



***Please join President Fithian for his annual State of the University address on Friday, Dec. 17, at 11 a.m. The address will be livestreamed; more information and link to come.***

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## Thanks for a Great Semester!

The fall semester is quickly coming to a close as our students have begun their Reading Days/Finals Week. Thank you to the Clark offices that are providing much-needed study break opportunities where students can de-stress. And thank you to all Clark employees who helped make this semester successful — and as near to normal as possible for students.

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## COVID Testing Schedule for Winter Break

Clark's testing facility in the University Center will be open its [regular hours](#) through Dec. 17 and **from noon to 5 p.m. on Monday, Dec. 20, Tuesday, Dec. 21, and Wednesday, Dec. 22.** Testing will be offered on a modified schedule throughout the winter break. [Visit Healthy Clark for details »](#)

As the number of COVID-19 cases has risen across the state and on our campus, we encourage those of you working on campus to continue your testing cadence and remind you that any

member of the Clark community is welcome to test more frequently than is required. **We also urge all members of the Clark community to be fully vaccinated and receive a booster shot once eligible [as recommended by the CDC](#).** Since there can be as much as a two-week wait to receive the booster, it's wise to book your appointment as soon as possible.

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## New Process for Hiring Temporary Employees

With the increase in the need for temporary employee assistance, we have developed [detailed instructions](#) and a new [Request to Hire form](#) to assist hiring managers. Both the form and instructions are found on the [Documents and Forms](#) page of the Human Resources website. We'd like to thank the following staff members for working with the HR team to flesh out the many important steps of this hiring process: Michelle Bates, Justin Brooks, Amanda Elinoff, Sharon Griffin-Edson, Terrance McCormack, Tony Penny, and Jane Switchenko. If you have any questions about the temporary employee hiring process, please [contact Human Resources](#).

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## Have You Completed the Get Inclusive Training?

All Clark employees received an email from **Get Inclusive** at the beginning of October with instructions and a personalized link to the mandatory online training program, which covers topics from inclusion to sexual harassment, sexual violence, and bystander intervention. We are aware that the original announcement underestimated the time required to complete the training program; you should expect the course to take approximately one to two hours. However, you may stop and save your work, so it is not necessary to do the entire training in one sitting.

Please complete this training to help Clark promote a campus environment where all students, staff, and faculty may study, work, and learn in an environment free from harassment and discrimination.

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## 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](#).

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## Take Care of Yourself Over the Holidays

The holiday season is upon us. This can be an exciting time for some, and overwhelming for others. It’s common to feel “glittery and gold” one minute, and a little (or a lot) overwhelmed and stressed the next.

However you feel about the season, we’re pleased to share this [holiday mental health toolkit](#) from New Horizons, Clark’s Employee Assistance Program (EAP). From staying connected and embracing new traditions to reducing your holiday-induced stress, the toolkit offers ideas that can help you enjoy the time.

To log in to the EAP, [click here](#) and enter our company code (“Clark University”).

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## Resources and Opportunities

- Questions about Clark’s COVID procedures and protocols? Email [covid-19-info@clarku.edu](mailto:covid-19-info@clarku.edu)
- Specific questions about your testing cadence? Email [covid-19-testing@clarku.edu](mailto:covid-19-testing@clarku.edu)
- [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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