Welcome to the University of Montana
Todays Class Schedule

• UM 101 – Foundations of the University of Montana
• UM 360 – Campus Resources “A 360 degree look”
• UM 102 – Office of Equal Opportunity and Affirmative Action “What you need to know”
• UM 411 – Employee Guide for Employment
• UM 670 – Medical and Retirement Benefits
UM 101
Foundations of the
University of Montana
A Message from
President
Seth Bodnar

https://www.youtube.com/watch?v=HANTWFCDh1w
UM 360

Campus Resources

“A 360 degree look”
UM Police Department

- Fully accredited Police Department
- Explosive trained dogs
- Parking
- Office Keys
- Griz walk (243-2777)
- Emergency Phones
- Emergency Alert System
  - sign up in CyberBear
- Bike Locks
- Register your bike
- Electronic Device Registration
- Lost and Found

http://www.umt.edu/police

Dispatch: (406)243-4000
Medical Emergency: 911
ASUM Transportation

- Taking the Bus
  - UDASH
  - Mountain Line
  - Routes, Schedules and Trip Planning Assistance
  - Real-Time Bus Tracking

- Biking
  - Bike Rentals
  - Yellow UBikes
  - Bike Loans

http://www.umt.edu/transportation
(406)243-4599
Sustainability Office

• Regional Leader in Sustainability
• UM Recycling Program
• What you can do:
  • Recycling – help us help you!
  • Purchasing choices
  • Active & sustainable transportation options

http://www.umt.edu/sustainability  
(406)243-4323
Griz Card

• Getting you Griz Card
• Using your Griz Card
  • Photo ID and Verification
  • Building Access
  • UM Dining
  • U Money / Bear Bucks
  • Athletic Events
  • Campus Recreation
  • Printing
• Important Phone Numbers are located on the back
UM Dining

- Award Winning
- BearBucks
- Sustainability
- Gardens
- Farm to College

http://www.umt.edu/dining  (406)243-6325
Environmental Health & Risk Management

- Hazardous, radioactive and biohazardous materials
- Safety Program
- Risk Management
- Workers Compensation
- Ergonomics
- Property and Liability insurance
- Environment and related regulatory compliance

http://www.umt.edu/research/EHRM
(406)243-6452
Career Services

- Available to staff, faculty, students, alumni, and spouses
- Career Counseling
- Assessments
- Mock Interviews
- Testing services
- Handshake
  - Student Employment
- Career Fairs

http://www.umt.edu/career  (406)243-2022
Academic Enrichment

- Internship Services
- Civic Engagement
- Education Abroad
- National Student Exchange
- Student Research
- Internships
- Undergraduate Research
- Service Saturday
- Alternative Breaks
- and more.....

http://www.umt.edu/academic-enrichment
(406)243-2815
Staff Senate

- Shared Governance
- Open monthly meetings
- Kudos Award
- Social events
- Run for a seat
- Scholarship program
  - Payroll deduction
  - Available for children of staff and faculty

https://www.umt.edu/staffsenate
Campus Recreation

• Memberships
• Fitness & Recreation Center
• Grizzly Pool
• Outdoor Program
• Intramural Sports
  • Staff, faculty and affiliates can participate
• UM Golf Course
  • 9-hole course on South Ave.
• Mobile app
• Kids swim lessons and Youth Camps
• Upcoming events

http://www.umt.edu/crec  (406)243-2802
Mansfield Library
Your Griz Card is Your Library Card!

- Archives and Special Collections
- Books
- CD/DVD/Blu-ray
- Board Games
- Yoga mats
- Faculty librarians who can help with your research or resource needs.
- Academic Journals and Databases
- Need something we don’t have? We have an interlibrary loan program to get items for free from other libraries.
- Professional Printing with PawPrint (including a 3d printer!)

https://www.lib.umt.edu (406)243-6866
Information Technology (IT)

- UM Solutions Center
  - Visit here for IT answers and to submit help tickets
- NetID (ab123456)
- Email
  - UMontana alias, sign up in CyberBear
  - MSO account, check with your departmental IT staff
- Network
  - Hard wired
  - Wireless (eduroam)
- Accessible Technology
- Software Management
  - Contact IT Central BEFORE purchasing
- IT Short Course Training Program

http://www.umt.edu/it
http://www.umt.edu/solutions
(406)243-HELP (4357)
Montana Federation of Public Employees (MFPE)

- MFPE bargains on your behalf:
  - Wages
  - Benefits
  - Working Conditions
- MFPE extends your constitutional rights of just cause and due process to the workplace.
- MFPE provides you with representation in disciplinary proceedings.
- MFPE provides a grievance and arbitration process for adjudication of disputes with the Employer that may arise.

