



News from HR

Nov. 23, 2021



Happy Thanksgiving!

As noted in a previous email, President Fithian has extended Clark's Thanksgiving and winter breaks by closing the University on Wednesday, Nov. 24, and Thursday, Dec. 23. We hope this additional time will help you relax and recharge! Thank you for all your hard work this year —and your continued dedication to Clark University.

COVID Testing over Thanksgiving break

Clark's COVID testing facility will be closed from Wednesday, Nov. 24, through Saturday, Nov. 27. Testing will resume on Sunday, Nov. 28, from noon to 7 p.m.

Open Enrollment Period Has Ended

Clark's annual open enrollment period to submit health and/or dental insurance coverage or plan changes or make a Flexible Spending Account election for 2022 closed on Friday, Nov. 19. Changes take effect on Jan. 1, 2022, and will be reflected in the Jan. 14, 2022 pay cycle.

Provide Input on Clark's Strategic Framework

Earlier this month, faculty came together to further refine the emerging academic strategies included in Clark's developing strategic framework. **We urge all Clark employees to [review the summaries](#) and provide comments by Wednesday, Dec. 1.** We also continue to encourage your review and input on [the broader framework](#) and other themes. **All** comments and opinions are welcome! The first iteration of the framework will be announced in mid-December.

'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 mandatory online training program covering topics from inclusion to sexual harassment, sexual violence, and bystander intervention.

All Clark employees received an email from Get Inclusive at the beginning of October with instructions and a personalized training link. The original announcement underestimated the time required to complete the training program; however, you should expect the course to take approximately one to two hours. Please note: **It is not necessary to complete the entire training in one sitting**, as you are able to stop and save your work.

New IRS Retirement Plan Contribution Limits for 2022

The IRS has announced new retirement plan contribution limits for 2022. Effective Jan. 1, 2022, the maximum amount the IRS will allow has increased to **\$20,500**. This is an increase of \$1,000 from the previous limit of \$19,500. The "catch-up" provision limit for those over age 50 will remain the same as last year, **\$6,500**.

Faculty and staff who have elected to maximize their retirement plan contributions will see an adjustment to their deductions reflected in the Jan. 14, 2022, pay cycle.

Take Care of Yourself Over the Holidays

From New Horizons, Clark's Employee Assistance Program:

With shorter days and longer to-do lists, the winter months often bring a unique set of mental health challenges. If you're constantly worrying about you and your loved ones' health, it might feel like your holiday plans are doomed. Remember, the holidays don't have to be perfect (they rarely are). Here are some things you can do to manage and even prevent feelings of depression:

- **Whatever you're feeling – acknowledge it.** If you've experienced loss this year or are grieving holiday traditions that can't happen, it's okay to feel sad. You're human.
- **Plan ahead for shopping, cooking and other activities.** If you stick to a schedule and a budget, you're less likely to feel overwhelmed by last-minute tasks.
- **Embrace new traditions.** As families change and grow, so do the holidays. Be open to creating new memories and celebrate in different ways.
- **Learn to say no.** You don't have to participate in every activity or gathering you're invited to — especially if it impacts your mental health. It's okay to prioritize your well-being.
- **Ask for help.** If you're feeling constant sadness, trouble sleeping or anxiety despite your best efforts, talk to your doctor about seeing a mental health professional.

[Visit the New Horizons site](#) to find more ways to handle holiday stress (company code: Clark University) »

Resources and Opportunities

- 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
- [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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