

# EMPLOYEE HANDBOOK

## The University of Montana Western

### Fall 2016

**Faculty/Staff Campus Mail:**

Name  
UM Western, Box XXX  
710 S Atlantic  
Dillon MT 59725-3598

**Faculty/Staff Campus Email:**

first name.last name@umwestern.edu

**Campus Phones:**

Area Code: 406  
Dial last 4 digits only if calling a campus phone from a campus phone  
Dial “9-683-XXXX” to call local number  
Dial “8-1-area code-7 digit number” to call long distance number

This handbook is on the Montana Western website at <http://my.umwestern.edu>  
Faculty/Staff Directory: <http://my.umwestern.edu/campusinfo/directory/>

**Please contact Tara Rude at 683-7031 or [tara.rude@umwestern.edu](mailto:tara.rude@umwestern.edu) to request corrections.**

## Who to Contact for:

|   |  |                                      |
|---|--|--------------------------------------|
| Administration:<br>Chancellor<br>Provost/Vice Chancellor for Academic Affairs<br>Vice Chancellor for Admin, Finance & Student Affairs | Beth Weatherby via Hillary Lowell, Roe House<br>Deborah Hedeem via Mary (Candi) Whitworth, MH 212<br>Susan Briggs via Patti Lake, Short Center   | 7151<br>7115<br>7031                 |
| Advising Office   | Margo Heberling, MH 214<br>Alyssa Waters, MH 214   | 7050<br>7049                         |
| Affirmative Action  | Liane Forrester, Business Services, Short Center   | 7530                                 |
| Alumni/Foundation   | Roxanne Engellant, Roe House<br>Kelly Allen, Roe House   | 7305<br>7306                         |
| Interim Assistant Provost   | Anneliese Ripley, MH 211   | 7309                                 |
| Athletic Director   | Russ Richardson, BARC 151  | 7391                                 |
| Bark 'n Bite  | Jo Brodigan, SUB   | 7998                                 |
| Birch Creek Outdoor Center  | Joe Brandon, Dean of Students  | 7891                                 |
| Bookstore   | Kathey Hupp, SUB   | 7282                                 |
| Campus Corps  | MH 211   | 7202                                 |
| Campus Operator   | From on campus<br>From off campus  | -0-<br>683-7011                      |
| Career Services/Student   | Brenden Kennedy, Library Basement  | 7143                                 |
| Coaches:<br>Basketball, Men's<br>Basketball, Women's<br>Football<br>Rodeo<br>Volleyball   | Steve Keller, BARC 216<br>Lindsay Woolley, BARC 217<br>Ryan Nourse, BARC 210<br>Olie Else, Business Technology Building<br>Brent Lewis, BARC 215 | 7341<br>7317<br>7421<br>7539<br>7444 |
| Conference & Events   | Kathy Simkins, Mathews 3 <sup>rd</sup> Floor   | 7566                                 |
| Counseling/Student  | Student Affairs, Dean of Students Center   | 7565                                 |
| Cup, The  | STC Basement   | 7020                                 |
| Dean of Faculty   | MH 212   | 7115                                 |
| Dean of Students  | Nicole Hazelbaker, Student Affairs, Dean of Students Center  | 7388                                 |
| Dining Services   | Cheri McCarthy, Dining, Mathews Basement   | 7228                                 |
| E-Learning  | Vacant, STC 102  | 7536                                 |
| Early Childhood Education   | Dawn Zimdars, MH 116   | 7176                                 |
| Employment/Staff  | Patricia Lake, Short Center  | 7010                                 |
| Employment/Student  | Karen Throckmorton, Business Services, Short Center  | 7347                                 |
| Exploritas (formerly Elderhostel)   | Penny Walde, MH 115  | 7333                                 |
| Fax Number (Main Campus #): Mail Room<br>(incoming faxes are placed in campus mailboxes)  | Bob Campbell, Mail Room, Short Center  | 683-7493                             |
| Fee Payment   | Business Services, Short Center  | 7101                                 |
| FERPA   | Charity Walters, Registrar, Short Center   | 7471                                 |
| Field Experiences/Student   | Adam Mastandrea, MH 227  | 7327                                 |
| Foundation/Alumni   | Roxanne Engellant, Roe House<br>Kelly Allen, Roe House   | 7305<br>7306                         |
| Grievances/Faculty-Staff  | TBD (contact Susan Briggs, Short Center, 7031)   |                                      |
| Grievances/MPEA   | Bill Dwyer, STC 101  | 7164                                 |
| Grievances/Student  | Student Affairs, Dean of Students Center   | 7565                                 |
| Health Services/Student   | Student Affairs, Dean of Students Center   | 7565                                 |
| Human Resources   | Patricia Lake, Short Center  | 7010                                 |
| Instructional Technology Support  | Vacant, STC 101  | 7163                                 |
| Insurance/Faculty-Staff   | Patricia Lake, Short Center  | 7010                                 |
| Insurance/Student   | Lexi Benson, Davis Hall  | 7389                                 |
| Learning Center Tutoring Services   | Brenden Kennedy, Learning Center, Library Basement   | 7143                                 |
| Library Services  | Lucy Carson Library  | 7541                                 |
| Mail Room   | Bob Campbell, Mail Room, Short Center  | 7560                                 |
| Marketing/Media Relations   | Kent Ord, Roe House  | 7301                                 |
| Montana Small Schools Alliance  | Dan Rask/Linda Sanderlin, behind Clark Hall  | 2685                                 |
| Montana Youth Challenge Academy   | Jan Rouse, Director, Clark Hall  | 7556                                 |
| Moodle Assistance (Learning Mgt System)   | Vacant, STC 102  | 7536                                 |
| Motor Pool/Vehicle Reservations   | Facilities Services, ENGNR   | 7142/7148                            |
| Notary Service  | Margo Heberling (Advising Center, MH 214)<br>Cara Herman (Short Center, Business Services)   | 7050<br>7352                         |
| Parking Tickets/Permits   | Business Services, Short Center  | 7101                                 |
| Payment of Fees   | Business Services, Short Center  | 7101                                 |

