



EMPLOYEE INFO & REMINDERS

NEED-TO-KNOW

June 2020

HR

Department
of Livestock

PO BOX 202001
Helena, MT
59620-2001

HR Phone:
Sheila Martin
406-444-5684
(office M-F)

E-mail:
ShMartin@mt.gov

PAYROLL Phone:
Steph Boudreau
406-444-4992

E-mail:
sboudreau@mt.gov

HELPFUL WEB ADDRESSES

(PDF format will require cut and paste link in browser)

<http://workerscomp.mt.gov/New-Employee-Orientation>

Safety video all new employees need to watch

<https://www.youtube.com/watch?v=o-oKpjFCRcQ&t=16s>

2020 BENEFITS

www.benefits.mt.gov/incentive

2020 Wellness

<http://healthcenter.mt.gov/Contact-Us>

State Employee Health Center Info

<http://mpera.mt.gov/MEMBERS/Education>

State Employee Retirement webinars

http://hr.mt.gov/Portals/78/newdocs/newsabhrs/selfService_userguide.pdf

Payroll & Manager Approval how-to info

<https://www.mt.gov/employee/>

Login outside of state "firewall"

<http://mine.mt.gov/personnel/employees/default.mcp>

General State Employee Info

<http://mom.mt.gov/>

Montana Operations Manual (aka MOM)

<https://hr.mt.gov/public/policies>

State of Montana policies and resources

<http://liv.mt.gov/Centralized-Services/Career-Information>

Department of Livestock Employee Handbook and Forms

<http://doa.mt.gov/employee-travel>

Lodging and Per Diem Info

<http://montana.maps.arcgis.com/apps/Viewer/index.html?appid=d86b80417070497e96700341f671b341>

Capitol Complex Map

<http://readyandsafe.mt.gov/Continuity>

FEMA app

https://rmtd.mt.gov/Portals/62/training/files/workplace_violence_booklet_3rd_ed.pdf

Workplace Violence ZERO Tolerance

Steps to Retirement

STEP 1

5 years before you plan to retire, attend the "***Ready to Retire***" interactive webinar associated with your system. This will give you a detailed look at the retirement process and your options. The [webinar schedule](#) is available on our website.

No time for a webinar- watch a video on the "[Steps to Retirement](#)"; at your convenience.

STEP 2

3 months before you plan to retire, contact MPERA. The estimate will give you an approximate amount of your monthly benefit and allow you to plan your retirement accordingly.

STEP 3

30 days before you plan to retire, complete the retirement forms that accompanied your benefit estimate and return them to MPERA.

- Application for Service Retirement
- Direct Deposit Agreement
- Withholding Certificate

Don't forget to inform your employer of your retirement!

Contact MPERA if you have any questions.

<http://mpera.mt.gov/index.shtml>

Member Call Center numbers:
Toll Free: 1-877-275-7372 or in
Helena: 444-3154

To Your Benefit

HEALTH COACHING

Coaches are available by phone or online, so all members have access to these programs no matter where you live. Your information is confidential and may not be viewed by anyone other than the health center team.

Four Ways to Connect with a Health Coach*

1. Call or email one of the coaches below;
2. Call 1-855-200-6822 and ask for a health coaching appointment;
3. Follow the steps below:
 - Have your state sponsored health screening.
 - Have a follow-up appointment with a Health Center provider.
 - Talk to the provider about scheduling an appointment with a health coach; or
4. Attend a wellness presentation or invite a coach to your workplace.

*If you live outside a health center area, you can either travel to a health center to visit one of the Health Center health coaches in-person, or you can contact our [Wellness Program Manager](#) to access a health coach via telephone.

The EAP (Employee Assistance Program) helps you **privately solve** problems that may interfere with your work, family, and life in general. EAP services are **FREE** to you, your dependents, and all household members. EAP services are **confidential** and **provided by experts**.

CONFIDENTIAL COUNSELING

24-hour Crisis Help – toll-free access for you or a family member experiencing a crisis.

In-person Counseling – up to four (4) face-to-face counseling sessions are available for each new issue. Simply call for access to qualified, local counselors who can help you with a variety of problems such as family, parenting, relationship, stress, anxiety, and other challenges.

Online Consultations – convenient access to online consultations with licensed counselors through RBH eAccess at MyRBH.com. Online consultations are a great way to try counseling for the first time or to get support even when time is limited.

MYRBH.COM

Access current health news, tools for parenting, health topic movies, wellness resources, financial calculators, legal forms, and over 50 online trainings for personal and professional development.

For any non-emergency questions about the EAP, contact:

Karen Wood (406) 444-1345
eap@mt.gov

EAP 24- HOUR CRISIS HOTLINE

866-750-0512

To Your Benefit

VEBA

This is not an automated program. The work unit may vote to form a VEBA.

Voluntary Employee Beneficiary Association (VEBA)

The federal government allows entities to receive favorable tax treatment on contributions to a trust set up under section 501(c)(9), Internal Revenue Code (IRC).

Contributions to this trust may be made on a pre-tax basis, assets in the trust may be invested and earnings are tax-exempt, and certain qualified benefits may be paid out on a tax-exempt basis. Under Title 2, chapter 18, section 13, MCA, the state also allows favorable tax treatment for a VEBA trust.

What is the purpose of the VEBA?

Voluntary Employee Beneficiary Association (VEBA)

Montana has defined in statute a specific set of benefits which may be paid from a VEBA trust set up for eligible Montana public employees. That purpose is to pay for qualified health care expenditures as defined by the IRS. The goal is to assist eligible public employees in accumulating assets for the purpose of paying for health care expenditures.

For more information please contact:

Melanie Denning

100 N Park Ave - Suite 320

Helena, MT 59601

406.444-3745 (WORK); 406.444-0080 (FAX)

mdenning@mt.gov

VEBA Website: www.montanaveba.org