



Keep Clark Healthy This Spring

As we look ahead to the start of our winter break on Dec. 23, here are a few COVID-19 updates to keep in mind.

- **Clark is requiring that all vaccinated students, staff, and faculty receive a booster if they plan to be on campus for the spring semester.** The requirement will apply one month after you are eligible to receive the booster. The CDC [offers guidance](#) on determining your eligibility. Please update your booster status to the [secure portal](#).
- **Individuals who had a vaccination exemption in the fall semester must reapply for an exemption by January 7.** Those seeking an exemption for the first time also must apply by that date through the portal.
- **Clark's current mask requirements will remain in place for indoor public spaces.** Anyone who is unvaccinated will be required to wear a mask both indoors and outdoors.

Thank you for all you've done this semester to tackle the ongoing COVID-19 challenge. We'll see you back on campus on Jan. 3!

Deadlines for the Dec. 31 Payroll

Because the University will be closed from December 23 to January 2 for the holiday break, we ask for your cooperation to process the Dec. 31 payroll. All staff timesheets for the Dec. 13–26 pay period must be submitted and approved by their supervisor **by the end of the day on Wednesday, Dec. 22, before** we leave for break. The time off should be recorded as University holidays.

Essential employees who work during the break will follow the usual deadlines; their timesheets for the Dec. 13–26 pay period must be submitted and approved by noon on Monday, Dec. 27. If these deadlines are not met, employees may not be paid for this period until the next payroll on Jan. 14.

These deadlines will ensure that this payroll will meet the strict time schedule and will be processed in a timely manner.

COVID Testing Schedule for Winter Break

Clark's testing facility in the University Center will be open **from noon to 5 p.m. today (Tuesday, Dec. 21) and Wednesday, Dec. 22.**

Testing will be offered on a modified schedule throughout the winter break. [Visit Healthy Clark for details »](#)

New Work/Life Balance Resources for Employees

We are pleased to announce two new resources for all employees as we seek to promote greater work-life balance, wellness, and the cultivation of a caregiver-friendly culture.

Care.com

Clark employees may now sign up for a **free membership to [Care.com](#)**, which provides access to the Care@Work and Life Mart benefits as well as many helpful articles and guides. To start using the benefits of Care@Work and Life Mart please [sign up](#) for your free Care.com membership.

Work/Life Resources

The Office of Human Resources is excited to introduce a [new, centralized landing page](#) on our website where employees can easily locate and access **work/life balance supports** such as Clark's Employee Assistance Program, workplace problem-solvers, Clark's remote work policy, and mindfulness articles and resources.

These new benefits are available to all employees thanks to the hard work of the Working Group on Caregiving Needs and Work/Life Balance, which was commissioned in September 2020 by President Fithian.

Check out Staff Assembly's User Groups in Microsoft Teams

The Staff Assembly Steering Committee (SASC) is pleased to offer multiple user groups within the Microsoft Teams environment where staff can ask questions and find (or provide) support to their colleagues in a variety of areas. The groups are set up as channels within the [Staff Assembly Team](#) and are opportunities for Clark staff to connect and share tips and tricks.

Current channels include Budget Managers; Moodle Users; Qualtrics Users; SmartBuy Users; Zoom and Teams Users; Office Supply Swap; Remote Working Tips; and the Virtual Water Cooler. Would you like to see channels created around other topics? Go to the "General" conversation and let us know, or [email SASC](#).

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. Upcoming webinars will examine retirement income options, Social Security considerations, how to start saving for retirement, key market drivers and the economy, and more.

Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Upcoming webinars will cover topics including how to plan trades, what to expect in 2022, developing an options strategy, environment-focused investing, and more.

Resources and Opportunities

- [Find previous employee newsletters »](#)

- 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
- 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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