|  |   |              |
|--|---|--------------|
| Payroll/Faculty, Staff                       | Patricia Lake, Short Center                         | 7010         |
| Payroll/Students                             | Karen Throckmorton, Business Services Short Center  | 7347         |
| PE Complex                                   | Megan Woolley, BARC 150                             | 7220         |
| Printing & Graphics                          | Verna Hand, STC 002                                 | 7170         |
| Purchasing                                   | Cara Herman, Business Services, Short Center        | 7352         |
| Radio Station, Campus: KDWG                  | Business Line, SUB Basement<br>Request Line         | 7156<br>7394 |
| Registration                                 | Registrar's Office, Short Center                    | 7371         |
| Security                                     | Facilities Services, ENGNR                          | 7142         |
| Staff Employment                             | Patricia Lake, Human Resources, Short Center        | 7010         |
| Student Admission                            | Admissions, Short Center                            | 7331         |
| Student Disability Services                  | Student Affairs, Dean of Students Center            | 7388         |
| Student Discipline                           | Student Affairs, Dean of Students Center            | 7388         |
| Student Employment/Payroll                   | Karen Throckmorton, Business Services, Short Center | 7347         |
| Student Enrollment                           | Registrar's Office, Short Center                    | 7371         |
| Student Financial Aid                        | Financial Aid, Short Center                         | 7511         |
| Student Health Services                      | Student Affairs, Davis Hall                         | 7389         |
| Student Wellness/Campus Recreation           | Lexi Benson, Davis Hall                             | 7389         |
| Telephone/Voice Mail                         | Sure Brammer, ITS, Block Hall                       | 7146         |
| Traffic Control                              | Business Services, Short Center                     | 7101         |
| Travel/Employee                              | Cara Herman, Business Services, Short Center        | 7352         |
| TRIO/Student Support Services                | Ilene Cohen, MH 215                                 | 7311         |
| Tuition & Fee Payment                        | Business Services, Short Center                     | 7101         |
| Tuition Waiver/Faculty-Staff                 | Financial Aid, Short Center                         | 7511         |
| Tuition Waiver/Dependent (for MUS employees) | Patricia Lake, Short Center                         | 7010         |
| Tutoring                                     | Brenden Kennedy, Learning Center, Library Basement  | 7143         |
| Veterans' Benefits                           | Vacant, Financial Aid, Short Center                 | 7511         |
| Work Study Employment/Student                | Karen Throckmorton, Business Services, Short Center | 7347         |
| Worker's Compensation                        | Patricia Lake, Short Center                         | 7010         |

