

# **Staff Handbook**

The University of Montana-Helena  
College of Technology



**Revised  
August 2010**

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## **Introduction to the Staff Handbook**

The purpose of this handbook is to provide Staff members of the University of Montana – Helena College of Technology (UM-Helena) with a guide to personnel policies, benefits, practices in order to foster clear communications, amiable work relationships, and consistency in personnel administration.

In addition, the handbook will serve to apprise personnel of applicable College, Board of Regents, State of Montana, and/or federal policies that have a bearing on them as employees but may not be directly associated with terms of employment, benefits, and responsibilities that are a part of current negotiated agreements.

This handbook is not intended to pre-empt or circumvent current negotiated agreements, Board of Regents, and/or State of Montana policies or to serve as an employment contract. Rather it is anticipated that the handbook will be a useful resource in regard to matters of employment and relevant information about UM-Helena, its mission, philosophy, goals, and objectives.

This handbook is not all-inclusive, and suggestions for modifications and/or inclusions are invited. Suggestions may be communicated to the Director of Human Resources.

In the event that any portion of the handbook conflicts with current negotiated agreements, Board of Regents, State of Montana and/or federal policies, the aforementioned policies shall govern.

Moreover, college policies and procedures described herein are not conditions of employment. The college reserves the right to modify, revoke, suspend, terminate, or change any or all of its policies or procedures, in whole or in part at anytime, with or without notice.

## **Welcome from the Dean/CEO**

Welcome to UM Helena-College of Technology! You are joining a team of a dedicated and professional staff, faculty, and adjunct faculty all of whom, along with our students, are part of our campus community. Our mission is to promote lifelong educational goals of learners, support workforce development needs of employers, and foster community involvement by providing a substantive, responsive, and accessible learning environment. You are an integral part of our team as we strive to fulfill this mission each and every day. I wish you the best of luck and congratulate you on your decision to help educate our community.



Daniel J. Bingham, Ph.D.  
Dean/CE

## Two – Year Education

The University of Montana—Helena College of Technology provides educational opportunities to its community as a two-year college. Two-year education is different than four-year education, with a different focus and a different mission. In the state of Montana, two-year education has the following attributes:

- **Community Focused**—programs at UM-Helena are in direct response to our regional needs and typically do not focus on preparing individuals to work outside of our region
- **Lifelong Learning**—UM-Helena is committed to providing opportunities to individuals throughout the age spectrum, beginning with high school programs all through retirement age
- **Accessibility**—UM-Helena provides open entry to any individual interested in pursuing educational opportunities with a minimum level of requirements. We provide developmental courses to assist folks in skill development who may not be ready for college-level work, as well as provide a variety of access points to classes including evenings, weekends and on-line.
- **Workforce and Economic Development**—UM-Helena is a vital contributor to the economy by working with local business and industry to ensure a skilled and ready workforce.
- **Transfer Education**—UM-Helena offers courses in its Associate of Arts and Associate of Science programs that are geared to transfer to a four-year institution. Courses include math, communication, fine arts, social sciences, and natural sciences. Students in transfer courses make up about 60% of our enrollment.
- **Technical and Vocational Education**—UM-Helena offers a variety of credentials and courses that are specifically tailored to provide skills used in technical professions. The Associate of Applied Science and Certificate of Applied Science credentials package courses in a variety of technical areas for employment purposes.

## **Programs of Study**

The College's academic programs of study are organized into five major areas: General Education, Fire and Rescue, Nursing, Technology and Trades. The specific programs of study offered are described in the College's catalog.

## **About UM-Helena**

### **Mission Statement**

The University of Montana – Helena College of Technology promotes lifelong educational goals of learners, supports workforce development needs of employers, and fosters community involvement by providing a substantive, responsive, and accessible learning environment.

### **Core Value Statements**

*Learning:* We uphold the principles of lifelong learning for our community of students, faculty, and staff.

*Success:* We promote the success of our community in meeting individual and common goals.

*Community:* We foster our connections with partners in business, industry, government, local communities, and fellow educators.

*Access:* We provide access to higher education, employment opportunities, continuing education, and personal and career development.

*Growth:* We encourage growth and progress of our community members, curricula, facilities, and resources.

*Service:* We serve our students, College, partners, and communities.

### **Vision Statement**

The University of Montana – Helena College of Technology will be recognized as a responsive regional center of technical and academic education, as a partner in economic and community development, and as a diverse and accessible community of learners. UM-Helena will promote excellence in education; maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

## **Strategic Direction and Priorities**

### **Student Success**

Direction: UM-Helena develops and offers instructional programs and student services that help students succeed in reaching their goals.

#### **Priorities for action:**

- Assist students in balancing life and school demands.
- Provide transition services for students from application through graduation.
- Develop and evaluate quality educational programs.
- Increase access to student resource areas for the various student populations.

### **Connect with the Community**

Direction: UM-Helena builds connections with a broad range of groups to respond to the diverse needs of the communities we serve.

#### **Priorities for action:**

- Work collaboratively with business and industry, local and state governments, community organizations, and educational partners to accomplish common goals for statewide economic development.
- Create communication avenues with the surrounding community.
- Fully develop internships and service learning opportunities for students.
- Identify and incorporate community interests/ business and industry needs in future planning.
- Foster faculty, staff, and student involvement in community organizations and events.

### **Create Access**

Direction: UM-Helena makes access to higher education possible for the communities we serve.

#### **Priorities for action**

- Develop alternative delivery methods for courses and degree obtainment including distance learning, evening and weekend offerings and collaboration with other educational institutions to enhance access to higher education.
- Lessen the financial burden of higher education through the development and marketing of scholarship opportunities.
- Improve access and services for people with disabilities.

### **Develop Resources**

Directions: UM-Helena proactively develops its fiscal, capital, technological and human resources to ensure the effective, efficient management of quality programs and services.

