

CLARK
UNIVERSITY



News from HR

February 2, 2022



Fun fact: Today (2/2/22) is a palindrome day, meaning that the numbers read the same backward or forward — but 2/22/22 will be even better: it falls on a Tuesday (Twosday?) this year.

Happy Groundhog Day!

This morning, [Punxutawny Phil](#), the famous weather prognosticator from Pennsylvania, predicted six more weeks of winter. Whether you believe in his meteorological abilities or those of [Staten Island Chuck](#), who foresaw an early spring — [read about their disagreeing views](#) — we encourage you to familiarize yourself with Clark's **inclement weather guidelines**, which were included in an email sent on January 28.

Recognizing that we remain in a hybrid work mode and some non-student facing employees are working remotely, weather incidents may impact individuals differently. If you have concerns, please talk with your supervisor or department chair. We strongly encourage everyone to be flexible in accommodating needs during serious weather situations.

Speaking of the weather, we'd like to give a **shout-out to our dedicated colleagues in Facilities Management**, who took care of campus during and after the blizzard that dumped more than a foot of snow on the region last weekend. Thank you for your snow moving and removal efforts — your coworkers and Clark's student body appreciate your hard work!

Do You Manage Temporary Employees?

Reminder: We have created [updated and detailed instructions](#) on **how to request, hire, or extend the contract of a temporary employee**.

This form must be used to hire or extend the contract of a temporary employee.

If you anticipate hiring temporary workers, please review the form and instructions so you are familiar with the process — again, it is extremely important that you follow this process when hiring temporary workers. If you have any questions, please contact [Human Resources](#).

Care.com Benefits Overview Webinar

As previously announced, 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. You are invited to join a [special webinar for Clark employees](#) on Thursday, February 17, from 12:30 to 1:15 p.m., to learn about the benefits offered by a free premium membership to Care.com.

[Sign up for your free Care.com membership »](#)

Welcome to Clark!

Please join us in welcoming our newest colleagues, who joined the Clark community in January:

- Eduardo Garcia, Facilities Management
- Melissa Hanson, Marketing and Communications
- Logan Hennessy, Residential Life and Housing
- KamalaKiem, Dean of Students
- Stephanie Madden, University Advancement
- Andrew Rován, Facilities Management
- Francis Nyuydzefon, Information Technology Services
- Jennifer Durecut, Career Connections Center
- John Pennypacker, Marketing and Communications
- Michele Bouchard, Visual and Performing Arts Department
- Kimberly Priore, Marketing and Communications

- Haley Wilder, Office of the General Counsel
 - Katherine Collins, Goddard Library
 - Millie Rossman, Marketing and Communications
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Check out Staff Assembly's User Groups in Microsoft Teams

The Staff Assembly Steering Committee (SASC) continues to expand its user groups within the Microsoft Teams environment. These groups provide opportunities for staff to 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](#) — we invite you to connect with your colleagues and ask questions about or share tips and tricks on Clark systems, software, and other topics, including a new group for staff whose jobs include writing.

If you have suggestions for future channels, go to the “General” conversation and let us know, or [email SASC](#). You can also email us with comments or concerns that you'd like the Steering Committee to discuss and/or bring to Clark's Senior Leadership.

COVID-19 FAQs and Pay Policy

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](#).

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 »](#)

- 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.