Through collective bargaining MFPE members and the Employer work together to create the rules and practices governing your employment. This creates an agreement that both members and the Employer have a stake in, each shares ownership of the agreement. This creates a much more durable and equitable framework than a top down approach where the Employer dictates all phases of your employment. It is after all an agreement with the goal of peaceful relations between employees and Employer. As a member of MFPE you have a voice in this agreement.
Meet Campus Partners
UM 102
Office of Equal Opportunity
& Affirmative Action
“What you need to know”
Office of Equal Opportunity & Affirmative Action

The EDAA ensures UMS’s commitment to foster diverse and inclusive working and learning environments free from discrimination, harassment, sexual misconduct, stalking, relationship violence and retaliation in compliance with state and federal laws. EDAA works to eliminate barriers inhibiting individuals from achieving their full potential in education, employment, and other programs at the University. To fulfill its mission the EDAA provides:

Response. Responds to reported incidents to determine if student, faculty, or staff conduct has, or may violate the University’s Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation Policy.

File a Report
Discrimination Policy

http://www.umt.edu/eo
(406)243-5710
Office of Equal Opportunity and Affirmative Action
Home of UM’s Title IX Coordinator

- Office of Equal Opportunity and Affirmative Action: Home of UM’s Title IX Coordinator
- University Non-Discrimination Policy and Procedures
  - Protected Class Discrimination and Harassment
  - Title IX: Sexual Harassment including Sexual Assault & Relationship Violence
- EOAA Role: Tracking, Training, Policy Investigation and Other solutions
- Employee Title IX Obligations: Required Report to Title IX
  - UM Policy and Federal Mandate
    - If you think you may be required to report... then you probably should
  - Report within 24 hours online, in person, or by phone (names, details)
  - EOAA contacts student with resources and options available to them
Class Overview

• CyberBear
• Trainings
• Pay Periods
• Work Hours
• Holidays
• Annual Leave
• Sick Leave
• Reasonable Accommodation

• Tuition Waiver
• Public Service Loan Forgiveness Program
• Mediation Services
• Tobacco-free Campus
• Drug Free Workplace Policy and Drug and Alcohol Testing Policy
Human Resource Services

• Best Place on Campus to ask employment related questions
  • New Employee Welcome Information
  • Benefits Overview & Contact Information
  • Payroll & Pay Schedule Information
  • Personnel Policies & Procedures
  • Manager & Supervisor Information and Tools
  • Answers to Frequently Asked Questions
CyberBear

• CyberBear.umt.edu
  • Username: your NetID
  • Password: your NetID password

• Employee dashboard
  • Leave Balances
  • Benefits
  • Paystubs
  • Tax Statements, tax forms, withholdings, etc.
  • Update contact and emergency contact info
Mandatory Training and Compliance

- HRS New Employee Welcome (this training)
- Principal Investigator Training (if submitting grant proposals)
- HAVEN (you will receive an email from HRS with details)
- Annual Compliance Forms (in CyberBear)
  - Conflict of Interest Disclosure
  - Vehicle Use
- FERPA (Family Educational Rights and Privacy Act)

http://www.umt.edu/Training
Recommended Training

- Cyber Security Training
- IT Short Courses
- Financial Tools
  - Banner
  - GrizMart
  - GTO
  - UMDW
- Fraud Prevention
- Health and Safety
  - Driver Training
  - MUS Wellness
  - Protecting Minors on Campus Training
  - Active Shooter Resistance Training
HRS Policy Spotlight

• Fringe Benefits – February 13, 2019
• Leaves and FMLA (Family Medical Leave Act) – March 13, 2019
• Recruitment & Compensation Training – April 9, 2019
• ACA (Affordable Care Act) – May 14, 2019
• I-9 Compliance – August 13, 2019
• EPAFS (Electronic Personnel Action Forms) – September 10, 2019
• Holiday Pay, Overtime and Comp Time Rules – October 9, 2019
• Foreign National Employees & Contractors/Speakers – November 12, 2019
Pay Periods

- **Monthly**
  - Contract Administrators
  - Contract Professionals
  - Letters of Appointment
  - Faculty
- **Bi-weekly (every other Wednesday)**
  - Skilled Crafts
  - Classified Staff
  - Temporary Staff

- **Semi-monthly**
  - Student Employees

- **Direct Deposit**
  - Free for all employees
Work Hours

• Normal office hours (except for University holidays)
  • Monday through Friday
  • 8:00 am to 5:00 pm
    • Note: Your actual work hours may vary, depending on the needs of your department.