#### **Priorities for action**

- Improve technological infrastructure and services including electronic mail, wireless networks, and computers.
- Develop criteria for managing enrollment to sustain the quality of our programs and services including marketing and development.
- Develop staffing and salary structure plans.

- Expand the college's fiscal resource base through grants, private funding, and entrepreneurial activities that support college priorities.
- Develop public/private partnerships and corporate sponsorship and in-kind donations.
- Promote legislative awareness and support.
- Support the excellence and growth of college faculty and staff members through professional development programs.

## **Accreditation**

UM-Helena is accredited by Northwest Commission on Colleges and Universities. In addition, programs offered at UM-Helena are approved by the Montana Board of Regents, Montana State Board of Nursing, Federal Aviation Administration, and the National Automotive Education Foundation.

UM-Helena will be seeking re-accreditation in Spring 2010.

## **Administrative Organization**

### **The Board of Regents**

The Board of Regents has full power, responsibility, and authority to supervise, coordinate, manage, and control the Montana University System, and supervises and coordinates other public educational institutions assigned by law. The Board consists of seven members appointed by the governor and confirmed by the Senate to seven-year overlapping terms. The Governor, Superintendent of Public Instruction, and Commissioner of Higher Education are ex-officio members of the Board. Information taken from the Boards website:

<http://mus.edu/board/BORinfo.asp>

### **The Office of the Commissioner of Higher Education**

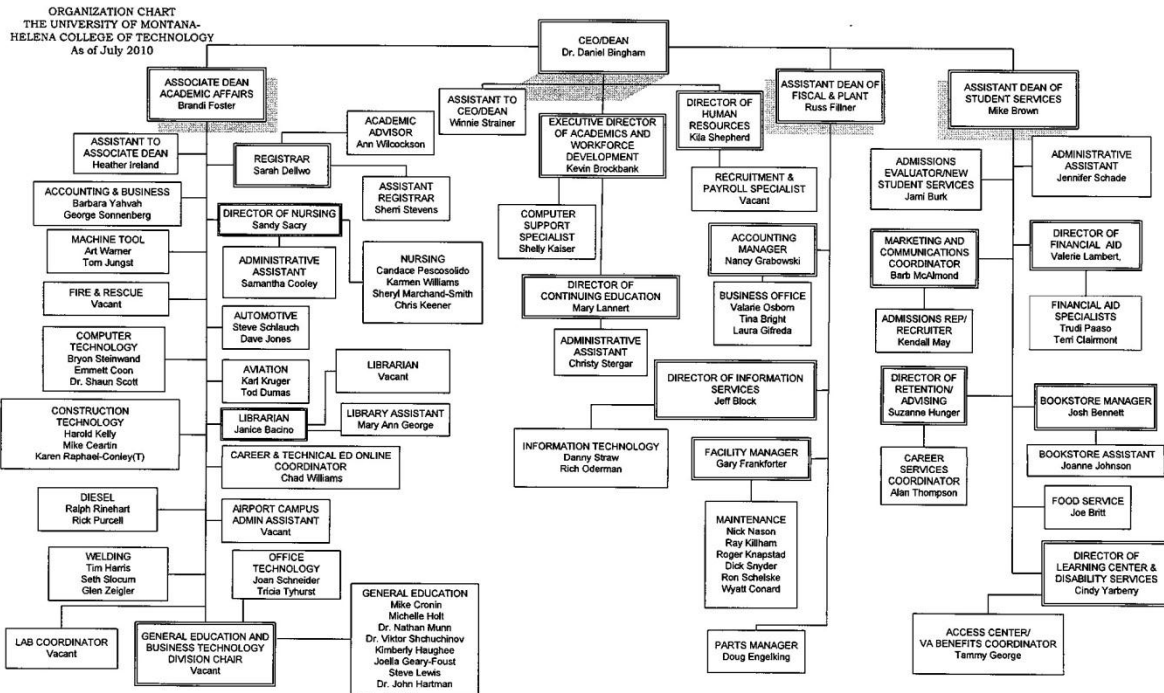
The Commissioner of Higher Education is appointed by the Board of Regents and serves as the chief executive officer of the Montana University System. Policies and directives of the Board of Regents are communicated and implemented by the Commissioner Sheila Stearns and her staff, using the Regents' statutory and constitutional authority in an effective and professional manner. Programs assigned to the office are administered in a successful and accountable fashion.

Information taken from the Commissioners website: <http://www.mus.edu/che/che.asp>

# The President of the University of Montana

UM-Helena is part of the University of Montana system and as such falls under the direction and authority of the University President, George Dennison.

## UM-Helena Organizational Chart



## UM-Helena Leadership

### Dean/CEO – Dr. Daniel Bingham

This is the executive officer for the college and he is vested with the responsibility of administering the policies of the Board of Regents under the supervision and control of the president of The University of Montana.

### Associate Dean/Academic Affairs – Brandi Foster

This is the chief academic officer for the college and she is responsible for faculty and academic issues.

### Assistant Dean/Fiscal and Plant – Russ Fillner

This is the chief financial officer for the college and he is responsible for business matters and the facility.

**Assistant Dean of Student Services – Mike Brown**

This is the director of students and he is responsible for departments who provide non-academic services to students.

**Executive Director of Academic and Workforce Development – Kevin Brockbank**

This is an academic officer position that provides specific support in workforce development, Continuing Education and specific academic areas.

**Director Human Resources – Kila Shepherd**

This is the director of Human Resources, ADA/EEO/OSHA Officer for the college and she is responsible for faculty and staff human resources related issues.

