



Are you working on Labor Day?

As noted in previous communications, Clark will be open and holding classes on Labor Day (Monday, Sept. 7).

Some departments will require 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.

- 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 time sheet using the *OT @ 1.5* code.
- **No earlier than Tuesday, Sept. 8**, supervisors must provide HR with the names of employees who worked on Labor Day to ensure they are paid accurately and/or receive credit for the additional floating holiday.

Save the date: Tuition Exchange info session

Clark University is a member of the [Tuition Exchange \(TE\) Program](#), which provides the opportunity for dependent children of eligible Clark faculty and staff to receive undergraduate scholarships at other participating TE member institutions. An information session about the TE Program will be held via Zoom on Wednesday, Sept. 16, from 1:30 to 2:30 p.m. If you

would like to attend, please [email Human Resources](#) by the end of the day on Tuesday, Sept. 15, and the Zoom information will be sent to you.

Student employment update

There is now a pay policy for student workers who are in isolation or quarantine.

Students (undergraduate and graduate) are not compensated for benefits such as sick leave, vacation, or holiday pay. However, if a student tests positive for COVID-19, they can be paid for whatever hours they would have worked while in isolation. The student should use the COVID-19 code on their time sheet, and should communicate with their supervisor as much as they are able about when they cannot work, and when they can return to work, so their supervisor can approve their timesheets accordingly.

Learn more on the [Student Employment website](#).

Calling all English majors

Last spring, the [English Department](#) put together a list of former English majors working at Clark to show the range of careers possible for an English major and to celebrate our excellent staff. If you were an English major as an undergraduate or pursued a graduate degree in English, please [email Paula Connors](#) by Monday, Sept. 7, so we can add you to our list.

Also, you will soon receive an invitation to an English Department Zoom gathering on Wednesday, Sept. 23, at 4:30 p.m. to connect Clark employees who majored in English with students who have declared, or are exploring, the English major.

Employee newsletter from HR is going biweekly

This is the last weekly edition of the employee newsletter from HR; from now on, the newsletter will be sent every other week. The next edition will be sent on Wednesday, Sept. 16.

[Read previous newsletters here](#)

Changes to COVID-19 Testing Hours

Beginning this Sunday, Sept. 6, the COVID-19 testing facility in the Kneller Athletic Center will streamline its hours of operation. The new hours are Monday, Tuesday, and Thursday, 10 a.m. to 6 p.m.; Wednesday, 7 a.m. to 6 p.m.; Friday, 10 a.m. to 5 p.m.; and Saturday and Sunday, 11 a.m. to 4 p.m.

The new hours are reflected when you [book your tests here](#).

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.
- 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.
- 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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