• Alternative Schedule
  • You may be permitted to work an alternative schedule, with your supervisor’s approval, to accommodate your needs and the needs of the University.
Holidays Observed

• New Year’s Day  
  • January 1
• Martin Luther King, Jr. Day  
  • Third Monday in January
• Presidents Day  
  • Third Monday in February
• Memorial Day  
  • Last Monday in May
• Independence Day  
  • July 4
• Labor Day  
  • First Monday in September

• State General Election Day  
  • First Tuesday in November  
  • Only on even-numbered years
• Veterans Day  
  • November 11
• Thanksgiving Day  
  • Fourth Thursday in November
• Day following Thanksgiving Day  
  • Exchanged for Columbus Day holiday
• Christmas Day  
  • December 25
• Holidays occurring on:
  • **Saturday** are observed on the preceding Friday
  • **Sunday** are observed on the following Monday

• Holiday benefits are paid at the regular rate for up to eight hours or equivalent paid time off of up to eight hours.

• Holidays occurring during approved paid absences will not be charged against accrued annual, sick, or military leave.
Annual Leave /ˈæny(oʊ)əlˌlēv/ noun: A granted leave of absence with pay, to be used for whatever the employee wants.

• Begin accruing on day one.
• Eligible to use after completing six months of continuous employment.
• Eligible employees may accumulate two times the total number of annual leave credits they are eligible to earn per year.
• Accrued annual leave is paid out in full at termination if six months of continuous employment has been completed.
• Request prior service credit at HRS
• **Common Annual Leave uses:**
  • Vacation to a desired location
  • Staycation at a desired location
Annual Leave

Classified Staff

• Earned based on the number of hours worked in a pay period.
• Accrual rate depends on the number of years of service. Starting at 10 hours per month or 4.62 per 80 hours, pro-rated for less than full-time.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave (Per Pay Period)</th>
<th>Annual Leave (Per Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 10 years</td>
<td>4.62 hours</td>
<td>120 hours (15 days)</td>
</tr>
<tr>
<td>10 – 15 years</td>
<td>5.54 hours</td>
<td>144 hours (18 days)</td>
</tr>
<tr>
<td>15 – 20 years</td>
<td>6.46 hours</td>
<td>168 hours (21 days)</td>
</tr>
<tr>
<td>20+ years</td>
<td>7.38 hours</td>
<td>192 hours (24 days)</td>
</tr>
</tbody>
</table>
Annual Leave
Administrator, Contract Professional, Letter of Appointment, MUS Contract, Post Docs

• Earned based on the number of hours worked in a pay period.
• Accrual rate depends on the number of years of service. Starting at 10 hours per month, pro-rated for less than full-time.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave (Per Pay Period)</th>
<th>Annual Leave (Per Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 10 years</td>
<td>10 hours</td>
<td>120 hours (15 days)</td>
</tr>
<tr>
<td>10 – 15 years</td>
<td>12 hours</td>
<td>144 hours (18 days)</td>
</tr>
<tr>
<td>15 – 20 years</td>
<td>14 hours</td>
<td>168 hours (21 days)</td>
</tr>
<tr>
<td>20+ years</td>
<td>16 hours</td>
<td>192 hours (24 days)</td>
</tr>
</tbody>
</table>
Annual Leave

Faculty

• Full-time fiscal year faculty on twelve (12) month contracts shall earn 1.75 days per month (21 days per year).

• Permanent part-time less than 1.0 FTE but greater than .50 FTE, are entitled to prorated annual leave.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave (Per Pay Period)</th>
<th>Annual Leave (Per Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0+</td>
<td>14 hours</td>
<td>168 hours (21 days)</td>
</tr>
</tbody>
</table>
Sick Leave /ˈsɪk ˌlēv/ noun: A leave of absence with pay for a sickness suffered by a UM Faculty or Staff member or an immediate family member.

• Start using after 90 days
• 12 Days/year (96 hours)
  • Bi-weekly pay cycle - accrual rate is 3.69 hours per pay period.
  • Monthly pay cycle – accrual rate is 8 hours per pay period.
• No maximum accumulation.
• Paid out at 25% upon termination.

