



# **CAMPUS-WIDE STANDARD OPERATING PROCEDURES**

**2023-2024**

**NOTE:** This Standard Operating Procedure Manual will be continuously updated. Notifications will be sent to the campus community as new versions are made available. Please always refer to the version posted on the website to ensure you are following current procedures. If you would like assistance creating a desktop or taskbar shortcut for quick reference, or if you have any suggested additions or edits, please contact Executive Asst. Office Manager at 406-447-6927.

## Contents

1.0	General Information .....	1
1.1	ID Cards.....	1
1.2	Agency Number .....	1
1.3	Copy Code.....	1
1.4	Lost and Found .....	1
1.5	Helena College Policies .....	1
1.6	Legislative Contact.....	1
1.7	Institutional Committees .....	1
1.8	Organizational Chart.....	2
1.9	MUS Compliance Hotline, Report an Incident.....	2
1.10	Supervisor on Call.....	2
1.10.1	Procedure.....	2
1.10.2	After-Hours Contact Information after 5 p.m. and Weekends .....	3
1.11	Emergency Action Procedures .....	3
2.0	Information Technology.....	4
2.1	Wireless Network Access .....	4
2.2	Email.....	4
2.2.1	Online Email.....	4
2.3	Telephone .....	8
2.3.1	Phone List .....	8
2.3.2	Cisco Phone System .....	8
2.3.3	Voicemail .....	10
2.3.4	Conference Calls .....	11
2.4	IT Support Request .....	11
3.0	Mail.....	12
3.1	Incoming/Outgoing Mail.....	12
3.2	Shipping with Special Instructions.....	12

3.2.1	Insurance .....	12
3.2.2	Certified Mail .....	12
4.0	Human Resources.....	<b>14</b>
4.1	Payroll .....	14
4.1.1	Timesheets .....	14
4.1.2	Overtime/Flex Time .....	14
4.1.3	Leave Options as per UM Human Resources Policies:.....	14
4.1.4	Leave Requests .....	15
4.2	Professional Development.....	15
4.2.1	Professional Development Committee.....	16
4.2.2	Recording Professional Development Activities .....	16
4.3	Tuition Waiver .....	16
4.3.1	Faculty and Staff Tuition Waiver .....	16
4.3.2	Dependent Partial Tuition Waiver .....	17
4.4	Work-Study .....	17
5.0	Purchasing .....	<b>18</b>
5.1	Payment Works .....	18
5.2	Purchase Order .....	18
5.3	Office Supplies .....	18
5.4	Business Entertainment / Meeting Expense / Alcoholic Beverage Form .....	19
5.5	ProCard .....	19
5.5.1	To Obtain a ProCard.....	19
5.5.2	To Make ProCard Purchases:.....	19
5.5.3	Missing ProCard Receipt.....	19
5.6	Costco Membership/Credit Card.....	20
5.6.1	Costco Merchandise Returns and Exchanges.....	20
5.7	Tracking Budget Balances through UMDW .....	20
5.7.1	To Obtain Access to UMDW.....	20
5.7.2	Checking Budget Balance .....	20
5.7.3	Detailed Transaction Report.....	21
5.7.4	UMDW Online Training / UMDW Handbook.....	22

6.0	Parking .....	<b>23</b>
6.1	Hanging Permit Requirements .....	23
6.2	Parking Requirements .....	23
7.0	Travel .....	<b>24</b>
7.1	Travel Procedures .....	24
7.1.1	Travel Check List .....	24
7.1.2	Helena College Equinox Reservation Procedure.....	25
7.2	The Equinox & Motor Pool .....	27
7.2.1	Making Motor Pool Reservations.....	27
7.2.2	Motor Pool Authorized Signors .....	27
7.2.3	Estimating Cost of Motor Pool Rental for Request and Authorization to Travel Form.....	27
7.2.4	During and After the Trip .....	28
7.3	Student Travel and Field Trips .....	28
8.0	Maintenance.....	<b>29</b>
8.1	Campus Hours.....	29
8.2	Door Locks .....	29
8.3	Maintenance Work Order Requests.....	29
	<b>In case of an emergency or if you need immediate assistance, please contact: .....</b>	<b>29</b>
9.0	Meetings.....	<b>30</b>
9.1	MEETING ROOM & EQUINOX RESERVATIONS.....	30
9.1.1	Search for Meeting Room Availability.....	30
9.1.2	Request Meeting Space or the Equinox .....	30
9.2	REIMBURSEMENT FOR MEETING EXPENSES.....	32
9.2.1	Food/Beverage.....	32
9.2.2	Other Meeting Supplies.....	32
10.0	Brand Standards .....	<b>33</b>
11.0	Acronyms.....	<b>34</b>

## 1.0 GENERAL INFORMATION

### 1.1 ID CARDS

Helena College employees need to obtain an ID card from the Welcome Desk on the Donaldson campus. Employees will complete an application and the first ID card is free. (Replacements may result in additional charges.) Contact the Administrative Associate at the Welcome Desk for more information or call x6900.

### 1.2 AGENCY NUMBER

3514

### 1.3 COPY CODE

Copiers on campus require a code to operate; contact your supervisor for your area's copy code.

### 1.4 LOST AND FOUND

Return any lost and found items to the Welcome Center or the front desk at the Airport Campus. Purses and wallets are to be taken to the Cashier's Office.

### 1.5 HELENA COLLEGE POLICIES

Employees are expected to adhere to [Helena College Policies](#).

[https://helenacollege.edu/campus\\_facilities/policiesprocedures/default.aspx](https://helenacollege.edu/campus_facilities/policiesprocedures/default.aspx)

### 1.6 LEGISLATIVE CONTACT

Montana University System (MUS) employees cannot use public time, money, or other resources to support political candidates, positions, or ballot initiatives. Employees should not communicate directly to Legislators on personal matters using college equipment or during work hours; this also applies to any travel to testify on personal matters.

If contacted by a Legislator or asked to testify before a legislative hearing, please notify the Dean / CEO who will contact the lobbyist representing the MUS and the campuses of the University of Montana (UM).

### 1.7 INSTITUTIONAL COMMITTEES

Faculty members are required to regularly attend Institutional Committee meetings per the Collective Bargaining Agreement between the Montana Board of Regents (BOR) of Higher Education and the Helena Teachers' Union, MFPE, NEA, AFT, AFL-CIO, Section 4.11. Staff members are highly recommended to attend these meetings as well.

More information on the committees, members, minutes, and meeting times [is on the website](#).

[https://helenacollege.edu/campus\\_facilities/committees/default.aspx](https://helenacollege.edu/campus_facilities/committees/default.aspx)

## 1.8 ORGANIZATIONAL CHART

Organization charts for the institution and departments can be found on the [Helena College Website](https://helenacollege.edu/hr/organization_chart.aspx).  
([https://helenacollege.edu/hr/organization\\_chart.aspx](https://helenacollege.edu/hr/organization_chart.aspx))

## 1.9 MUS COMPLIANCE HOTLINE, REPORT AN INCIDENT

The **MUS Compliance Hotline** is published on the [Campus Safety Page](https://helenacollege.edu/campus_safety/default.aspx).  
([https://helenacollege.edu/campus\\_safety/default.aspx](https://helenacollege.edu/campus_safety/default.aspx))

[Report an Incident \(https://cm.maxient.com/reporting.php?HelenaCollege](https://cm.maxient.com/reporting.php?HelenaCollege)



The reporting options below provide Helena College community members an opportunity to share important information directly with the appropriate offices. This is an internal reporting tool intended to address concerns in a safe, timely, and supportive manner with the goal of connecting individuals to the resources they need. **In the case of an emergency, always dial 9-1-1 first!**

Choose the report that best matches your concerns. Any reports mistakenly submitted to the incorrect office can be directed to the appropriate office by a Helena College Administrator.

- **Academic Dishonesty**-This report is for faculty use only. Use this report for any incidents involving a violation of academic integrity standards as stated in the Helena College Student Handbook.
- **CARE Referral** - Use this form to refer a student who may be struggling with academic, personal, or emotional difficulties or who may be exhibiting concerning behavior.
- **Early Academic Alert Report** - Use this form to refer a student who may be struggling with academic difficulties, experiencing attendance issues, is in need of a tutor referral or is recommended to drop a course.
- **General Accident/Incident Report**-Use this report for any accidents, or general incidents. (i.e. falls, car accidents, stolen or damaged items, travel incidents, etc.)
- **Sexual Misconduct and/or Discrimination** -Use this form to report any alleged sexual misconduct, discrimination, or harrasment. This form may be used to report a student, staff, or faculty, or other employee of the college.
- **Student Conduct Incident Report**-Use this form to report any alleged violations of the Helena College Student Code of Conduct.

**Please choose from the following report options:**

*Figure 1 Maxient Report Image*

## 1.10 SUPERVISOR ON CALL

The Supervisor on Call (SOC) is responsible for providing leadership support and presence on campus. The SOC agrees to be available to employees and provide support as necessary when a College official is required.

