



## Open Enrollment, Virtual Benefits Fair Available until Nov. 25

The Open Enrollment period for Clark's health and dental benefits, as well as flexible spending accounts (FSA), runs through Nov. 25. New this year, the University is providing a [virtual open enrollment benefits fair](#) faculty and staff can access at their convenience.

The first time you visit the virtual fair you will need to [create an account](#) with your Clark email, using either Firefox or Chrome as your web browser. Once your account has been created, you will be able to browse information about our health, dental, and FSA plans, among other benefits.

---

## September Administrative Leave Reports Are Overdue

A significant number of administrative leave reports for September are outstanding, which means that accrued paid time off balances are not accurate. Please submit all delinquent leave reports by the end of the day today (Wednesday, Oct. 28).

**If your leave report remains outstanding after today, your monthly sick and vacation accruals will be suspended.**

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.

---

## Updated Work-from-Home Policy

The work-from-home policy implemented during the summer has been extended through the end of the academic year. To minimize the potential spread of COVID-19 and reduce the number of people on campus, all employees who are not considered essential and who can perform their duties remotely should continue to do so.

*The remote work policy reads:*

All employees — faculty, staff, and students — can work remotely as long as they are performing work within the United States (regardless of citizenship). Work outside the U.S. continues to be prohibited; however, we will allow remote work anywhere within the U.S. due to continued travel restrictions and other concerns related to Covid-19. Since this situation is considered temporary due to the pandemic, employees working remotely outside of Massachusetts will be treated as working in-state for tax purposes. **This policy will be in effect through June 20, 2021** unless there is a change in conditions or regulations which requires us to revisit this policy earlier.

---

## **CANCELED: Nov. 5 Flu Clinic for Employees**

Due to widespread nursing shortages and COVID quarantine precautions, the flu vaccine clinic scheduled for Thursday, Nov 5 has been canceled by the vendor.

Alternatives for HPHC members to obtain flu vaccines are provided below.

***Adults with Harvard Pilgrim plans can get a flu shot at no charge at:***

- Your PCP/specialist
- MinuteClinics in Mass., N.H., Maine, R.I., and Conn. (not covered in other states)
- Participating flu vaccine pharmacies (e.g., CVS, Walgreens, and Rite Aid) for members 19 years and older only
- Massachusetts city/town public clinics coordinated through the Department of Public Health and billed to HPHC by Commonwealth Medicine
- Public clinics run and billed by New England Nurses (Mass., Southern N.H., and parts of R.I.)
- Public clinics run and billed by HPHC-contracted home health agencies

***Children and adults under 19 with Harvard Pilgrim plans can get a flu shot at no charge at:***

- Your child's pediatrician
- Participating flu vaccine pharmacies (e.g. CVS, Walgreens, and Rite Aid) for members ages 3 and older, starting Nov. 1
- City/town flu clinics in schools, or public clinics for children and adults

---

## **Watch the Recent LinkedIn Learning Summit**

The recent LinkedIn Learning Virtual Summit featured experts who made it clear that, even in our new world of virtual work, we can create community, have authentic conversations, connect in meaningful ways to support each other, and explore innovative solutions to our most pressing challenges. The event also included a curated learning path to help people prioritize mental health.

[Watch the Summit here »](#)

[Read “The Top 10 Takeaways from the LinkedIn Learning Summit” »](#)

---

## Traina Center Remains Open During Construction

Due to safety concerns surrounding the ongoing sidewalk construction on Downing Street, Traina Center for the Arts doors on Downing Street, as well as the left side Razzo Hall doors, are closed. The only access to the Traina Center, which is open, is through the back door on the side of the building that leads into the parking lot (to the right of the building as you’re facing it).

---

## Important Updates from Staff Assembly

### Call for Nominations to Steering Committee

The Staff Assembly Steering Committee (SASC) is looking to fill three openings for the upcoming calendar year, and we need your help. Please consider nominating someone to help represent the breadth of departments and the rich diversity of professionals at Clark.

It’s easy to nominate someone — but before you do, please talk to that person to ensure they are interested! If they are, [fill out our online nomination form](#). **The nomination deadline is Nov. 16.**

The Steering Committee also seeks staff who would like to **join our [subcommittees](#)** to work in areas including diversity, equity, and inclusion, communications, and staff recognition, among others. [Click here](#) to sign up for a committee.

### ‘What Now?’ A Post-Election Discussion and Procession Group

We are less than a week away from a presidential election that has generated strong feelings across the country. To help Clark staff begin the process of healing after this rancorous presidential campaign, Staff Assembly is sponsoring two discussion and processing groups on [Wednesday, Nov. 4, 4:30 to 6 p.m.](#), and [Tuesday, Nov. 10, noon to 1:30 p.m.](#)

These Zoom sessions will be facilitated by Erica Beachy, director of wellness education at the Center for Counseling and Personal Growth, and Michael Vidal, director for diversity and

inclusive excellence in the Office of Diversity and Inclusion. To allow for meaningful discussion, space is limited; registration is required (click on the dates above to register). Additional sessions will be scheduled if necessary.

### **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. You may also use this form to submit questions in advance of the Nov. 29 Town Hall with President Fithian.

---

## **Resources and Opportunities**

- Schedule your COVID-19 tests [here](#). You may now schedule tests through the rest of the semester.
- 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](http://clarku.edu)

