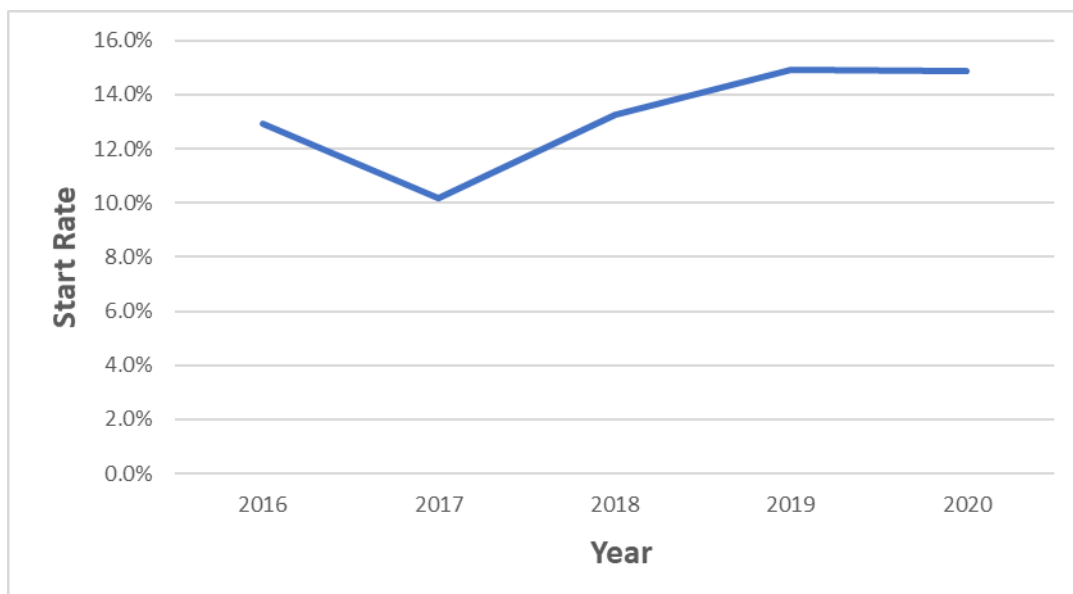
A new method of calculating and tracking separation rates was implemented on January 1, 2018.

Statewide Start Rates

The statewide start rate is the rate at which executive branch employees start in the workforce. It includes new hires and rehires. It does not include employees who transfer between agencies.

The total start rate for 2020 was 14.89 percent. Figures 8 and 9 illustrate the start rate and the number of new hires and rehires for the past five calendar years. Agency-specific start rates are in Appendix B.

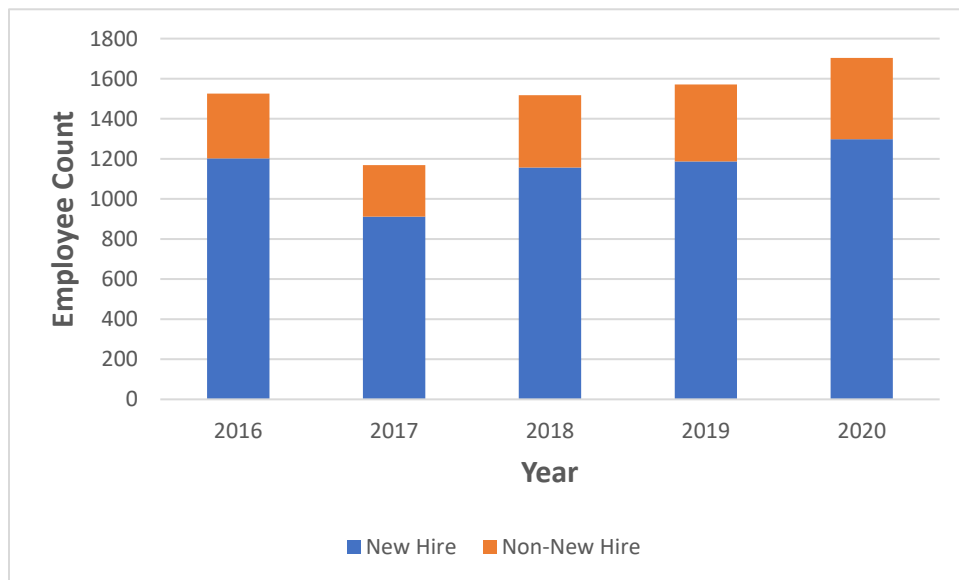
Figure 8
Start Rate by Year



Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS).

A new method of calculating and tracking start rates was implemented on January 1, 2018.

Figure 9
Total Starts
by Type and Year



Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

A new method of calculating and tracking start rates was implemented on January 1, 2018.

Online Employment System

The State of Montana Employment Information website <http://statecareers.mt.gov> is one of the most frequently visited websites in Montana State Government. Figure 10 shows agency-specific job listing and application numbers.