### 1.10.1 Procedure

1. Employees should first seek out support from their director/supervisor. In the absence of the director/supervisor, contact the SOC by calling X6991 or 406-447-6991. The call will be forwarded to the SOC's cell number. If the SOC is unavailable, contact the Dean or Executive Assistant Office Manager.
2. The current SOC is posted weekly in the Monday Morning Memo. Unexpected changes to the schedule are announced through the Helena College Main Channel or to the campus by email.

#### 1.10.2 After-Hours Contact Information after 5 p.m. and Weekends

1. **Emergency:** Call 911, then call Kelley Turner at 617-446-3691, John Rutherford at 406-266-1194, or Tommi Haikka at 406-439-0767
2. **Gas Leak:** Call Northwestern Energy at 888-467-2427, then call Kelley Turner at 617-446-3691, John Rutherford at 406-266-1194, or Tommi Haikka at 406-439-0767

#### 1.11 EMERGENCY ACTION PROCEDURES

##### 1.11.1 Evacuation Procedures, Meeting Area and Accountability

- In the event requiring building Evacuation, everyone shall use the closest exit from the building and:
  - Donaldson Campus will meet at Ramey Park/Helena High School field near the South East corner parking lot.
  - The Airport Campus will meet near the South East corner parking lot or the auxiliary parking lot on the NW side of the building.
- Accountability by groups shall be reported to the Dean or SOC.

##### 1.11.2 Campus Lockdown/Remain-in-Place Protocol

- In the event of an emergency lockdown, all personnel shall remain in place and should not leave until an “All Safe” broadcast is made.

## 2.0 INFORMATION TECHNOLOGY

### 2.1 WIRELESS NETWORK ACCESS

Helena College employees, faculty, and students may gain access to the secure wireless by selecting:

**Network SSID:** eduroam  
**Login name:** *HC NetId@helenacollege.edu*  
**Password:** HC NetID password

Helena College users may gain access to the guest wireless by selecting:

**Network SSID:** HCGuest  
**Login:** Follow the instructions and enter a valid email address

### 2.2 EMAIL

#### 2.2.1 Online Email

1. Helena College email can be accessed by using a web browser and going to: <http://office.com>. Select Sign in:



Figure 2 Microsoft 365 Sign-In Image

2. At the sign-in screen, enter your email address in the format of: [HCE#####@helenacollege.edu](mailto:HCE#####@helenacollege.edu) where the HCE#### is your assigned Helena College NetID number

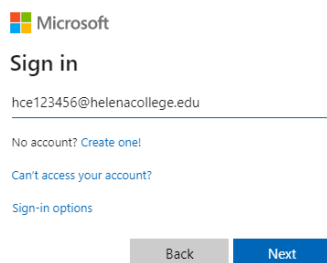


Figure 3 HCE Image



3. You will be taken to the Helena College Single Sign-On page (SSO). The NetID should carry over from the previous screen. If not, re-enter your HCE NetID, and the password that you use to log into your network workstation. Click Sign In.

▲ For your security, please close your web browser when not in use.

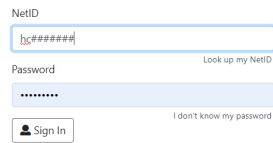
A screenshot of a web-based login form. At the top, it says "NetID". Below that is a text input field containing "hc#####". To the right of the field is a link that says "Look up my NetID". Below the NetID field is a "Password" label and another text input field filled with dots. To the right of the password field is a link that says "I don't know my password". At the bottom left is a button with a person icon and the text "Sign In".

Figure 4 NetID Diagram Image

4. It is your choice on the next screen whether to stay signed in or not. Choose "yes" or "no".
5. There may be various pop-ups that open after you sign on. You can select X in the upper right corner to close them if you don't want to read them.
6. Office 365 will open. From the menu on the left select Outlook



Figure 5 Outlook Icon Image

7. Your Inbox should now open to allow you to access all your mail.
8. To log out, Click on your picture (or initials) in the upper right corner and select Sign out.

### 2.2.2 Accessing Email on Smart Device

1. On your device, open either the Play Store or Apple Store and search for "Outlook". The one you want to load has the blue "O" icon.



Figure 6 Blue "O" Icon Image

2. After loading, open the app and go through the welcome screens.
3. Add an account. When prompted, enter your [HC#####@helenacollege.edu](mailto:HC#####@helenacollege.edu)
4. If you are prompted for the account type, select the Office 365 icon.

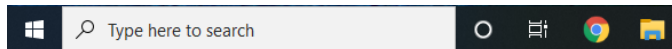


*Figure 7 Office 365 Icon Image*

5. You will be taken to the Helena College login screen. Log in with your HCE number and password.
6. There may be more informational screens that you can skip if you wish.
7. Once loaded, your email will show up.




### 2.2.3 Directions on How to Set Up Email Signature Using Outlook 2016

1. Select the File Manager at the bottom of the screen.




*Figure 8 File Manager Icon Image*

2. On the left side, look for the “Employees” drive.
3. On the right side, double-click on the folder named “Marketing Materials”

 Live Chat	6/14/2019 1:17 PM	File folder
 MAPS	5/19/2020 4:03 PM	File folder
 Marketing Materials	11/12/2020 9:35 AM	File folder

*Figure 9 Marketing Materials Folder Image*

4. Double-click to open the folder “Email Signature Template”

 Email Signature Template

*Figure 10 Email Signature Template Image*

5. Double-click on the Word document named “Email Signature Template” There are six templates to choose from. Follow the directions provided in the template.
6. Start in the upper left side of the area you need to copy from and then click and hold your mouse button and drag to the bottom right to highlight the signature block. Either enter Ctrl-C to copy this to the “Clipboard”.
7. Close the Word document.
8. Open Outlook

9. Select New Email

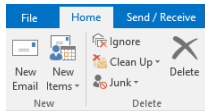


Figure 11 New Email Image

10. Along the top of the menu line, select Signature

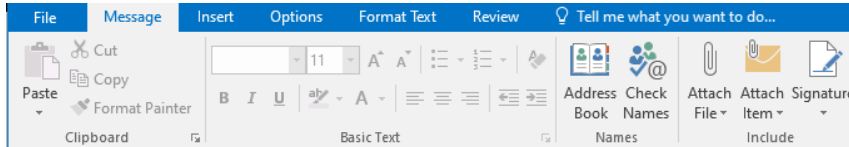


Figure 12 Signature Display Image

11. On the “Pull Down” select Signatures. This will open the Signatures and Stationery. Select “New” to create a new signature.

12. Enter a name for the new signature. In this case, I named it “Default” but it can be anything. Select OK



Figure 13 New Signature Image

13. On the Signatures and Stationery screen, select “Edit Signature” on the lower part of the screen. Select Ctrl-V to copy the information from the clipboard to this area. If you do not see the information or it is incorrect, you may need to reselect it again per instruction #6.

14. Make the corrections to the signature area as needed.

**Your Name | Your Title**  
**p: 406.447.#### | f: 406.447.#### | e: [your.email.name@helenacollege.edu](mailto:your.email.name@helenacollege.edu)**



**Donaldson Campus** 1115 North Roberts, Helena, MT 59601  
**Airport Campus** 2300 Airport Road, Helena, MT 59601  
**p: 406.447.6900 | [www.helenacollege.edu](http://www.helenacollege.edu)**

Figure 14 HC Signature Template Image

15. On the upper right side of the Signatures and Stationery, make sure to at least select your signature name for New messages:

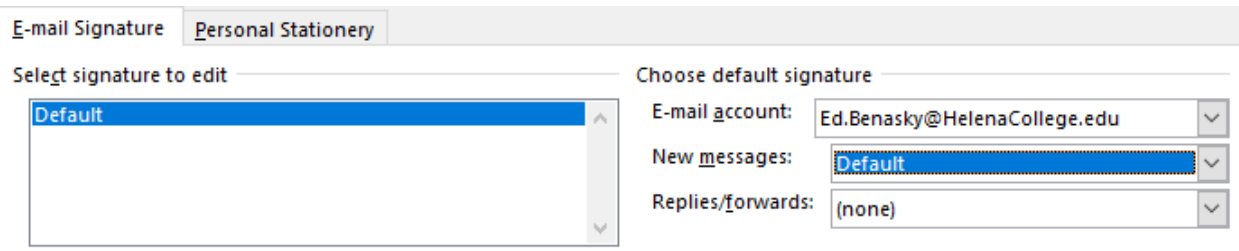


Figure 15 Signature New Messages Image

16. Select OK to save your signature. Close the blank email that you had opened and do not save it.
17. Open a new email again and your signature will appear at the bottom.

## 2.3 TELEPHONE

### 2.3.1 Phone List

The Staff/Faculty Department Phone List is updated regularly by the Dean's Office and can be found:

- Employee Drive>Phone List\_Directory> HC Department Phone List, or by last or first name lists.

