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## Open Enrollment is Underway; Submit Forms by Nov. 18

The annual Open Enrollment period has begun — the time of year when full-time employees who are eligible to participate in Clark’s group health, dental, and flexible spending account benefits can select or change their coverage for the coming plan year. We’re happy to announce that there are no increases to employee premiums for health and dental insurance plans, with no changes to the plans offered.

Faculty and staff can access Clark’s [virtual open enrollment fair](#) at their convenience — anytime, from anywhere. When you first visit the virtual fair, you will need to create an account. This will give you access to information about HPHC, BCBS, and Flores, in addition to other benefit provider information.

Please note that enrollment forms for the health, dental, and FSA plans can be accessed by clicking on the Office of Human Resources benefit. These forms must be uploaded to HR via our internal secure upload link; **please do not submit these via email!**

*Important Notice: Clark University is required to make employees aware of access to and the availability of important benefit documents. If you wish to receive a hard copy of this information, at no cost, please email [HR@clarku.edu](mailto:HR@clarku.edu).*

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## Updated at-home COVID test reimbursement info

Harvard Pilgrim Health Care will reimburse members for up to eight [FDA-authorized COVID-19 tests](#) per month — and you can now request that reimbursement online. Please note that when you complete the [At-Home Test Reimbursement Form](#), you will need to provide proof of payment.

If you prefer to request reimbursement by mail, you may print, complete, and mail the [paper reimbursement form](#) with your receipts.

Reminder: Due to IRS regulations, if you use your Flexible Spending Account to pay for the tests, those purchases **are not eligible for reimbursement**. We highly recommend that you pay for the at-home tests out-of-pocket and follow HPHC's reimbursement process.

Don't hesitate to [email Human Resources](#) with any questions.

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## Mark Your Calendar: Vaccine Clinic

Clark will hold a vaccination clinic for faculty and staff on Tuesday, Nov. 15. Flu and COVID-19 vaccines will be available, as well as COVID-19 boosters. More details to come!

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## Equity in Action Conference is Nov. 4

The Equity in Action Initiative was launched this spring to provide members of the Clark community with opportunities to engage in sustained, data-informed dialogue, reflection, and skill-building to promote an equity-oriented culture on campus through conferences, lunch-and-learns, and grant funding. The initiative's first event is a daylong conference on Nov. 4, [Advancing Anti-Racism Plans of Action on Campus at Clark University](#).

The conference will center the experiences of students, staff, and faculty of color to reimagine structures and possibilities contributing to an increasingly just campus.

Space is limited, so [register now »](#)

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## Staff Workshops on OneDrive, Teams, and Outlook

The ITS Help Desk and Tess Walsh, Clark's technology training specialist, invite Clark staff to attend online workshops on software that can improve collaboration and communication, increase productivity, and support your work-life balance. Learn more and register for the sessions on the [Technology Training page](#).

- Intro to Microsoft Teams: Thursday, Nov. 15, at 2 p.m.
- Getting Organized with Outlook (Windows): Wednesday, Dec. 21, at 11 a.m.
- Getting Organized with Outlook (Mac): Monday, Jan. 9, 2023, at 1 p.m.

Tess is eager to meet with departments to design custom, focused training to address your specific needs. [Email Technology Training](#) for more information and to schedule training.

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## Retirement Plan Limits Increase

The IRS has increased the amount individuals can contribute to their retirement plans in 2023. The base contribution limit is now \$22,500 (up from \$20,500), and the "catch-up" contribution limit for anyone over age 50 has increased from \$6,500 to \$7,500 [Learn more »](#)

If you are currently maximizing your retirement plan contributions, an automatic adjustment will be made to your contribution percentages beginning with the first pay cycle of 2023.

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## Register for winter swimming lessons

The Clark Swimming & Diving team's 1-to-1 swim lesson program brings children ages 3 and older together with members of our varsity team for one-on-one instruction. Registration for the winter session (Jan. 13–Feb. 25, 2023) of lessons opens Nov. 1, and Clark employees can register ahead of the waitlist. [Contact Head Swimming Coach Paul Phillips](#) for more information.

[Learn more about the program »](#)

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## Update to Reasonable Accommodations Policy

The University's Reasonable Accommodations Policy has been updated in the [Administrators and Staff Handbook](#) (see page 29). If you have any questions, please contact 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. November webinar topics include managing income and debt; strategies for saving; financial housekeeping insights, sharpening investment skills; and market-proofing your retirement.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. November webinars will address bond investing in the current environment; generating income in retirement; coming up with new investment and trade ideas; getting started with options trading; and building a sector strategy.

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## Employee Resources

- Find previous [employee newsletters](#) »
- Check out the [Campus Events Calendar](#) to see what's happening at Clark
- 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."

Learn about employment opportunities at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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