**Director of Continuing Education**

Mary Lannert

**Director of Financial Aid**

Valarie Lambert

**Director of Learning Center/Disability Services**

Cindy Yarberry

**Director of Retention/Student Advising/Student Senate**

Suzanne Hunger

**Director of Nursing**

Sandy Sacry

**Director of Fire and Rescue**

Vacant

**IT Manager**

Jeff Block

**Librarian**

Janice Bacino

**Bookstore Manager**

Josh Bennett

**Registrar**

Sarah Dellwo

**Department Chairs**

General Education – Nathan Munn

Technology – Tricia Tyhurst

Trades – Dave Jones

## **Staff Senate**

November 8, 2005, the staff organized its Staff Senate with these objectives: to provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which are of a concern to staff, but bear the authority and final judgment of the Dean/CEO of UM Helena; to gain a spirit of unity, pride, and cooperation by being recognized equally with Faculty Senate and Student Senate as participants in advising the UM Helena administration; to encourage the development of constructive suggestions for more efficient and effective UM Helena operations; and work to enhance the visibility of Staff on campus and within the community.

## **Faculty Senate**

During Fall Semester 2004, the faculty voted to organize itself into a senate for the purpose of defining the duties, authority and responsibilities of the faculty on all matters academic. The senate thus entered into shared governance of the institution and formally became part of the College's decision-making process. The articles of organization and bylaws will appear on the College's website.

Faculty Senate committees:

Academic Standards Curriculum Review Committee  
Professional Development

## **Advisory Committees**

Advisory Committees are utilized by each of the educational programs at the College and are comprised of volunteers who have special expertise and knowledge in a career field and/or occupation. Committee members provide administrative and instructional staff with input and recommendations regarding emerging or changing industry needs in order to validate the sequence and scope of the curriculum, to assure correlation with industry standards, to provide insight into student recruitment and placement strategies. The College has authorized each program and department to maintain advisory committees that meet at least twice a year.

The following purposes and guidelines have been outlined to assist in the development of advisory committees.

### Purposes

1. To survey community needs
2. To supply job information
3. To provide realistic advice on curriculum construction and materials
4. To advise on development of the student placement program
5. To interpret programs to the community
6. To support appropriation requests and legislation
7. To review facilities
8. To assist in program evaluations
9. To connect with business, industry and community organizations

## Guidelines

1. Each program of the UM-Helena College of Technology shall be represented by an advisory committee.
2. Members of advisory committees shall be selected by the faculty and staff with approval by administration.
3. Advisory committees will consist of not more than five (5) members selected from the field of occupation that concerns the department.
4. Members shall be appointed to serve a term of not more than three (3) years.
5. Advisory committees shall meet at least once each year.
6. An agenda, including the date, time and location of the meeting, shall be sent to members of an advisory committee one week in advance of a scheduled meeting.
7. Staff members and a representative or representatives of the administration shall attend advisory committee meetings.
8. Minutes shall be kept of each advisory committee meeting.
9. Advisory committees have no administrative or governing authority. Their objective is to provide a link between the school and the world of work.

## **Institutional Committees**

The employer recognizes the value of employee input in decisions regarding: program evaluation, curriculum, faculty member development and sabbaticals, professional standards and qualifications, calendar, the selection of academic related faculty members, workplace safety, strategic planning, and employee wellness. Employees will be included on committees which may be established to make recommendations on the aforementioned matters. Appointments on such committees shall be done in consultation with the local union leadership at the College and other appropriate employee groups.

### **College Council Members**

Chair, Dean/CEO

Academic Dean

Fiscal & Plant Dean

Student Services Dean

Executive Director of Academics & Workforce Development

Faculty Senate President

Staff Senate President

Student Senate President

Director of Human Resources

### **Committee Chairs:**

IT Committee

Grants Committee

Enrollment Management & Institutional Advancement

Budget

Facilities & Safety

Program Assessment

Quality of Work Life

Daniel Bingham

Brandi Foster

Russ Fillner

Mike Brown

Kevin Brockbank

Art Warner

Wyatt Conard

Jennifer Skartveit

Kila Shepherd

Jeff Block

Sarah Dellwo

Suzanne Hunger

Janice Bacino

Mike Ceartin

Joan Schneider

Steve Lewis

## **College Committees**

### **Budget Committee**

Based on the Strategic Plan of UM-Helena and utilizing campus-wide input, the mission of the Budget Committee is to create a responsible and realistic budget recommendation for submission to College Leadership and communicate this process to the College at large.

#### **Russ Fillner, Chair**

Brandi Foster  
Kevin Brockbank  
Sandy Sacry  
Mary Lannert  
Dave Jones  
Tricia Tyhurst  
Nathan Munn  
Mike Brown  
Valerie Lambert  
Suzanne Hunger  
Cindy Yarberry  
Janice Bacino  
Nick Nason  
Jeff Block  
Nancy Grabowski  
Emmett Coon  
Student Senate: TBD  
Dean/CEO (ex-officio): Daniel Bingham  
Recorder/Minutes (ex-officio): Winnie Strainer

### **Enrollment Management & Institutional Advancement Committee**

The mission of the Enrollment Management & Institutional Advancement Committee is to evaluate institutional policies and practices pertinent to the enrollment, retention, and progression of students towards their educational and/or vocational goals in support of the college's strategic plan and objectives.

#### **Mike Brown, Chair**

Suzanne Hunger  
Barb McAlmond  
Terri Clairmont  
Kendall May  
Jami Burk  
Tammy George  
Shelly Kaiser  
JoAnne Johnson  
Steve Schlauch  
Kim Haughee  
Rick Purcell  
Tod Dumas

### **Information Technology Committee**

The mission of the IT Committee is to align responsible/realistic planning and budget decisions/allocations with the strategic plan of college.

#### **Jeff Block, Chair**

Kevin Brockbank  
Bryon Steinwand  
Nathan Munn  
Mike Cronin  
Janice Bacino  
Winnie Strainer  
Danny Straw  
Trudi Paaso

### **Facilities & Safety Committee**

To Create and promote a safe learning environment for students and employees at the University of Montana – Helena College of Technology.