### 2.3.2 Cisco Phone System



Figure 16 Cisco Phone Image

- |                                     |                         |                         |
|-------------------------------------|-------------------------|-------------------------|
| 1. Phone Screen                     | 8. Transfer Button      | 16. Messages Button     |
| 2. Video Camera                     | 9. Redial Button        | 17. Applications Button |
| 3. Lens Cover Button                | 10. Keypad              | 18. Contacts Button     |
| 4. Softkey Buttons                  | 11. Speakerphone Button | 19. Phone Speaker       |
| 5. Navigation Pad and Select Button | 12. Video Mute Button   | 20. Line Buttons        |
| 6. Conference Button                | 13. Mute Button         | 21. Handset Rest        |
| 7. Hold Button                      | 14. Headset Button      |                         |
|                                     | 15. Volume Button       |                         |

### LED indicators:

- Flashing Amber—Incoming Call
- Solid Green—Your Call
- Flashing Green—Call on Hold
- Solid Red—Line in use by another user
- Flashing Red—Line on hold by another user

### Phone Call Instruction

Lift the handset, press the **SPEAKER** button, press a **LINE** button, or press the **CALL** softkey to place the call. You may dial the number before lifting the handset.

- Dial the 4-digit extension for other Helena College phone numbers
- Dial 8 to get an outside line, then the 7- or 10-digit phone number
- Emergency 911 or 8911

### Call History/Missed Call

- Select **CALL HISTORY** and **APPLICATIONS** to view the last 150 calls.
- When there are missed calls on the phone, an indicator for missed call info will appear next to the line info. View **CALL HISTORY**, then tab over to **MISSED CALLS** to clear the indicator.

### Placing a Call on Hold

- Press the **HOLD** button
- Press **RESUME** softkey to return to a call. If multiple calls are on hold, press the line button of the desired call.
- If you have two calls on one key, use the navigation bar and highlight the call to return to, and press **RESUME**.

### Transferring a Call

- During a call, press the **TRANSFER** button. This places the call on hold.
- Dial the extension number of the person you wish to transfer the caller to.
- When ringing begins, press **TRANSFER** again, or wait for the party to answer then press **TRANSFER**.
- To cancel the transfer, press **END CALL**, then **RESUME** softkey, or extension key where the call is held.

### Transferring a Call to Voicemail

- Press **DIVERT** softkey while a call is ringing, on hold, or active.
- To transfer direct to voicemail, press the **TRANSFER** button, Press **\*#**, Dial the **4-digit extension** number, *and QUICKLY* press the **TRANSFER** button.

### 2.3.3 Voicemail

#### Enrolling/Initializing Voicemail

To access your voicemail, you will first need to initialize/enroll your mailbox (record your name, record a greeting, and change your password). Contact IT Support for your temporary password. Your new password must be 4-15 digits in length.

#### Accessing Voicemail

- To access voicemail, press the MESSAGES button or dial voicemail extension 6996. Enter your password followed by the # key when prompted.
- Press 1, to listen to new messages
- Press 2, to send a message
- Press 3, to review old messages
- Press 4, for setup options
  - *Press 1*, to change the greeting
  - *Press 2*, for message settings
  - *Press 3*, for preferences
  - *Press 4*, for transfer settings
  - *Press 0*, for help
  - *Press \**, to exit
- Press \*, to exit
- Press 0, for help

#### Voicemail Tips:

- Limit background noise
- Be unique
- Smile—a smile is a great way to make your greeting a pleasant tone.
- Rehearse
- Identify yourself and the college
- Update greeting frequently

#### Voicemail Examples:

- “Hello, this is \_\_\_\_\_. I’m sorry, I’m not available to take your call. If you will a detailed message, I will get back to you as soon as possible.”
- “This is \_\_\_\_\_ and I am not available to answer your call right now. You may leave a message after the tone.”

#### Voicemail Remote Access

- Dial 406-447-6996.
- When voice mail answers, press the \* key.
- Enter your 4-digit mailbox ID (your extension) number followed by the # key.

- Enter your password followed by the # key.

#### 2.3.4 Conference Calls

##### Conference Phone

If a conference phone is needed (Star phone), contact the IT department through the Support Ticket tracking system (see Section 2.5 IT Support Request). All employee phones are speaker capable and will work for small groups (2-4); conference phones are needed for larger groups (5-16).

Conferencing – up to 3 callers.

- With conferencing, you call everyone and conference together.
- Helena College pays any long-distance charges.
- Can conference on the regular phone.
- Can also be used for internal video conferencing.

#### 2.4 IT SUPPORT REQUEST

IT utilizes Help Desk Ticket software to better serve Helena College faculty and staff.

Email request: <mailto:ITHelp@HelenaCollege.edu>

## 3.0 MAIL

### 3.1 INCOMING/OUTGOING MAIL

Located in the cashier area. Staff may drop off state or stamped mail at the Cashier's office. Mail is delivered/picked up in the morning, official state mail also comes in the afternoon.

### 3.2 SHIPPING WITH SPECIAL INSTRUCTIONS

#### 3.2.1 Insurance

Package and label as usual. Attach a note to the package that states:

Please ship via UPS with \$[insurance amount] insurance and send the tracking number to:

Name (First and Last), Title

1115 North Roberts

Helena, MT 59601

Phone

Email address

#### 3.2.2 Certified Mail

Two forms are needed. Forms are available in the Executive Assistant Office Manager's office.

1. PS Form 3800 (Certified Mail Receipt)
2. PS Form 3811 (Domestic Return Receipt) (two-sided)

Print two small (return address size) labels with the recipient's name and address. Place one on Form 3800 as follows (it is helpful to write your name on Form 3800 so the business office knows who it goes to when the receipt is returned from the state Print & Mail service):

Figure 17 Certified Mail Form 3800



Put the second label in the **Article Addressed to:** box on Form 3811, as follows:

Figure 18 Certified Mail form 3811

Print a label with the Helena College address (be sure to specify Attn:) for the return receipt and place it in the **Sender** box on the opposite side of Form 3811 as follows:

Figure 19 Reverse side Form 3811

Figure 20 Form 3800 & 3811

Take the sticker from the top of Form 3800 and place it in the Article Number box on Form 3811.

Address the envelope with the recipient's name and address, insert the letter, and seal the envelope. Peel the backing from each end of Form 3811 and place the form on the back of the envelope. Peel the backing off the top of Form 3800 and align the dotted white line with the top of the envelope towards the right of the envelope but allowing enough space for postage. Fold the top over the back of the envelope. The certified letter is now ready to mail.

Once it has been processed at the state mail service, they will stamp Form 3800 and return it to you as a receipt of the mailing. The letter will be delivered to the recipient, and the recipient must sign for the letter. If the recipient signs for it acknowledging receipt of the letter, Form 3811 will be returned to you. If the letter is unable to be delivered with a signature confirmation acknowledging receipt, the entire letter will be returned to you. Ask the Executive Assistant Office Manager for assistance if needed.

## 4.0 HUMAN RESOURCES

### 4.1 PAYROLL

#### 4.1.1 Timesheets

The payroll calendar and biweekly timesheets can be found at <http://www.helenacollege.edu/hr/forms.aspx> under payroll. Indicate regular hours on the first line and other hours on designated lines. Note any overtime at the bottom.

#### 4.1.2 Overtime/Flex Time

Always obtain supervisor approval before working over 40 hours in a week or changing schedules. If they approve your request, note the overtime/flex on your timesheet.

#### 4.1.3 Leave Options as per UM Human Resources Policies:

##### **Holidays**

A legal state holiday as provided in 1-1-216, Montana Code Annotated (MCA) except Columbus Day (second Monday in October) exchange for the day after Thanksgiving (the day following the fourth Thursday in November) as provided in BOR Policy 801.5 – Holiday Exchanges:

- **New Year's Day, January 1;**
- **Martin Luther King Jr. Day, the third Monday in January;**
- **Lincoln's and Washington's Birthdays, the third Monday in February;**
- **Memorial Day, the last Monday in May;**
- **Independence Day, July 4;**
- **Labor Day, the first Monday in September;**
- **Veterans' Day, November 11;**
- **Thanksgiving Day, the fourth Thursday in November, and the following Friday (as per BOR Policy 801.5);**
- **Christmas Day, December 25;**

##### **Floating Holiday**

The floating holiday is a calendar year annual leave. The floating holiday can only be used as a single eight-hour block of time that expires annually. It does not roll over and it does not accrue any value upon separation. (Under certain circumstances, the Commissioner of Higher Education may designate specific business days as holidays for all employees of a campus in exchange for the same number of legal holidays enumerated in 1-1-216, MCA, as per BOR Policy 801.5 – Holiday Exchanges.) If any of the holidays fall on a Sunday, the Monday following is a holiday. If any of the holidays fall on a Saturday, the Friday preceding is a holiday.

##### **Annual Leave**

A leave of absence with pay for rest, relaxation, or personal business at the request of the employee and with the concurrence of the employer as provided in 2-18-601 (19), MCA. An employee must be continuously employed for a six (6) calendar-month period to be eligible to use annual leave credits. The accrual rate depends on the position and the number of years of service.

