



Welcome to our staff, students, and faculty as they return to campus. Things will really pick up with the first official move-in day on August 15, and classes begin August 24. We look forward to having the Clark community reconnect, both in person and online, as we embark on a healthy and productive semester.

## **Employee COVID-19 testing begins this week**

COVID-19 testing for Clark employees will start this week. Two walk-in sessions will be held (no appointment necessary): Thursday, August 13, and Friday, August 14, from 11 a.m. to 5 p.m. in the Kneller Athletic Center. Please bring your Clark ID (or driver's license) with you and follow all directional signs and social distancing protocols.

The CoVerified app will be available on August 15; this app will allow you to schedule your future tests to cut down on your waiting time. More details on the app to come.

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## **There's still time**

A big thank you to all staff members who have signed up for shifts to assist in testing operations at the Kneller Center this semester. Your participation is critical to making this extraordinary endeavor a success. If you think you might be interested in participating, there is still time. Today at 4 p.m., Adam Keyes will host a [training session](#) that will detail each role in the center. Feel free to sit in and learn more.

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## **Find the answers**

At Tuesday's Staff Town Hall, questions were raised about employee benefits, particularly those involving the use of sick time or vacation time if someone is ill or quarantined. Some of these questions had been addressed in past Town Halls, and we will be posting more questions and answers from the Town Hall in the coming days. We encourage everyone to visit [this HR site](#) for updated employee information.

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## **Our response to testing noncompliance**

It is the shared responsibility of all students, as well as faculty and staff, to strictly adhere to Clark's COVID-19 testing protocols, which are the cornerstone to maintaining a safe and healthy Clark campus during this semester. We thank you for taking this responsibility seriously. That said, Clark must deal with violations of these protocols swiftly and decisively to mitigate the risk to our community. The University's responses to issues of testing noncompliance by students, staff, and faculty are detailed [here](#).

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## **Sign your Clark Commitment today**

Have you signed The Clark Commitment? This statement of responsibility for your own health and the health of others in the Clark community is *required* for all staff, faculty, and students who plan to return to campus. The Clark Commitment reaffirms that preventing the spread of COVID-19 in our community means wearing a mask, following social distancing guidelines, getting tested regularly, and acting in ways that protect everyone around us. Please [read The Clark Commitment](#) and electronically sign it, if you haven't already.

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## **Leave reports are due**

July monthly Administrative Leave Reports are due and must be completed and approved as soon as possible. Leave reports must be submitted and approved in a timely manner at the end of each month. If you are an approver or proxy, please review and approve your employees' leave reports by Friday, August 14, to ensure that your employees' paid-time-off balances are accurate. If your employees have not submitted their monthly Administrative Leave Reports for your approval, please notify them to do so immediately. For your reference, please see the [instructions](#) on how to view, report, and approve administrative leave.

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## **Student employment update**

The [Student Employment page](#) has been significantly revised with information regarding:

- What information to include in your on-campus job post
- Hire forms, including contacts

- For students, information about federal work-study and how to apply for a Social Security Number
- Critical, new information about [how students will be onboarded](#), which involves uploading documents to Dropbox, after which they will receive an invitation for an appointment to meet with either the Financial Assistance or Payroll offices.

We would like to track the states from which students are working during the fall semester (see remote work policy below), so please direct the students you hire to fill out [this survey](#).

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## **Remote work policy for all employees**

All employees — faculty, staff, and students — can work remotely for the fall semester as long as they are performing work within the United States (regardless of citizenship). Work outside the U.S. continues to be prohibited; however, we will allow remote work anywhere within the U.S. due to continued travel restrictions and other concerns related to Covid-19. Since this situation is considered temporary, employees working remotely outside of Massachusetts due to the pandemic will still be treated as working in-state for tax purposes through 12/31/2020. Whether this policy will be extended past this date is to be determined.

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## **Connect with your coworkers over virtual lunch**

As we move closer to campus reopening, Staff Assembly recognizes the continued need for employees to be able to connect with their colleagues, whether in person or online. Join us for a virtual lunch:

- Tuesday: Open Community Lunch for All Staff
- Wednesday: Staff of Color Affinity Lunch\*
- Thursday: LGBTQIA+ Staff Affinity Lunch\*
- Friday: Open Community Lunch for All Staff

If you are interested in attending, [please use this link to RSVP](#). There is no deadline to RSVP and you can attend multiple lunch spaces. We will send you a recurring calendar invitation with Zoom information for the lunch(es) you sign up for. Pets are welcome!

\*Affinity groups only for staff members that identify within those respective communities

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## **Resources and opportunities**

- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is "Clark University."

- Learn about employment opportunities Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.
- The [resources for employees](#) site features policies, office reopening guidelines, and a recording of the summer training for returning employees. The site also houses COVID-19 symptom checker and safety data sheets. New information is added frequently, so check back often.
- Visit [ClarkNow](#) for the latest news from campus, and check out where Clark faculty and staff experts appear [in the media](#).



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