#### **Mike Ceartin, Chair**

Joe Britt  
Cindy Yarberry  
Roger Knapstad  
Nick Nason  
Karmen Williams  
Rob Yaw  
Kevin Brockbank  
Tim Harris  
Doug Engelking  
Fiscal Dean (ex-officio)

### **Program Assessment**

The Assessment Committee of UM-Helena directs the various aspects of the assessment process, which leads to continuous improvement in the delivery of service to the College's many constituencies. The committee provides training and assistance to faculty and staff to ensure quality and efficiency in the writing and submission of goals and assessment reports on a timely and consistent basis.

#### **Joan Schneider, Chair**

Sarah Dellwo  
Brandi Foster  
Michelle Holt  
Candace Pescosolido  
Tricia Tyhurst

### **Quality of Work Life Committee (includes Wellness and Social)**

To best support our students and be positively involved in our community, the faculty and staff at UM-Helena must be happy and healthy in their work environment. Therefore, our mission is twofold: we aim to encourage and promote camaraderie among all members of the school community (faculty, staff, administration, students) as well as aspire to encourage healthy lifestyle practices and general wellness among all school employees. To meet these goals, we provide a variety of activities campus wide.

#### **Steve Lewis, Chair**

Ray Killham  
Kila Shepherd  
Sherri Stevens  
Sheryl Marchand-Smith  
Jennifer Schade  
Valarie Osborne  
Mary Ann George

### **Grants Committee**

The Grants Committee at UM-Helena is dedicated to coordinating grant applications, awards, and reporting; providing access to resources that will assist in grant proposal creation; and providing faculty and staff with educational opportunities related to grant writing.

#### **Kevin Brockbank, Chair**

Sarah Dellwo  
Russ Fillner  
Shelly Kaiser  
Alan Thompson  
Emmett Coon  
George Sonnenberg  
Nancy Grabowski  
Sandy Sacry  
Tina Bright

### **College Leadership Team**

Dean/CEO  
Academic Dean  
Fiscal and Plant Dean  
Student Services Dean  
Executive Director of Academics & Workforce Development  
Director of Human Resources  
Dean/CEO Admin Assistant

Daniel J. Bingham, Ph.D.  
Brandi Foster  
Russ Fillner  
Mike Brown  
Kevin Brockbank  
Kila Shepherd  
Winnie Strainer

## **Collective Bargaining Agreements (CBA)**

Faculty and staff at UM-Helena are employed under the terms and agreements specified in a collective bargaining agreement. This agreement has been negotiated in accordance with the Public Employees Collective Bargaining Act and establishes the terms and conditions of employment. A copy of the Collective Bargaining Agreement is available from each union's campus representative.

Collective Bargaining Agreements are in effect between the Montana Board of Regents of Higher Education:

- For faculty with the Helena Teachers' Union, MEA-MFT, NEA, AFT, AFL-CIO [www.mea-mft.org](http://www.mea-mft.org)
- For custodial, maintenance and food service employees with the International Union of Operating Engineers, Local #400. Local 400 (HP), P O Box 5929, Helena, Montana 59604-5929, Office Phone: (406) 442-9597.
- For staff with the Montana Public Employees Association [www.mympea.org](http://www.mympea.org).

## **Employment Procedures and Terms of Employment**

### **Equal Employment Opportunity**

It is the policy of The University of Montana – Helena, College of Technology (UM-Helena) to recruit, appoint, assign, train, evaluate, and promote all personnel on the basis of merit and qualifications regardless of race, color, religion, creed, sex, national origin, age, disability, marital status, political belief, or sex distinction with the exception of special programs established by law.

### **Reasonable Accommodation**

UM-Helena is committed to provide reasonable accommodation to any known disability that may interfere with a qualified disabled person's ability to compete in the selection process or to perform the essential functions of the job, except where the accommodation would create an undue hardship for UM-Helena.

Individuals who wish to request reasonable accommodation should call the Director of Human Resources (ADA/EEO Officer) at (406)-444-0845.

## **Discrimination/Harassment Complaint Procedures**

Any faculty member, student, staff member, or applicant for employment to UM-Helena who claims to have been unlawfully discriminated against due to any UM-Helena regulation or policy or the official action of any UM-Helena employee may, as soon as possible but within one hundred eighty (180) calendar days of the alleged discriminatory occurrence, initiate complaint proceedings by notifying the Director of Human Resources (ADA/EEO Officer). Employee may notify the Director of Human Resources (ADA/EEO Officer, their immediate supervisor, or any UM-Helena supervisor, even if s/he is not the employee's direct supervisor. If the complaint is not filed within one hundred eighty (180) calendar days of the alleged discriminatory occurrence, you will lose your right to file an internal complaint.

You also have the right to file discrimination complaints with the following agencies:

Montana Human Rights Bureau (HRB)

PO Box 1728

Helena MT 59624

(406) 444-2884

(406) 444-0532 (TTY)

<http://www.erd.dli.mt.gov/humanright/hrhome.asp>

or

United States Equal Employment Opportunity Commission (EEOC)

Denver District Office

303 E. 17<sup>th</sup> Avenue, Ste. 510

Denver CO 80203

(303) 866-1300

(303) 866-1950 (TTY)

[www.eeoc.gov](http://www.eeoc.gov)

You must file the HRB complaint within one hundred eighty (180) calendar days of the alleged discriminatory occurrence.

You must file your complaint with EEOC within three hundred (300) calendar days of the alleged discriminatory occurrence.

It is necessary to file a charge with the HRB or EEOC in order to preserve your right to file a private lawsuit at a later date.

Complaints of Sexual Harassment are filed by notifying the Director of Human Resources (ADA/EEO Officer), their immediate supervisor, or any UM-Helena supervisor, even if s/he is not the employee's direct supervisor, but must be within sixty (60) calendar days of the alleged harassment.

