



News from HR

Jan. 6, 2021



Welcome back from our extended break! We hope you had the opportunity to relax, connect with family and friends, and reenergize. Intersession is underway, and we are gearing up to welcome students back to campus in February for what we are sure will be a successful spring semester for our University.

Harvard Pilgrim Health Care has merged with Tufts

On Jan. 4, 2021, Harvard Pilgrim Health Care and Tufts Health Care officially became one organization when their merger received all regulatory approvals. What does this mean for Clark employees who are HPHC members? Right now, not much. Your HPHC policy remains in place with the same level of benefits and services. Any changes will be communicated to you directly from Harvard Pilgrim Health Care. Visit the companies' [combined website](#) to learn more.

Notify HR of time worked by employees during holiday break

Supervisors: Did you have employees who worked over the extended holiday break? Please email HR with their names and the total number of floating holiday hours they should receive. [Click here](#) for more details.

Medical FSA runout notice for plan year 2020

If you participated in Clark's Medical Flexible Spending Account administered through BasicNeo, **you have until March 31, 2021, to submit reimbursement requests** for services rendered from Jan. 1 to Dec. 31, 2020.

Any unused funds totaling \$550 or less will carry forward for use in plan year 2021. These funds should be accessible mid-April.

Faculty and staff who have elected not to participate in the FSA plan in 2021 and had a Medical FSA remaining balance of \$550 or less at the end of the 90-day runout period, March 31, 2021, will be receiving a debit card with those monies applied. These prior-year rollover funds should be used for eligible medical expenses incurred in 2021.

If you have any questions, please contact hr@clarku.edu.

Mileage reimbursement rate decreased for 2021

The Internal Revenue Service has decreased the standard mileage rate used to compute the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. The University uses the IRS rate to reimburse employees under its travel expense plan.

As of Jan. 1, 2021, the standard mileage reimbursement rate for using your personal vehicle for University business is 56 cents per mile. Clark's online Travel Expense Form will be updated to reflect this change. If you have any questions, please contact Michelle Bates at mbates@clarku.edu.

Paid Family and Medical Leave Program now in effect

In 2019, the Commonwealth of Massachusetts established a new [Paid Family and Medical Leave Program \(PFML\)](#) to provide temporary income replacement to eligible employees.

Clark University's self-insured private PFML plan went into effect on Jan. 1, 2021. This plan provides, at a minimum, the level of benefits required by the state's PFML program. This new benefit, administered by the Prudential Insurance Company, will enrich the University's current leave benefits. Enhancements for faculty and staff include, but are not limited to, the ability to care for an expanded definition of family members — broader than the federal FMLA definition — and up to 20 weeks of leave for a personal serious health condition. The plan eliminates the requirement to use accumulated paid time off in these situations.

[Click here](#) for additional information and details on eligibility, qualifying leave reasons, when benefits begin and how they are calculated, and how and when to file a claim.

If you have any questions, contact Prudential at 800-842-1718 or visit prudential.com/mybenefits.

Nominate a Clark graduate for an alumni award

Do you know an alumna/us who deserves recognition from Clark? The Alumni Council seeks nominations by Jan. 11, 2021, for the Distinguished Service Award, Young Alumni Service Award, and the Service to Society Award. To learn more about these awards, [click here](#). To make a nomination, please send an email to [Kevin Wesley](#), executive director of Alumni and Friends Engagement and The Clark Fund.

December leave reports are due this Friday, Jan. 8

Administrative leave reports for December are due on Jan. 8. Please submit your report to your supervisor so they may approve it by the end of the day on Friday. Be sure to notify your supervisor when you submit, as the system does not generate automatic alerts.

Even if you did not use any time in a given month, you must submit a report. To ensure your paid time off balances are accurate, please plan to submit your report by the first Friday of the subsequent month.

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

COVID-19 winter break testing reminder

While COVID-19 surveillance testing continues on a limited basis during the winter break, we ask that if you have no reason to be on campus during the winter break, **please do not come to Clark to be tested**. This is especially important if you think you may have symptoms or if you have been identified as a close contact of someone who tested positive. In these cases, consult your primary care physician and quarantine at home. If you are not working on campus and you come to Clark to be tested, you increase the risk of transmitting the virus to fellow members of the Clark community. Thank you for your cooperation.

News from Staff Assembly

Staff members may continue to use the [Staff Assembly Feedback Form](#) to share concerns, ideas, and suggestions. If you wish, you can submit the form anonymously.

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."
- 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.
- 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.



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