• Common Sick Leave uses:
  • Illness, injury, medical disability.
  • Maternity/Paternity-related absence.
  • Medical/dental/visual examination or treatment.
  • Care of or attendance to an immediate family member.
  • Death or funeral attendance for an immediate family member.
Reasonable Accommodations

Rooted in the Americans with Disabilities Act (ADA), a reasonable accommodation is a change to the workplace or job to allow employees with disabilities to do their jobs.

Request an accommodation at Human Resource Services.

• Documentation is required from appropriate medical source establishing the disability.

• Requested accommodations should be necessary to perform essential functions of the position.
Faculty and Staff Tuition Waiver

- **In-state tuition** for regular courses of study
- **Eligibility** (Board of Regents policy 940.13)
  - $\geq .75$ FTE (30 hours week)
  - Non-temporary, Non-probationary
- **Supervisor Approval Required**
  - Employees utilize annual leave or leave without pay during their absence from work.

**Important Notes:**
- You will be required to reimburse the University for the value of the tuition waiver if:
  - Your employment is terminated during the academic semester.
  - Your FTE goes below .75 during the academic semester.
Dependent Tuition Waiver

- Eligible after 5-years of qualifying service
  - ≥ .75 FTE (30 hours week)
  - No break in service

- **50% reduction in the cost** of the residential undergraduate tuition for regular courses of study.

- To obtain their first baccalaureate degree

A Dependent is:

- Employee’s Spouse
- Financially Dependent children
  - As defined by the Internal Revenue Code who are unmarried and under age 25.
Public Service Loan Forgiveness Program

• Have the remainder of your loan forgiven at the end of the 10 years (not taxed on the forgiven amount).
  • Must work full-time (1.0 FTE) for 10 years at a Government Agency (non-profit) or a 501 (c) 3 Non-Profit while making full, on-time monthly payments towards the loans.
  • Does not have to be consecutive years nor the same organization for all 10 years.
  • Must have qualifying types of loans, servicer and repayment plan.
  • Please contact your Fed Loan Servicing Counselor to determine if your loans are eligible.

• Bring your completed form to the HRS office for the validation process.

Public Service Loan Forgiveness Program:
https://myfedloan.org/borrowers/special-programs/pslf
Mediation Services

- Provides a safe and confidential forum to resolve workplace issues.
- Mediators maintain a neutral position.
- Solutions are mutually decided and address both parties needs.
- FREE and available to all University of Montana employees.
- A great way to address problems before they become bigger issues.
Tobacco-free Campus

• UM became a tobacco-free campus (via policy 406.1.1), in the fall of 2011 in order to provide a safe and healthy environment for our employees, students, and visitors.

• This prohibits tobacco use in or on property owned, leased, or used for specific events by the University of Montana or any of its components.

• For the purpose of this policy, “tobacco” includes any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, smokeless or spit tobacco, dissolvable tobacco, hookah shisha, snuff or snus, kreteks, and cigarillos.
Information for Drug Free Workplace Policy and Drug and Alcohol Testing Policy

• UM’s Drug-Free Workplace Policy - Policy Number: 710
  • [http://www.umt.edu/policies/browse/personnel/drug-free-workplace](http://www.umt.edu/policies/browse/personnel/drug-free-workplace)

• The Drug-Free Workplace Policy accomplishes two major goals:
  • It communicates that alcohol and/or drug use in the workplace is prohibited and
  • Encourages employees who have problems with alcohol and/or other drugs to voluntarily seek help

• The policy exists to:
  • Protect the health and safety of all employees, students and the public;
  • Safeguard employer assets from theft and destruction;
  • Protect important research;
  • Maintain quality, integrity and reputation; and
  • To comply with the Drug-Free Workplace Act of 1988 or any other applicable federal, state or local laws.

• UM’s Drug & Alcohol Testing Policy - Policy Number: 709
  • [http://www.umt.edu/policies/browse/personnel/drug-alcohol-testing](http://www.umt.edu/policies/browse/personnel/drug-alcohol-testing)
  • This policy was developed to comply with federally mandated drug and alcohol testing for certain employee groups.
UM 670
Medical and Retirement Benefits
University of Montana
Medical & Retirement Benefits

Rita Garland
Benefits Specialist
Human Resource Services

406.243.4238 or 243.6766
Email: rita.garland@umontana.edu
www.umt.edu/hrs/benefits
Eligibility

• **You are insurance eligible IF:** Your position is half time or greater for 6 months or longer.
  - Insurance is effective on your 1st date of hire.