Figure 10
Average Applicant Pool by Agency
For Listings Posted During Calendar Year 2020

Agency	Job Listings	Job Applications	Application Pool Average
Administration	87	1,653	19
Agriculture	40	586	15
Board of Public Education	1	9	9
Commerce	50	735	15
Corrections	200	3,202	16
Environmental Quality	63	1,662	26
Fish, Wildlife, and Parks	147	4,397	30
Governor's Office	1	17	17
Justice	145	2,839	20
Labor and Industry	144	2,532	18
Livestock	23	308	13
Military Affairs	54	968	18
Montana Arts Council	3	215	72
Montana Historical Society	17	322	19
Montana State Library	11	265	24
Natural Resources & Conservation	159	3,561	22
Political Practices	2	26	13
Office of Public Instruction	51	322	6
Office of State Public Defender	51	746	15
Public Health and Human Services	597	10,014	17
Public Service Commission	3	35	12
Revenue	158	1,453	9
School for the Deaf and Blind	16	94	6
Secretary of State	7	155	22
State Auditor	12	170	14
Transportation	339	4,582	14
Total	2,381	40,868	17

Source: Department of Administration, State Human Resources Division, Online Employment System

Recruitment and Retention Forecast

In 2020, the pandemic caused a recession in Montana. Labor markets loosened as unemployment rates rose between February and April. In the following months, the labor market recovered significantly, falling back below 5 percent before the end of the year. As Montana continues to recover from the recession, the Montana Department of Labor (MTDLI) expects that job gains will average approximately 4,900 new jobs per year from 2021-2029. The job losses affected the leisure and hospitality sector the most, which will likely take years to recover. However, other industries that were deemed essential or that were able to easily transition to work-from-home had smaller job losses and will likely return to pre-recession growth. More information about MTDLI's employment projections, including the longform projections report, can be found at lmi.mt.gov.

Though job losses from the recession created slack in the labor market, the conditions that led to Montana's extended period of tight labor markets prior to COVID-19 remain through the recovery. Long-term demographic forces contributing to a large wave of retirements and a relatively small incoming younger generation will continue to restrain growth of the labor force. Over the next 10 years, MTDLI expects approximately 20 percent of the workforce to retire. Agency managers will need to continue to plan for the loss of the knowledge and experience held by long-tenured retiring workers. Agency managers may also experience difficulty finding replacement workers in the future, necessitating the transition of experience to younger workers and adoption of labor-saving technologies.

Chapter 2 - Diversity

This chapter compares the race, ethnicity, and gender composition of the executive branch workforce to the Montana state labor force. The Census 2010 Special Equal Employment Opportunity Tabulation serves as the primary benchmark for comparing the race, ethnicity, and gender composition of an organization's internal workforce to the external labor market by geographic location and job category.¹

Race and Ethnicity

Census 2010 contains demographic data on race and ethnicity according to the minimum standards established by the U.S. Office of Management and Budget (OMB). These standards include a minimum of five racial categories:

- American Indian or Alaska Native (AIAN)
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Demographic Highlights

During 2016, the ethnic and race choices with which an employee could identify changed. Employees were also given the opportunity to self-identify in SABHRS, an option that was not available in previous years. In 2020, 99.75 percent of executive branch employees specified a race. Below are the highlights of the 2020 diversity statistics:

- The percent of women in the executive branch is 2.95 percent greater than the Montana labor force.
- American Indian or Alaska Native employees are 3.7 percent fewer in state government than in the Montana labor force.
- Other minority group employees increased to 0.09 percent greater in state government than the Montana labor force.

¹ U.S. Census Bureau, Census 2010 Special Equal Employment Opportunity Tabulation

Gender

The executive branch workforce includes nearly equal numbers of women and men. Seventy-one percent of the female workforce is in professional and technical occupations. Figure 11 shows the executive branch by gender.

Figure 11
Executive Branch by Gender
Calendar Year 2020 Employee Profile

Occupations	Total	Female	Female %	Male	Male%
Officials and Administrators	835	378	45%	457	55%
Professionals	6067	3397	56%	2670	44%
Technicians	768	394	51%	374	49%
Protective Service	1105	208	19%	897	81%
Paraprofessionals	558	381	68%	177	32%
Administrative Support	1028	884	86%	144	14%
Skilled Craft	808	28	3%	780	97%
Service Maintenance	281	94	33%	187	67%
Grand Total	11,450	5,764	50%	5686	50%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

The U.S. Department of Labor defines the labor force as "all persons age 16 and over who are working or looking for work." Appendix A includes tables illustrating comparisons of the Montana labor force to the executive branch workforce by EEO category based on race and gender.

Our demographic data is based on gender and the following race categories: White, American Indian or Alaska Native, and other minorities.

Employees with Disabilities

According to the U.S. Census Bureau's 2018 American Community Survey, 11.2 percent of the total Montana civilian non-institutionalized population ages 21 to 64 had a disability. Of those individuals, 49 percent were employed in the Montana labor force. A total of 393 executive branch employees reported having a disability to their employer in 2020. This number continues to increase since 2018 due to new voluntary self-reporting options for new and existing employees to state government. The department is optimistic that this number will continue to increase as employees become aware of voluntary self-identification and the value it adds to implementing and maintaining effective recruitment and retention strategies for this underrepresented population.

Chapter 3 - Executive Branch Employee Pay

This chapter covers the two primary pay plans in the executive branch: the Broadband Pay Plan and the Blue Collar Pay Plan. At the close of calendar year 2020, 10,823 employees were in the Broadband Pay Plan, and 627 employees were in the Blue Collar Pay Plan.

