

EMPLOYEE HANDBOOK

The University of Montana Western

Fall 2011

Faculty/Staff Campus Mail:

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

Campus Phone:

Area Code: 406
Dial last 4 digits only if calling a campus phone from a campus phone
Dial "9-683-4 digit number" 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://www.umwestern.edu/facultystaff/>
Faculty-Staff Directory: <http://www.umwestern.edu/campusinfo/directory/>

Please contact Cathi Love at 683-7031 to report any corrections.

Who to Contact for:

Administration: Chancellor Provost/Vice Chancellor for Academic Affairs Vice Chancellor for Administration & Finance	Richard Storey via Shelly Kessel, Roe House Karl Ulrich via Donna Rouse, MH 212 Susan Briggs via Cathi Love, Short Center	7151 7115 7031
Advising Office	Margo Heberling, MH 214 Cory Creighton, MH 214	7050 7049
Affirmative Action	Liane Forrester, Business Services, Short Center	7101
Alumni/Foundation	Roxanne Engellant, Roe House Kelly Allen, Roe House	7305 7306
Assistant Provost	Brian Price, MH 211	7036
Athletic Director	Mark Durham, PE 151	7509
AV Support	Otis Anderson, STC 101	7163
Birch Creek Outdoor Center	Joe Brandon, MH 115	7891
Bookstore	Kathey Hupp, SUB	7281
Campus Corps	Cheyenne Marcy, MH 211	7202
Campus Operator	From on campus From off campus	-0- 683-7011
Career Services/Student	Sarah Juran, Library Basement	7143
Coaches: Basketball, Men's Basketball, Women's Equestrian Football Rodeo Volleyball	Steve Keller, PE 216 Cara Cocchiarella, PE 217 John Xanthopoulos, MH 219 Ryan Nourse, PE 210 Olie Else, IT 18 Lisa Griffiths, PE 215	7341 7317 7018 7346 7539 7444
Conference & Events	Kathy Simkins, Mathews 3 rd Floor	7566
Counseling/Student	Lynn Weltzien c/o Student Affairs, Davis Hall	7565
Cup, The	Crystal Simonsen, STC Basement	7020
Dean of Faculty	Karl Ulrich, MH 212	7115
Dean of Students	Nicole Hazelbaker, Student Affairs, Davis Hall	7565
Dining Services	Cheri McCarthy, Dining, Mathews Basement	7355
Early Childhood Education	Julie Bullard/Susan Parker, MH 116	7176
Employment/Staff	Dorothy Seymour, Short Center	7010
Employment/Student	Karen Throckmorton, Business Services, Short Center	7511
Exploritas (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	406-683-7493
Fee Payment	Business Services, Short Center	7101
FERPA	Jason Karch, Registrar	7371
Field Experiences/Student	Mike Miller, MH 227	7636
Foundation/Alumni	Roxanne Engellant, Roe House Kelly Allen, Roe House	7305 7306
Grievances/Faculty-Staff	TBD (contact Cathi Love, 7031)	
Grievances/MPEA	Bill Dwyer, STC 102	7164
Grievances/Student	Student Affairs, Davis Hall	7565
Health Services/Student	Student Affairs, Davis Hall	7565
Human Resources	Dorothy Seymour, Short Center	7010
Instructional Designer	Jessica Winans, MH 210	7536
Insurance/Faculty-Staff	Dorothy Seymour, Short Center	7010
Insurance/Student	Student Affairs, Davis Hall	7565
Learning Center Tutoring Services	Sarah Juran, Learning Center, Library Basement	7200
Library Services	Lucy Carson Library	7541
Mail Room	Bob Campbell, Mail Room	7561
Marketing/Media Relations	Kent Ord, Roe House	7301
Montana Small Schools Alliance	Dan Rask/Kayle Nichols, behind Clark Hall	7121
Montana Youth Challenge Academy	Jan Rouse, Director, Clark Hall	7556
Moodle Assistance (Learning Mgt System)	Jessica Winans, MH 210	7536
Motor Pool/Vehicle Reservations	Facilities Services	7142/7148
Notary Service	Dorothy Seymour (Short Center, VC Admin/Finance) Margo Heberling (Advising Center, MH 214)	7010 7050
Parking Tickets/Permits	Traffic Control/Facilities Services	7142/7147
Payment of Fees	Business Services, Short Center	7101
Payroll	Dorothy Seymour, Short Center	7010
PE Complex	Pat Yeager, PE 150	7220