## Campus Web Pages

**Campus Website:** <http://my.umwestern.edu>

**Resources for Montana Western faculty and staff:** <http://employees.umwestern.edu/>

**Campus Policy Manual:** <https://www.umwestern.edu/policy-manual.html>

**Directory - Faculty/Staff:** <https://www.umwestern.edu/people-directory.html>

**Accounts & System Access:** [http://its.umwestern.edu/images/its/Accounts\\_and\\_System\\_Access.pdf](http://its.umwestern.edu/images/its/Accounts_and_System_Access.pdf)

**Parking Ticket Appeal Form:** <https://www.umwestern.edu/traffic-appeals.html?highlight=WyJmb3JtcyJd>

**Voice Mail Information Guide & Dialing Instructions:** [http://its.umwestern.edu/images/its/callpilot\\_quick\\_guide.pdf](http://its.umwestern.edu/images/its/callpilot_quick_guide.pdf)

**Printable Forms (Registrar):** <http://registrar.umwestern.edu/printable-forms.html>

**Travel Information:** <http://business.umwestern.edu/travel.html>

**Facilities Services Homepage:** <http://facilitieservices.umwestern.edu/>

## Campus Department Directory

|  |                               |                 |
|--|-------------------------------|-----------------|
| ADMINISTRATION:<br>Chancellor                                    | ROE                           | 7151            |
| Provost/Vice Chancellor for<br>Academic Affairs                  | MH 212                        | 7115            |
| Vice Chancellor for Administration,<br>Finance & Student Affairs | SHORT                         | 7031            |
| Admissions   | SHORT                         | 7331            |
| Advising Office  | MH 214                        | 7049, 7050      |
| Alumni Office  | ROE                           | 7306            |
| Art Gallery/Seidensticker Exhibit                                | MH                            | 7342            |
| ASUMW President  | SUB 8                         | 7612            |
| ASUMW Vice President   | SUB 8                         | 7614            |
| ASUMW Main Office  | SUB 8                         | 7211            |
| Athletic Department  | BARC 110                      | 7220            |
| Athletic Director  | BARC 151                      | 7391            |
| Bark-n-Bite Convenience Store                                    | SUB                           | 7999            |
| Birch Creek Center Office  | MH 115                        | 7891            |
| Bookstore  | SUB                           | 7281            |
| Business Services Office   | SHORT                         | 7101            |
| Campus Corps   | MH 211                        | 7202            |
| Campus Security Office   | HEAT                          | 7142            |
| Campus Stores  | BH Bsmt                       | 7140            |
| Campus Operator from On Campus<br>From Off Campus                | SHORT                         | -0-<br>683-7011 |
| Career Services  | LCL Bsmt                      | 7143            |
| Chancellor's Office  | ROE                           | 7151            |
| Conference & Events Services                                     | MATH 3 <sup>rd</sup>          | 7566            |
| Cup, The   | STC Bsmt                      | 7020            |
| Curious Minds Child Care   | Crs Mnds                      | 7320            |
| Counseling Office  | DEAN OF<br>STUDENTS<br>CENTER | 7180            |
| Dean of Faculty  | MH 212                        | 7115            |
| Dining Services  | MATH                          | 7355            |
| Disability Services  | DEAN OF<br>STUDENTS<br>CENTER | 7388            |
| Early Childhood Education  | MH 116                        | 7176            |
| Equine Studies Office  | EQNE                          | 7330            |
| Facilities Services  | ENGNR                         | 7142            |
| FAX Lines:   |                               |                 |
| Admissions Office  | SHORT                         | 7493            |
| ASUMW Office Fax   | SUB 8                         | 7613            |
| KDWG Radio Station   | SUB Bsmt                      | 7155            |
| MAIN CAMPUS Fax (Mailroom)                                       | SHORT                         | 7493            |
| Facilities Services Fax  | ENGNR                         | 7138            |
| Field Experience Office Fax                                      | MH 227                        | 7662            |
| Financial Aid Office Fax   | SHORT                         | 7510            |
| Office Simulation Center Fax                                     | BTB 113                       | 7816            |
| Outreach/Education Offices Fax                                   | MH 115                        | 7809            |
| Media Relations Office Fax                                       | ROE                           | 7883            |
| Student Affairs Office Fax                                       | DEAN OF<br>STUDENTS<br>CENTER | 7570            |