Pay Plans for Executive Branch Employees

Broadband Pay Plan - The Broadband Pay Plan became the primary pay plan effective July 1, 2007. On November 16, 2018, the Broadband Classification method changed, and positions are moving from Pay Plan 20 to Pay Plan 25. The transition to Pay Plan 25 is targeted for completion by April 2021.

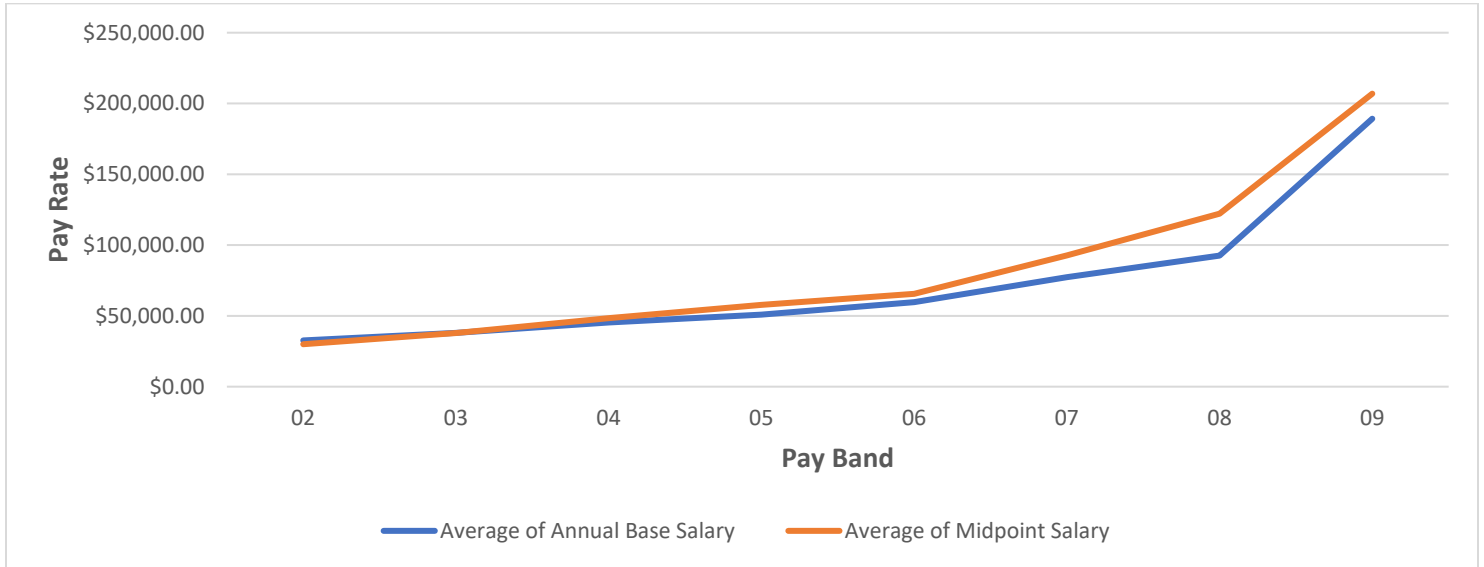
The Broadband Pay Plan is an enterprise-wide plan allowing state agencies flexibility to develop their own pay plan rules within broad statutory and policy parameters and within authorized funding levels. Employees in this plan earned an average annual base salary of \$56,066 in 2020, which is a \$2,216 increase from 2019 when the average annual base salary was \$53,850. The employees in this plan received one statutory pay increase in 2020.

Salaries for employees whose positions are in the Broadband Pay Plan are determined, in part, by a biennial market analysis. The department conducts and publishes this analysis in even-numbered years during the biennial executive budgeting process. This analysis includes base salaries paid to workers in the same occupations by public or private employers in Montana and the four surrounding states.

The department identifies the median salary for surveyed workers by occupation to determine market midpoints. In other words, half the surveyed workers receive base salaries above the market midpoint and half receive base salaries below the market midpoint.

Figure 12 illustrates the Broadband Pay Plan and the difference in base salary between state employee salaries and market midpoints. Pay bands seven and eight lag the farthest behind the market midpoint. Figure 13 depicts the data for each pay band.

Figure 12
Market Midpoints Compared to
Pay Rates by Pay Band
Calendar Year 2020 Employee Profile



Source: 2018 Market Analysis conducted by the Human Resources Policy and Programs (HRPP) Bureau, State Human Resources Division

Figure 13
State Employee Average Base Salary
Compared to the Average of Market Salary
by Pay Band
Calendar Year 2020 Employee Profile

Band	Number of Employees	State Employee Average Salary	Average of 2018 Market Midpoints	Amount Compared to Market	Percent Compared to Market
1	-	-	-	-	-
2	295	\$32,413.98	\$29,959.22	2,455	8%
3	1675	\$37,620.25	\$37,933.54	-313	-1%
4	907	\$45,346.17	\$48,322.36	-2,976	-7%
5	2227	\$50,715.61	\$57,689.13	-6,974	-14%
6	3116	\$59,061.17	\$65,366.17	-6,305	-11%
7	1399	\$77,133.50	\$92,430.67	-15,297	-20%
8	487	\$91,219.80	\$120,202.35	-28,983	-32%
9	27	\$189,009.12	\$205,147.93	-16,139	-9%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Blue Collar Pay Plan - The Blue Collar Pay Plan is a single-rate plan for 627 skilled and unskilled trade and craft positions (heavy equipment operators, laborers, carpenters, painters, etc.) in collective bargaining units. All aspects of the plan are determined through collective bargaining. The plan consists of 14 grades, each with a corresponding hourly wage. The plan was approved by the legislature in 1979. At the end of calendar year 2020, full-time employees covered under the blue collar plan received an average base annual salary of \$47,286 This is \$1,867 higher than 2019.