Printing & Graphics	Verna Hand, STC 002	7170
Purchasing	Patty Rose, Business Services, Short Center	7352
Radio Station, Campus: KDWG	Business Line, SUB Basement Request Line	7156 7394
Security	Facilities Services	7141
Small Schools Alliance, Montana	Dan Rask/Kayle Nichols, behind Clark Hall	7121
Staff Employment	Dorothy Seymour, Human Resources, Short Center	7010
Stageline Pizza	SUB	683-9004
Student Admission	Admissions, Short Center	7331
Student Disability Services	Student Affairs, Davis Hall	7565
Student Discipline	Student Affairs, Davis Hall	7565
Student Employment	Karen Throckmorton, Business Services, Short Center	7101
Student Enrollment	Registrar's Office, Short Center	7371
Student Financial Aid	Financial Aid, Short Center	7511
Student Health Services	Student Affairs, Davis Hall	7565
Telephone/Voice Mail	ITS, Block Hall	7146
Traffic Control	Facilities Services	7147
Travel/Employee	Tina Walter, Business Services, Short Center	7101
TRIO/Student Support Services	Christy Keyes, MH 215	7322
Tuition & Fee Payment	Business Services, Short Center	7101
Tuition Waiver/Faculty-Staff	Financial Aid, Short Center	7511
Tuition Waiver/Dependent (for MUS employees)	Dorothy Seymour, Short Center	7010
Tutoring	Sarah Juran, Learning Center, Library Basement	7200
Veterans' Benefits	Ricki Jones, Financial Aid	7511
WebCT Help Desk	Otis Anderson, STC 101	7163
Wellness Program/Employee-Student	Jenny Peterson, PE 214	7441
Wescolite/Campus Newspaper	Rebecca Knotts, Advisor	7045
Work Study Employment/Student	Karen Throckmorton, Business Services, Short Center	7347
Worker's Compensation	Dorothy Seymour, Short Center	7010
Youth ChalleNge Academy	Jan Rouse, Director, Clark Hall	7556

Campus Web Pages

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

Campus Human Resources Website: my.umwestern.edu/administration/business/hr/

Campus Master Plan: <http://my.umwestern.edu/administration/facilities/page15.htm>

Campus Policy Manual: <http://my.umwestern.edu/campusinfo/policymanual/>

Campus Strategic Plan: <http://my.umwestern.edu/strategicplan/>

Campus Technology Plan: http://my.umwestern.edu/administration/its/technology_plan_final_8_03.pdf

Directory - Faculty/Staff: <http://my.umwestern.edu/campusinfo/directory/>

ITS Accounts & System Access: <http://my.umwestern.edu/administration/its/page2.htm>

Parking Ticket Appeal Form: <http://my.umwestern.edu/administration/facilities/page6.htm#appeals>

Phone & Voice Mail Help: <http://my.umwestern.edu/administration/its/page8.htm>

Printable Forms (Registrar): <http://my.umwestern.edu/registrar/page8.htm>

Purchasing Information: <http://my.umwestern.edu/administration/business/page2.htm>

Travel Information: <http://my.umwestern.edu/administration/business/page2.htm>

Work Order Form (Facilities Services): <http://my.umwestern.edu/administration/facilities/#request>

