

June 23, 2021



## Submit 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. **You must submit your vaccination documentation by July 15** — 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.

If you have questions, please [read our Vaccination FAQs](#) or [email our COVID-19 mailbox](#).

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## Fall Student Employment News

Are you planning to hire student workers in your office this fall? **Please post all jobs** for the upcoming academic year **on Handshake by July 15**, and, if possible, submit your hire forms for **returning students** by **July 1**. For newly hired students, please submit their employment forms as soon as you can. Process information for posting jobs and hiring students is on the [Student Employment website Resources for On-Campus Employers](#). Please note that the hiring forms are different for undergraduate students and graduate students.

Drop-in hours Handshake support for posting jobs and reviewing applicants will be held Monday through Thursday, July 12 through July 15, from 4 to 4:30 p.m. [Click here](#) to join any of those sessions.

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## Strategic Framework Committee Wants Your Ideas

We invite all members of the Clark community to the development of the Strategic Framework that 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? Balances will reset soon for the new fiscal year. This year, employees may carry over a total of 32 vacation days — but to carry over time, **you must be current on your administrative leave report**. [Click here](#) to check the status of your report; read [these instructions](#) on how to view, report and approve monthly administrative leave reports.

Clark will be closed on Monday, July 5, in honor of Independence Day.

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## Retirement Learning Opportunities

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 viewing on demand.

### TIAA

[Register here to access](#) webinars and other resources; you may register for guest access if you do not have a TIAA account. In July, live webinars will cover a range topics, including how to begin saving for retirement; strategies for staying on track; navigating debt consolidation and understanding the mortgage process; Social Security basics; and smarter saving.

Individual counseling sessions with TIAA representative Mark Bertonazzi will be held virtually on July 29. Call 800-732-8353 to schedule a session.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Upcoming webinars will cover the impact of market conditions on money markets, implementing

technical analysis, a midyear check-in for women, factor-based investing, options trading, and bull or bear market strategies.

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## Free Online Classes from Harvard Pilgrim

Whether you are looking to shake it up, stretch it out, or get centered, HPHC has you covered with free Zumba, yoga, guided mindfulness, and other wellness sessions, which are now available to everyone through its Living Well at Home programs. Find the schedule of virtual programs [here](#).

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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.



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