Longevity

Eligible employees in the Broadband and Blue Collar Pay Plans receive a longevity allowance as defined in 2-18-304, MCA. State law provides for longevity increments of 1.5 to 2 percent of the employee's base salary for each continuous five years of state service. Figure 14 shows longevity pay increments outlined in statute, the cumulative total multiplier, and the number of employees receiving each increment for the past two years.

Figure 14
Longevity Pay Increments and
Employees Receiving Longevity Pay
Calendar Year 2019 and 2020 Employee Profiles

Longevity Increments	Years of Service	Percent Increase	Total	2019 Employees	2020 Employees
First Increment	5	1.5%	1.5%	2,637	2,766
Second Increment	10	2.0%	3.5%	1,781	1,684
Third Increment	15	2.0%	5.5%	1,203	1,191
Fourth Increment	20	2.0%	7.5%	744	784
Fifth Increment	25	1.5%	9.0%	533	471
Sixth Increment	30	1.5%	10.5%	219	241
Seventh Increment	35	1.5%	12.0%	74	74
Eighth Increment	40	1.5%	13.5%	34	30
Ninth Increment	45	1.5%	15.0%	6	7
Tenth Increment	50	1.5%	16.5%	1	0
Total				7,232	7,248

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Chapter 4 - Benefits

This chapter describes the major components of the state's benefit package including membership in group benefit and retirement plans. The chapter also includes information regarding the statutory holiday, vacation, and sick-leave benefits provided to eligible state employees.

Group Benefits

During 2020, the state's benefit plan offered a comprehensive package:

- medical plan coverage;
- dental and prescription drug coverage;
- group term-life insurance coverage;
- routine vision exams for all members covered on the health plan;
- optional coverage for vision hardware and long-term disability coverage;
- comprehensive employee assistance program benefits;
- wellness programs and clinical management programs;
- availability of a pre-tax plan for medical, dental, vision hardware, basic life and optional employee life (up to \$50k), accidental death and dismemberment, flexible spending accounts, and long-term disability benefits; and
- participation in medical or dependent-care flexible spending accounts.

Montana State Government has offered a group benefits package since 1979.¹ The Department of Administration, in consultation with an advisory council, is responsible for designing and administering the group benefits package and its operations (2-18-810 - 811, MCA).

The employer contribution to the group benefit package is part of the economic package negotiated during collective bargaining. The legislature then sets the employer contribution by statute (2-18-703, MCA). The amount is the same for every employee regardless of the family members covered. During 2020, the state contribution was \$1,054 per month.

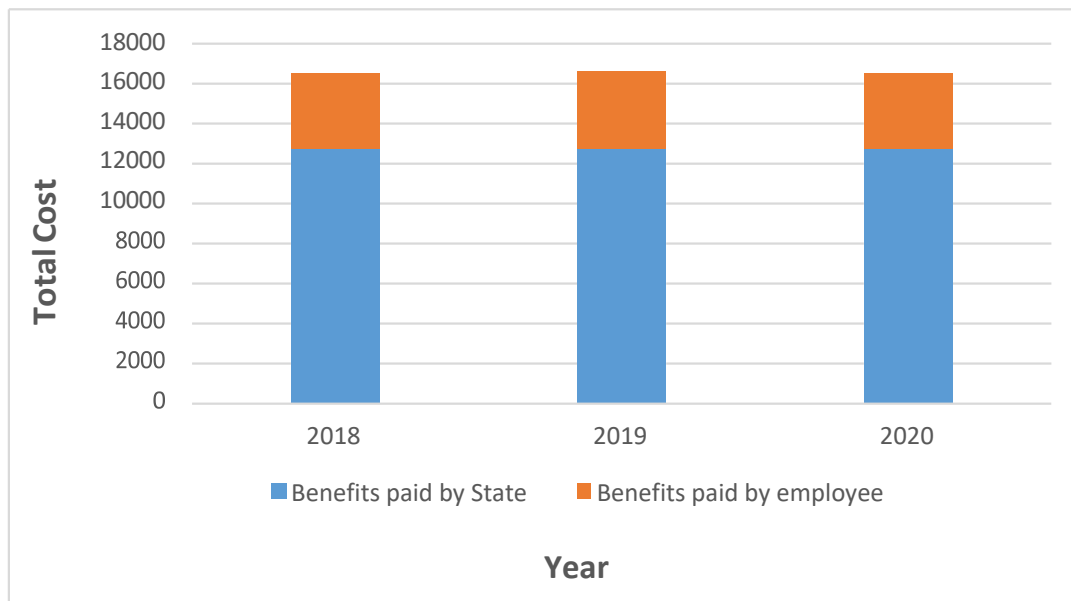
Retirees do not receive a contribution from the state. Medicare-eligible and non-Medicare-eligible retirees pay the full amount for their coverage through the state plan. Once a retiree becomes Medicare eligible, the amount is reduced.