## **Sick Leave**

A leave of absence with pay for a sickness suffered by an employee or his immediate family or for a permanent employee who is eligible for parental leave under the provisions of 2-18-606, MCA. Includes the following conditions: illness, injury, medical disability, maternity/paternity-related absence including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child; quarantine resulting from exposure to contagious disease; medical, dental, or eye examination or treatment; care of or attendance to an immediate family member or, at the supervisor's discretion, for another person; death or funeral attendance for an immediate family member or, at the supervisor's discretion, for another person. An employee must be continuously employed for a 90 calendar-day period to be eligible to use sick leave credits. The accrual rate is approximately 8 hours per month.

## **Juror/Witness Leave**

A non-student employee summoned as a juror or subpoenaed as a witness in a court or judicial proceeding must elect to receive leave with pay or annual leave, if eligible. If the employee elects leave with pay, juror, or witness fees paid to the employee shall be forwarded by the employee to the office of Human Resource Services within three (3) days of receipt. The fees shall be applied against the amount due to the employee from the University. If an employee elects to charge witness or juror leave against annual leave, the employee shall retain juror/witness fees paid by the court.

## **Military Leave**

An employee who is a member of the organized militia of this state or who is a member of the organized or unorganized reserve corps or military forces of the United States, and who has been an employee for six (6) continuous months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training cruises, and similar active duty training programs of the organized militia of the state or the military forces of the United States. Such leave of absence will not be charged against any other leave credit earned by the employee. Military leave shall not be taken for regularly scheduled drills.

## **Staff Professional Development Leave**

A staff member of UM who has served a minimum of five (5) consecutive years of full-time service or its equivalent may apply. Following completion of the leave, the staff member must remain with UM for at least two (2) consecutive years of additional full-time service before becoming eligible to apply for another Staff Professional Development Leave.

### **4.1.4 Leave Requests**

A Leave Request form must be signed by your supervisor and turned in to HR at least 5 days in advance of the planned leave. Unplanned leave (emergency or sick leave) must be reported to your supervisor immediately. Upon return to work, complete the [Leave Request form](https://helenacollege.edu/hr/). (<https://helenacollege.edu/hr/>).

## **4.2 PROFESSIONAL DEVELOPMENT**

Professional development is defined as the continuous process of acquiring *new knowledge and skills* that relate to one's profession, job responsibilities, or work environment, regardless of job classification. Departments may include funding for professional development in their budget. College employees also have free access to LinkedIn Learning

through the University of Montana. Find the link in the [Professional Development box](https://helenacollege.edu/faculty_staff/default.aspx).  
([https://helenacollege.edu/faculty\\_staff/default.aspx](https://helenacollege.edu/faculty_staff/default.aspx))

#### 4.2.1 Professional Development Committee

The Professional Development Committee also awards funding to administrators faculty, contract professionals, and staff members on an annual basis through a competitive application process.

To be eligible for funding, the activity has to relate directly to the applicant's position or job classification and/or be of benefit to the applicant's department/program. This may include (but not be limited to):

- Credit/non-credit courses
- Conferences (including video/teleconferences)
- Workshops
- Seminars/webinars
- Presentations
- Research (publications)
- Participation in committees/councils
- Higher education

The Professional Development Committee will announce when applications open and how to apply in the Monday Morning Memo. Applications must be approved by the appropriate supervisor for the area.

To view the full guidelines, a scoring rubric, and find the link to the [application \(in Vector Solutions\)](https://sso.helenacollege.edu/idp/profile/SAML2/POST/SSO?execution=e1s1).  
(<https://sso.helenacollege.edu/idp/profile/SAML2/POST/SSO?execution=e1s1>)

#### 4.2.2 Recording Professional Development Activities

Employees are highly encouraged to keep a record of their training and professional development activities in Vector Solutions. This facilitates individual, departmental, and college-wide tracking of professional development for assessment and planning purposes.

Employees are sent instructions to log into Vector and create their password during their first week of employment.

Link: [Vector Solutions, along with instructions for using the platform](https://sso.helenacollege.edu/idp/profile/SAML2/POST/SSO?execution=e1s1).  
(<https://sso.helenacollege.edu/idp/profile/SAML2/POST/SSO?execution=e1s1>)

### 4.3 TUITION WAIVER

#### 4.3.1 Faculty and Staff Tuition Waiver

As per [BOR Policy 940.13 – Tuition Waivers](https://www.umt.edu/human-resources/employee-resources/benefits/tuition-waivers/default.php), (<https://www.umt.edu/human-resources/employee-resources/benefits/tuition-waivers/default.php>), tuition may be waived for University System employees who are employed at least 3/4 time for the entire period of enrollment. Permanent employees employed at least 3/4 time for the entire academic year and reemployed for the following academic year are eligible for a tuition waiver during the intervening summer term. Faculty whose assignment is .75 FTE or greater in their second consecutive semester of employment are eligible to use a tuition waiver.

- Each campus may at its discretion also waive other fees, but in no case may registration and building fees be waived.

- Each campus may adopt regulations to limit the amount of credit an employee or staff member may register for and to control the times at which courses may be taken.

Employee tuition waiver forms are campus-specific. Helena College forms may be found under Tuition Waiver Forms: <https://www.helenacollege.edu/financialaid/forms.aspx>.

#### 4.3.2 Dependent Partial Tuition Waiver

As per BOR Policy 940.32 Tuition Waiver for Dependents, ([Montana University System Dependent Partial Tuition Waiver Application \(mus.edu\)](https://www.umt.edu/human-resources/employee-resources/benefits/tuition-waivers/default.php), (<https://www.umt.edu/human-resources/employee-resources/benefits/tuition-waivers/default.php>), employees of the Montana University System (MUS) will be eligible for a 50% residential tuition waiver benefit for their dependents to complete a certificate program or obtain a first baccalaureate degree at any unit of the university system. The tuition waiver benefit may not be used to attend law school or obtain a graduate degree and does not apply to non-credit, continuing education, or other self-supporting courses.

- Employees must be employed at least 3/4 time for 120 days (e.g., four months). Up to two dependents may utilize the dependent tuition waiver simultaneously in an academic year.
- Employees who utilize the faculty and staff tuition waiver are eligible for a single (one) dependent waiver during the same academic term.

Dependent tuition waiver forms are campus-specific. Helena College forms may be found under Tuition Waiver Forms: <https://www.helenacollege.edu/financialaid/forms.aspx>.

#### 4.4 WORK-STUDY

- To request a work-study position, a Work Study Request form must be completed and returned to the Financial Aid Specialist/Work Study Coordinator.
  - Request forms are due between May and June of each year, for the upcoming academic year
  - Request forms can be found on the Employee Drive under Work Study/Work Study Requests
- All requests are reviewed by the Work Study Committee. Each request is evaluated; allocations are divided between all approved departments depending on Federal and State Work Study allocations to the institution.
- Once allocations have been determined, the Work Study Coordinator notifies all departments. Positions are then posted to the website, and eligible students submit their applications to the supervisor of the position they are interested in.
- Timecards must be signed by the work-study student and their supervisor and submitted by the due date specified on the student payroll calendar. Both timecards and the payroll calendar can be found at: <https://helenacollege.edu/hr/forms.aspx>

## 5.0 PURCHASING

### 5.1 PAYMENT WORKS

- All vendors must be current in UM Payment Works, Banner Finance, and legal to conduct business in the United States.
- Payment Works asks for the vendor's legal business name, Tax ID information, addresses, and an email with a two-step verification. Payment Works checks the status of the vendor through the IRS. The account must be renewed every four years.
- Payment Works Vendor instructions and a list of approved vendors are posted on the Business Services webpage. (<https://helenacollege.edu/businessservices/>)

### 5.2 PURCHASE ORDER

Take completed Purchase Orders to Business Office via the Cashier. The Purchase Order form and Account Code list are available on the Business Services (<https://helenacollege.edu/businessservices/>) webpage

- Date Ordered – Actual date of purchase.
- Order Placed on Purchasing Card – Check Yes or No.
- Vendor/Payable to
- Dept. Index: List the Index (Hxxxxx), not the department name.
- Account Code: Include the applicable expense account from the Account Code list. See the Business Office if you are unsure which Account Code to use.
- Item Number: This can be the actual item number on the order, invoice number, or left blank.
- Item Description: Can be grouped according to their expense account. (For example, the purchase includes pens, staplers, tape, and printer ink. The pens, stapler, and tape may all be listed together and described as office supplies as they are all 62241. Printer ink would be on a separate line under account 62282.)
- Quantity/Unit Cost
- Total: The total of all index/account amounts. The fillable form will auto-sum.
- Purchase Approved by: Signature of authorized budget authority for the index to be charged.
- Ordered by: Must have a signature, not a typed name.
- Date: Date signed by signatory.
  - Receipt: Attach the original, itemized receipt, and packing slip (if there is one) to the purchase order and submit the paperwork to the Business Office via the Cashier. A second party must sign to verify the items were received. If the purchase has not been delivered yet:
    - a. Retain a copy of the signed purchase order and invoice(s). When the item(s) arrive, ask a second party to verify the items and quantity of the purchase. The second party signs the "received by" line. Attach any packing slips to the PO and turn in the paperwork to the Cashier's office.

