

# Welcome



## Kenyon College New Employee Guidebook



The Office of Human Resources and Staff Council are pleased to welcome you to campus!

## **Background**

**Kenyon College** is a nationally prominent liberal arts college offering 1,600 students an academically challenging curriculum in a close-knit community. The College is distinguished by the high quality of its faculty and student body, small class sizes, the commonality of collaborative research, lifetime bonds formed between employees and alumni, and the exceptional beauty of its historic campus. Founded in 1824, Kenyon is the oldest, private college in Ohio, priding itself on a unique mission and character.

For more detailed information we encourage you to view the following Web pages:

*Kenyon at a Glance*—<http://www.kenyon.edu/about-kenyon/kenyon-at-a-glance/>

*Traditions*—<http://www.kenyon.edu/about-kenyon/our-history-tradition/>

*Office of the President*—<http://www.kenyon.edu/about-kenyon/office-of-the-president/>

*Office of Human Resources (hr.kenyon.edu)*

- *New Employee Information*—<http://www.kenyon.edu/directories/offices-services/human-resources/new-employee-information/>
- *Benefits*—<http://www.kenyon.edu/directories/offices-services/human-resources/benefits/>
- *Handbooks*—<http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/>

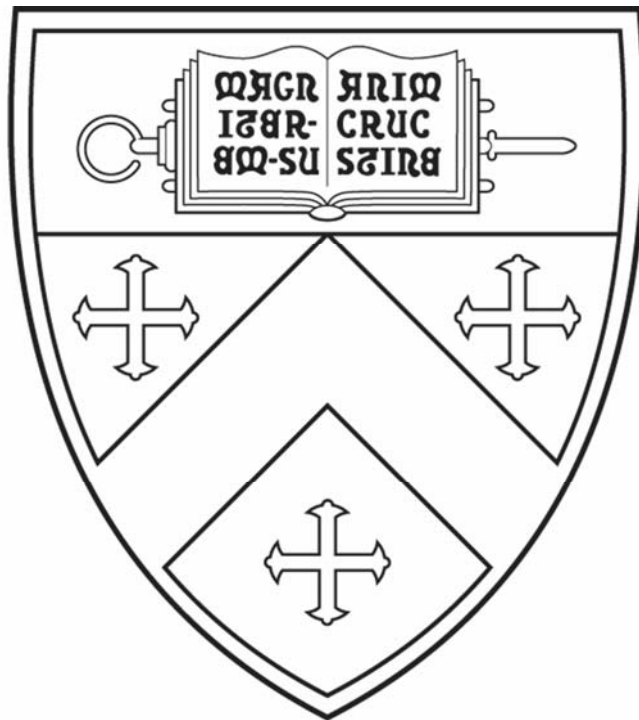
*Ombuds*—<http://www.kenyon.edu/directories/offices-services/ombuds-office/>

*Staff Council*—<http://www.kenyon.edu/directories/offices-services/kenyon-staff-council/>

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KENYON BY THE NUMBERS:



Zero

Classes at  
Kenyon are  
Taught  
by a  
Teaching  
Assistant

Kenyon encompasses a **1,200**  
acre campus including the BFEC, a  
**480** acre nature preserve.

**150 +**  
Student  
Clubs  
On  
Campus

More than

**1**

**Million**

Catalogued items  
are housed in  
Olin & Chalmers  
Libraries

**11** Modern and Classical  
Languages are offered at  
Kenyon

The average class  
size at Kenyon is

**15**

The student-faculty  
ratio is **10:1**



**8,000**

Volunteer Alumni mentor Kenyon students through the  
Kenyon Career Network

Kenyon produced  
**11**  
Fulbright Fellows  
in 2015-16

**45**  
Countries that  
Kenyon students call home

## Kenyon Profile

### From the Class of 2020:

*Number of Applications, Regular and Early Decision*      **6,403**

*Number of Students Accepted*      **1,702**

*Number of Students Enrolled/Class Size*      **487**

#### *Secondary School GPA*

4.0 or Higher	<b>47%</b>
3.70—3.99	<b>24%</b>
3.40—3.69	<b>18%</b>
3.00—3.39	<b>9%</b>
2.99 or lower	<b>1%</b>

#### *Standardized Test Scores*

SAT Middle 50%	<b>1870-2170</b>
ACT Middle 50%	<b>29-33</b>

#### Home States with Largest Enrollments

Ohio	<b>60</b>
California	<b>54</b>
New York	<b>52</b>
Illinois	<b>38</b>
Pennsylvania	<b>27</b>