Campus Department Directory

ADMINISTRATION:			GREAT DIVIDE	IT Bsmt	7635
Chancellor			HEALTH SERVICES/Students	DAVS206	7565
Provost/Vice Chancellor for Academic Affairs	ROE	7151	HEATING PLANT	HEAT	7141
Vice Chancellor for Administration, Finance & Student Affairs	MH212	7115	HUMAN RESOURCES	SHORT	7010
	SHORT	7031	ITS	BH124	7411
ADMISSIONS	SHORT	7331	ITS HELP SERVICES	BH124	7462
ADVISING CENTER	MH214	7049, 7050	KDWG RADIO STATION	SUB Bsmt	
ALUMNI OFFICE	ROE	7306	Business Line		7156
ART GALLERY/SEIDENSTICKER EXBT	MH	7232	Request Line		7394
ASUMW PRESIDENT	SUB8	7612	KITCHEN, DINING SERVICES	CFTR	7144
ASUMW VICE PRESIDENT	SUB8	7614	LEARNING CENTER	LIBR006	7200
ASUMW OFFICE	SUB8	7211	LIBRARY	LIBR	7541
ATHLETIC DEPT	PE110	7220	MAIL ROOM	SHORT	7561
AUDITORIUM, BEIER	MAIN	7422	MARKETING	ROE	7301
AWARE EARLY HEADSTART PROGRAM	SO CAMPUS	683-6335	MEDIA RELATIONS	ROE	7201
BARK 'N BITE	SUB	7999	MONTANA SMALL SCHOOLS ALLIANCE	Behind Clark Hall	7121
BIRCH CREEK CENTER OFFICE	MH115	7891	MOTORPOOL DESK	ENG	7148
BOOKSTORE	SUB	7281	OFFICE SIMULATION	IT118	7823
BUSINESS SERVICES OFFICE	SHORT	7101	OUTREACH, SCHOOL OF	MH115	7537
CAMPUS SECURITY OFFICE	HEAT	7141	PAYROLL,FACULTY/ STAFF	SHORT	7010
CAMPUS STORES	BH Bsmt	7140	PC LAB	STC201	7054
CAMPUS OPERATOR (Admissions Office)	SHORT	-0-	PE COMPLEX OFFICE	PE152	7341
CAREER SERVICES	MH210	7143	PRINTING & GRAPHICS	STC002	7170
CHI ALPHA OFFICE	IT Bsmt	7771	RADIO STATION - See "KDWG"		
CHANCELLOR'S OFFICE	ROE	7151	REGISTRAR'S OFFICE	SHORT	7371
CONFERENCE & EVENT SERVICES	MATH3rd	7566	SECURITY, CAMPUS	HEAT	7141
CUP, THE	STC Bsmt	7020	SMALL SCHOOLS ALLIANCE		7121
CURIOUS MINDS CHILD CARE	CRSMNDS	7320	SOUTHWEST MT ARTS COUNCIL	IT Bsmt	7772
COUNSELING OFFICE	DAVIS	7180	STC AV SUPPORT	STC101	7163
DEAN OF FACULTY	MH212	7115	STAGELINE PIZZA	SUB	683-9004
DINING SERVICES	CFTR	7355	STUDENT AFFAIRS OFFICE	DAVS206	7565
DISABILITY SERVICES	DAVS204	7565	TRAFFIC CONTROL	ENGRN	7147
EARLY CHILDHOOD EDUCATION	MH116	7176	TRAINING ROOM	PE115	7329
EXPLORITAS (was ELDERHOSTEL)	MH115	7302	TRIO/Student Support Services	MH215	7322
EQUINE STUDIES OFFICE	EQNE	7330	VA REPRESENTATIVE (Fin Aid)	SHORT	7511
FACILITIES SERVICES	ENGRN	7142	VC/ADMIN & FINANCE	SHORT	7031
FAX LINES:			VC/ACADEMIC AFFAIRS, PROVOST	MH212	7115
• ASUMW Office Fax		7613	WEBCT HELP DESK	STC	7007
• KDWG Radio Station Fax		7155	WESCOLITE	IT Bsmt	7045
• MAIN CAMPUS Fax (Mailroom)		7493	WELLNESS	PE220	7441
• Facilities Services		7138	YOUTH CHALLENGE ACADEMY	CLRK102A	7556
• Field Experience Office Fax		7662			
• Financial Aid Office Fax		7510			
• Office Simulation Fax		7816			
• Outreach/Education Office Fax		7809			
• Media Relations Office Fax		7883			
• Student Life Office Fax		7570			
FIELD EXPERIENCE OFFICE	MH227	7636			
FINANCIAL AID OFFICE	SHORT	7511			
FOUNDATION OFFICE	ROE	7306			

