



Volunteers Needed to Help with Testing Operations

As students, faculty, and staff return to Clark University this semester, our top priority is to protect the health and safety of our campus community, including through rigorous testing. Toward this goal, the Clark Reopening Committee is seeking your assistance to ensure our COVID-19 testing site at the Kneller Athletic Center operates as efficiently and effectively as possible. Clark has secured medical professionals to monitor the tests and collect samples. But we could use your help with the following roles:

- Register students, staff, and faculty on arrival to the Kneller (Check-In Desk)
- Assign individuals to specific lines and stations (Line Usher)
- Monitor foot traffic to ensure people are socially distanced (Line Usher)
- Monitor individuals self-swabbing to ensure testing quality (Test Observer)

We encourage employees who do not have underlying health conditions or who are not in the high-risk age group to consider volunteering. Your contribution of up to three shifts (4 hours each) on a repeatable weekly schedule throughout the fall semester — with approval from your supervisor — will greatly contribute to the success of this historic effort. Time is of the essence. If you are willing to volunteer, please have your availability forms submitted by 5 p.m. on Friday, August 7.

Thank you for considering this request as we move forward together, and thank you for all you do to make Clark such a special place to work and learn. If you are interested in volunteering, please click [here](#).

Clark is Open on Labor Day

Given the shift in the 2020/21 academic calendar due to the COVID-19 pandemic, Clark will be open and holding classes on Labor Day (Monday, September 7). As a result, various departments will require some staffing to provide service and support to the campus community. If you have not been notified whether you are expected to report to work on Labor Day, please check with your supervisor. Unless told otherwise, those working in positions classified as essential should plan to report to work. Supervisors must provide HR with the names of employees working on Labor Day to ensure they are paid accurately and/or receive credit for the additional floating holiday.

Employees who are expected to work will have the option to receive:

- pay for hours worked and holiday pay based on their regular schedules, or
- pay for hours worked and credit for an additional floating holiday to be used before the end of the fiscal year.

Non-exempt (hourly) staff will receive payment of time and one-half for actual hours worked on a University holiday. This should be recorded on your timesheet using the “OT @ 1.5” code.

Leave Reports Are Due

July monthly Administrative Leave Reports are due and must be completed no later than Friday, August 7. It is imperative that leave reports are submitted and approved in a timely manner following 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.

Sign The Clark Commitment by August 10

All members of the Clark community — students, faculty, and staff — planning to return to campus this fall are required to sign The Clark Commitment, a statement of responsibility for your health and the health of others in the Clark community. 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 no later than Monday, August 10.

Next Staff Town Hall Is August 11

President Fithian will hold the next staff town hall on Tuesday, August 11, from 10:30 a.m. to noon. As in previous town halls, questions can be submitted through Zoom’s chat feature during the event or in advance to presidentsoffice@clarku.edu.

Staff Assembly Wants To Hear from You

The Clark University Staff Assembly is dedicated to recognizing the interests of staff and providing a forum that represents all staff members. To that end, Staff Assembly offers an [anonymous feedback form](#) Clark employees can use to share concerns or ask questions. You also can share ideas for how the Staff Assembly Steering Committee can better serve all Clark employees. You are welcome to use this form to submit anonymous questions for the August 11 Town Hall with President Fithian.

Share Your Event Information via ClarkYOU

You may know of ClarkYOU as a place to check your email, update your emergency contacts, or view your pay stub. But it also allows members of the Clark community to post to a number of news and information channels (also known as “Campus Digest” — you may need to add these channels to your ClarkYOU home page by clicking “customize”). 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](#)

All articles should be timely and include information relevant to the Clark community. If an article will become irrelevant after a certain date/time, the author can add an expiration date so the article will disappear from ClarkYOU on the date selected.

Submitted articles will be reviewed by a Marketing and Communications [editor](#) prior to publishing. Submissions may:

- Be revised and/or edited for clarity, grammar, and [Clark style](#)
- Have their category reassigned to a more appropriate one (Campus News and Events; Faculty and Staff News; Student News; Marketplace)
- Be given an expiration date, if deemed appropriate

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.

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.
- The [Healthy Clark](#) website and our new [Campus Reopening Questions](#) site contain answers to many of the most frequently asked questions about our fall plans.



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