



Today at 4: Meet Clark's New Ombudsperson

Clark has engaged Israela Brill-Cass to serve as an external, independent University Ombudsperson. In this important role, Israela will provide faculty and staff with mediation, coaching, and strategies on how to manage difficult workplace challenges, set and pursue goals for a healthier work environment, and resolve conflicts. Faculty and staff can schedule virtual appointments with Israela on alternating Thursdays beginning Nov. 12.

You are invited to [meet Israela today \(Nov. 11\) at 4 p.m. at a virtual open house](#). You also can learn more about Israela on [ClarkNow](#) and on the [Clark website](#); schedule an appointment [here](#).

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.

Submit Your Administrative Leave Report

Are your leave balances accurate? To be sure they are, remember to submit your monthly administrative leave report promptly — within a few days of each month's end.

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.

[Read instructions on how to view, submit, and approve monthly leave reports »](#)

COVID-19 Testing during Intersession and Winter Break

COVID-19 surveillance testing will be available during the Intersession and winter break (Nov. 23, 2020 through Feb. 17, 2021), but hours will be limited. Faculty and staff members should work with their supervisors and department chairs to determine the frequency of their presence on campus during this time.

The Clark Reopening Committee recommends that any individual working on campus — even irregularly — get tested every seven days. Walk-in tests are available but you also may schedule Intersession and winter break tests [here](#). Please note that testing between Nov. 23 and Feb. 17 **will be held in Grace and Lurie conference rooms in the University Center**, not in the Kneller Athletic Center.

Email covid-19-testing@clarku.edu with your questions.

LinkedIn Learning Courses for Personal Improvement

LinkedIn Learning's vast catalog of courses includes more than technical and professional skills. The platform also has a range of offerings that provide opportunities for self care and improvement, including:

- [Asking for Feedback as an Employee](#)
- [Becoming Indistractable](#)
- [Pitching Your Ideas Strategically](#)
- [How to Give Negative Feedback to Senior Colleagues](#)
- [Starting a Memorable Conversation](#)
- [Go the extra mile](#)
- [Working with Upset Customers](#)

And here is one of particular interest to Clarkies:

- [Find Your Passion](#) — featuring Padma Lakshmi '92
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News 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.

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.

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).

Resources and Opportunities

- 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.



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