

# EMPLOYEE HANDBOOK

## The University of Montana Western

### Fall 2019

**Faculty/Staff Campus Mail:**

Name  
The University of MT Western  
UMW Box 115  
710 S Atlantic St.  
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 & Student Affairs Vice Chancellor for Admin and Finance	Beth Weatherby via Hillary Lowell, Roe House Deborah Hedeen via Molly Ruud, MH 211 Michael Reid via Glynis Lovell, Short Center	7151 7115 7031
Advising Office	Margo Heberling, MH 214 Lexi Benson MH 214	7050 7049
Affirmative Action	Liane Forrester, Business Services, Short Center	7530
Alumni/Foundation	Roxanne Engellant, Roe House Kelly Allen, Roe House	7305 7306
Athletic Director	Bill Wilson, BARC 151	7391
Bark 'n' Bite	Jo Brodigan, SUB	7999
Birch Creek Outdoor Center	Joe Brandon and Dean of Students	7891
Bookstore	Travis Gibson, Bookstore	7282
Campus Operator	From on campus From off campus	-0- 683-7011
Campus Recreation	Keeley Fitzgerald, SUB Basement	7211
Career Services/Student	Susan White, Library Basement	7143
Classroom Technology Instructional Support	Justin Mason, MH 210	7536
Coaches: Basketball, Men's Basketball, Women's Football Rodeo Volleyball	Mike Larsen, BARC 216 Lindsay Woolley, BARC 217 Ryan Nourse, BARC 210 Kody Lahaye, BARC 213 Katie Lovett, BARC 215	7341 7317 7421 7001 7444
Conference & Events	Kathy Simkins, Mathews 2nd Floor	7566
Counseling/Student	Student Affairs, Dean of Students Center	7388
Cup, The	STC Basement	7020
Dean of Students	Nicole Hazelbaker, Student Affairs, Dean of Students Center	7388
Dining Services	Cheri McCarthy, Dining, Mathews Basement	7351
E-Learning	Justin Mason, MH 210	7536
Early Childhood Education	Dawn Zimdars, MH 228C	7176
Employment/Staff	Patricia Lake, Short Center	7010
Employment/Student	Karen Throckmorton, Business Services, Short Center	7347
Fax Number (Main Campus #): Mail Room (incoming faxes are placed in campus mailboxes)	Becky Harrington, Mail Room, Short Center	683-7493
Fee Payment	Business Services, Short Center	7101
FERPA	Charity Walters, Registrar, Short Center	7471
Field Experiences/Student	Katie McCrea via Connie Beck MH 228B	7636
Foundation/Alumni	Roxanne Engellant, Roe House Kelly Allen, Roe House	7305 7306
Grievances/Faculty-Staff	Michael Reid, Short Center	7031
Grievances/MPEA	Bill Dwyer, STC 101	7164
Grievances/Student	Student Affairs, Dean of Students Center	7388
Health Services/Student	Student Affairs, Dean of Students Center	7388
Human Resources	Patricia Lake, Short Center	7010
Instructional Technology/Technical Support	Bill Dwyer, STC 101	7164
Insurance/Faculty-Staff	Patricia Lake, Short Center	7010
Insurance/Student	Dean of Students Center	7388
Learning Center Tutoring Services	Learning Center, Library Basement	7143
Library Services	Lucy Carson Library	7541
Mail Room	Becky Harrington, Mail Room, Short Center	7560
Montana Small Schools Alliance	Dan Rask/Linda Sunderlin, Behind Clark Hall	683-2685
Montana Youth Challenge Academy	Trent Gibson, Director, Clark Hall	7556
Moodle/Classroom Technology Instructional Support	Justin Mason, MH 210	7536
Motor Pool/Vehicle Reservations	Facilities Services, ENGNR	7142
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	Matthew Peterson, 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
Road Scholar	Zach Baker, MH 115	7333
Security	Facilities Services, Heat	7141
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, Dean of Students Center	7388
Student Wellness	Dean of Students Center	7389
Telephone/Voice Mail	Kathy Hupp, ITS, Block Hall 103	7186
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
University Communications	Hillary Lowell, Roe House	7301
Veterans' Benefits	Financial Aid, Short Center	7515
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://w.umwestern.edu/section/campus-policy-manual/>

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

**Campus IT Resources:** <http://its.umwestern.edu>

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

**Voice Mail Information Guide & Dialing Instructions:** [https://w.umwestern.edu/wp-content/uploads/2018/01/callpilot\\_quick\\_guide.pdf](https://w.umwestern.edu/wp-content/uploads/2018/01/callpilot_quick_guide.pdf)