### 5.3 OFFICE SUPPLIES

- Faculty/Academic supplies may be obtained through the Administrative Associate for Academics.
- Supplies may be purchased through vendors with signed supervisor approval. For every purchase, a Purchase Order form is required.

- Supplies must be approved as part of the departmental budget by the corresponding department chair/supervisor. A budget modification must be completed and approved for any purchases not already outlined in the department budget.

#### 5.4 BUSINESS ENTERTAINMENT / MEETING EXPENSE / ALCOHOLIC BEVERAGE FORM

Must be attached to a Purchase Order for any business meeting expenses aside from Office Supplies (food, beverages, or favors). All Business Entertainment / Meeting Expense / Alcoholic Beverage forms must be signed by the requestor (purchaser) and supervisor/budget authority signer before the event. The Business Entertainment/Meeting Expense/Alcoholic Beverage form is available on the [Business Services](https://helenacollege.edu/businessservices/default.aspx) webpage.

<https://helenacollege.edu/businessservices/default.aspx>

\*If alcoholic beverages are being served, you must receive approval from the Dean/CEO before the event.

#### 5.5 PROCARD

ProCards enable simplified departmental purchasing by allowing designated UM employees (cardholders) to make appropriate purchases from vendors for the College through a charge card. All lodging, rental cars, and airfare must be purchased using a ProCard. The application must be submitted 6 weeks before departure to allow for processing. ProCards may NOT be used in restaurants or to purchase gifts or gift cards/certificates, for services, or personal expenses. Click for more [guidelines](https://helenacollege.edu/businessservices/default.aspx). (<https://helenacollege.edu/businessservices/default.aspx>)

##### 5.5.1 To Obtain a ProCard

Read the UM ProCard Purchasing Procedure manual, complete the UM ProCard Quiz, apply by completing the UM ProCard application with your department supervisor, and submit to the Business Office via the Cashier. All documents can be found on the [UM Business Services Procard](https://www.umt.edu/business-services/employees/services/accounts-payable/procard-reports.php) page. (<https://www.umt.edu/business-services/employees/services/accounts-payable/procard-reports.php>)

##### 5.5.2 To Make ProCard Purchases:

- Complete a Purchase Order (<https://helenacollege.edu/businessservices/>) for all ProCard purchases.
- If you are responsible for completing the purchase order, but you are not the cardholder, please clearly indicate the name of the cardholder under the item description.
- Billing address: 32 Campus Drive #2304, Missoula, MT 59801.
- Upon receipt of the item, attach the packing slip to the purchase order and original itemized receipt and submit it to the Business Office via the Cashier. A second party must sign to verify the items were received.
- If delivery is not expected within a week of purchase, retain a copy of the signed purchase order and invoice(s). When the item(s) arrive, ask a second party to verify the items and quantity of the purchase. The second party signs the "received by" line. Attach any packing slips to the PO and turn in the paperwork to the Cashier's office.

##### 5.5.3 Missing ProCard Receipt

If you do not have a ProCard receipt, complete the [ProCard Missing Receipt Declaration form](https://helenacollege.edu/businessservices/). (<https://helenacollege.edu/businessservices/>) This form is for emergency use only if you are unable to obtain a duplicate receipt. If an individual uses this form twice in 12 months, their ProCard will be suspended.

## 5.6 COSTCO MEMBERSHIP/CREDIT CARD

Obtain the Costco membership card from the cashier. Using your personal membership card is strictly forbidden. Costco purchases are to be paid for using your ProCard. Return the Costco card to the cashier as soon as you return. The purchasing employee is responsible to submit a completed typed Purchase Order form, as well as a Business Entertainment / Meeting Expense / Alcoholic Beverage form (if applicable), for each receipt to the Business Office via the Cashier.

### 5.6.1 Costco Merchandise Returns and Exchanges

If merchandise purchased with the Costco card is not acceptable (incorrect, damaged, defective, etc.), the purchasing employee is responsible for contacting Costco to make arrangements for a return/credit or an exchange.

- If merchandise is returned for credit, the purchaser is responsible for obtaining a credit receipt from Costco and submitting it to the Business Office with a Purchase Order form. Receiving cash, gift cards, or checks to resolve a credit is prohibited.
- If the merchandise is to be exchanged, the purchasing employee is responsible for returning the merchandise to Costco and obtaining the replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be sent to the Business Office.

## 5.7 TRACKING BUDGET BALANCES THROUGH UMDW

The UM Data Warehouse (UMDW) is the application used by Helena College to keep track of budgets and expenditures. Data is pulled nightly from Banner. The data cannot be changed through UMDW. Any adjustments must be done via the Business Office.

### 5.7.1 To Obtain Access to UMDW

Contact the Executive Director of Fiscal Services or the Business Office to obtain access. IT will install UMDW on your computer and place the following icon on your desktop:



Figure 21 UMDW Icon

You will initially log in with a user ID and password assigned by UM and will reset your password when you sign in the first time. If you log in and receive a message stating you have an expired license or an update is required, contact the IT Department.

### 5.7.2 Checking Budget Balance

- Open UMDW (employee ID and password)
- Enter your Index in Enter Chart Elements next to Index
- If you do not want the report to include Payroll information, type 62\* under Enter Chart Elements next to Account. (Payroll is recorded under Account codes starting with 61, so this will pull other expenditures excluding



Payroll.)

Figure 22 Account 62\* Image

- On the Operating tab, click 2 Operating Statement (Fund, Orgn, Prog)

Figure 23 Operating Statement Image

A report will open showing your balances recorded in UMDW to date (does not include encumbered amounts that have not yet been processed).

Account Type Levels / Accounts	Budget	Actual Amount	Encumbrances	Available Balance
<b>70 Operating and Capital</b>				
<b>71 Other Services</b>				
62191 Printing	0.00	156.00	0.00	-156.00
<b>Total Other Services:</b>	<b>0.00</b>	<b>156.00</b>	<b>0.00</b>	<b>-156.00</b>
<b>72 Supplies</b>				
62203 Clothing & Personal Supplies	0.00	20.00	0.00	-20.00
62204 Educational Supplies	700.00	0.00	0.00	700.00
62214 Printing Supplies	200.00	0.00	0.00	200.00
62216 Gasoline	0.00	27.96	0.00	-27.96
62225 Books & Reference Materials	200.00	76.06	0.00	123.94

Figure 24 Operating Statement Image

You can close out this report by clicking Close Print Preview or clicking the X on the right-hand side of the tabs.

### 5.7.3 Detailed Transaction Report

- Enter your index in the Enter Chart Elements box (and 62\* in the Account box if applicable).
- As before, if you do not want the report to include Payroll information, type 62\* under Enter Chart Elements next to Account.
- (Payroll is recorded under Account codes starting with 61, so this will pull other expenditures excluding Payroll.)

- Click on the Transaction tab and select 2 O/L – Actual Amount

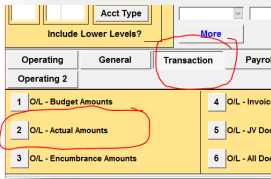


Figure 25 Transaction and Actual Amount Image

- This will provide a detailed report that you can use to determine actual expenditures under Type of Document: Actual (after that are Budget amounts). If you require more detail that is found in UMDW, please contact the Business Office with the Transaction date and Doc #.

Account	Amount Type	Period	Transaction Date	Doc #	Amount	Amount
62191 Printing	02	9/10/2016	1000000	2	100.00	0.00
62203 Clothing & Personal Supplies	02	9/10/2016	11077891	1	20.00	0.00
62216 Gasoline	02	9/10/2016	11077891	2	27.95	0.00
					<b>\$147.95</b>	<b>\$27.95</b>

Figure 26 Transaction Detail Image

#### 5.7.4 UMDW Online Training / UMDW Handbook

Further information on using UMDW, including an Online Training and Handbook, is available at <https://winapps.umt.edu/winapps/adminfin/umdw/>

## 6.0 PARKING

Parking permits are required for all Helena College “Permit Only Parking” areas. Parking Permits are valid for the academic year. Applications for parking permits are found at the Cashier’s Office, in the Welcome Center, or on the HC website. <https://helenacollege.edu/businessservices/default.aspx>)

All employees receive one parking permit free of charge annually and may purchase additional permits for the standard \$17.50 fee. For more questions, contact the Cashier’s Office. Temporary parking permits are available to campus visitors by contacting the Welcome Center receptionist or the Executive Assistant Office Manager.

If a vehicle has Helena College license plates, the plates will substitute for a parking permit and paperwork does not have to be filled out.



Figure 27 I Love HC License Plate Image

### 6.1 HANGING PERMIT REQUIREMENTS

- The hanging permit must be placed on the rearview mirror with the permit number facing outward. Tags must show all information and easily read from outside the vehicle

### 6.2 PARKING REQUIREMENTS

- All vehicles must be registered with a hanging permit displayed when parking in designated areas.
- Park in one space, not crossing space lines.
- Do not block driveways or access areas.
- Forward-facing parking ONLY; do not back in.
- If you forget your permit, park in non-permit required areas (on the street, not in the interior of the lots).
- Helena College license plates are a substitute for the permit.
- Do not park in a hazardous manner.
- Do not park on snowbanks.

