



RSVP Now for the June 1 Staff Appreciation Event at Polar Park

Our staff appreciation event at Polar Park is quickly approaching! We look forward to enjoying an afternoon at the ballpark with you as the WooSox take on the Syracuse Mets; the first pitch is at 12:15 p.m.

Enjoy all-you-can-eat hamburgers, hot dogs, and mac 'n cheese (vegetarian/vegan options available by request) until 2 p.m. on the Hanover Deck. **Please RSVP by May 27**; if you have any questions, please [email the Events Office](#).

President Fithian asks that all campus offices that *can* close for the afternoon on June 1 do so, with no requirement for staff to return once the game has ended. In addition, any essential employees who are unable to attend the staff appreciation event because they are required to stay on campus will receive an additional floating holiday.

Deadline for June 3 Payroll Processing

Clark University will be closed on Monday, May 30, for Memorial Day. To ensure timely processing of the June 3 payroll, all hourly employees, including student workers, should submit their timesheets no later than Friday, May 27. Please let your supervisor know when you have submitted your timesheet so they are able to approve it **by the end of the day on May 27**.

Temporary Employees: Processes and Procedures

The process for hiring temporary employees has been slightly modified and updated. Please be sure to **review and follow the instructions** when requesting and hiring a temporary employee. If you have any questions, don't hesitate to send an email to [Human Resources](#).

[Temporary Employee Request Form »](#)

[Temporary Employee Process and Instructions »](#)

Revisit Highlights from the Presidential Inauguration

We hope you were able to join us for the Presidential Inauguration events on April 29 and 30, whether virtually or in person.

We invite you to [revisit the weekend's festivities on our inauguration website](#), where you can browse the photo gallery, rewatch the inauguration ceremony, and hear our faculty share their insights and expertise at the Academic Symposium.

[Watch Professor Robert Tobin's Greetings from the Faculty](#)

[Watch Maria-Elisa Gallant's Greetings from the Staff](#) (or [read her remarks](#))

Last Call for Commencement Volunteers

[Clark's 118th Commencement](#) will take place on Sunday, May 22 — and we're looking for Clark staff volunteers to help make the day run smoothly.

Non-exempt staff will be paid for their time working commencement, and exempt staff may work with their supervisors to take time off during the workweek for the day(s) they help with Commencement.

Volunteers find that it is incredibly rewarding to be part of the most exciting day of the year for graduating students and their families. It's also a great way to meet other staff members and get involved on campus.

Please contact Sheri Davis at commencement@clarku.edu to let her know that you're interested in helping celebrate the accomplishments of our students at commencement.

Join Clark Alumni at Reunion 2022

[Reunion Weekend](#) is right around the corner. We invite you to join us for activities from Thursday, May 19, through Commencement on Sunday, May 22, as alumni in class years ending in 2 or 7 celebrate their Clark milestones.

The majority of Reunion events are open to everyone, and we encourage you to stop by and catch up with former students. Alumni will be thrilled to reconnect with you and welcome the opportunity to share their work and life experiences since their time at Clark.

[Check out the full schedule of Reunion events »](#)

We appreciate and thank our campus partners for helping make Reunion Weekend a successful event every year and welcome your participation during this special annual celebration on Clark's campus.

If you have any questions, or would like to attend any Reunion event, please feel free to [contact Megan Horvitz](#), senior associate director of signature events and programs (ext. 4364).

Connect With Your Colleagues in Staff Assembly's Team Space

The Staff Assembly Steering Committee (SASC) invites you to contribute to 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](#) — you'll be able to connect with your colleagues and ask questions about or share tips and tricks on Clark systems, software, and other topics.

And check out what's happening at the Virtual Water Cooler — feel free to start your own conversation!

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.

Resources and Opportunities

- [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 »](#)
- 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.”
- Questions about Clark's COVID procedures and protocols? Email covid-19-info@clarku.edu
- 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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