|  |                      |              |
|--|----------------------|--------------|
| Field Experience Office                              | MH 227               | 7636         |
| Financial Aid Office                                 | SHORT                | 7511         |
| Foundation Office                                    | ROE                  | 7306         |
| Heating Plant  | Heat                 | 7141         |
| Human Resources                                      | SHORT                | 7010         |
| ITS Help Services                                    | STC                  | 7777         |
| ITS Office   | BTB 124              | 7777         |
| Instructional Technology Support                     | STC 101              | 7163         |
| KDWG Radio Station Business Line<br>Request Line     | SUB Bsmt             | 7156<br>7394 |
| Kitchen, Dining Services                             | MATH                 | 7355         |
| Learning Center                                      | LCL 006              | 7200         |
| Library, Lucy Carson                                 | LCL                  | 7541         |
| Mail Room  | SHORT                | 7561         |
| Marketing Office                                     | ROE                  | 7301         |
| Media Relations                                      | ROE                  | 7301         |
| Montana Small Schools Alliance                       | Behind<br>Clark Hall | 7121         |
| Moodle Help Desk                                     | STC 102              | 7536         |
| Motor Pool Desk                                      | ENGNR                | 7148         |
| Office Simulation Center                             | BTB 118              | 7823         |
| Outreach, School of                                  | MH 115               | 7537         |
| Payroll, Faculty/Staff                               | SHORT                | 7010         |
| PC Lab   | STC 201              | 7054         |
| PE Complex Office                                    | BARC 152             | 7220         |
| Printing & Graphics                                  | STC 002              | 7170         |
| Registrar's Office                                   | SHORT                | 7371         |
| Residence Life Office                                | DAVIS                | 7565         |
| Road Scholar (was Elderhostel)                       | MH 115               | 7302         |
| Security, Campus                                     | HEAT                 | 7142         |
| Small Schools Alliance, Montana                      | Behind<br>Clark Hall | 2685         |
| Student Affairs Office                               | DAVIS                | 7388         |
| Traffic Control                                      | SHORT                | 7363         |
| Training Room  | BARC                 | 7329         |
| TRIO Student Support Services                        | MH 215               | 7322         |
| VA Representative (Financial Aid)                    | SHORT                | 7511         |
| VC for Academic Affairs, Provost                     | MH 212               | 7115         |
| VC for Administration, Finance, &<br>Student Affairs | SHORT                | 7031         |
| Youth Challenge Academy                              | CLARK                | 7556         |

## EMPLOYEE BENEFITS RESOURCES

### **General Benefit Information**

**Montana University System**  
**Office of the Commissioner of Higher Education**  
Phone: (406) 444-2574; Fax: (406) 444-0222; toll-free 877-501-1722  
[www.mus.edu/choices](http://www.mus.edu/choices)

Choices benefits provided are medical, dental, prescription drug plan, basic life insurance, accidental death and dismemberment and long-term disability. Health insurance coverage begins first day of work. Eligible dependents include spouse and unmarried dependent children under the age of 26. Refer to above Choices website for Summary Plan Document. Refer to Choices Enrollment Workbook for additional information and back cover for website and phone numbers.

### **Medical Managed Care Plans**

2016-17 Choices Workbook page 3

#### **MANAGED CARE PLANS**

May not be available in all areas--check with your doctor.

