



Mar. 3, 2021



Support for Caregiving Challenges

As Clark begins to welcome students to campus later this week, K–12 school districts across Massachusetts are bringing students back to their classrooms as well. We understand this may present a challenge for some Clark employees, who will need to incorporate school drop-offs and pick-ups into their daily schedules.

Clark is committed to helping you balance your caregiving obligations — whether you care for school-aged children, aging parents, or family members with special needs. The University's expectation is that supervisors will provide their employees with the flexibility they need through options including modified work schedules or nontraditional work hours, and with continued use of remote work tools like Zoom and Microsoft Teams. If you have questions, comments, or concerns, please consult with [David Everitt](#), director of [Human Resources](#).

Let's Keep Clark Healthy

With students returning to campus, a reminder: Clark now recommends that working on campus wear a single KN95 mask or double-mask (wearing a cloth mask over a surgical mask). [Learn more »](#)

In addition, all faculty and staff must receive a negative COVID result from the Clark testing facility three to seven days before resuming in-person activities on campus. Clark employees who will come to campus three or more days a week are strongly encouraged to get tested twice a week, a departure from the required once-every-seven-days protocol. This increased frequency safeguards your health and that of your family, as well as the campus community. Workers who have contact with students — in dining, facilities, and through the Dean of Students office, in particular — are urged to take advantage of more frequent testing. Testing is available seven days a week; [click here for the hours of operation](#).

Protect Yourself from Fraud

As we've noted in previous newsletters, unemployment fraud has been on the rise during the pandemic, even at Clark. The HR [Documents and Forms](#) page now includes an [unemployment fraud guide](#) with information on what to do if you are the victim of fraud — and ways to protect yourself from identity theft.

Student Employment: Time for Midyear Check-ins

As we begin the spring semester, we'd like to encourage all supervisors to have mid-year check-ins with their student staff. It's a valuable opportunity to provide and seek feedback and encourage students to reflect on their job as a career-building experience. Often students may not realize the valuable skills that their jobs enable them to develop, such as time management and effective communication.

If you would like to discuss best practices for this mid-year check-in, please join Julie Bolduc, director of career operations and on-campus student employment, for a workshop on **Friday, March 12, from 10 to 11 a.m.**

More than 800 undergraduate students and graduate students have worked over 100,000 hours since last August. Allowing students to discuss their strengths and areas that need improvement will help prepare them for their future. The Supervisor's Guide reviews these themes; [read it here](#).

Another Tool for Your Health Care Toolbox

Are you a member of Harvard Pilgrim Health Care? If so, you also have access to Knova Solutions, a care management program that partners directly with HPHC to help members better understand and manage their medical care, treatments, and medications. Navigating the medical system can be confusing and overwhelming — the Knova team offers support, accurate and credible research, and expertise as an extra resource for you and your family.

The program is voluntary, available at no cost to you, and completely confidential. Knova does not share any of your personal health data with Clark, and any information you choose to share with the Knova is maintained according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy standards. [Learn more »](#)

Learning Opportunities from TIAA and Fidelity

TIAA and Fidelity offer live webinars each month to help you with your financial goals. You do not need to be enrolled with either company to access the webinars, which also are available for on-demand viewing.

TIAA

[Register here for access](#) to webinars and other resources. You do not need to be enrolled in a TIAA retirement account; you may register for guest access. In March, webinars will cover topics including strategies for staying on track; retiring in the new normal; understanding Medicare; insights for first-time homebuyers; the SECURE Act and its effect on retirement plans; the basics of Social Security; and

estate planning.

Fidelity

Visit the [Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Upcoming webinars will cover the municipal bond market, tax planning, market insights, exchange-traded funds (ETFs), and more, including classes for beginner investors

Coming Soon: Performance Evaluations

It's nearing that time when we reflect on the challenges and successes of the previous year. Within the next few weeks, you will receive more details about the 2021 performance evaluation process

Psychology Dept. Seeks Parent/Child Volunteers

The Psychology Department's clinical training program seeks parents and children, ages 3 to 16, for virtual/remote activities to be completed between March and May this year. Doctoral students are learning to interview children as part of required coursework. All volunteers will receive a \$25 gift card as a token of appreciation for their participation. If you are interested or would like additional information, please contact the course teaching assistant, [Néstor Noyola](#).

Visual and Performing Arts Announces Spring Events

The Visual and Performing Arts Department is excited to announce its [Spring 2021 virtual events calendar](#), featuring a wide array of events you can view from the comfort of your home. Follow Clark Arts on [Facebook](#), [Twitter](#), and [Instagram](#) to stay up-to-date.

News from Staff Assembly

Join a Staff Assembly Subcommittee

The Staff Assembly Steering Committee invites staff to join our [subcommittees](#), which focus on areas including diversity, equity, and inclusion; communications; new staff orientation and staff recognition; and programming and events. [Click here](#) to sign up for a subcommittee.

Anonymous Feedback Form

The [Staff Assembly Feedback Form](#) is available to all staff who wish to share concerns, ideas, and suggestions. You may submit this form anonymously.

Connect with Colleagues Over (Virtual) Lunch

Take a midday break and get to know your fellow employees at one (or more!) of Staff Assembly's Zoom lunches. [RSVP here](#); all lunches are from noon to 1 p.m., but you're welcome to drop in as your schedule allows.

- Tuesday: Open Community Lunch for All Staff
- Wednesday Staff of Color Affinity Lunch
- Thursday: LGBTQIA+ Staff Affinity Lunch
- Friday: Open Community Lunch for All Staff

Resources and Opportunities

- Find previous employee newsletters [here](#).
- The Employee Assistance Program provides confidential, free assessments and referral services for legal and financial needs, 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 University’s ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Click here](#) to learn more and make an appointment.
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more here](#).
- 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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