

Fiscal Year 2012

# Report on Telework

IN MONTANA STATE GOVERNMENT

*August 2012*

*State Human Resources Division  
Department of Administration*

## Telework Activity Summary – Fiscal Year 2012

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At the end of each fiscal year, the State Human Resources Division compiles agency information into a telework report.

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, we ask agencies to report the numbers of teleworkers who work under a *written agreement*.

Agencies reported information in two ways:

1. Full-time teleworkers: Employees who teleworked full time (forty hours or more per week)
2. Part-time teleworkers: Employees who teleworked less than full time (less than forty hours per week).

Teleworker counts are listed in Table One. The table organizes counts by agency for part-time and full-time teleworkers. Table Two provides comparisons of teleworkers by agency for fiscal year 2011 and 2012.

**Table 1 – Telework Counts by Agency for Fiscal Year 2012**

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	41	0	41	7.4%
Agriculture	621	0	1	1	1.0%
Board of Public Education	511	0	0	0	0.0%
Commerce	651	3	1	4	2.3%
Corrections	641	1	0	1	0.1%
Environmental Quality	531	21	2	23	5.4%
Fish, Wildlife, & Parks	521	28	76	104	16.8%
Governor's Office	311	1	0	1	3.2%
Justice	411	0	0	0	0.0%
Labor & Industry	662	12	0	12	1.6%
Livestock	563	0	0	0	0.0%
Military Affairs	671	0	0	0	0.0%
Montana Arts Council	514	1	1	2	22.2%
Montana Historical Society	517	2	0	2	3.2%
Montana State Library	515	0	5	5	11.9%
Natural Resources & Conservation	576	0	0	0	0.0%
Office of Public Instruction	351	1	1	2	1.2%
Office of Public Defender	618	0	2	2	1.0%
Political Practices	322	0	0	0	0.0%
Public Health & Human Services	691	2	13	15	0.5%
Public Service Commission	421	1	0	1	3.3%
Revenue	581	5	2	7	1.1%
School for Deaf & Blind	513	0	1	1	2.4%
Secretary of State	321	0	0	0	0.0%
State Auditor	341	0	0	0	0.0%
Transportation	541	11	24	35	1.8%
<b>Total</b>		<b>130</b>	<b>129</b>	<b>259</b>	<b>2.1%</b>

**Table 2 - Telework Counts by Agency - Fiscal Year 2011  
and 2012 Comparison**

Agency Name	Agency Number	FY 2011 Total Teleworkers	FY 2012 Total Teleworkers	Percent Change
Administration	611	40	41	2.5%
Agriculture	621	5	1	-80.0%
Board of Public Education	511	0	0	0.0%
Commerce	651	3	4	33.3%
Corrections	641	1	1	0.0%
Environmental Quality	531	20	23	15.0%
Fish, Wildlife, & Parks	521	104	104	0.0%
Governor's Office	311	0	1	100.0%
Justice	411	1	0	-100.0%
Labor & Industry	662	12	12	0.0%
Livestock	563	0	0	0.0%
Military Affairs	671	0	0	0.0%
Montana Arts Council	514	6	2	-66.7%
Montana Historical Society	517	3	2	-33.3%
Montana State Library	515	4	5	25.0%
Natural Resources & Conservation	576	0	0	0.0%
Office of Public Instruction	351	1	2	100.0%
Office of the Public Defender	618	3	2	-33.3%
Political Practices	322	0	0	0.0%
Public Health & Human Services	691	15	15	0.0%
Public Service Commission	421	1	1	0.0%
Revenue	581	3	7	133.3%
School for Deaf & Blind	513	15	1	-93.3%
Secretary of State	321	0	0	0.0%
State Auditor	341	1	0	200.0%
Transportation	541	25	35	40.0%
<b>Grand Total</b>		<b>263</b>	<b>259</b>	<b>-1.5%</b>

## References

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[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/teleworkreport2012> on the Montana state web page. No printing or distribution costs were incurred.