## **Retaliation Prohibited**

Employees shall be protected against retaliation for lawfully opposing any unlawful discrimination practice, including the filing of a complaint, grievance, or the initiation of an external administrative or legal proceeding, as well as testifying, assisting or participating in an investigation proceeding, or hearing. Retaliation is defined as taking any adverse action against an employee who has engaged in a protected activity and includes but is not limited to refusal to hire, refusal to promote or denial of a promotion; threats or reprimands; unsubstantiated negative job performance evaluations; harassment; adverse treatment; limiting or suspending access to an internal complaint or grievance process; and giving unsubstantiated negative job references.

## **Grievance Procedures**

Employees of UM-Helena who feel that informal problem solving has been unsuccessful or that they have been unfairly disciplined or terminated may file a grievance.

The grievance procedure and time limits for filing a grievance for Staff are described in the Collective Bargaining Agreement (CBA) between Montana Public Employees Association and the Montana University System (Article XIV).

The procedure for maintenance Staff is described in the CBA between the Montana Board of Regents of Higher Education and the International Union of Operating Engineers, Local #400 (Article 12).

The procedure for Faculty is described in the CBA between the Montana Board of Regents of Higher Education and Helena Teachers' Union, MEA-MFT, NEA, AFT, AFL-CIO, Article 8.

## **Payroll Cycles**

Full and part time staff are paid biweekly, and faculty are paid on a monthly payroll cycle. Payroll calendars are located on the UM Helena website at <http://umhelena.edu/facstaff/hr/docs/Biweekly%20Timesheet.pdf> or a hard copy can be obtained from the Business Office.

## **Direct Deposit/Deductions**

Direct deposits of paychecks to a financial institution of choice are available to all employees. Direct deposits are allowed for payment to a maximum of two different accounts. For more information, contact the Payroll Department at 444-6877.

## **Employee Benefits**

Benefits for faculty and staff are administered by the Personnel Specialist at UM-Helena, with the assistance of the Human Resources Department at The University of Montana. Benefits of employment that are provided to College employees include: Workers Compensation Insurance, Unemployment Insurance, and Social Security benefits. Eligible employees receive holiday pay, sick and annual leave, membership in a retirement plan, and health and dental insurance, basic life, employee assistance program and disability coverage through the Montana University System. Dependent coverage, vision, additional group term life insurance, long term care, and accidental death insurance, optional reimbursement accounts, employee and dependent partial fee waivers are also available to eligible employees.

For specific questions regarding benefits, please contact Human Resources at 444-0845.

## **Probationary Period**

Information obtained from the current Collective Bargaining Agreement (CBA). For Classified Staff see Article X. The first six (6) months of employment of any employee newly hired into a permanent position covered by this agreement shall be a period of probation...An employee's probationary period may be extended in unusual circumstances for an additional three (3) months after written notice to the employee and the union. At any time during the period of probation the employee may be discharged without any showing of cause and without recourse to the grievance procedure.

For faculty, see CBA 9.2 Probationary Employees and refer to Faculty Handbook.

## **Professional Development**

UM-Helena recognizes the importance of professional development and encourages its staff and faculty to grow through a variety of opportunities.

Funds are available through the institutional professional development committee. These instructions are sent out via email each semester, as well as are available on the Employee Shared Drive. There are specific forms necessary to apply for funds, and any classes need to be approved through your supervisor as part of your individual training plan.

## **Performance Reviews and Evaluations**

For Staff, performance reviews are participated in annually between the supervisor and the employee to foster communication between them, to set goals and objectives to be accomplished by employees for their respective Departments, to recognize accomplishments as well as areas that need strengthening, and to identify areas of growth/development. Employees in the following positions must be reviewed: Non-temporary employees (.4 FTE or greater), Non-union or belong to the MPEA/Laborers Union, and Individuals who supervise eligible staff.

For reference you can visit the University of Montana's website discussion of this topic <http://www.umt.edu/hrs/perfplan.html>.

For Faculty, evaluations are a cooperative effort between the instructor and the Academic Affairs Office for the purpose of achieving excellence in the areas of effective and purposeful instruction and job performance. Formal evaluations may include components such as self-evaluation, supervisory evaluation, and student evaluations (CBA 7.1).

## **Position Details**

Each position should have a role description or a description of duties. Full (1.0) and part time (.5) classified employees have a role description that lists the duties, and the knowledge, skills and abilities necessary to perform those duties. Any time the duties of a position undergo major changes or when a vacancy occurs a role description needs to be reviewed and possibly rewritten. The description is then submitted to the Director of Human Resources for review to make sure the duties remain within the original classification.

Faculty follow a different procedure for determining duties and evaluations according to their Collective Bargaining Agreement (CBA). See faculty handbook by visiting <http://umhelen.edu/facstaff/docs/Faculty%20Handbook%202009-10.pdf>.

## **Personnel Files**

The College maintains a personnel file for each of its employees. These files are kept in the Personnel Specialist's Office. Employees and their supervisors are entitled to review the personnel file on request. Access is limited to just a few other individuals. See the University of Montana policy at <http://www.umt.edu/Policies/400-HumanResources/personnelfiles.aspx>.

For Faculty see the CBA, section 7.2 for more information.

## **Access to Building**

Keys to the appropriate building will be provided once all appropriate paperwork is completed.

### **Donaldson Campus Facility Hours:**

Monday – Friday

6 am – 11 pm

Saturday and Sunday

9 am – 6 pm

Do not attempt to enter facility after posted hours, the alarm will be activated.

For access to the Airport Campus after hours (8-5 M-F) please contact the Academic Affairs Office.

## **Emergency Action Plan**

The College has created an Emergency Action Plan through the solicitation of various administrators and officers, faculty and staff and combined the emergency activities of all College offices and departments. When circumstances warrant, the Dean/CEO or their designee may declare a state of emergency and activate the Emergency Action and Crisis Protocol plan for the College. The Emergency Action and Crisis Protocol Manual is available on the College web site, Section 100 of the Policies and Procedures: <http://umhelena.edu/facstaff/policiesprocedures>

## **Travel Policy**

UM-Helena follows Montana State law, and UM policies on travel. For the most current information regarding travel policies, go to <http://www.umt.edu/bussrvcs/travel.htm>

## **Academic and Instructional Issues**

The following information is based on Board of Regents policy, UM policy, UM-Helena policy and past practices.

