

July 7, 2021



## In-Person Operations Resume August 2

As previously announced, Clark expects to resume normal in-person operations on Monday, August 2. We understand some departments may require more flexibility as they determine the best way to return to in-person operations, including continued remote or hybrid work schedules for some employees. Please read our [Return to Work FAQs](#) and **discuss your options with your supervisor** as soon as possible.

If you have questions or concerns about your department's approach to return to work that you do not feel are being addressed properly, we invite you to contact HR or the University's [Ombudsperson](#).

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## Have You Uploaded Your Vaccination Documentation?

As you know, **COVID-19 vaccinations are required** for all students, faculty, and staff who plan to live, work, and study on campus this fall. Before you return to campus on August 2, **you must submit your vaccination documentation** — if you are fully vaccinated, we encourage you to **upload it now** through this [secure portal](#) developed by Clark ITS (you will need to log in with your Clark credentials). The portal also will allow you to request an exemption for health or religious reasons, or other well-documented reasons. *Please upload your documentation by July 15.*

This [dashboard](#) monitors Clark's current vaccination rate. If you have questions, please [read our Vaccination FAQs](#) or [email our COVID-19 mailbox](#).

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## Fall Student Employment

Please post all on-campus jobs by **July 15** on Handshake, and submit your hiring forms for **returning students** as soon as possible. For more information, visit [Resources for On-Campus](#)

[Employers](#) on the student employment website. We will hold drop-in hours for Handshake technical support Monday, July 12 through Thursday, July 15, from 4 to 4:30 p.m. each day; [click here](#) if you would like to attend any of those sessions.

A Zoom session for inclusive hiring practices will be held **Wednesday, July 21, at 11 a.m.**, and all hiring managers are encouraged to attend. Please [email Undergraduate Student Employment](#) for an invitation. A recording will be available afterward for anyone who cannot attend the session.

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## Friendly Reminder: Employee Gift Policy

We understand that many departments choose to show appreciation to employees, particularly student workers, with gift cards or other small items. However, **please do not use University funds to pay for these gifts**, as the IRS considers them to be forms of compensation — and the students would need to declare them as income.

University funds, whether restricted or unrestricted, *may not be used* for occasions such as employee birthdays, weddings, anniversaries, or other celebrations of a personal nature, which should be funded by faculty/staff contributions.

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## Submit Your Ideas for Clark's Future

The Strategic Framework Steering Committee invites all members of the Clark community to contribute to the Strategic Framework for Clark's future. This framework will help guide the University's decision-making and planning on a wide range of initiatives and investments in five [strategic areas of focus](#): academic programs, campus experience, culture and identity, outward engagement, and institutional capacity.

Proposals of all scale and nature, which have the potential to impact Clark's future in a significant way, are welcome. Ideas from previous visioning work by the academic units and the #ClarkForward initiative are currently being cataloged.

All ideas should be submitted using [this form](#).

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## Update Your Leave Reports

Are your leave balances up to date? [Click here](#) to check the status of your report; read [these instructions](#) on how to view, report and approve monthly administrative leave reports.

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## 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

