



Will You Be on Campus This Spring?

We are looking forward to a productive and safe Spring 2021 semester — and one of the factors most affecting our success is an appropriate testing protocol. All Clark employees received an email on Friday, February 12, with a link to a brief questionnaire about their spring semester intentions. To help us create an effective testing plan for the campus, please complete and submit the form by **March 1**. Responses will be held securely per our data security policies.

Download the Rave Guardian app

With campus safety always a top priority, we want to remind everyone about [Rave Guardian](#), a free mobile app that turns your smartphone into a personal safety device. It's like having an emergency blue light system in your pocket.

In an emergency, the app can directly connect you to University Police (or 9-1-1 if you are off campus); in non-emergency situations, you can submit an anonymous tip to campus police. The app also features a library of campus resources.

We encourage all Clark community members to download the free app; search "Rave Guardian" in your mobile app store on your device. If you have questions, feel free to contact either [Lauren Misale](#), chief of police, or [Tony Penny](#), business/risk manager.

Campus Reopening Reminders

Clark plans to welcome students back to campus for the Spring 2021 semester with residence hall move-in days on March 5 and 6, though classes will begin remotely on February 22. In-person classes will start March 10. [Read the full reopening message »](#)

Will student workers be paid during the delayed return to campus?

Student employees who were scheduled and approved to work on campus at the start of the spring semester, but who cannot work due to the delayed campus reopening, **will continue to be paid** for their missed time. They should enter their scheduled hours in the “COVID-19 Related Absence” field on their time sheet, then inform their supervisor so the time sheet can be approved. Students who are unsure of their scheduled hours should check with their supervisor. Find additional information on student employment [here](#).

2020 FSA Requests Due by March 31

If you participated in Clark’s Medical Flexible Spending Account administered through BasicNeo last year, you have until March 31, 2021, to submit reimbursement requests for services rendered from January 1 to December 31, 2020.

Any unused funds totaling \$550 or less will carry forward for use in plan year 2021. These funds should be accessible mid-April.

If you have any questions, please [contact Human Resources](#).

It’s Tax Time — Review Your Deductions and Personal Information

As we enter tax season, Human Resources encourages all Clark employees to review their federal and state tax withholdings, life insurance and retirement plan beneficiary designation, and emergency contacts on file with the University. [Contact HR](#) if you need to make corrections or have questions.

Show Your Love for Goddard This Month

February is [National Library Lovers Month](#). Even though most of us aren’t on campus and haven’t been into Goddard Library lately, take a moment to visit virtually and peruse its [newly revamped website](#). You’ll find easy ways to meet with and contact librarians for learning, research, and teaching support; millions of articles, eBooks, streaming media items, archival and primary source materials, and 150+ research databases across disciplines; access to online research guides and support, your library account, and room reservations; and ways to place requests for interlibrary loans, reserve materials, books and e-books, and journal and database subscriptions. You also can learn about some of the gems found in Clark’s [Archives and Special Collections](#) — like the first book on the moon!

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 subcommittee.

Anonymous Feedback Form

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

Connect with Colleagues Over (Virtual) Lunch

Get to know your fellow employees at one (or more!) of Staff Assembly's Zoom lunches. [RSVP here](#).

- Tuesday at noon: Open Community Lunch for All Staff
 - Wednesday at noon: Staff of Color Affinity Lunch
 - Thursday at noon: LGBTQIA+ Staff Affinity Lunch
 - Friday at noon: Open Community Lunch for All Staff
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Resources and Opportunities

- Find previous employee newsletters [here](#).
- 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 University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any concern, issue, or conflict — without fear of retaliation or judgment. [Click here](#) to learn more and make an appointment.
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more here](#).
- 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.



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