Helena College permits or license plates do not allow you to park in handicapped or reserved parking. Parking in those areas will result in your vehicle being ticketed and/or towed. Parking violations for handicapped areas could result in a minimum of a \$100.00 fine.

Parking violations in permit parking areas are \$10.00. Vehicle owners are responsible for all accrued charges associated with parking illegally.

## 7.0 TRAVEL

### 7.1 TRAVEL PROCEDURES

Travel forms can be found on the Helena College Business Services page under [Travel](https://helenacollege.edu/businessservices/):  
(<https://helenacollege.edu/businessservices/>)

#### 7.1.1 Travel Check List

Before making travel arrangements:

- Submit a completed Request and Authorization Travel form to the Business Office via the cashier.
- Select the “RAT” tab of the spreadsheet.
- The form must be signed by the employee and their supervisor.
- Include all expense documentation – i.e. Airline tickets, registration fees, hotel estimates, etc.
- If using Professional Development funding, the request must be approved before making travel arrangements (See Section 4.2 Professional Development).

Making travel arrangements:

- You must use a ProCard to purchase:
  - Airline tickets
  - Hotel/Motel rooms
  - Rental cars

If you do not have a ProCard, you will need to either (a) request one 6 weeks in advance of travel or (b) have someone else make the arrangements for you (See Section 5.4 ProCard).

- Reserve a Motor Pool vehicle for all out-of-town car travel or reserve the HC Equinox through the EMS Scheduling System (See Section 7.1.2).
- Make lodging arrangements (if needed):
  - Request the “State Rate” for in-state lodging (hotels may require your employee ID at check-in).
  - For out-of-state travel, room rate guidelines can be found at:  
<http://www.gsa.gov/portal/category/21287>
- Book your airline tickets (if needed):
  - Print your flight confirmation receipt and submit it to the Business Office via the cashier with a Purchase Order form.
  - Include a copy of your Request and Authorization to Travel form.

Upon return:

- Complete a Travel Expense Report (TER tab of the spreadsheet) listing the actual costs incurred.
- List all ProCard charges Expense tab. For more information about travel guidelines refer to the UM Travel [Quick Reference Guide for UM Business Travel](https://helenacollege.edu/businessservices/) (<https://helenacollege.edu/businessservices/>)
- Attach all relevant receipts to the form and submit them to the Business Office via the cashier.
  - Hotel/Motel itemized receipts

- Miscellaneous business expenses; i.e. copies, office supplies, etc.
- Motor Pool vehicle trip receipt
- Copy of the meeting agenda
- Per Diem for meals being claimed (not available when meals are provided as part of the meeting).
- Any amount owed to the employee will be paid via a separate check directly to the employee.

### 7.1.2 Helena College Equinox Reservation Procedure

- See Section 9.0: Reserve the Equinox through the EMS Scheduling Software.  
(<http://events.helenacollege.edu/EMSwebapp/Default.aspx>) (Use the Firefox browser for the best connection).  
The room scheduler will send a confirmation email containing the Equinox Requisition Form and the following instructions:
- The day of your reservation:
  - Pick up the key from the cashier approximately 1 hour before your departure, but no later than 4:30 p.m. For early morning departure (before 8:15 a.m., please plan to pick up the prior weekday by 4:30 p.m.)
  - For weekend use, pick up the key no later than 4:30 p.m. on Friday.
  - Fill in all available information in the Equinox Requisition form when you pick up the keys. Note: if the vehicle does not have a full tank when you pick it up, please let the Business Office know before departure.
- Returning the vehicle:
  - Refuel the vehicle before returning.
    - The Wex card and pin# are inside the binder located in the car. You will need to enter the pin# and odometer reading at the gas pump. The binder includes a zippered pouch to store receipts until you return.
    - Note the final odometer reading on the Equinox Requisition form and return the form and the keys to the Cashier.
  - Keep the fuel receipt and submit it with a purchase order upon return.
    - The department responsible for the travel will be charged the fuel expense rather than a mileage charge to keep costs down.
  - Submit a Travel Expense Form to the Business Office and include a copy of the fuel receipt. Add an Index to the accounting distribution chart. The account code is 62216. Add the amount to the line under the itemization of UM ProCard charges. Note: Tax will be added after the Wex receipt is processed.

Itemization of UM Procard Charges			
Date	Item	Name on Procard if Different	Amount
	Airline		
	Per Diem Lodging		\$0.00
	Wex Card Gas	Wex	\$ 16.83

Figure 28 Travel Expense Chart

### 7.1.3 TRAVEL PROCEDURE FLOW CHART

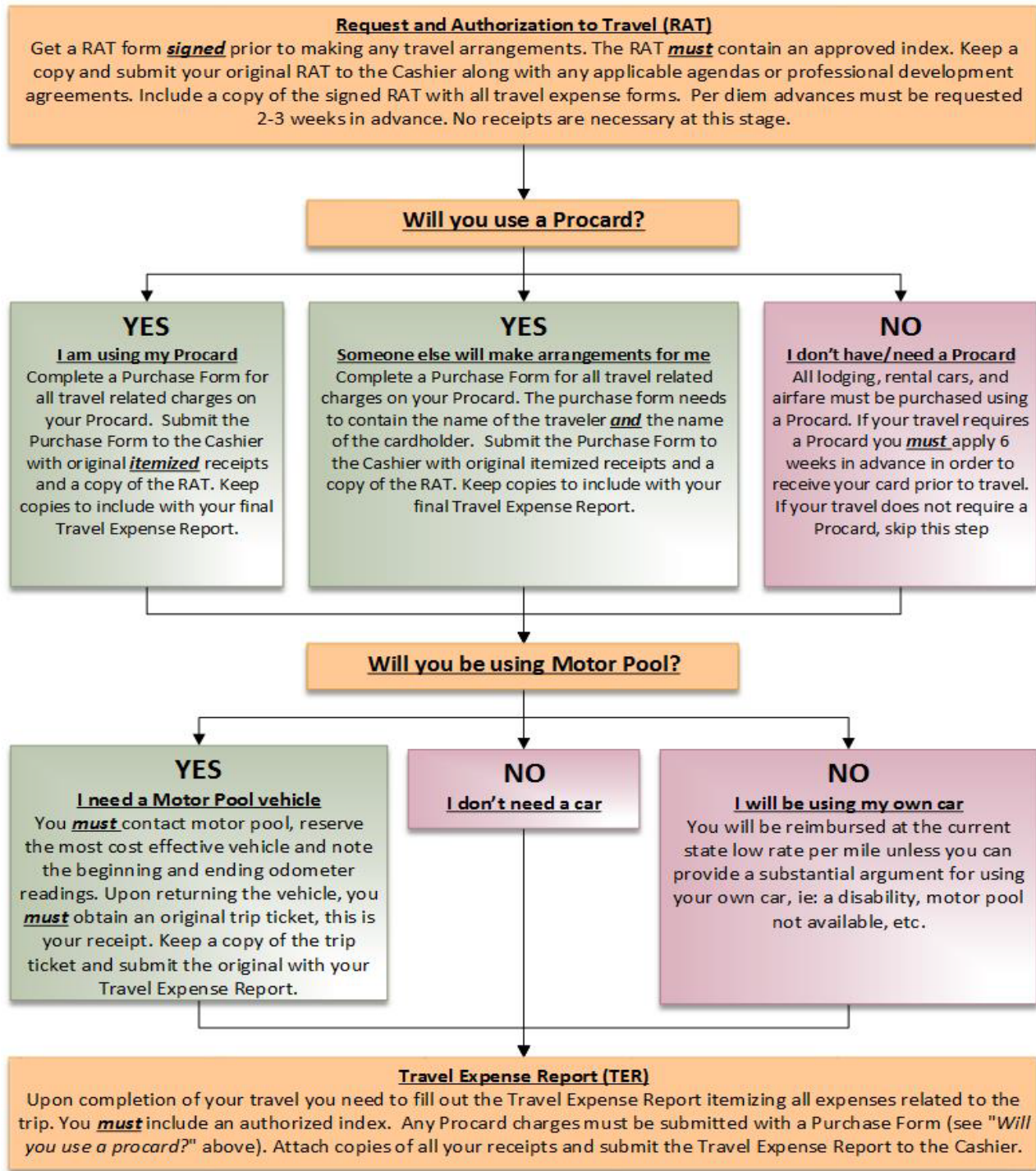


Figure 29 Travel Flow Chart

## 7.2 THE EQUINOX & MOTOR POOL

Traveling to approved events in the Equinox or a State Motor Pool vehicle is the preferred method of car travel. Personal vehicles may only be used with the prior approval of the employee's supervisor and only when:

- The Equinox or a State Motor Pool vehicle or other State-owned or leased vehicle is not available, or
- The use of a personal vehicle is considered to be in the best interest of the College.
  - A Personal Vehicle Form must be filled out before traveling and included with the Request & Authorization for Travel (RAT) paperwork. (<https://helenacollege.edu/businessservices/>)

### 7.2.1 Making Motor Pool Reservations

Motor Pool can be reached by calling (406) 444-2705 (we do not have access to the MINE site as many state employees do). The first time you call, Motor Pool will request the agency number (3514) to create a “*user number*” that you will give them when making future arrangements. They will also ask for your email so they can email the Trip Ticket to you after the reservation has been confirmed.

