



Welcome Clark Families to Campus This Weekend!

Family Weekend is this Friday, Oct. 15, through Sunday, Oct. 17! While it will look different this year — from meals in our spacious lawn tent to outdoor events and celebrations — there will be plenty of opportunities for families to explore campus and Worcester. [Check out the full schedule of events](#) and requirements for visitors — and give our Clark families a friendly hello!

Open Enrollment is Oct. 18 through Nov 19

Once again this year, Clark will provide a virtual open enrollment benefits fair experience that faculty and staff can access at their convenience — anytime, from anywhere. This year, the virtual platform lets you schedule appointments with varioDavidus providers to ask questions and learn more about the benefits offered.

When you first visit the virtual fair, you will need to create an account. This will give you access to information about HPHC, BCBS, and BASIC, in addition to other benefit provider information. You will be able to access enrollment forms for the health, dental, and FSA plans as well. These forms must be uploaded to HR via our internal secure upload link.

Important Notice: Clark University is required to make employees aware of access to and the availability of important benefit documents. If you wish to receive a hard copy of this information, at no cost, please email HR@clarku.edu.

Tuition Exchange Scholarship Application Deadline is Oct. 29

Clark University is a member of the [Tuition Exchange \(TE\) Program](#), which provides the opportunity for dependent children of eligible Clark faculty and staff to receive undergraduate scholarships at other participating TE member institutions.

[Tuition Exchange scholarship applications](#) for the 2022–23 academic year are now being accepted. Applications must be submitted via email to HR@clarku.edu, with **“2022/23 TE Application” in the subject line**, and must be received by HR no later than Friday, Oct. 29; the drawing for the lottery will be conducted on Monday, Nov. 1.

[Learn more about the TE program and process »](#)

‘Get Inclusive’ Training Reminder

Clark is committed to promoting a campus environment where all students, staff, and faculty may study, work and learn in an environment free from harassment and discrimination. We have partnered with **Get Inclusive** to provide a new online training program covering topics from inclusion to sexual harassment, sexual violence, and bystander intervention.

You should have received an email from Get Inclusive at the beginning of October with instructions. Please complete this **mandatory** training as soon as possible!

Staff Replacement Process Update

When a position becomes vacant due to staff turnover, hiring supervisors must obtain approval to search for a replacement. The Staffing Committee (Provost Sebastian Royo, Executive Vice President Danielle Manning, and Chief Budget Officer Paul Wykes) meets on a regular basis to review requests to authorize a search. The Staffing Committee encourages supervisors to use vacancies as an opportunity to reevaluate how their department operates and whether a different staffing model might help meet the University’s mission and achieve departmental goals.

To streamline the approval process and provide the Staffing Committee with the information it needs when evaluating requests, a new Search Approval and Request to Hire Form has been added to Interview Exchange. This must be completed and submitted prior to beginning the search for any staff positions. As positions become vacant, HR will contact hiring managers about the revised process for replacing open positions using this new form.

Update from Facilities Management on the Transition from Cooling to Heating

As the season changes to warm temperatures during the day and colder temperatures at night, Facilities Management is preparing to transition campus buildings from cooling to heating.

Please note that most buildings on the main campus (Main, Woodland, Charlotte, Florence, Maywood streets) are heated by a centralized campus steam system. This system cannot easily be changed back and forth from heating to cooling, which makes the optimal timing to make the transition complex. The Central Utility Plant and HVAC/R shop closely monitor the weather forecast during the “shoulder season” and implement the following process to transition buildings from cooling to heating mode.

- As the nighttime temperatures begin to get cooler (temps in the 40s or lower) for a stretch longer than two to three nights, the Central Utility Plant will begin to activate the systems that heat most main campus buildings. Note that this is a gradual increase to avoid overheating buildings, as temperatures usually rise throughout the day and bring building temperatures to comfortable levels.
- For buildings outside of the main campus steam loop, the HVAC/R shop uses a similar process to transition those buildings from cooling to heating.

As a general reminder:

- Please report facility related issues/requests using the [online work order request system](#)
- To report urgent/emergent issues, please call the Work Request Center at 508-793-7566 (7 a.m. to 5 p.m., Monday through Friday) or University Police at 508-793-7575 (all other times). Examples of urgent/emergent issues:
 - no heat when there should be heat in a building
 - major flooding from mechanical or roof leaks
 - security-related door/window failures
 - hazardous conditions, including biohazards
- For time-sensitive requests like event setups and other work needed at a certain time, an [online work order](#) must be submitted 10 business days (Monday through Friday, 7 a.m. to 5 p.m.) in advance.

Need to Send an Email About COVID-19?

- Questions about Clark’s COVID procedures and protocols? Email covid-19-info@clarku.edu

- Specific questions about your testing cadence? Email covid-19-testing@clarku.edu
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October 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 for access](#) to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. This month, live webinars will cover topics including income options in retirement, the transition from career to retirement, and avoiding cybertheft.

Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Upcoming webinars will cover topics including tax policy changes, hedging strategies in today's market, EFT portfolios, and more.

Are You a Clark Alum? Yearbooks Available

The Alumni and Friends Engagement Office is in the process of organizing its collection of Clark University yearbooks. The office has multiple copies of many years dating back to the 1980s — maybe even yours! For more information, [contact Alyssa Harmon](#).

Mark Your Calendars for Fall Fest

[Fall Fest 2021](#), Clark's annual showcase of undergraduate student research, experiential learning, and creative work, is planned for Friday, Oct. 29, from 1 to 4 p.m. in the Higgins University Center (Tilton Hall, second floor) all, Hall, , and ASEC 202. All members of the Clark community are invited and encouraged to attend Fall Fest. If you have any questions, please [contact Kerri Stearns](#).

Resources and Opportunities

- [Find previous employee newsletters »](#)

- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more »](#)
- 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. [Learn more and make an appointment »](#)
- 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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