



March is [Women's History Month](#), established to recognize and honor women and woman-identifying people. [International Women's Day](#), on March 8, commemorates the cultural, political, and socio-economic achievements of women around the world. Visit Goddard Library to check out a special book display that highlights the achievements of unsung women in history, and [learn more about Women's History Month](#) through Goddard's interactive LibGuide.

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## Healthy Clark Updates

Last week, we welcomed back to campus Clark employees who had been working remotely to reduce the density on campus. We hope you're settling back into office life!

A few things to keep in mind:

- In response to the persistent decline in COVID-19 positivity rates both at Clark and in Worcester, we have lowered our campus alert level from Alert Level 3 ("High") to Alert Level 2 ("Moderate"). [Visit the Healthy Clark Dashboard](#) for definitions.
  - We continue to employ all relevant data and guidance to assess our COVID-19 mitigation strategies in this steadily improving environment. **If health risks continue to be diminished, Clark will consider adjustments to the campus mask policy**, as well as whether ongoing surveillance testing is necessary and appropriate.
  - All Clark employees must continue to test every seven days at the [Clark Testing Center](#), but you may test more frequently if you wish to do so.
  - If you have tested positive in the past 90 days *outside of Clark's testing facility*, please [complete this form](#). Once your test results have been verified, you will be exempt from testing for 90 days after your positive test date. If you have questions about testing, [send an email to the COVID-19 testing inbox](#).
  - **If you have not uploaded your booster status** to the University's [secure portal](#), **please do so immediately**. If you are fully vaccinated but are not yet eligible for a booster, please log onto the portal and let us know. If you are [eligible](#) and have not been boosted, you can find information online about [appointments in and around Worcester](#) or [outside the area](#).
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## Welcome to Clark!

Please join us in welcoming our newest colleagues, who joined Clark in February.

- Callie Andrews, Undergraduate Admissions

- Ercan Balci, School of Professional Studies/American Language and Culture Institute
  - Michelle Glass, Financial Services
  - Lily Becker Swanbrow, Council on the Uncertain Human Future
  - Emily Dean, Undergraduate Admissions
  - Evan Maher, University Police
  - Alyssa Orlando, Graduate Admissions
  - Susan Will, University Advancement
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## Policy on Acknowledging Employee Life Events

Clark University's institutional policy is to acknowledge employee life events such as births, adoptions, and the passing of immediate family members. News of these milestones should be communicated the [Office of Human Resources](#). Please do not use departmental funds to send floral arrangements or other acknowledgements, as Human Resources has a budget and process in place. Any additional gifts or acknowledgements should be funded by employee contributions.

[Read the Full 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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## Have You Registered for Your Free Care.com Account?

- If you were unable to attend the Feb. 17 webinar about Care.com, we invite you to [view the presentation slides](#) to learn more about the benefits that come with a free membership.
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## Clark Staff Members: Connect in a Staff Assembly User Group

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 group for staff whose jobs include writing.

These groups are also a great way to provide input to the SASC. In addition, 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.

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## Reminder: ASEC 3rd Floor Is Now Fragrance-Free

We’d like to remind the campus community that the third floor of the Shaich Family Alumni and Student Engagement Center has been designated a **fragrance-free zone**. As a courtesy, and out of respect for the health and safety of those with allergies, please refrain from using any scented products on this floor. We appreciate your thoughtfulness.

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## HR Will No Longer Sell Movie Tickets

Due to decreased interest and demand for movie theater tickets, the Office of Human Resources will no longer sell these discounted tickets after the current supply is gone. We currently have some tickets for [Showcase Cinemas](#) and [Regal Cinemas](#) that may be purchased for \$9.25 each. If you have questions, please feel free to [email Human Resources](#).

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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. March webinars will cover 529 college savings plans, beneficiary designation considerations, the foundations of investing, security and identity theft, tax planning, and financial challenges faced specifically by women.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. March webinars will cover topics including options buying, protecting your wealth, technical analysis, trading with momentum, and EFT strategies.

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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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