Motor Pool will need the following information to make a reservation:

- Driver name (if making the reservation for someone else)
- Departure Date and Time
- Type of vehicle requested and total number of passengers:
  - Class 02 - Small Utilities (Jeep Patriots)
  - Class 04 - Large Utilities (Ford Expedition)
  - Class 05 - Hybrid Sedans (Toyota Prius)
  - Class 06A – Compact (4 Passenger - Chevy Impala, Ford Fusion)
  - Class 11 - Large Pickups (Dodge, including open bed/topper)
  - Class 12 - Vans (6 Passenger mini, 8 or 12 passengers)
- Destination (estimated mileage – distance calculator (<http://mdt.mt.gov/travinfo/scripts/citydist.pl>))
- Return date

### 7.2.2 Motor Pool Authorized Signors

Motor Pool will email a Trip Ticket that must be signed by an authorized signer, preferably the driver's supervisor.

- Dean/CEO
- Executive Director of Fiscal Services
- Executive Director of Operations
- Executive Director of Compliance & Financial Aid
- Executive Director of General Education & Transfer
- Executive Director of Career Technical Education & Dual Enrollment
- Executive Director of Enrollment

### 7.2.3 Estimating Cost of Motor Pool Rental for Request and Authorization to Travel Form

Rental rates and instructions on computing the estimated rate are available on the Montana.Gov website. (<https://www.mdt.mt.gov/business/wex-fuel.aspx>).

#### 7.2.4 During and After the Trip

The driver must have the signed Motor Pool Trip Ticket and driver's license with them when picking up the car. When returning the Motor Pool vehicle, retain your copy of the trip ticket to submit to the Business Office with your Travel Expense Report, even if you did not have any additional expenses. **Do not use a ProCard for Motor Pool gas.** Use the WEX card that is found in the glove box of each Motor Pool vehicle.

For more information, visit the [Motor Pool Information](https://www.mdt.mt.gov/business/wex-fuel.aspx) page. (<https://www.mdt.mt.gov/business/wex-fuel.aspx>)

#### 7.3 STUDENT TRAVEL AND FIELD TRIPS

Student travel is considered college-sponsored if any travel expenses are covered by Helena College. Helena College will not assume liability or responsibility for participants of any trip that is not college-sponsored. Students taking trips that are not college-sponsored must be informed of that fact in advance. Faculty or staff who violate policy may be subject to disciplinary action, up to and including termination of employment.

All participants in college-sponsored travel must comply with state statutes regarding employee travel and Helena College, UM, and BOR policy. The faculty/staff member leading travel should utilize the **Student Travel Procedures Checklist** to ensure such compliance.

Helena College Policy 300.5 Student Travel, the Checklist, and related forms are available on the [HC Policy](https://helenacollege.edu/campus_facilities/policiesprocedures/default.aspx) webpage. ([https://helenacollege.edu/campus\\_facilities/policiesprocedures/default.aspx](https://helenacollege.edu/campus_facilities/policiesprocedures/default.aspx)) Turn in all forms to the Academic Desk, DON102P, or to the Administrative Associate at the APC front office. The Administrative Associates will keep a copy and turn the paperwork in to the Business Office.



## 8.0 MAINTENANCE

### 8.1 CAMPUS HOURS

#### **Donaldson Campus Official College Hours**

Monday – Thursday	7 a.m. - 9:30 p.m. Doors lock at 7:30 p.m.
Friday	7 a.m. - 6 p.m. Doors lock at 5 p.m.
Saturday	8 a.m. - 4:00 p.m.
Sunday	Closed to the public

#### **Airport Campus Official College Hours**

Monday – Friday	6:30 a.m. – 5:30 p.m.
Front Entrance	6:30 a.m. – 5:30 p.m.
Other Exterior Doors	6:30 a.m. – 1 p.m.
Saturday & Sunday	Closed to the public. Some courses are scheduled on Saturdays.

The alarm system is armed outside of these hours. Campus Hours may change over holidays and breaks.

### 8.2 DOOR LOCKS

The door locking mechanism on campus provides important security for offices and classrooms. When unlocking the door, turning the key in one direction completely unlocks the door, but turning it in the other direction unlocks the door to open, but the lock remains active and when the door is closed, it will lock. Many doors are also equipped with a device that can be flipped down when leaving a room to prevent the door from latching.

Most classrooms and offices are equipped with electronically controlled FOBS. FOB issuance, access management, and troubleshooting are through the IT Dept. FOBs are a cost-effective device allowing the college to better manage access. This system is fully operational. Issued keys will be returned to Maintenance and FOBs will be used exclusively.

### 8.3 MAINTENANCE WORK ORDER REQUESTS

Requests for:

- Emergency (follow up to call)
- Replacement
- Room Set Up (attach schematic)
- Office/Instructional Equipment or Furniture movement (*5-day notice for scheduling*)
- Safety
- Maintenance

To request daily custodial or maintenance assistance, email [HCMaintenance@helenacollege.edu](mailto:HCMaintenance@helenacollege.edu).

#### **IN CASE OF AN EMERGENCY OR IF YOU NEED IMMEDIATE ASSISTANCE, PLEASE CONTACT:**

- Kelley Turner, Executive Director of Operations: 617-446-3691
- John Rutherford, Director of Facilities & Maintenance: 406-475-4931
- Tommi Haikka, Asst. Director of Facilities & Maintenance: 406-594-3419

## 9.0 MEETINGS

### 9.1 MEETING ROOM & EQUINOX RESERVATIONS

All facility and Equinox reservations are to be scheduled through the [EMS Scheduling Software](http://events.helenacollege.edu/EMSwebapp/Default.aspx).  
(<http://events.helenacollege.edu/EMSwebapp/Default.aspx>) (Use the Firefox browser for the best connection)

#### 9.1.1 Search for Meeting Room Availability

Go to <http://events.helenacollege.edu/EMSwebapp/Default.aspx> (there is also a link on the Faculty/Staff page of the Helena College website under Meeting Room Availability). Individual credit classes show as blue blocks of time. Hover the mouse over the blue bar to view extra-curricular event details or click in the upper left on “Browse” and select “Browse for Events.”

#### 9.1.2 Request Meeting Space or the Equinox

You may schedule your meeting or reserve the Equinox through the EMS portal.

You will need a login specific to EMS to use the program.

Please contact the Continuing Education office at [CE@HelenaCollege.edu](mailto:CE@HelenaCollege.edu) or 6945 to request an account. Once you have received your login information, you will navigate to the EMS home screen.

1. From the website [employee portal homepage](http://events.helenacollege.edu/EMSwebapp/Default.aspx), (<http://events.helenacollege.edu/EMSwebapp/Default.aspx>) select the green “Meeting Room Availability” button.
2. At the upper right, click on “Welcome, Guest.”  
(NOTE: The system will not currently allow you to book a room with less than 24 hours' notice. To book a space with short notice, please contact the scheduler in Continuing Education directly.)
3. Once you are logged in, the home screen will display bookings you have scheduled through the application (it will automatically show today's bookings, but you can select to view by month or to view a particular date.)
4. To begin creating a reservation, click on “CREATE A RESERVATION” on the top left, then choose “Book now.” Fill in the date and time of your meeting (use the recurrence button if applicable.)
5. Set your Number of Attendees as your first step. This will eliminate rooms from your list that will not accommodate the group size. Once you see an appropriate room on the grid to the right, hit the green plus sign to the left of the room you would like to choose.
6. Scroll to the top of the screen to select the “Next Step” button.
7. Once you have verified the number of attendees and room setup, choose “Next Step” again.
8. Select applicable services option(s). Choose “Next Step” again.
9. Enter the required information about your meeting. Your name is available as a drop-down under 1<sup>st</sup> Contact, which will autofill your phone and email.
10. Then choose “Create Reservation.”

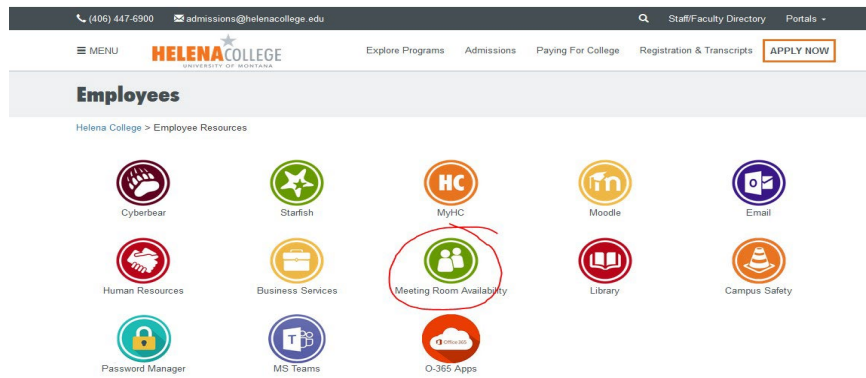
The Meeting is now scheduled and will appear on the calendar as a “waitlist” item. The personnel in scheduling receives a notification email and will update the status to “Confirmed”, and will follow up with an email.

