



Clarification on COVID-19 Testing

A notification recently went out to let you know that COVID-19 surveillance testing will continue on a limited schedule through Feb. 17, 2021. **However, if you have no reason to be on campus during the winter break, please DO NOT come to Clark to receive a COVID-19 test.** This is especially important if you think you may have symptoms or if you have been identified as a close contact. In these cases, consult your primary care physician and quarantine at home, but do not come to campus for a test. Our surveillance testing regime is designed specifically to protect the health and safety of the Clark students and employees who need to access campus either for work or another activity. If you are not working on campus and you come to Clark to be tested, you are increasing the risk of transmitting the virus to fellow members of the Clark community. With limited exceptions, if your job allows you to work remotely, we expect you to continue to work remotely throughout the winter break. Faculty and staff members should speak with their supervisors and department chairs to determine if their presence on campus is required during this time. For a list of COVID testing facilities in the Worcester area, click [here](#).

Deadline Changes for Payroll and Grant Authorizations

Due to the holiday break, the Payroll Office has adjusted deadlines for submitting any **changes to payroll**, including payroll authorizations, grant payroll authorizations, or any other employee pay/deduction changes. For both pay dates of Friday, Dec. 18, and Thursday, Dec. 31, **please submit all changes by Wednesday, Dec. 9.**

There is no change to the *timesheet* submission process or deadlines: Monday, Dec. 14, for the Dec. 18 payroll, and Monday, Dec. 28, for the Dec. 31 payroll.

We realize that unexpected situations may arise, and we will make every effort to process these on time; however, *we cannot guarantee* that any items received after Wednesday, Dec. 9, will be processed before the payroll date of Jan. 15, 2021.

The deadline to submit changes for the payroll of Jan. 15, 2021, is Wednesday, Jan. 6, at noon.

Please reach out to the following offices for any questions or concerns:

- [Human Resources](#) for questions about faculty or staff payroll
- [Financial Assistance](#) for questions about undergraduate student payroll
- [Payroll Office](#) for questions about faculty or staff payroll

Submit Your November Administrative Leave Report

Administrative leave reports for November are due **this Friday, Dec. 4**. Please complete and submit yours promptly so your approver may review and approve it by Friday, Dec. 11.

Please note: Even if you did not use any time in a given month, you must submit a report. Be sure to notify your supervisor when you do so, as the system does not generate alerts.

[Read instructions on how to view, submit, and approve monthly leave reports »](#)

Don't Forget to Submit Your Survey About Fall 2020

Have you completed the survey you received via email on Monday, Nov. 23? Designed to gauge how Clark employees are doing as the fall semester comes to a close, the survey also asks your opinions about the University's response to the pandemic. It also includes opportunities for you to share your thoughts on what the administration can do to better support staff and faculty during this difficult time.

Your participation in this survey is voluntary; you may skip questions or choose to stop taking it at any time. You also may go back and change your responses. The survey is short and should take about 5 minutes to complete.

Embrace New Traditions This Holiday Season

The holidays are typically a time when friends and family come together — but this year, the pandemic is forcing us to change our plans. How do we celebrate and stay connected while we follow social distancing protocols? Now is the time to embrace new traditions with your family and friends. New Directions, Clark's Employee Assistance Program, has created a

[holiday toolkit](#) with tips on [staying connected](#) and ways to have safe, healthy [fun with your family](#) this winter.

News from Staff Assembly

Join a Staff Assembly Subcommittee

The Staff Assembly Steering Committee invites staff to **join our [subcommittees](#)**, which focus on areas including diversity, equity, and inclusion; communications; new staff orientation and staff recognition; and programming and events. [Click here](#) to sign up for a committee.

Anonymous Feedback Form

Staff members may continue to use the [Staff Assembly Feedback Form](#) to share concerns, ideas, and suggestions. The form may be submitted anonymously.

Resources and Opportunities

- Check out the [Healthy Clark Dashboard](#) for a daily report of the number of positive COVID-19 test results at Clark over the last seven- and 30-day periods, the number of students in isolation and quarantine, and information about cases in Worcester.
- 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."
- The [resources for employees](#) site features policies, office reopening guidelines, and a recording of the summer training for returning employees. 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](#).
- Learn about employment opportunities Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



Office of Human Resources
950 Main Street, Worcester MA 01610
1-508-793-7423 • [clarku.edu](#)

