



Shout-out to our new faculty

Clark is happy to welcome new faculty for the 2020–21 academic year: Aghil Alaei (Math and Computer Science); Atefeh Yazdaparast Aredestani (School of Management [SOM]); Elizabeth Bone (Biology); Kali Brandt (Biology); Nareg Djabrayan (Biology); Rebecca Babcock Fenerci (Psychology); John Freyermuth (Visual and Performing Arts [V&PA]); Sherry Freyermuth (V&PA); Ali Maalaoui (Math and Computer Science); Justin Shaw (English); Javier Tabima (Biology); Frances Tanzer (History/HGS); and Kyunghee Yoon (SOM).

Smoke-free campus policy

As previously announced, Clark became a smoke-free campus as of Aug. 18; smoking of any kind, including any electronic nicotine-delivery system or smoking device, is prohibited for the entire campus community in or within close proximity to all facilities, Clark-owned or -leased properties, and areas occupied or controlled by the University. This policy applies to all faculty, staff, students, alumni, guests, visitors, vendors, and contractors, and it is our collective responsibility to observe and enforce the smoking policy while on Clark University's campus. In implementing and enforcing this policy, common courtesy and consideration toward others should be exercised.

[Read the full Smoke-Free Campus policy](#), which includes education links and resources for smoking cessation.

Wear your masks

Everyone is expected to wear a face covering/mask whenever they are on the Clark campus. The only exceptions to this mandate are when you are in your private office space or when eating or drinking while seated indoors or outdoors. Even then, we ask that you maintain at least six feet of social distance from each other. **If you are anywhere on the campus and you are not eating, you are expected to be wearing your mask.**

Please help keep our community safe and wear your masks! All members of the Clark community — faculty, staff, and students — are encouraged to speak up and remind people that protecting our community is everyone's responsibility, and it starts by wearing a mask.

Facilities Management service updates

The [Facilities Management](#) office has updated and expanded the scope of basic services it provides to the Clark community.

- [Mail Services](#)
 - [Campus Services](#), including cleaning and sanitation
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How are we doing?

The [Healthy Clark Dashboard](#) gives 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. Check it out for the most up-to-date statistics.

Student employment update

Please ensure that your student workers do not start working until all necessary onboarding paperwork is complete. For undergraduates, there will be a comment in SmartBuy Plus indicating when the student is fully onboarded; for graduate students, the Payroll Office will email when a student is fully onboarded.

Students who have not yet worked on campus

We have sent several reminders to students about the onboarding process, specifically the need to provide original copies of identification; where you are able, please remind them to read the information on our [Student Employment webpage](#) about this.

If the student is not onboarded, check with your student to ensure they've supplied the necessary paperwork to the appropriate office.

Students must submit all paperwork to either the Office of Financial Assistance (undergraduate) or the Payroll Office (graduate students) by Tuesday, Sept. 1, in order to be paid on Friday, Sept. 11.

Student employment end dates

For this academic year, students (undergraduate and graduate) should not work past Sunday, June 20, which is the day of commencement. In years past, we have had different end dates for on-campus employment depending on whether students were graduating, among other factors. To streamline the process this year, we are now designating June 20, 2021 as the last day of on-campus employment for all students.

Please note that the spring semester now spans two fiscal years, FY21 and FY22. FY22 begins on June 1, 2021. Student wages incurred after May 31, 2021, will be considered part of the FY22 budget.

Undergraduate Hire Forms

Before you submit a hire form in SmartBuy Plus, please read the instructions posted [here](#) carefully to ensure a smooth process. We held a mandatory training for all staff this spring about the new hire form process and other critical student employment reminders. If you have not reviewed it, please view it [here](#). You will need to log in with your Clark credentials to watch the training.

All Hired Students

We would like to track the states from which students are working during the fall semester, so please direct all students you hire to fill out [this survey](#). They should fill out the survey regardless of whether they are working remotely; we are looking to capture information for all students.

LinkedIn Learning now free for the Clark community

Members of the Clark community may now access more than 20,000 expert-led courses through LinkedIn Learning (formerly Lynda.com), an on-demand platform that teaches skills across a variety of subjects. Courses feature video tutorials on business, creative, and technology skills, as well as custom learning content to help users achieve their personal and professional goals. You can access LinkedIn Learning through the Clark website; [get started here](#), or read [this story](#) first to learn a little more about the platform before diving in.

Share your event information via ClarkYOU

Anyone with Clark credentials may submit campus news, upcoming events, administrative notes for faculty and staff, and news about personal and professional accomplishments of the Clark community.

How do I share news?

All items for the Campus Digest channels should be submitted by the information owner using the portal's user-friendly editing tool. Authors are responsible for their own content and should follow all [submission guidelines](#). If you're publicizing an event, please remember to include the date, time, place, cost (if any), and a point of contact. You also may insert photos into your post; only image files (e.g., .jpg, .png) can be uploaded. [Learn how to create a new post](#)

Submitted articles will be reviewed by a Marketing and Communications [editor](#) before publishing.

What if I don't want to visit ClarkYOU every day to find out what's happening?

No problem! Just click "Email Subscribe" on the categories in which you're interested, and you'll get the day's posts delivered to your inbox.

News from Staff Assembly

- Connect with your colleagues over a virtual lunch ([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
 - Have questions or concerns? [Staff Assembly's feedback form](#) is always available.
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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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