¹ Prior to 1979, agencies individually offered group benefits to their employees.

Over the past 20 years, the state's contribution, the plan cost sharing (deductibles, coinsurance, copayments), and the cost of family coverage under the state's plan have risen at comparable rates. The cost of rising health care has been shared between Montana State Government, participating employees, and the employees and family members who use the benefits.

In 2018, the average total benefit cost was \$16,526.13, and \$3,878.13 was paid by the employee. In 2019, the average total benefit cost was \$16,488.84, and \$3,840.87 was paid by the employee. In 2020, the average total benefit cost was \$16,557.59, and \$3,909.59 was paid by the employee. Figure 15 depicts the cost of health-care coverage during the last three years.

Figure 15
Average Total Benefit Cost
per Employee
by Year



Source: Department of Administration, Health Care and Benefits Division

Paid Leave

Annual Leave - Annual leave is also known as vacation leave. Montana's executive branch employees earn 15 vacation days or more per year, depending upon their total years of public employment (2-18-612, MCA). Part-time employees earn vacation leave on a prorated basis. In 2020, executive branch employees maintained an average balance of 19 days of vacation leave. The average balance maintained in both 2018 and 2019 was 18 days. Executive branch employees used an average of 12 days of vacation leave in 2020, which is slightly less than the 14-day average in both 2018 and 2019.

Vacation leave may be accumulated up to a total not exceeding two times the maximum number of days earned annually. Upon termination, an employee is entitled to a lump-sum payment for the employee's unused vacation leave based on the employee's salary at the time of termination.

Figure 16 shows the annual leave earned based on years of employment.

**Figure 16 Annual Leave
Accrual Rates for
Public Employees**

Years of Employment	Days Earned
1 day through 9 years	15
10 years through 14 years	18
15 years through 19 years	21
20+ years	24

Source: MOM - Annual Vacation Leave Policy

Sick Leave - Full-time employees earn 12 days of sick leave per year. Part-time employees earn sick leave on a prorated basis (2-18-618, MCA). In 2020, executive branch employees maintained an average balance of 31 days of sick leave, the same amount maintained in 2019. Executive branch employees used an average of 7 days of sick leave in 2020, a slight decrease from an average of 8 days in 2019.

No restriction exists for the amount of sick leave an employee can earn. Upon termination, an employee is entitled to a lump-sum payment equal to one-fourth of the employee's unused sick leave based on the employee's salary at the time of termination.

Employees may receive additional sick leave by participating in a sick-leave fund or by receiving direct grants of sick leave from other employees. No funds are attached to donated or received sick leave. The department employing the recipient of granted sick leave must pay the costs associated with the use of the sick leave.

Holiday Leave - Executive branch employees receive 10 paid holidays in odd-numbered years and 11 paid holidays in even-numbered years (1-1-216, MCA). Figure 17 lists these holidays.

Figure 17
Holidays for State Employees

Holiday	Observed
New Year's Day	January 1
Martin Luther King, Jr., Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
State General Election Day	First Tuesday after first Monday in November of even-numbered years.

State Retirement Plans

Most executive branch employees are enrolled in one of seven retirement plans.¹ The plans and the number of participating state employees are listed in Figure 18.

Figure 18
State Retirement Plans

State Retirement Plans	Participants
Public Employees' Retirement System (PERS) Defined Benefit Retirement Plan	10,240
PERS Defined Contribution Retirement Plan	1,526
Highway Patrol Officers' Retirement System	233
Game Wardens' and Peace Officers' Retirement System	992
Sheriffs' Retirement System	59
Firefighters' Unified Retirement System	26
Teachers' Retirement System	148

The Montana Public Employee Retirement Administration (MPERA) administers all but the Teachers' Retirement System (TRS).

The Highway Patrol Officers' Retirement System, Game Wardens' and Peace Officers' Retirement System, Sheriffs' Retirement System, and Teachers' Retirement System are defined benefit plans. The Public Employees' Retirement System offers employees a one-time choice between participating in the defined-benefit retirement plan or the defined-contribution retirement plan. Retirement benefits under the defined-benefit retirement plan are determined by a formula based on a factor, service credits, and salary. The employer assumes the risk under the defined-benefit retirement plan.

In contrast, the benefit of defined-contribution retirement plans depends on how much is contributed to the plans. The defined-contribution retirement plan does not specify the benefit. The employee invests in selected options offered within the plan and assumes the risk.

¹ Montana Public Employee Retirement Administration

Although each of these retirement plans has its own unique features, they have these in common:

- With few exceptions, employee participation is compulsory.
- Both employees and state government must contribute to the plans based on a percentage amount of the employee's salary.
- Each plan provides service, disability, and death benefits.
- Service credits are portable among the plans, permitting credits earned in one system to be transferred to another.
- All plans are subject to annual actuarial valuations to determine the financial status of the funds.