## Campus

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### OFFICE OF THE PRESIDENT

Philander Chase Conservancy & Kokosing Nature Preserve  
 Office of Civil Rights  
 Gund Gallery  
 Ombudsperson  
 Kenyon Review  
 Events

ACADEMIC	ADVANCEMENT	COMMUNICATIONS	ENROLLMENT
----------	-------------	----------------	------------

**Provost**

**V.P. for  
Advancement**

**V.P. for  
Communications**

**V.P. for  
Enrollment/  
Dean of  
Admission &  
Financial Aid**

Academic  
Advising

Advancement  
Information  
Services

Communications

Admissions

Financial Aid

Brown Family  
Environmental  
Center (BFEC)

Development

Center for  
Global  
Engagement  
(CGE)

Alumni and  
Parent Engagement

Center for  
Innovative  
Pedagogy (CIP)

Curricular  
Departments  
& Programs

Environmental  
Health & Safety

Math-Science  
Skills Center

Associate  
Provosts

Registrar's  
Office

Writing Center

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## Structure

FINANCE	LIBRARY AND INFORMATION SERVICES	OPERATIONS	STUDENT AFFAIRS
<b>V.P. for Finance</b>	<b>V.P. for Library and Information Services</b>	<b>Chief Business Officer</b>	<b>Dean of Students</b>
Accounting	Enterprise Infrastructure	Bookstore	Campus Ministries
Budget	Enterprise Systems	Facilities	Career Development
Debt Management	Institutional Research	Operations	Student Employment
Investments	Library Services	Food Service	Health & Counseling
Finance	User Services	Business Services	Health & Counseling
Human Resources		Kenyon Inn	Campus Safety
		Printing and Mail	Office of Diversity, Equity & Inclusion
			New Student Orientation & Community Service
			Physical Education & Athletics
			Residential Life
			Student Activities

## Divisions at a Glance

### *Board of Trustees and Office of the President*

The College is led by our President and Board of Trustees, with guidance from Senior Staff. As ambassadors for the College, this distinguished group is responsible for upholding the mission and philosophy conceived by our founders, while strategically guiding our institution through present and future opportunities in Higher Education. The President and Board of Trustees are fiduciary officers of the College, and are the representatives of Kenyon to the world at large. Detailed information about the Office of the President can be found: <http://www.kenyon.edu/about-kenyon/office-of-the-president/>

### *Academic Division*

The Provost and Associate Provosts oversee the academic division of the College. Through academic departments, the advisory committees for interdisciplinary programs, and its standing committees, the faculty determines the content of the curriculum, the various manners in which courses may be conducted, the standards for measuring student performance, the requirements for degrees, and all other matters bearing directly on the academic program. Students can choose from thirty-five majors within traditional academic departments, as well as from majors or concentrations within thirteen interdisciplinary programs. Our faculty members and academic administrators are authors, artists, and researchers, immersed in scholarly and creative projects. But they are classroom teachers first and foremost, committed to making stimulating opportunities available to students. Detailed information about the Academic Division can be found: <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/>

### *Admissions Division*

The Offices of Admissions and Financial Aid help prospective students navigate College admissions processes. They provide assistance in filling out the Common Application, host on-campus and alumni interviews, lead campus tours, organize campus visit days and overnights, and assist with financial aid packages. Making Kenyon accessible to students from all backgrounds is the foundation of Kenyon's financial aid philosophy. Kenyon provides need-based financial assistance to approximately fifty percent of our students. Approximately fifteen percent of our students receive some form of merit scholarship. Detailed information about Admissions and Financial Aid can be found: <http://www.kenyon.edu/admissions-aid/how-to-apply/>

### *Operations Division*

Operations encompasses the offices that generate retail revenue and provide day-to-day operations for College departments and programs. This includes the Bookstore, Mail and Printing Services, Maintenance, Third Party Vendors, Food Services, and Business Services. Detailed information about business services can be found on their respective departmental websites at [www.kenyon.edu](http://www.kenyon.edu).

### *Advancement Division*

Advancement generates funding through gifts and grants to support all areas of the College. They support reunion programming for alumni, gatherings for affinity groups, and social events for past, present, and future Kenyon families. Detailed information about Advancement can be found: <http://www.kenyon.edu/give-to-kenyon/>

## Divisions at a Glance, Continued

### *Communications Division*

Communications presents information about the College, its people and its programs to audiences both external and internal. The office is responsible for overseeing the production of numerous publications and electronic communications, while working closely with the offices of admissions, development and alumni and parent engagement. Detailed information about Communications can be found: <https://www.kenyon.edu/directories/offices-services/office-of-communications/>