EMPLOYEE BENEFITS RESOURCES

General Benefits Information

Montana University System

Office of the Commissioner of Higher Education

Phone: (406) 444-2574; Fax: (406) 444-0222; toll-free 1-877-501-1722

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 age 25. 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 Traditional Plans and Managed Care Plans

2011-12 Choices Workbook page 5

Allegiance (Traditional Plan and Managed Care Plans)

Customer service/prior authorization/claims processing:

1-877-778-8600

Precertification: 1-800-342-6510

www.abpmtpa.com/mus

MANAGED CARE PLANS

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

Blue Cross & Blue Shield of Montana Managed Care

1-800-820-1674 or 406-447-8747

www.bcbsmt.com

New West Health Plan

1-800-290-3657 or 406-457-2200

www.newwesthealth.com

MAPP: 1-888-873-8049

Peak Health Plan

Customer service and claims processing questions: 1-866-368-7325

Precertification/prior authorization: 1-866-275-7646

www.healthinonetmt.com

Dental Contact:

2011-12 Choices Workbook page 17

Delta Dental Insurance Company

Customer Service 1-866-579-5717

www.deltadentalins.com/MUS

Prescription Drug Mail Order Programs:

2011-12 Choices Workbook pages 14-16

URx

MedImpact Customer Service 1-888-648-6764

Ask-A-Pharmacist 1-888-527-5879

Plan Exception Processing Department Customer Service:

1-888-527-5879 or 406-541-2108

www.URx.mus.edu

MEDVANTX Mail Order Pharmacy Services

Customer Service 1-877-870-6668

Ridgeway Mail Order Prescription Drug Program

Prescription drug refills/customer service/

prior authorizations/quantity overrides

Customer Service: 1-800-630-3214

Vision Care Contact:

2011-12 Choices Workbook page 22

Eyemed Vision Care

Customer Service: 1-866-723-0513

www.enrollwitheyemed.com/access (prior to enrollment)

www.eyemedvisioncare.com (after enrollment)

Montana University System Wellness Program

2011-12 Choices Workbook page 29

Includes Preventive Health Screenings and Flu Shots

www.montana.edu/wellness

The Life Connection (TLC)

2011-12 Choices Workbook page 30

Includes Employee Assistance Program (EAP) Counseling Services; TLC Telephonic and Online Work-Life Services; Online DesktopSpa, Disease Prevention/Management Programs, including Metabolic Syndrome, Take Control "Diabetes Support", and Recovering from Depression

1-866-248-4532

www.montana.edu/wellness

WellBaby Maternity Program

Maternity Case Management (call during first trimester)

1-866-644-2025

www.montana.edu/wellness

Standard Life Insurance

(Life Insurance/Accidental Death &

Dismemberment)

2011-12 Choices Workbook pages 23-24

Basic Life/AD&D; Long-Term Disability;

Supplemental Life Insurance (Term Life)

1-800-759-8702

The Hartford (Optional AD&D Coverage)

2011-12 Choices Workbook page 24

www.thehartford.com

UNUM Life Insurance Company (Long Term Care)

2011-12 Choices Workbook page 27

1-800-822-9103

www.unum.com

FlexConnect (Flex Plan Administrator--Optional)

Reimbursement Account/Cafeteria Plan

2011-12 Choices Workbook page 25

Reimbursement Accounts claims, eligible expenses, account status, and

IRS rules

1-866-640-3539

www.insurancecoordinators.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

Employee 7.15%, Employer 9.85% to State Retirement Fund; 5 years vesting period.

Public Employees Retirement System

Employee 7.90%, Employer 7.17% 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.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

This form is to be used for the following purposes:

1. For annual disclosures to be submitted by September 30th of each year.
2. For disclosures of potential Conflicts of Interest whenever they occur.

Submit completed form to Dorothy Seymour, Associate Director of Human Resources, who will provide a copy to your Executive-level supervisor. For questions concerning the information required by this form, or any definitions, refer to UMW 700.2 Conflict of Interest & Financial Disclosure Policy or contact Dorothy Seymour, 683-7010, d_seymour@umwestern.edu.