Deferred-Compensation Plan

The State of Montana offers employees a deferred-compensation program, as authorized under Section 457 of the federal Internal Revenue Code and has done so since 1974. On June 30, 2020, 4,695 state employees were participating in the program.¹ Under this program, administered by the Montana Public Employees Retirement Administration, employees may defer a portion of their salary through pre-tax payroll deductions to be invested in a fixed- or variable-investment option selected by the Montana Public Employees Retirement Board.

The Deferred-Compensation Plan has a designated ROTH contribution with the contribution taken after taxes (post-taxes) and is not taxed at the time that the funds are used. This plan was established during the 2013 Legislative Session and began on July 1, 2013. Therefore, the contributions in the Deferred-Compensation Plan are either pre-tax deferrals or designated ROTH contributions.

The deferred funds and investment earnings are exempt from state and federal taxes until they are paid to the program participant. Payouts are available only upon termination, retirement, death, or unforeseeable emergency. The state contributes no money on behalf of employees who choose to participate in this plan.

¹ Montana Public Employee Retirement Administration

Chapter 5 - Collective Bargaining

Fifty-nine percent of Montana's executive branch employees are unionized. The Collective Bargaining for Public Employees Act covers the State of Montana and its political subdivisions (39-31-101, et. seq., MCA).

This chapter provides:

- the process by which mandatory subjects of collective bargaining (wages, hours, fringe benefits, and other conditions of employment) are negotiated; and
- the extent of current unionization in state government.

Process of Collective Bargaining

The Chief of the State Office of Labor Relations is designated by Executive Order No. 14-2014 to represent the State of Montana in collective bargaining with representatives of certified collective bargaining units.

The State Office of Labor Relations begins pay and benefit negotiations with major state employee unions during the year-long executive planning process preceding each regular legislative session. State labor negotiators meet either simultaneously or jointly with these unions. The goal is to reach a settlement before the governor's executive budget is submitted.

If the parties are unable to settle before the legislature convenes, negotiations may continue during the session and beyond. Regardless of whether a settlement is reached before the legislative session begins, the budget director must submit a proposed pay plan to the legislative fiscal analyst no later than November 15 in the year preceding a session (17-7-112(8), MCA).

Extent of Unionization

The executive branch includes 61 collective bargaining units. All collective bargaining agreements cover a two-year period, expiring June 30 in odd-numbered years. The State Office of Labor Relations negotiates each of these agreements. Members of bargaining units cannot receive a legislatively authorized pay increase until the bargaining unit has ratified a completely integrated collective bargaining agreement (2-18-303, MCA).

In 2018, the Montana Public Employees Association (MPEA) and the Montana Education Association/Montana Federation of Teachers (MEA-MFT) finalized their merger, forming the Montana Federation of Public Employees (MFPE). Together with the American Federation of State, County, and Municipal Employees (AFSCME), they represent slightly over 91 percent of organized state employees.

The number of employees represented by the individual bargaining units ranges from six to 541. Membership in the units includes professionals, law-enforcement personnel, nurses, clerical, blue collar, and craft workers. Some agencies have a majority of employees who are unionized; others have none.

Figure 19 shows the number of unionized employees by bargaining agent. Figure 20 shows the number of organized employees by executive branch agency.

Figure 19
Number of Unionized State Employees by Bargaining Agent
Calendar Year 2020 Employee Profile

Exclusive Bargaining Agent	Employees Represented	Percent
American Federation of State, County & Municipal Employees (AFSCME)	753	6.58%
Capitol Complex Craft Council	21	0.18%
Department of Transportation Craft Council	374	3.27%
Great Falls Airport Firefighters Association	25	0.22%
International Association of Machinists (IAM)	11	0.10%
Labor Relations and Appeals Union	7	0.06%
Montana Developmental Center Craft Council	5	0.04%
Montana Education Association and Montana Federation of Teachers (MEA-MFT)	1880	16.42%
Montana Nurses Association	67	0.59%
Montana Public Employees Association – MEA-MFT Revenue	444	3.88%
Montana Public Employees Association (MPEA)	3090	26.99%
Montana State Hospital Craft Council	29	0.25%
Montana State Prison Craft Council	22	0.19%
United Food and Commercial Workers	13	0.11%
Total	6,741	58.87%

Source: State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Figure 20
Number of Unionized State Employees by Agency
Calendar Year 2020 Employee Profile

Executive Branch Agency	Count of EMPLID	Total Union Employees	Percent Union
Administration	562	77	13.70%
Agriculture	100	71	71.00%
Board of Public Education	3	0	0.00%
Commerce	175	0	0.00%
Corrections	1242	819	65.94%
Environmental Quality	364	263	72.25%
Fish, Wildlife, & Parks	663	183	27.60%
Governor's Office	31	0	0.00%
Justice	831	192	23.10%
Labor & Industry	741	480	64.78%
Livestock	127	0	0.00%
Military Affairs	210	61	29.05%
Montana Arts Council	6	0	0.00%
Montana Historical Society	55	40	72.73%
Montana State Library	46	0	0.00%
Natural Resources & Conservation	505	11	2.18%
Office of Public Instruction	175	120	68.57%
Office of the Public Defender	288	223	77.43%
Political Practices	6	0	0.00%
Public Health & Human Services	2723	2214	81.31%
Public Service Commission	25	0	0.00%
Revenue	591	455	76.99%
School for Deaf and Blind	34	14	41.18%
Secretary of State	26	0	0.00%
State Auditor	54	0	0.00%
Transportation	1867	1518	81.31%
Grand Total	11450	6741	58.87%

