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## Student Employment Message March 24, 2020

Office of Communications

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Dear Student Employees:

We hope that you are in a safe place and that you remain well. With the suspension of classes on campus for the remainder of the semester, most of you have left Gambier and the sites of your work-study or other employment. We know you may be anxious about the consequences of that for your financial aid situation and your income. The College is committed to doing its very best to prevent you from falling into a circumstance in which you cannot meet your basic needs and pay your bills.

We have adopted a set of principles to guide our employment policies in these uncertain times.

1. Kenyon will do everything within our means to care for and keep all employees employed for as long as possible. This includes student employees and, where possible, the contractors and local businesses who depend on us.
2. Kenyon does not intend to reduce staff or hours at this time. This extends to part-time employees, including student employees, who are now scattered across the country and globe.
3. The College will strive to provide a safe working environment at all times.

We want to assure all student employees, especially those for whom work-study is part of your financial aid package, that we will not leave you in a situation in which you cannot gain access to the funds you were expecting at this difficult time. If you held a position on campus this spring:

1. Please contact your supervisor to let them know that you wish to continue your employment.
2. If your duties can be performed remotely, continue to work your regular hours and report them as you normally do.
3. If your duties cannot be performed remotely and other duties are not available, please record unworked hours as “Campus Closed” in the Banner/Kronos time-entry system. This will ensure that you continue to be paid as regularly scheduled.
4. This policy is effective March 16–May 8, in keeping with the original spring semester calendar.

We hope this assurance provides some much-needed continuity at a time when things are changing by the day. This is not how any of us imagined the spring semester unfolding, but with classes resumed and a plan in place for paid work, we are optimistic about regaining the momentum of the semester.

Sincerely,

Joseph L. Klesner  
Provost

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