Certification

By signing below, I hereby certify:

1. I have read and understand the UMW Policy 700.2 Conflict of Interest & Financial Disclosure, and
2. I have: [check the applicable box]
 - a. No relationships, contractual commitments, or financial interests that are or might reasonably be perceived to be in conflict with my duties and responsibilities at UMW;
 - b. A potential conflict of interest which has been duly disclosed previously and there has been no change which requires an updated disclosure; or
 - c. Potential conflicts of interest **not** previously disclosed as described below in the Disclosure Statement.

Disclosures

Complete this section only if you have checked 2c above. If you checked 2a or 2b, sign the bottom of the form, date it, and submit it to Dorothy Seymour, Associate Director of Human Resources and provide a copy to your immediate supervisor.

1. I, my spouse and/or dependent child(ren) have the following interests or relationships (check all applicable):
 - a. A Significant Financial Interest in a non-college entity/enterprise directly related to my duties as follows:
 - Salary or other payment for services (e.g., employment, consulting fees/ honoraria)
 - Ownership interest (e.g., stock, stock options, partnership interest, or other)
 - Intellectual property rights (e.g., patents, copyrights, or royalties)
 - b. Hold a position of executive, officer, or director in an entity engaged in commercial activities directly related to my UMW responsibilities.
 - c. Other potential conflict of interest.
2. In my position at UMW, I have responsibility for decisions that may result in direct benefits or detriments to:
 - a. A relative as defined in UMW's Nepotism Policy (parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew, or cousin, by blood relationship; spouse; or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child).
 - b. A person in whom or with whom I (or my spouse or dependent children) have a financial interest.
 - c. A person with whom I have a romantic relationship.
3. I participate as an employee, officer, board member, or owner in an entity which has (or wishes to have) rights to intellectual property for which I was an inventor or creator in my work for UMW.

With regard to the above-disclosed interests, attach a written explanation including the name of the entity or person, the nature and extent of the interest or relationship, and any other information necessary to an understanding of the potential conflict of interest.

The information contained in this form is complete and accurate to the best of my knowledge, and I acknowledge my continuing obligation to update my disclosure when there is a significant change in my personal or financial interests creating potential conflicts of interest.

Signature: _____ Date: _____

Print Name: _____

VEHICLE USE AGREEMENT

It is your responsibility as an employee of The University of Montana Western to read and understand the State of Montana Vehicle Use Policy.

I, _____, understand and agree that my use of Montana Western’s motor pool vehicles shall be exclusively for the fulfillment of university business for which I have been engaged.

I also understand that I am not to use the vehicle for any other reason whatsoever (human life threatening medical emergency excepted). I agree to operate this vehicle in a safe, prudent, and lawful manner at all times and to comply with the state’s motor vehicle laws and policies.

I will wear seat belts at all times and assure that all vehicle occupants do the same when the vehicle is in motion. I will not permit any other person to operate the vehicle, unless such use is made part of this agreement. I will not carry or consume alcoholic beverages in a state vehicle or drive a state vehicle out of the State of Montana without prior approval by Montana Western.

I truthfully state that I have a valid, non-conditional driver’s license and that my license is not currently under suspension. I do truthfully state that I have been convicted in the past 36 months of the following motor vehicle violations (please list):

Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____
Type of Conviction _____	Date: _____

Others: Please attach additional page and explain or provide a copy of your driver’s record to the Human Resource office.

I understand that, in accordance with the state vehicle use rule ARM 2.6.201 through ARM 2.6.214 if my total conviction points received (after 10/12/01) within the past 36 months exceed 12 points, or in excess of 5 points for a single infraction, I will report the infraction to the HR office. If my conviction points exceed 15, I understand that I may not be allowed to operate a state vehicle.

I understand that any material, false statements or use of the vehicle not permitted by this agreement will require me to assume the full legal and financial consequences of my actions.

Important Notice to Driver: Do not sign below unless you have read and understood this document.

Driver Signature

Date

Printed Name