Source: State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Validity of Collective Bargaining Agreements

The economic agreements reached between the governor and state employee unions, during the executive planning process and prior to the regular legislative session, are contingent upon the legislature's passage and approval of the pay bill. Once those two-year collective bargaining agreements are signed, the legislature may not alter the conditions of those agreements "if such action impermissively impairs the contractual obligation of the state towards those employees."¹

¹ Montana Legislative Council legal memorandum, State Employee Salaries and Collective Bargaining – Legislative Consideration, May 1986

Appendix A - Executive Branch Comparisons

Comparison of Montana Labor Force to Executive Branch by Race

Montana Labor Force by Race 2010 EEO Tabulation

EEO Category	Total	White	Percent	American Indian or Alaska Native	Percent	All Other Minorities	Percent
Officials and Managers	65,455	61,225	93.50%	2,650	4.10%	1,580	2.30%
Professional	84,555	78,305	92.60%	3,484	4.20%	2,765	3.40%
Technicians	12,020	10,760	89.50%	615	5.10%	640	5.20%
Protective Service	9,690	8,370	86.38%	1,084	11.19%	237	2.45%
Paraprofessional	NA	NA	NA	NA	NA	NA	NA
Administrative Support	127,310	116,680	91.70%	6,380	5.00%	4,255	3.40%
Skilled Craft	57,100	52,055	91.20%	3,165	5.60%	1,874	3.20%
Service Maintenance	146,315	127,455	87.10%	11,290	7.70%	7,570	5.10%
Total	504,880	456,440	90.41%	29,438	5.83%	18,996	3.76%

Source: US Department of Commerce, Census Bureau, compiled by the Census & Economic Information Center, Montana Department of Commerce

**Executive Branch Employees by Race
Calendar Year 2020 Employee Profile**

EEO Category	Total	White	Percent	American Indian or Alaska Native	Percent	All Other Minorities	Percent
Officials and Managers	835	787	94.25%	10	1.20%	23	2.75%
Professional	6,067	5,606	92.40%	117	1.93%	217	3.58%
Technicians	768	702	91.41%	12	1.56%	33	4.30%
Protective Service	1,105	1,004	90.86%	21	1.90%	53	4.80%
Paraprofessional	558	501	89.78%	12	1.93%	34	6.09%
Administrative Support	1,028	961	93.48%	15	1.46%	34	3.31%
Skilled Craft	808	735	90.97%	43	5.32%	15	1.86%
Service Maintenance	281	242	86.12%	8	2.85%	22	7.83%
Total	11,207	10,538	94.03%	238	2.12%	431	3.85%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Comparison of Montana Labor Force to Executive Branch by Gender

Montana Labor Force by Gender 2010 EEO Tabulation

EEO Category	Total	Women	Percent	Men	Percent
Officials and Administrators	65,455	23,975	36.60%	41,480	63.40%
Professionals	84,555	47,975	56.70%	36,580	43.30%
Technicians	12,020	7,210	60.00%	4,810	40.00%
Protective Service	9,690	2,115	21.83%	7,575	78.17%
Paraprofessionals	NA	NA	NA	NA	NA
Administrative Support	127,310	86,855	68.20%	40,455	31.80%
Skilled Craft	57,100	2,855	5.00%	54,250	95.00%
Service Maintenance	146,315	65,330	44.70%	80,985	55.30%
Total	504,880	237,565	47.05%	267,320	52.95%

Source: US Department of Commerce, Census Bureau, compiled by the Census & Economic Information Center, Montana Department of Commerce

Executive Branch Employees by Gender Calendar Year 2020 Employee Profile

EEO Category	Total	Women	Percent	Men	Percent
Officials and Administrators	835	378	45%	457	55%
Professionals	6067	3397	56%	2670	44%
Technicians	768	394	51%	374	49%
Protective Service	1105	208	19%	897	81%
Paraprofessionals	558	381	68%	177	32%
Administrative Support	1028	884	86%	144	14%
Skilled Craft	808	28	3%	780	97%
Service Maintenance	281	94	33%	187	67%
Grand Total	11,450	5,764	50%	5,686	50%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Executive Branch – Average Salary by Race and Gender

Average Annual Salary by Race Calendar Year 2020 Employee Profile

EEO Category	Employees	White	American Indian or Alaska Native	All Other Minorities
Officials and Managers	\$83,725	\$83,743	\$81,579	83,910
Professional	\$60,029	\$60,403	\$55,478	55,483
Technicians	\$45,506	\$45,693	\$43,905	43,431
Protective Service	\$49,965	\$50,416	\$45,643	45,437
Paraprofessional	\$35,884	\$36,009	\$31,937	35,542
Administrative Support	\$38,865	\$38,857	\$41,702	38,183
Skilled Craft	\$51,605	\$51,692	\$50,263	51,383
Service Maintenance	\$40,510	\$40,922	\$46,720	35,689