**Printable Forms (Registrar):** <https://w.umwestern.edu/registrar-forms/>

**Travel Information:** <https://w.umwestern.edu/section/travel-2/>

**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
UMW Fine Arts Gallery	MH Ground	7313
ASUMW President	SUB BSMT	7612
ASUMW Vice President	SUB BSMT	7611
ASUMW Main Office	SUB BSMT	7211
Athletic Department	BARC 150	7220
Athletic Director	BARC 151	7391
Bark-n-Bite Convenience Store	SUB	7999
Birch Creek Center Office	BTB BSMT	7891
Bookstore	SUB	7282
Business Services Office	SHORT	7101
Campus Security Office	HEAT	7141
Campus Stores	BH BSMT	7140
Campus Operator from On Campus From Off Campus	SHORT	-0- 683-7011
Career Services	LCL BSMT	7143
Chancellor's Office	ROE	7151
Conference & Events Services	MATH 2nd	7566
Cup, The	STC BSMT	7020
Counseling Office	DEAN OF STUDENTS CENTER	7388
Dining Services	MATH	7351
Disability Services	DEAN OF STUDENTS CENTER	7388
Early Childhood Education	MH 228C	7176
Equine Studies Office	EQNE	7330
Facilities Services	ENGNR	7142
FAX Lines: Admissions Office	SHORT	7493
ASUMW Office Fax	SUB BSMT	7613
KDWG Radio Station	SUB BSMT	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 228	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	MH 115	7234
KDWG Radio Station Business Line Request Line	SUB BSMT	7156 7394
Kitchen, Dining Services	MATH	7144
Learning Center	LCL 006	7200
Library, Lucy Carson	LCL	7495
Mail Room	SHORT	7561
Montana Small Schools Alliance	Behind Clark Hall	683-2685
Moodle Support	MH 210	7536
Motor Pool Desk	ENGNR	7142
Office Simulation Center	BTB 108	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 206	7565
Road Scholar	MH 115	7302
Security, Campus	HEAT	7141
Small Schools Alliance, Montana	Behind Clark Hall	683-2685
Student Affairs Office	DAVIS	7388
Traffic Control	SHORT	7363
Training Room	BARC	7329
TRiO Student Support Services	MH 215	7322
University Communications	ROE	7301
VA Representative (Financial Aid)	SHORT	7515
VC for Academic Affairs, Provost	MH 211	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) 449-9157; Fax: (406) 449-9170; 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

2019-2020 Choices Workbook page 40

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

Flex Plan Administrator 1-877-778-8600

[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

<https://www.pacificsource.com/MUS>

## Dental Contact

2019-2020 Choices Workbook page 17

### **Delta Dental Insurance Company**

Customer Service 1-866-579-5717

<https://www.deltadentalins.com/mus/>

## Prescription Drug Mail Order Programs

2019-2020 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-** [www.ridgeway.pharmacy/](http://www.ridgeway.pharmacy/)

Customer Service: 1-800-630-3214

Fax: 406-642-6050

**COSTCO Mail Order Pharmacy-** [www.pharmacy.costco.com](http://www.pharmacy.costco.com)

Customer Service: 1-800-607-6861

Fax: 1-888-545-4615

**miRx Mail Order Pharmacy-** [www.mirxpharmacy.com](http://www.mirxpharmacy.com)

Customer Service: 1-866-894-1496

Fax: 406-869-6552

**Lumicera Health Services-Specialty Pharmacy-** [www.lumicera.com](http://www.lumicera.com)

Customer Care: 1-855-847-3553

## Vision Hardware Plan

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### **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

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Includes Preventive Health Screenings and Flu Shots

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

## WellBaby Maternity Program

2019-2020 Choices Workbook page 25

Maternity Case Management (call during first trimester)

406-660-0082

<https://wellness.mus.edu/WellBaby.asp>

## Standard Insurance Company

### (Life & Disability)

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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)

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1-800-759-8702

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

## UNUM Life Insurance Company (Long Term Care)

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1-800-227-4165

[www.unuminfo.com/MontanaU/index.aspx](http://www.unuminfo.com/MontanaU/index.aspx)

**Flexible Spending Account-Optional**

2019-20 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**

TIAA

**Deferred Compensation Program**

Empower Retirement

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**Retirement Programs**

**TIAA**

Employee 7.044%; Employer TIAA 5.956% (Faculty/Contract  
Prof/Admin); No vesting period.

**Teachers Retirement System (TRS)**

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

**Public Employees Retirement System (PERS)**

Employee 7.90%, Employer 8.57% to State Retirement Fund;  
5 year 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.