### **Academic Calendar**

The committee meets every Fall and is made up of representatives from Faculty Senate, Staff Senate, Student Services, Information Technology, Business Office, and Academics. The committee takes input from all areas before recommending the calendar to Leadership. Once approved by Leadership the calendar is send out to the campus.

Faculty representation includes three Faculty members assigned by Faculty Senate. The Faculty Senate president will ask for volunteers to serve on the calendar committee at the beginning of the Fall semester.

## **Confidentiality/FERPA**

FERPA Basics for Faculty/Instructional Staff and Staff in general. Many offices do not work directly with the students, but have access to student information. It is important for everyone all workers on campus to understand the basics of FERPA, and follow the guidelines in order to protect the privacy of our students' records.

### **The Essence:**

- Federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.

- It is intended that students' rights be broadly defined and applied. Therefore, consider the student as the "owner" of his or her education record, and the institution as the "custodian" of that record.

### **Key Terms/Definitions:**

**EDUCATION RECORDS:** Include any record maintained by the institution that is related to the student (in whatever format or medium) with some narrowly defined exceptions:

- Records in the "sole possession of the maker" (*e.g.*, private advising notes).
- Employment records (unless the employment is based on student status). The employment records of student employees (*e.g.*, work-study, wages, graduate teaching associates) are part of their education records.
- Medical/psychological treatment records (*e.g.*, from a health or counseling center).
- Alumni records (*i.e.*, those created after the student was enrolled).

**DIRECTORY INFORMATION:** Those data items that are publicly releasable, so long as the student does not have a "No Release" on his or her record. Each institution establishes what it considers to be directory information. Common examples include: name, address (local, home and e-mail), telephone (local and home), academic program of study, dates of attendance, and degrees and awards received.

- Directory information *cannot* include: race, gender, SSN, grades, GPA, country of citizenship, or religion.
- Every student must be given the opportunity to have even directory information suppressed from public release. That is referred to as a "No Release." Everyone within the institution must respect a student's No Release on his or her record.

**PARENT:** With reference to FERPA, the term "parent" refers to either parent if the student is financially dependent (IRS definition).

### **When do FERPA rights begin?**

A FERPA-related college education record begins for a student when he or she becomes 18 or enrolls in a higher education institution at any age.

### **Basic Rights of Students:**

- Be notified of their FERPA rights at least annually.
- Inspect and review their records.
- Amend an incorrect record.
- Consent to disclosure (with exceptions).

## **Annual Notification**

Every institution must notify students of their basic FERPA rights at least annually.

## **Inspection and Review**

Students have the right to see everything in their “education record,” except:

- Information about other students,
- Financial records of parents,
- Confidential letters of recommendation if they waived their right of access (which cannot be required).

There is no records retention policy under FERPA. It does not state what records you must make or how long you must keep them. Those are institutional decisions. You cannot destroy records once requested.

## **Right to Consent to Disclosure**

Start with the premise that the student has the right to control to whom his or her education record is released. Then, there are several exceptions when that permission is not required. Historically, we had to have a *signed* release. Regulations now provide more flexibility for utilizing electronic signatures.

*When is prior consent not required?*

The institution may release records without consent, but is not required to do so. Some examples of the exceptions for having a release include:

- “School officials” with a “legitimate educational interest”/“need to know;” Employees and legal agents have access to education records in order to perform their official, educationally-related duties.
- Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Disclosure for a health/safety emergency; and
- Disclosure of directory information.

Please note that even if parents would like to talk about a student’s record they need to have a signed release on file. This is true for every student regardless of their age.

## **Disability Services**

Services for students with disabilities are provided at UM-Helena under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Access to the College's programs is provided for all regardless of ability or disability, and discrimination based on disability against any employee is specifically prohibited under these laws.

Students who wish to inquire about disability services should call the Disability Services Director at (406)-444-6897 and request a meeting or an application for disability services.

## **Electronic Resources**

### **Network Accounts for Staff**

1. All network account login names are firstname.lastname
2. Your initial password will be your Employee ID.
3. All employees are required to login to the network on campus to update their passwords.
4. All adjunct employees are required to login to the network on campus to update their passwords. This will need to be done prior to using your Outlook email account through the internet.

### **Staff Resources**

1. Secure Space Resources
  - a. All Staff employees will be given the drive mappings to save and share files that are located on a secure server.
    - Drive mappings and access vary by department
  - b. Y Drive: All Staff employees will be given personal space on a server referred to as their "Y" drive. This space should be utilized for work related documents. Students and other faculty members do not have access to your Y drive.
2. Wireless Resources
  - a. All Staff have the capability of logging into the wireless network on Airport and Donaldson campuses using UM-Helena owned computers. No employee will be allowed to join their personal computer to the UM-Helena domain and use wireless resources.
3. Print/Scan Resources
  - a. All Staff have the ability to print and scan documents. Donaldson Staff will print to the Toshiba printer located in room 101G. Airport Staff will print to the Toshiba located in room 110.

