

# EMPLOYEE HANDBOOK

## The University of Montana Western

### Fall 2017

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

**Please contact Glynis Lovell at 683-7031 or [glynis.lovell@umwestern.edu](mailto:glynis.lovell@umwestern.edu) to request corrections.**

## Who to Contact for:

Administration: Chancellor Provost/Vice Chancellor for Academic Affairs Vice Chancellor for Admin, Finance & Student Affairs	Beth Weatherby via Hillary Lowell, Roe House Deborah Hedeem via Mary (Candi) Whitworth, MH 212 Susan Briggs via Glynis Lovell, Short Center	7151 7115 7031
Advising Office	Margo Heberling, MH 214 Alyssa Waters, MH 214	7050 7049
Affirmative Action	Liane Forrester, Business Services, Short Center	7530
Alumni/Foundation	Roxanne Engellant, Roe House Kelly Allen, Roe House Vanessa Graham, Roe House	7305 7306 7303
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 and Dean of Students	7891
Bookstore	Kathey Hupp, SUB	7282
Campus Corps	MH 211	7202
Campus Operator	From on campus From off campus	-0- 683-7011
Career Services/Student	Library Basement	7143
Coaches: Basketball, Men's Basketball, Women's Football Rodeo Volleyball	Steve Keller, BARC 216 Lindsay Woolley, BARC 217 Ryan Nourse, BARC 210 Olie Else, Business Technology Building Brent Lewis, BARC 215	7341 7317 7421 7539 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	Amanda Buckley, 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 (Roads Scholar-Formerly Elderhostel)	Penny Walde, MH 115	7333
Fax Number (Main Campus #): Mail Room (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 Kelly Allen, Roe House Vanessa Graham	7305 7306 7303
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	Amanda Buckley, STC 101	7163
Insurance/Faculty-Staff	Patricia Lake, Short Center	7010
Insurance/Student	Lexi Benson, Davis Hall	7389
Learning Center Tutoring Services	Learning Center, Library Basement	7143
Library Services	Lucy Carson Library	7541
Mail Room	Bob Campbell, Mail Room, Short Center	7560
Marketing/Media Relations	Hillary Lowell, Roe House	7151
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)	Amanda Buckley, STC 102	7536
Motor Pool/Vehicle Reservations	Facilities Services, ENGR	7142/7148
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	Mary Dwyer, Business Services, Short Center	7352
Radio Station, Campus: KDWG	Business Line, SUB Basement Request Line	7156 7394
Registration	Registrar's Office, Short Building	7371
Security	Facilities Services, ENGNR	7140
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	Sue Brammer, ITS, Block Hall	7146
Traffic Control	Business Services, Short Center	7101
Travel/Employee	Mary Dwyer, 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	Learning Center, Library Basement	7143
Veterans' Benefits	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: Chancellor	ROE	7151
Provost/Vice Chancellor for Academic Affairs	MH 212	7115
Vice Chancellor for Administration, 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 Bsmnt	7140
Campus Operator from On Campus From Off Campus	SHORT	-0- 683-7011
Career Services	LCL Bsmnt	7143
Chancellor's Office	ROE	7151
Conference & Events Services	MATH 3 <sup>rd</sup>	7566
Cup, The	STC Bsmnt	7020
Counseling Office	DEAN OF STUDENTS CENTER	7180
Dean of Faculty	MH 212	7115
Dining Services	MATH	7355
Disability Services	DEAN OF STUDENTS 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 Bsmnt	7156
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 STUDENTS 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 Request Line	SUB Bsmnt	7156 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 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 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, & 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**

2017-2018 Choices Workbook page 44

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

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

Customer service: 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**

2017-18 Choices Workbook page 15

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

Customer Service 1-866-579-5717

[www.deltadentalins.com/MUS](http://www.deltadentalins.com/MUS)

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

2017-18 Choices Workbook Back Cover

#### **NAVITUS-PRESCRIPTION DRUG PROGRAM**

Customer Service: 1-866-333-2757

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

#### **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)

### **Vision Hardware Plan**

2017-18 Choices Workbook page 21

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**

2017-18 Choices Workbook page 25

Includes Preventive Health Screenings and Flu Shots

[www.wellness.mus.edu](http://www.wellness.mus.edu)

### **WellBaby Maternity Program**

2017-18 Choices Workbook page 25

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)**

2017-18 Choices Workbook pages 22

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)**

2017-18 Choices Workbook page 23

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

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

2017-18 Choices Workbook page 33

1-800-822-9103

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

***Flexible Spending Account-Optional***

2017-18 Choices Workbook page 27-28

**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

\*\*\*\*\*

***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 8.57% to State Retirement Fund;  
5 years vesting period.

\*\*\*\*\*

***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.