**Note:** if you are curious about an existing reservation in a space, items marked “Private” are courses for academic credit. The system cannot efficiently display a large number of entries in this category. If the item is not private, you can click on the reservation to see the event name and which general department is the host.

If you are interested in viewing a calendar of non-credit events, on the left side of the EMS screen, select Browse – either event (for a calendar listing) or browse locations (for a grid view of rooms.)

### Calendar of Non-credit events in our buildings

To see event listings for the day or month, go to Meeting Room Availability in the Employee portal.



The default screen is the “Browse by LOCATIONS” screen.

All credit classes are marked “private” so that they do not show up on the calendar page. If they did show here, that page would be so long!

All non-credit events (meetings, CE classes, and special events) do NOT say private. You can click for details - see the next image.

Sometimes it would be easier to use the “Browse by EVENTS” screen.

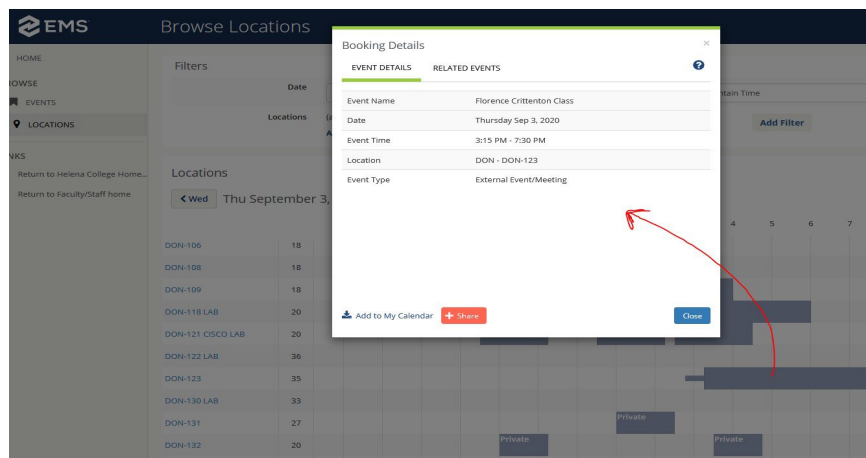
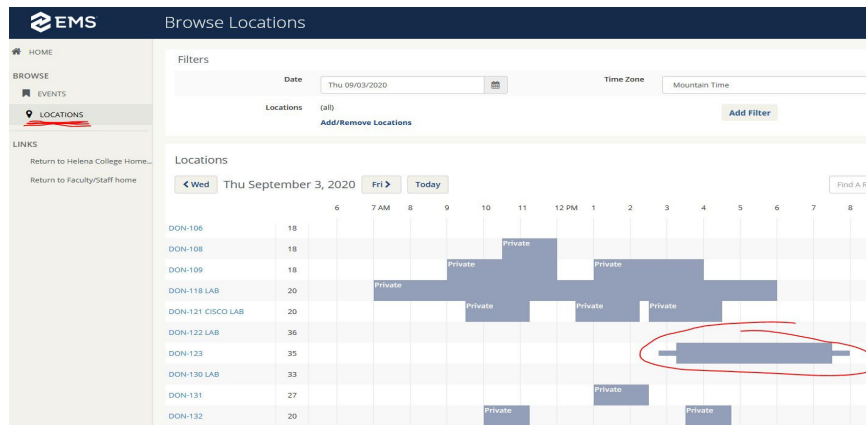


Figure 30 Booking Detail Image



## 10.0 BRAND STANDARDS

Helena College Brand Standards must be adhered to ensure consistent, professional-looking communications that make for a stronger Helena College brand. Brand standards include the usage of the Helena College logo, the name of the institution, official colors, and fonts, and other collateral that can be found in the Employee Drive> Marketing Materials Folder. Please note the Helena College logo has been updated to include the University of Montana's sans serif font.

Email: <mailto:marketing@helenacollege.edu> with any questions.



*Figure 32 Helena College in Orange and Gray*



*Figure 33 Helena College Logo in Black*



*Figure 34 Helena College Log in Grays*

## 11.0 ACRONYMS

A2S .....	Access to Success
AAFTE .....	Annual Average Full-Time Equivalent
ABE .....	Adult <i>Basic Education</i>
AE .....	Adult Education
ALC .....	Adult Learning Center
ANA .....	American Nurses Association
APR .....	Academic Program Review
APRC .....	Academic Program Review Committee
ASCRC .....	Academic Standards and Curriculum Review Committee
ASRN .....	Associate of Science-Registered Nursing
ATI .....	Assessment Technologies Institute, LLC
AWP .....	Annual Work Plans
BLS .....	Basic Life Support
BO .....	Business Office
BON .....	Board of Nursing
BOR .....	Board of Regents
CAEL .....	Council for Adult and Experiential Learning
CAM .....	Computer Aided Manufacturing
CCA .....	Complete College America
CCN .....	Common Course Numbering
CCS .....	Campus Climate Survey
CCSSE .....	Community College Survey of Student Engagement
CDL .....	Commercial Driver License
CE .....	Continuing Education
CEC .....	Community Education Center
CESS .....	College Employee Satisfaction Survey

CMA.....	Clinical Medical Assistant
CNA .....	Certified Nursing Assistant
CNC.....	Computer Numerical Control Manufacturing
COD .....	Common Origination Disbursement System
CPS .....	Central Processing System
CRM.....	Customer Relationship Management
CTE .....	Career & Technical Education
DE .....	Dual Enrollment
DCAC .....	Dean’s Campus Advisory Council
DL .....	Direct Loan
ECAR.....	Eligibility & Certification Approval Report
ED .....	Department of Education
EEA .....	East End Advising
EFC.....	Expected Family Contribution
EMS .....	Event Management System
EMT .....	Emergency Medical Technician
Evals .....	Course Evaluations
FAFSA .....	Free Application for Federal Student Aid
FERPA .....	Family Education Rights & Privacy Act
FISAP .....	Fiscal Operations Report & Application to Participate
FSA .....	Federal Student Aid
FSA ID .....	Federal Student Aid Identification
FTE.....	Full-Time Equivalent
Gen. Ed.....	General Education
HiSet.....	High School Equivalency Test
HSJP.....	Helena Area Summer Jobs Program
IC .....	Instructional Council

IDEA.....	Institutional Development, Effectiveness, & Accreditation
IPEDS .....	Integrated Postsecondary Education Data System
IR .....	Institutional Research (& Effectiveness)
IRS .....	Internal Revenue Service
IRS DRT .....	IRS Data Retrieval Tool
ISIR .....	Institutional Student Information Record
IT&P.....	Information Technology & Programming
LOA.....	Letter of Assignment
LOO.....	Letter of Offer
LMS.....	Learning Management System
LPN .....	Licensed Practical Nurse
MASFAA .....	Montana Association of Student Financial Aid Administrators
MPN .....	Master Promissory Note
MSDS.....	Material Safety Data Sheet
MT 10 .....	Montana 10
MUS.....	Montana University System
NAPR .....	Non-Academic Program Review
NASFAA .....	National Association of Student Financial Aid Administrators
NEH .....	National Endowment for Humanities
NIP.....	Nursing Information Page
NSLDS .....	National Student Loan Database System
NWCCU.....	Northwest Commission on Colleges & Universities
OCHE .....	Office of the Commissioner of Higher Education
OPI.....	Office of Public Administration
PJ .....	Professional Judgement
PLA .....	Prior Learning Assessment
PN.....	Practical Nurse



PO .....	Purchase Order
PPA .....	Program Participation Agreement
R2T4 .....	Return of Title IV Funds
RAT .....	Request for Authorization to Travel
RATTER .....	Request for Authorization to Travel and Travel Expense Report
RMAFSA .....	Rocky Mountain Association of Student Financial Aid Administrators
RN .....	Registered Nurse
ROI .....	Release of Information
ROI .....	Return on Investment (Finance)
SAP .....	Satisfactory Academic Progress
SAR .....	Student Aid Report
SBA .....	Small Business Administration
SBDC .....	Small Business Development Center
SENSE .....	Survey of Entering Student Engagement
SEOG .....	Supplemental Educational Opportunity Grant
SEP .....	Strategic Enrollment Planning
SI .....	Summer Institute Training
SOP .....	Standard Operating Procedures
TABE .....	Test of Adult Basic Education
TER .....	Travel Expense Report
TRAILS .....	Treasure State Academic Information's and Library Services
TRIO .....	Student Support Services
URM .....	Unified Resource Management System
WIOA .....	Workforce Innovation and Opportunity Act
WRIT .....	Writing