• **You should receive an email with links & instructions to:**
  - CHOICES Workbook
  - CHOICES Enrollment Form
  - Retirement form specific to your hiring category

• Long Term Care Enrollment information (optional) UNUM website: [http://w3.unum.com/enroll/MUS](http://w3.unum.com/enroll/MUS)

• Employees have **30 days** from date of hire to fill out the forms and make your elections. CHOICES Workbook and enrollment forms are located online at [http://choices.mus.edu/](http://choices.mus.edu/)

• If you are covering your spouse and/or dependent children, you must provide proof of dependent status (marriage certificate, birth certificates, latest income tax return showing your dependents or other legal documents).
Choices and Costs

• The **MANDATORY** coverage elections are:
  • Medical
  • Dental
  • Life Insurance
  • Long Term Disability

(Which are the first 4 items on the CHOICES form)

The University of Montana contributes $1,054 per month thru your paycheck to help you pay for benefits.

For employee only coverage, the employer contribution may pay all or most of your costs, depending on elections.
Choices and Costs

• For dependents, you will pay the cost of their coverage.

• *Healthy Montana Kids* (HMK) is now available to UM employees and their families.
  Contact HMK:(877) 543-7669.
  Website:  [www.hmk.mt.gov](http://www.hmk.mt.gov)

• If HMK declines your application, you might be eligible for the Montana University System “Dependent Hardship Waiver”. Criteria and forms are at [www.mus.edu/choices](http://www.mus.edu/choices)

• YOU choose your coverages—the mandatory coverages and any optional coverages you wish.
Choices and Costs

Costs:

• Add up the monthly costs involved and subtract the employer contribution. The remainder is what comes out of your paycheck per month. If you did not spend all of the employer contribution, it is returned to the MUS Self Funded Plan which supports over 18,000 participants. It will be listed as “MUS Plan Allocation” on your paycheck.

• If paid bi-weekly, all the numbers are in half on each bi-weekly paycheck.

• You will see the employer contribution is credited on your paycheck.
Costs

• If you have already received a paycheck before making your choices, you will see insurance deductions on that check. For payroll purposes, we have defaulted you into a plan that costs less than the monthly employer contribution of $1,054 ($527 bi-weekly). This Default coverage is for employee only: BC/BS Managed Care Plan, Basic Dental, $15,000 life insurance and Long Term Disability of 6 months wait/60% pay.

• Once you make your benefits choices, we will make the appropriate adjustments on your paychecks, if necessary. If you don’t elect within 30 days, we will put you into the default coverage as above (employee only) and YOUR DEPENDENTS WILL NOT be covered.
Choices

• It is important that you make choices that are right for you and your family.

• People have personal reasons that might cause them to pick one health coverage over the other, such as:
  • Who your health care providers are
  • How you use medical care
  • If you have children
  • What other coverages you may have (Medicare, coverage w/spouse’s employer, Medicaid, TriCare), etc.
Plan Networks

• All of our plans have Networks.
• Our website has the network information. You should study this when making your elections. The websites will tell you what hospitals/doctors are in each plan network:
  • Allegiance Managed Care
  • Blue Cross/Blue Shield Managed Care
  • Pacific Source Managed Care

[www.umt.edu/hrs/benefits](http://www.umt.edu/hrs/benefits)

Contact information is located on the last page of the online CHOICES Workbook (PDF).
Changes to Your Coverage

• You can make changes only at specified times:
  • Once a year during the annual change period. You make the decision in April/May, the changes take effect July 1. You cannot add your spouse to medical or dental at the annual change period. You can make benefit plan changes for the people already on the plan.
  
  • If you have a mid-year change that is considered a qualifying event, such as: marriage, divorce, birth or adoption, loss or gain of eligibility for insurance, etc. (Except for the birth of a child, the effective date will be the 1st of the month after the date when HRS receives the valid paperwork). You can add/remove dependents and make coverage changes as appropriate to the type of qualifying event within 63 days of the date of the event.
Changes to Your Coverage

• If the mid-year change involves adding coverage for your spouse and/or dependent children, you must provide proof of dependent status (marriage certificate, birth certificates, latest income tax return showing your dependents or other legal documents).