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Average Annual Salary by Gender Calendar Year 2020 Employee Profile

EEO Category	Employees	Women	Men	Women to Men Ratio
Officials and Managers	\$83,725	\$82,831	\$84,464	98%
Professional	\$60,029	\$56,823	\$64,108	89%
Technicians	\$45,506	\$42,885	\$48,267	89%
Protective Service	\$49,965	\$47,569	\$50,521	94%
Paraprofessional	\$35,884	\$35,549	\$36,605	97%
Administrative Support	\$38,865	\$38,936	\$38,428	101%
Skilled Craft	\$51,605	\$47,204	\$51,763	91%
Service Maintenance	\$40,510	\$32,492	\$44,540	73%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

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Appendix B - Employee Data by Agency

**Average Age and Years of State Service by Agency
Calendar Year 2020 Employee Profile**

Agency	Executive Branch Workforce	Average Age	Years of State Service
Administration	562	46	11
Agriculture	100	44	9
Board of Public Education	3	44	14
Commerce	175	46	10
Corrections	1242	44	10
Environmental Quality	364	47	12
Fish, Wildlife, & Parks	663	44	12
Governor's Office	31	53	15
Justice	831	43	10
Labor & Industry	741	48	11
Livestock	127	45	11
Military Affairs	210	45	9
Montana Arts Council	6	48	10
Montana Historical Society	55	51	14
Montana State Library	46	44	11
Natural Resources & Conservation	505	46	13
Office of Public Instruction	175	48	10
Office of the Public Defender	288	44	8
Political Practices	6	49	6
Public Health & Human Services	2723	46	9
Public Service Commission	25	44	12
Revenue	591	47	11
School for Deaf and Blind	34	51	12
Secretary of State	26	45	10
State Auditor	54	51	13
Transportation	1867	46	13
Total	11,450	46	11

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

**Start Rates by Agency
Calendar Year 2020 Employee Profile**

Agency	Hires/ Rehires	Transfers In	Total Starts	Start Rate
Administration	59	13	72	14.63%
Administration – MPERA	5	1	6	12.00%
Administration – TRS	0	1	1	5.00%
Agriculture	67	4	71	71.00%
Board of Public Education	-	-	-	-
Commerce	46	16	62	35.43%
Corrections	262	19	281	22.62%
Environmental Quality	50	11	61	16.76%
Fish, Wildlife, & Parks	282	8	290	43.74%
Governor's Office	12	1	13	41.94%
Justice	97	0	97	11.67%
Labor & Industry	127	22	149	20.11%
Livestock	27	2	29	22.83%
Military Affairs	182	5	187	89.05%
Montana Arts Council	17	0	17	30.91%
Montana Historical Society	10	1	11	23.91%
Montana State Library	46	16	62	35.43%
Natural Resources & Conservation	664	11	675	133.66%
Office of Public Instruction	45	3	48	27.43%
Office of the Public Defender	65	3	68	23.61%
Political Practices	2	0	2	33.33%
Public Health & Human Services	599	25	624	22.92%
Public Service Commission	4	1	5	20.00%
Revenue	99	15	114	19.29%
School for Deaf & Blind	20	0	20	58.82%
Secretary of State	3	0	3	11.54%
State Auditor	5	3	8	14.81%
Transportation	21	25	46	2.46%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Starts at the agency level include hires, rehires, and employees who transferred to that agency from another agency.

**Separation Rates by Agency
Calendar Year 2020 Employee Profile**

Agency	Terminations	Transfers Out	Total Terminations	Agency Separation Rate
Administration	36	15	51	10.37%
Administration – MPERA	2	1	3	6.00%
Administration – TRS	2	1	3	15.00%
Agriculture	9	4	13	13.00%
Board of Public Education	-	-	-	-
Commerce	24	2	26	14.86%
Corrections	249	13	262	21.10%
Environmental Quality	34	13	47	12.91%
Fish, Wildlife, & Parks	50	8	58	8.75%
Governor's Office	3	0	3	9.68%
Justice	83	24	107	12.88%
Labor & Industry	69	18	87	11.74%
Livestock	16	1	17	13.39%
Military Affairs	50	2	52	24.76%
Montana Arts Council	1	2	3	6.52%
Montana Historical Society	13	1	14	25.45%
Montana State Library	1	2	3	6.52%
Natural Resources & Conservation	52	4	56	11.09%
Office of Public Instruction	26	2	28	16.00%
Office of the Public Defender	36	5	41	14.24%
Political Practices	1	0	1	16.67%
Public Health & Human Services	502	46	548	20.12%
Public Service Commission	2	0	2	8.00%
Revenue	59	13	72	12.18%
School for Deaf & Blind	2	0	2	5.88%
Secretary of State	3	2	5	19.23%
State Auditor	7	2	9	16.67%
Transportation	197	8	205	10.98%

Source: Department of Administration, State Human Resources Division, Statewide Accounting, Budgeting and Human Resources System (SABHRS)

Separations at the agency level include terminations and employees who transferred from that agency to another agency.