### *Library & Information Services Division*

Kenyon College's Division of Library and Information Services (LBIS) supports the academic mission of the College by providing access to library and computing resources, facilities, and information essential to teaching, learning, research, and general scholarship. LBIS is organized into five departments: Library Services, Institutional Research, Enterprise Systems, Enterprise Infrastructure, and User Services; and is responsible both for preserving physical and online library collections, and for providing access to them. In addition, LBIS maintains the infrastructure, facilities, and resources of the campus network, computing labs, and computing services. Detailed information about LBIS can be found: <https://lbis.kenyon.edu/about-lbis>

### *Finance Division*

The Finance Division handles various financial and people functions for Kenyon including HR, accounts payable, accounts receivable, grants management, inventory, payroll, purchasing, and student accounts. This division also manages compliance with all financial and employee regulations. Detailed information regarding the Finance Division can be found: <http://www.kenyon.edu/>

[directories/offices-services/accounting/](#) or [hr.kenyon.edu](#).

### *Student Affairs Division*

The Student Affairs Division seeks to enhance the living-learning experience of Kenyon students by offering a broad array of facilities, services, programs, activities and other experiences that facilitate students' interpersonal and academic growth and development, within a community setting. Departments and programs within the Student Affairs area include: Housing and Residential Life, Campus Safety, Career Development, the Office of Diversity, Equity, and Inclusion, Community Service & Outreach, Spirituality & Religious Life, Health & Counseling, Student Activities, Athletics, and the Office of Student Rights and Responsibilities. Detailed information about the departments within Student Life can be found: <http://www.kenyon.edu/student-life/>.



## The College Calendar

College events are updated daily and can be found at:

<http://calendar.kenyon.edu/>

The Academic Calendar runs on a similar schedule each year, though the actual dates will vary. Here, you will find a snapshot of the fall and spring semesters.

### **Fall Semester:**

#### *August*

Residences open for new and returning students

Orientation begins

Classes begin; Drop/Add period begins

#### *September*

Last day audit and Individual Study; Drop/Add period ends

Reunion Planning and KFEC

Homecoming/Hall of Fame/Alumni Council

Last day to change from/to Pass/D/Fail

#### *October*

Last day to Add course with a late fee

October Break

Family Weekend; Parents Advisory Council

Fall meeting of the Board of Trustees

Last day to Withdraw Passing from a course with a late fee

Founders' Day; Matriculation

#### *November*

Thanksgiving Vacation begins; student residences close for 1 week.

#### *December*

Classes resume for 2 weeks

WL deadline

Reading days

Examinations

Semester ends and Student residences close for 3 weeks

Fall semester grades due

## **Spring Semester**

### *January*

Student residences open

Classes begin; Drop/Add begins

Last day Audit and Individual Study; Drop/Add period ends

### *February*

Winter meeting of the Board of Trustees

Last day to change course to/from Pass/D/Fail

Last day to Add course with a late fee

Winter Weekend—Alumni Council; Kenyon Fund Executive Committee; Greek Alumni Leadership Council

Spring Vacation begins; student residences close for 2 weeks

### *March*

Student residences open and Classes resume

Last day to Withdraw Passing from course with late fee

Parents Advisory Council

### *April*

Honors Day

Post 50th Reunion

Spring meeting of the Board of Trustees

### *May*

Last day of classes

WL deadline

Reading Days

Examinations and End of Semester

Residences close (except for seniors)

Commencement

Residence Halls close for seniors

Grades Due

Alumni Reunion Weekend

Alumni Council

## Understanding the Kenyon Culture

*Excellence. Engagement. Community.* This is what Kenyon values. There is a distinctive brand of community that is Kenyon's. We believe that individuals are not limited to who they are on paper, where they have been, or what they look like.

Kenyon's greatest strength is a focus on teaching and building relationships. Close interaction with students is the rule here: professors and staff become mentors and friends.

There are many opportunities for research in the sciences, programs connecting students to our rural surroundings, and opportunities to perform, sing, and play. The Kenyon experience fosters connections of all kinds, to classmates and teachers and friends, to the life of the mind, to global perspectives, to our own unique traditions and history, to become a place of inspiration.

Our academic requirements are flexible enough to allow for exploration and recurrent questioning. In addition, our distinguished literary tradition carries into every academic division (Fine Arts, Humanities, Natural Sciences, Social Sciences) so that everyone at Kenyon values and utilizes a strong history of written communication.

### **What You Can Expect From Kenyon:**

Kenyon College's established employee relations policy is to:



1. Operate an economically viable institute of higher learning so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, ancestry, genetic information, national or ethnic origin, race, religion, sex, sexual orientation, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our educational mission.
4. Review wages, employee benefits and working conditions periodically with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, disability, retirement and other benefits.
7. Dedicate ourselves to Kenyon's overall achievement and success.
8. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees.
9. Assure employees, after talking with their supervisor, an opportunity to discuss any problem with the appropriate senior level division head.