• You must also provide proof of the qualifying event and the date that it occurred. Example: letter from employer or insurance company stating date other coverage began or ended.

• Contact Rita Garland, Benefits Specialist, with regards to your specific circumstances.
Optional Coverage & Accounts

• **Flexible Spending Accounts** are available for **Medical, Child Care** (called Dependent Care) and **Adoption Assistance**:
  • Administered by Allegiance Flexible Advantage.
  • Allows you to put money away **pre-tax** from your paycheck to pay for expenses that your insurance plan will not cover (called non-reimbursed medical expenses).
  • You have to predict in advance what that amount will be for the given time frame.
  • That money comes out of your paychecks, in equal amounts, and goes into your account. When you show that insurance did not pay for something or only paid part of it, you can file a claim and get reimbursed.
Optional Coverage & Accounts

• **ADVANTAGES** of a Medical Flex Plan:
  • Saves on taxes from the first dollar of your election.
  • Allows you to save, pre-tax, for the expenses you are predicting you will have.
  • You can pre-spend the money only for the medical account. You spend it before it is totally contributed and then you are paying your account back throughout the year.

• **DISADVANTAGES** of a Medical Flex Plan:
  • You must use the money before July 1st or you lose it. You have until September 30th to file your claims.
  • If you leave employment in the middle of the plan year, you only have until the last day of the month in which your employment at UM ends to spend your contributions.
Optional Coverage & Accounts

• You also have optional pre-tax coverage with Blue Cross Blue Shield for Vision Hardware. Your eye examination is covered under your medical plan— which may be different because your medical plan may not be Blue Cross/Blue Shield.

• Optional after tax benefits include Supplemental Life Insurance (with or without AD&D) for employee, spouse and children.
Retirement Plans

• Your Retirement Plan differs by how you are hired.
• For Faculty, Board of Regents Contracts, MUS Contracts & Letters of Appointment:
  • **Eligibility:** Half time or greater for two consecutive semesters or longer (greater than six months)
  • TIAA investment plan. Employee contributes 7.044% pretax. The University contributes 5.956%. You do not have a choice unless you were a prior participant in Montana Teachers Retirement System Pension plan and want to remain in that plan. To enroll, visit their website at: [www.tiaa.org/montana](http://www.tiaa.org/montana). Click on “Ready to Enroll”, then select University of Montana Faculty Plan. No Salary Reduction form is required.
  • We will begin to deduct the appropriate contributions set by state statute from the first paycheck. Until you make your investment choices, the money goes into a Life Cycle fund, (appropriate investments to your age).
Retirement Plans

• **Classified Staff:**
  • **Eligibility:** Scheduled to work more than 960 hours in a calendar year.
  • Public Employees Retirement System (PERS) pension plan is the initial choice. Within the first year of your employment you will be sent information by PERS to remain in PERS defined benefit plan or switch to one of two investment plans if you are eligible.
  • You will make an **irrevocable election**. If you worked for the State of Montana or the Montana University System in the past and made this election, you may have to stay with that choice. PERS determines eligibility for this choice.
Retirement Plans

• If eligible, you have one year from your hire date to send in the form to switch. If you do nothing, you remain in the PERS pension plan, which may/may not be right for you.

• Employer contributes 8.67% of pay

• Employee contributes 7.9% of pay pretax
  • PERS plan choice requires 5 years of service to be eligible for a pension.
  • EMPOWER investment plan choice has a 5 year requirement to own the employer part of the contributions.
  • TIAA investment plan choice has no service requirement to own the whole account.

• See “Choosing the Right Plan” brochure for details.
MUS Wellness Programs

• Montana University System Wellness envisions our benefit plan members engaged in the ownership and betterment of their health and wellbeing in order to maximize quality of life.

• Their mission is the help YOU, the plan member, stay healthy by providing and incentivizing preventative health screenings, healthy lifestyle education and support, and disease prevention/management programs.

• WellCheck: You are eligible for two FREE health screenings per benefit year.

• Lifestyle Education/Support programs include: Ask An Expert, WellBaby, Wellness Incentive Program, workshops and webinars, etc.

• Take Control program helps manage a chronic health condition-high blood pressure, high cholesterol, weight loss, diabetes/pre-diabetes and tobacco cessation.

• MUS Wellness website: http://wellness.mus.edu/
Questions?

Human Resource Services
Lommasson 252
406.243.6766
www.umt.edu/hrs