#### **Allegiance - Managed Care Plan**

Customer service/prior authorization/claims processing:  
1-877-778-8600  
Precertification: 1-800-342-6510  
[www.abpmtpa.com/mus](http://www.abpmtpa.com/mus)

#### **Blue Cross & Blue Shield of Montana—Managed Care Plan**

1-800-820-1674 or 406-447-8747  
[www.bcbsmt.com](http://www.bcbsmt.com)

#### **Pacific Source Health Plan – Managed Care Plan**

Customer service: 406-442-6589 or 1- 877-590-1596  
Pre-Authorization: 406-442-6595 or 1-877-570-1563  
[www.PacificSource.com/MUS](http://www.PacificSource.com/MUS)

### **Dental Contact**

2016-17 Choices Workbook page 17

#### **Delta Dental Insurance Company**

Customer Service 1-866-579-5717  
[www.deltadentalins.com/MUS](http://www.deltadentalins.com/MUS)

### **Prescription Drug Mail Order Programs**

2016-17 Choices Workbook pages 14-16

#### **URx**

Ask-A-Pharmacist: 1-888-527-5879  
Plan Exception Processing Department: 1-888-527-5879  
[www.URx.mus.edu](http://www.URx.mus.edu)

Plan Exception Fax: 406-513-1928

#### **MEDIMPACT**

Customer Service: 1-888-648-6764

#### **Ridgeway Mail Order Pharmacy**

Prescription drug refills/customer service/  
prior authorizations/quantity overrides  
Customer Service: 1-800-630-3214  
Fax: 406-642-6050  
[www.ridgewayrx.com](http://www.ridgewayrx.com)

#### **MEDVANTX Mail Order Pharmacy**

Customer Service 1-877-870-6668

#### **Diplomat Specialty Pharmacy**

Customer Service: 1-877-319-6337

### **Vision Hardware Plan**

2016-17 Choices Workbook page 28

#### **Administered by Blue Cross Blue Shield of Montana**

1-800-820-1674 or 406-447-8747  
[www.bcbsmt.com](http://www.bcbsmt.com)

### **Montana University System Wellness Program**

2016-17 Choices Workbook page 12-13

Includes Preventive Health Screenings and Flu Shots  
[www.wellness.mus.edu](http://www.wellness.mus.edu)

### **WellBaby Maternity Program**

2016-17 Choices Workbook page 13

Maternity Case Management (call during first trimester)  
406-660-0082  
[www.wellness.mus.edu/DiseaseManagement.asp](http://www.wellness.mus.edu/DiseaseManagement.asp)

### **Standard Insurance Company**

#### **(Life & Disability)**

2016-17 Choices Workbook pages 23-24  
Basic Life/AD&D; Long-Term Disability;  
Supplemental Life Insurance (Term Life)  
Standard Insurance Company: 1-800-759-8702  
[www.standard.com](http://www.standard.com)

### **Standard Insurance Company**

#### **(Optional AD&D Coverage)**

2016-17 Choices Workbook page 25  
[www.standard.com](http://www.standard.com)

### **UNUM Life Insurance Company (Long Term Care)**

2016-17 Choices Workbook page 26

1-800-822-9103  
[www.unum.com](http://www.unum.com)

***Flexible Spending Account-Optional***

2016-17 Choices Workbook page 29

**Administered by Allegiance Benefit Plan Management, Inc.**

Reimbursement account claims, eligible expenses,  
account status, and IRS rules

Customer Service: 1-877-778-8600

[www.askallegiance.com](http://www.askallegiance.com)

***Tax Sheltered Annuity Program***

ING, TIAA-CREF, VALIC

***Deferred Compensation Program***

Great West

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***Retirement Programs***

***TIAA-CREF***

Employee 7.044%; Employer TIAA-CREF 5.956% (Faculty/Contract  
Admin/Prof), 4.49% (Staff) to employee's account; No vesting period.

**Teachers Retirement System (TRS)**

Employee 8.15%, Employer 11.95% to State Retirement Fund;  
5 years vesting period.

**Public Employees Retirement System (PERS)**

Employee 7.90%, Employer 8.47% to State Retirement Fund;  
5 years vesting period.

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***Leave Benefits***

**SICK LEAVE** - Accrue 8 hours per month (prorated for less than full time). 25% of total hours accrued are eligible for cash compensation at time of termination. 90-day (3 month) qualifying period.

**VACATION LEAVE** - Earned by contract administrative/professional and staff. Accrue 10 hours per month (prorated for less than full time) for employees new to state government. Prior eligible service may affect accrual amount. Lump sum payment for unused vacation leave at time of termination. 180-day (6 month) qualifying period.