

STATE OF MAINE

IN THE YEAR OF OUR LORD

TWO THOUSAND NINETEEN

H.P. 746 - L.D. 1004

**Resolve, To Direct the Department of Administrative and Financial Services  
To Study the Costs and Benefits of Telework to the State and Its Employees**

**Preamble.** Whereas, the Legislature finds that permitting state employees to telework is likely to reduce carbon emissions in the State by eliminating or substantially reducing the physical commutes to and from state employees' usual work sites; and

**Whereas,** the Legislature finds that permitting state employees to telework will have benefits and costs for the State and its employees; and

**Whereas,** the Legislature desires more information on the costs and benefits to the State and its employees; now, therefore, be it

**Sec. 1. Department of Administrative and Financial Services directed to study telework for state employees. Resolved:** That the Department of Administrative and Financial Services, referred to in this resolve as "the department," shall study the costs and benefits of telework to the State and its employees. For purposes of this resolve, "telework" means a flexible work arrangement under which an employee performs the duties and responsibilities of the employee's position from a location other than an office or location provided by the employer.

**Sec. 2. Scope of study. Resolved:** That the department in conducting the study under section 1 shall:

1. Review all executive branch positions, by agency, and identify those positions for which presence in a specific location on a regular basis is not an essential component of the position;
2. For those positions identified under subsection 1, identify the total number of employees and the number of employees by position and by agency;
3. Survey all employees in positions identified under subsection 1 to determine the total weekly mileage of those employees;

4. Survey all employees in positions identified under subsection 1 to determine the total number of employees interested in telework and the number of those employees by position and agency;

5. Evaluate the potential effects of telework on the executive branch and its employees on matters such as:

- a. Employee productivity;
- b. Office or workspace required that is provided by the executive branch;
- c. Use of state fleet vehicles;
- d. Employee health and morale;
- e. Employee retention;
- f. Size of the applicant pool;
- g. Supervisory interactions and effectiveness;
- h. Communications among supervisory and other employees;
- i. Security and confidentiality concerns;
- j. Workers' compensation liability; and
- k. Access to services by the public;

6. Assess lessons learned from the experience of other states or large employers with telework;

7. Identify and evaluate key obstacles to the implementation of telework;

8. Estimate savings achieved or costs incurred and the overall net impact of telework; and

9. Evaluate the potential and develop a timeline for a telework pilot program.

**Sec. 3. Reporting date. Resolved:** That the department shall report its findings from the study under section 1, including recommendations and recommended legislation, to the joint standing committee of the Legislature having jurisdiction over state and local government matters by October 1, 2020. The joint standing committee is authorized to submit a bill to the First Regular Session of the 130th Legislature related to the subject matter of the report.