### **Outlook Tips**

1. Outlook Web Mail
  - a. URL: <http://messaging.umt.edu>
  - b. Enter username and password
  - c. There is limited services when using Outlook Web Mail

- d. All adjuncts are required to use Outlook Web Mail
  - e. Users cannot create Personal Folders when using Outlook Web Mail
  - f. Your email address will be [firstname.lastname@umhelena.edu](mailto:firstname.lastname@umhelena.edu) or [lastnamefirstinitial@umhelena.edu](mailto:lastnamefirstinitial@umhelena.edu) depending on hire date and whether you worked here in some capacity in the past.
2. Recover Deleted Items
- a. You have seven days to recover a deleted email
  - b. Click on Tools/Recover Deleted Items
    - i. Select All Icon: Click on this icon to recover all deleted emails.
    - ii. Recover Selected Items Icon: Click on this icon to recover the deleted email that you have highlighted.
    - iii. Purge Selected Items: Click on this icon to delete all emails permanently.
3. Create A Signature
- a. In Outlook click on Tools/Options/Mail Format
  - b. At the bottom of the page click on Signature Picker
  - c. Click on New Button
  - d. Enter a name for your signature
  - e. Choose Start with a blank signature and click on Next
  - f. Type in your signature. You can be creative here and use different fonts and colors. 😊
  - g. Click on Finish, okay, apply and okay

## Working with your Calendar

Calendar appointments and meetings

To set or remove reminders in appointments and meetings, do one of the following:

For all new appointments or meetings that you create

1. On the **Tools** menu, click **Options**.
2. To have a reminder automatically turned on or off for new appointments or meetings, on the **Preferences** tab, in the **Calendar** group, select or clear the **Default reminder** check box.
3. If you select the check box, enter the amount of time before the appointment or meeting when you want the reminder to appear.

For existing appointments or meetings

1. Open the appointment or meeting.

**Note:** If the **Open Recurring Item** dialog box is displayed, you must decide whether to change the reminder for the occurrence that you opened or for the entire series. Click either **Open this occurrence** or **Open the series**, and then click **OK**.


2. On the **Appointment** tab, in the **Options** group, in the **Reminder** list, select the amount of time before the appointment or meeting when you want the reminder to appear. To turn a reminder off, select **None**.

**Note** For all-day events, the default reminder time is 18 hours in advance. Although you can't change the default for all of the all-day events you create, you can change the reminder time individually on each appointment.

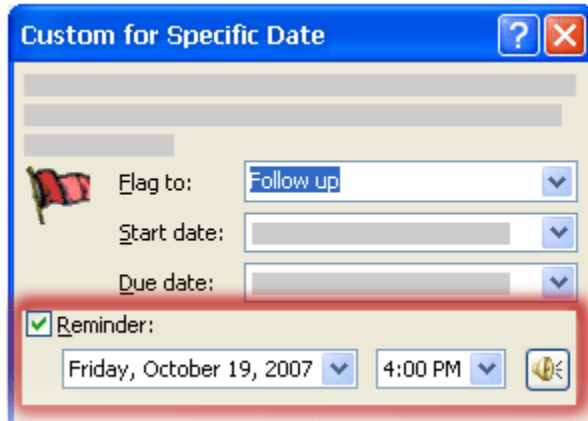
### E-mail messages, Contacts, and Tasks

1. To set or remove reminders, select the e-mail message, contact, or task.

2. On the **Standard** toolbar, click  **Follow Up**, and then click **Add Reminder**.

**Tip:** You can quickly flag e-mail messages as to-do items by using reminders. Right-click the Flag Status column in the message list. Or if you have the message open, on the **Message** tab, in the **Tracking** group, click  **Follow Up**, and then click **Add Reminder**.

3. In the **Custom** dialog box, select or clear the **Reminder** check box. If you select the check box, enter the date and time when you want the reminder to appear.



4. Click **OK**.

### Create an appointment

1. On the **File** menu, point to **New**, and then click **Appointment**.

**Keyboard shortcut** To create an appointment, press Ctrl+Shift+A.

2. In the **Subject** box, type a description.
3. In the **Location** box, type the location.

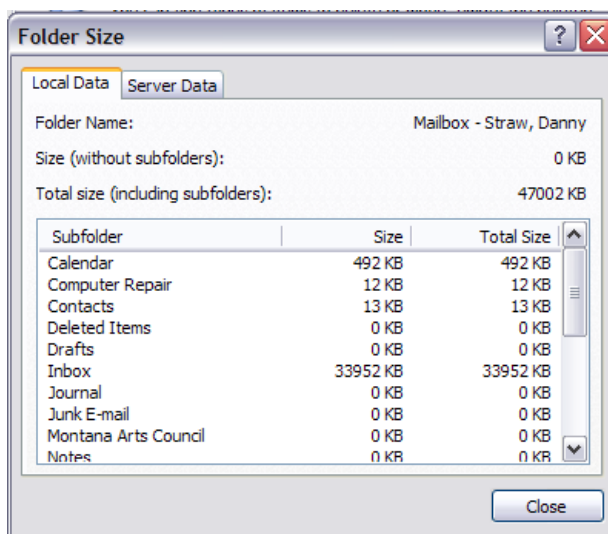
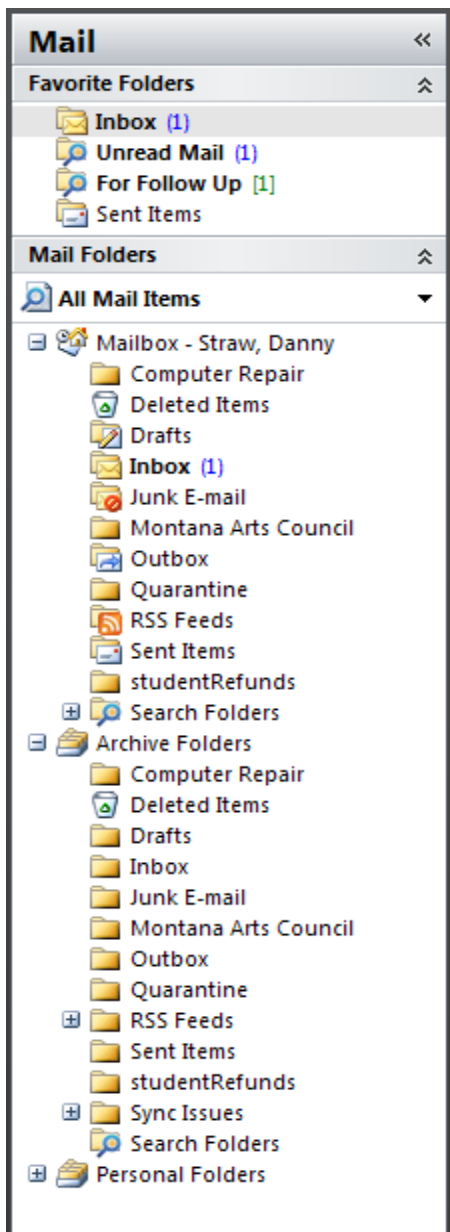
### Mail box Maintenance

Ever get tired of getting “Your Mail Box is over its size limit” emails? There are steps you can take to clean your mailbox. You can use the Mailbox Cleanup option in the Tools menu to view areas that are taking up excessive space

1. On the menu click the **Tools** tab then select **Mailbox Cleanup...**



2. Select the **View Mailbox Size** button



This will allow you to see what files or folders are taking up the most space. You can also take steps to reduce the size of these files, by Archiving or Deleting.

