



Vacation Day Carry-over Increases

Recognizing that travel restrictions and other pandemic-related disruptions have had a major impact on Clark employees' ability to use vacation time this year, we are making an exception to the University's vacation day policy. This year, you may carry over up to 12 vacation days — **in addition to** the annual maximum accrual amount — into the next fiscal year. You may use your excess vacation days until and including July 2, 2021.

- Employees working in 12-month positions may carry over up to 32 days
- Employees in 11-month positions may carry over up to 30 days
- Employees in 10-month positions may carry over up to 28.5 days
- Employees working in 9-month positions earn 27 days per fiscal year

Employees in the Facilities Management Department should consult their supervisors for information on their allowed vacation day carry-over.

We strongly encourage staff to take time to relax and recharge over an extended July 4 weekend. Clark will observe the Independence Day holiday on Monday, July 5. We urge you to consider using two of your vacation days on July 1 and 2 for an extended break, and urge supervisors to be flexible in scheduling those days.

To carry over time, you must be current on your administrative leave report. [Click here](#) to check the status of your report.

Clark's paid holiday schedule for 2021–22 is [here](#). Beginning this year, the University will observe Juneteenth, which is celebrated on June 19. Since June 19, 2021, falls on a Saturday, Clark will observe the holiday on Friday, June 18.

Salary Increases for All Staff Effective June 1

At their meeting May 1, the Board of Trustees approved the University's budget for the 2022 fiscal year, including a 2% across-the-board salary increase for all Clark staff. The increase, which applies to all employees hired before March 1, 2021, will go into effect on June 1 and will be reflected in the June 18 pay cycle.

Responding to the COVID-19 crisis this year has required a team effort, individual sacrifice, flexibility and adaptation. On behalf of the entire University leadership, we want to thank you, sincerely, for stepping up and in true Clark spirit taking this challenge head-on so that we could continue to offer our students the best possible experience. Your strong commitment is greatly admired and appreciated.

Commencement Volunteers Are Needed

Commencement 2021 is coming quickly (Saturday, June 12, and Sunday, June 13). We're delighted to be able to offer our students in-person ceremonies this year, but we need your help more than ever to deliver the kind of experience our students deserve. To accommodate the state's COVID-19 safety regulations, we have had to plan a new Commencement model, in a new location. Please see the May 11 email from the President's Office for detailed information on the dates, times, and areas in which staffing is needed.

Non-exempt staff will be paid for the time they work during commencement weekend, and exempt staff may work with their supervisors to take time off to compensate for time worked on commencement.

Please [contact Kim Fisher](#) by May 24 to participate.

Read about Clark's New Provost

On May 5, President Fithian announced that Sebastián Royo, vice president of international affairs and professor of political science at Suffolk University, has been appointed provost and vice president of academic affairs at Clark University effective July 1. In addition to serving as provost, he will hold a tenured position in Clark's Department of Political Science.

We look forward to introducing Sebastián to our community over the coming months. In the meantime, learn more about him in [this ClarkNow interview](#).

Where Does Clark Post Open Positions?

Do you ever wonder where Clark's job openings appear, other than on clarku.edu? Human Resources shares our available positions on a wide range of sites and job boards, including [Higher Ed Jobs](#) and [Inside Higher Ed](#), which includes a specialized diversity network. Jobs also are posted to [Diverse Jobs](#), [Center for Living and Working](#), the [New England Higher Education Recruitment Consortium](#), and [Job Target](#), which focuses on women and underrepresented and marginalized groups. See the complete list of job posting sites [here](#).

Join CUFit for Weekly Yoga

Are you interested in yoga? [CUFit](#) offers a virtual all-level yoga class every Tuesday and Friday from 5:15 to 6:15 p.m. Feel free to turn your video on or leave it off — we don't judge! Our certified yoga instructor, Meng Le, has been teaching yoga for CUFit since 2018; she leads us through stretching, strengthening, and breathing in a friendly manner with plenty of opportunities to modify poses. During each class, we do multiple types of yoga, including flow, yin, and Hatha.

You don't need any special equipment to participate — towels make great yoga mats, and textbooks make great blocks. Payment is by donation. For more information and to sign up for the CUFit mailing list, please [email Nicole Webster](#).

Take the Walking Challenge this June

edHHEALTH, the education health care collaborative, has again partnered with Harvard Pilgrim Health Care to launch a Walking Challenge, and Clark is taking part! Join forces with your colleagues to compete against other edHealth schools. The challenge begins Monday, June 7, and ends Sunday, July 4; you do not need to be a Harvard Pilgrim member to participate.

If you have questions, contact Harvard Pilgrim Wellness Services at 877- 594-7183 (weekdays from 9 a.m. to 5 p.m.) or email hpwellness@harvardpilgrim.org.

Individual Fidelity Retirement Consultations

Matthew Toedt, Clark's dedicated retirement planner with Fidelity Investments, will be available for one-on-one meetings with Clark employees from 9 a.m. to 4 p.m. on Thursday, May 20. You may schedule a phone or virtual appointment to discuss any questions or concerns about your retirement planning. To schedule an appointment, [click here](#) or call 866-715-5959.

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 at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



Office of Human Resources
950 Main St.
Worcester MA 01610
1 508 793 7294 • clarku.edu

