



## COVID Pay Policy and FAQs Posted

Do you have questions about what happens if you test positive for COVID-19, whether at the Clark Testing Center or at a different facility? How will it affect your work — and your pay? Check out our [Employee COVID-19 FAQs](#) and [COVID-19 Pay Policy](#).

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## Don't Lose Your Earned Vacation Time!

We encourage you to use your vacation time **between now and June 30** — not only to relax and enjoy new experiences, but also to avoid forfeiting any time you earn above [your annual time off allowance](#). In order to do that, you need to make sure your leave balances are correct!

Hourly employees submit time sheets biweekly, so their leave amounts are always up to date; exempt employees, however, must submit their administrative leave report each month. Reports are due to Human Resources a week after the end of each month. To ensure your paid time off balances are accurate, please plan to submit your report by the first Friday of the subsequent month (and please notify your supervisor when you do so, as the system does not generate automatic alerts).

[Read instructions on how to view, submit, and approve monthly leave reports »](#)

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## Booster Clinic at Clark on Jan. 21

Clark will hold a COVID-19 booster vaccination clinic for students, faculty, and staff on Friday, Jan. 21, from 3 to 7 p.m. in Tilton Hall. Admittance to the clinic is **by appointment only**, and capacity is limited. [Schedule an appointment »](#)

What you should know about the clinic:

- Both the Pfizer and Moderna vaccines will be available.
- You should not arrive for your appointment more than 10 minutes ahead of time.
- Please bring your vaccination card with you. If you do not have your physical vaccination card, a copy or a photo of the card on your phone will suffice.
- Once you've been vaccinated, please upload your booster status to Clark's [secure portal](#).
- The clinic is not open to family members of students, faculty, and staff.

If you are unable to make an appointment at Clark, you can [find a vaccination location](#) and make an appointment in the Worcester area.

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## Help Create Jobs for First-Year Students

On-campus employment provides our students with financial security and a feeling of connectedness. This semester, we want to create 15 jobs specifically for first-year students who are not already employed on campus. These new positions will help the University address the growing demand for on-campus student employment, especially among first-years; this is part of our overall retention strategy.

The positions will be six hours per week for the Spring 2022 semester (start date as soon as possible). The same student can return for the Fall 2022 and Spring 2023 semesters, as long as they continue in the same position.

If you have a position that would be appropriate for a first-year student with little to no work experience, please [email Julie Bolduc](#) **by noon this Friday, Jan. 21**, with the job title, department, and a brief description of the duties.

You will be notified late Friday, Jan. 21, or on Monday, Jan. 24, if your position is approved, and funds will be allocated to your department's budget accordingly.

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## Have You Checked Out Staff Assembly's User Groups in Teams?

The Staff Assembly Steering Committee (SASC) hosts multiple user groups in the Microsoft Teams 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 have already proven useful for Clark staff looking for tips and tricks on Clark systems, software, and other topics.

We also have a channel specifically for employees who are new to Clark and Worcester — please join us in welcoming our newest colleagues! — and a “Virtual Water Cooler” channel. Did you know that January is National Soup Month? Why not share your favorite recipe?

If you have suggestions for future channels, go to the “General” conversation and let us know, or [email SASC](#).

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## Work/Life Balance Resources for Employees

We invite you to take advantage of our new resources around work/life balance, wellness, and caregiving.

Visit the [Work/Life Resources page](#) on the Human Resources website to easily locate and access information about Clark's Employee Assistance Program, Workplace Problem Solvers, FlexWork, and Mindfulness articles and resources, as well as a link to Harvard Pilgrim Health Care's new **Living Well at Home** virtual classes.

Clark employees also 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.

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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 for access](#) to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. February webinars will cover how to market-proof your retirement, health savings accounts, strategies for staying on track, estate planning considerations, and the power of financial well-being.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. February webinars will cover topics including call buying as part of a trading strategy, how to talk about wealth and philanthropy, fixed income choices in a challenging rate environment, environment-focused investing, and U.S. political and monetary policy.

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## Resources and Opportunities

- [Find previous employee newsletters »](#)
- 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)
- 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 »](#)
- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, 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."

- 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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