Archiving your Mailbox will remove items older than a certain date and put them into an archive folder that will appear towards the bottom of the navigation pane

When you open **Archive Folders**, you'll see that Outlook maintains your existing folder structure. If there is a parent folder above the folder you chose to archive, the parent folder is created in the archive file, but items within the parent folder are not archived. In this way, an identical folder structure exists between the archive file and your mailbox. Folders are left in place after being archived, even if they are empty. You work with the items the same way you work with items in your main mailbox. If you decide you want archived items moved back into your main mailbox, you can import all the items from the archive file into their original folders or into other folders you specify, or you can manually move or copy individual items.

There are two ways to archive your Mailbox

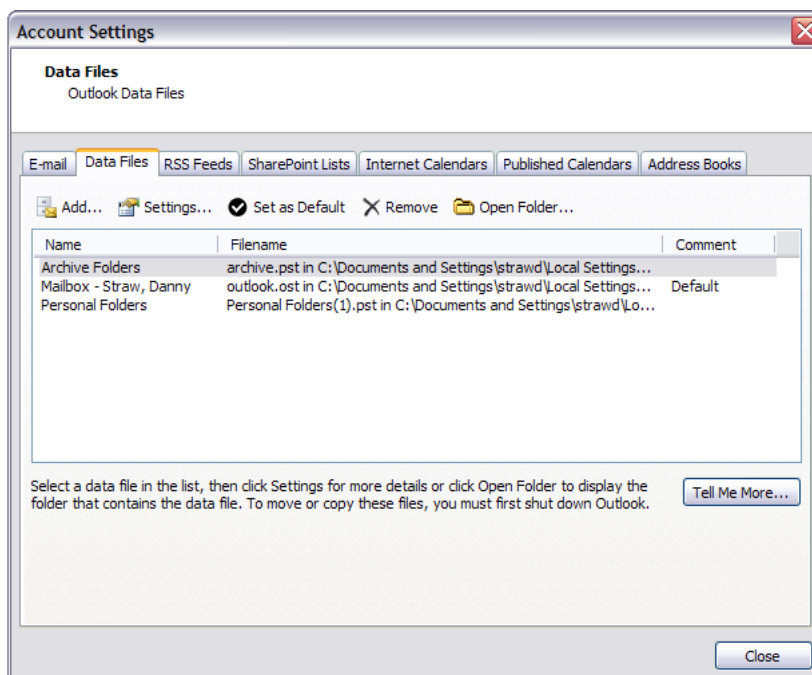
- Manually archive
- Auto Archive

## Creating Personal Folders

You can use personal folder files to save copies of your email, calendar, and contacts, or to move email off the Exchange server.

To create Personal Folders

1. Select the **File** Tab
2. Choose **Data File Management** from the dropdown menu



3. Select the **Data Files** tab
4. Click on **Add**
5. Choose **Office Outlook Personal Folders file(.pst)** and click **OK**

**A window will appear asking where you would like to save the .pst file we recommend saving this file to your Y drive .**

6. Choose the location and name and select **OK**
7. Another window will popup verifying you choices and give you the options to set a password for your personal folders (**which is optional**) Click **OK** and your personal folders file has been created.

**Warning** if you set a password on your personal folder file, the IT Department cannot reset the password.

## **Outlook Policies and Procedures**

1. All employees will be given an Outlook email account.
2. All email is the property of The University of Montana Helena - College Of Technology and is admissible in any United States court of law.
3. Primary Email Address - Each employee who requires official access to email will receive an assigned address and an official central UMH email account. Each employee with official access to email must designate the central UMH email address as the primary email address for all official communication.
4. Use of UMH Email Accounts - An employee must use only the designated primary UMH email account for all UMH official communications by email; an employee may not use a non-UMH email account for UMH official business. Violation of this policy will involve sanctions similar to those for any deliberate policy violation. In the event of disruption of internal service, and a need for timely communication, an employee authorized for official email access can use an external provider during the period of the disruption, but must place copies of such communications for archival purposes in the authorized University employee email account.
5. Email to Students - An employee must use only UMH assigned student email accounts for all email exchanges with students, since such communication typically involves private student information. Prospective students who do not yet have University addresses and accounts will, of course, use external providers. University employees can communicate with prospects at external addresses, but must place copies of such communications for archival purposes in the authorized University employee email account, explain the security implications, and encourage prospects to use the email address that UMH provides so as to avoid release of protected information.

If you have any further questions regarding Electronic Resources, please contact the IT staff at [IT@umhelen.edu](mailto:IT@umhelen.edu).

## Library

The UM-Helena Library provides research materials and services in support of the college's programs. The Library is an inviting retreat for study or browsing and is open weekdays 8:30 am – 8:30 pm, closing at 5:00 pm on Fridays. In addition to its collection of books, DVDs, and magazines, the Library has an extensive collection of online databases and reference sources which can be accessed from off-campus through the college's website. The Library provides several specialized services for reserve collections, interlibrary loan materials, and loan of laptops and AV equipment for staff. For faculty see Faculty Handbook. For more details please consult the [Library's website](#).