## **Understanding the Kenyon Culture, Continued**

10. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that is practicable.
11. Respect individual rights, and treat all employees with courtesy and consideration.
12. Maintain mutual respect in our working relationship.
13. Provide buildings and offices that are attractive, comfortable, orderly, and safe.
14. Promote employees on the basis of their ability and merit.
15. Make promotions or fill vacancies from within Kenyon College whenever possible.
16. Keep all employees informed of the progress of Kenyon College, as well as our continuing overall aims and objectives.
17. Do all these things in a spirit of friendliness and cooperation so that Kenyon College will continue to be known as "a great place to work!"

### **What Kenyon Expects of You:**

Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly.

You are also expected to cooperate with management and your peers to maintain a good team attitude. Whatever your

position, you have an important role in this institution and we ask that you perform every task to the very best of your ability. The result will be better performance for Kenyon overall, and personal satisfaction for you.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We are dedicated to making Kenyon a place where you can approach your supervisor, or any member of management, to discuss any problem or question, and we provide the resources to do so.

We expect you to voice your opinions respectfully and contribute your suggestions to improve the quality of Kenyon College. Your dignity and that of fellow employees, as well as the dignity of whom we serve, is important.

Kenyon College needs your help in making each working day enjoyable and rewarding, concretely enacting our mission to “afford our students and ourselves a higher sense of our own humanity and to be inspired to work with others to make a society that would nourish a better humankind.”

## Campus Resources

### *IDs and Parking*

Once you have completed your Human Resources paperwork, you will be entered into the Campus Banner Database. Within 1-2 business days, or on your first official day of work, whichever comes later, your information will be available to obtain a photo ID. You may obtain a photo ID from Human Resources, Eaton Center North.

ID cards are only issued to students and staff of Kenyon College. They are electronic, proximity based access cards and are required to enter certain campus buildings. In addition these photo ID cards are used to identify you as a community member for safety and security, discounts at the College bookstore, and for use in the library.

Parking permits for automobiles, bicycles, motorcycles, and other special permit classifications are obtained at the Office of Campus Safety. Campus Safety is located at 101 Scott Lane, behind the Kenyon Inn.

You may find additional detailed information about parking permits at: <http://www.kenyon.edu/directories/offices-services/campus-safety/>

### *Getting Connected and Updating Web Info*

Library and Information Services (LBIS) is the technical hub of our campus. They are housed within Olin and Chalmers Library on South Campus. The LBIS Helpline is a student staffed technology support center where you can connect with a representative for technical support and troubleshooting, password and pin resets, and request training and support from a dedicated departmental liaison. You can find detailed information about their services at:

<https://lbis.kenyon.edu/facilities-technology/help>, by calling x. 5700, or by E-mailing [helpline@kenyon.edu](mailto:helpline@kenyon.edu).

In addition, as a Kenyon Employee, you will be entered into the Campus Directory where you can search for fellow employees, personalize your own biography, and upload an appropriate headshot. The Campus Directory can be accessed here: <http://www.kenyon.edu/directories/campus-directory/>. To edit your bio, log into the Extended Directory on the right hand side with your Kenyon Username and Password, search for yourself by last name, then click “Edit Your Profile.”

Faculty will have additional pages to update their office hours and class schedules, etc. by visiting their personal access pages at: <https://mybanner.kenyon.edu>

#### *Payroll Schedule and Web Time Entry*

Salaried employees are paid on the last working day of each month. Changes will be made and announced in advance whenever College holidays or closings interfere with the normal payday. Web time entry is not required for salaried employees.

Pay periods for hourly employees are bi-weekly (26 pay periods per year.) Payday is normally every other Friday. An annual payroll schedule, indicating the date and time that electronic time sheets are due, and the date the hourly employee will be paid, is located at:

<http://www.kenyon.edu/directories/offices-services/human-resources/compensation/pay-cycle-for-hourly-employees/>

The payroll work week for both salaried and hourly employees begins on Monday at 12:01 a.m. and ends on

## Campus Resources, Continued

Sunday at 12:00 midnight. All payroll deposits are made by electronic direct deposit. Electronic paystubs are accessible on your Personal Access Pages located at: <https://mybanner.kenyon.edu/>

### *Reimbursements, P-Cards, and Accounts Payable*

In accordance with each employee's duties and position classification, travel and related expenses, moving expenses, conferences and other expenditures may be reimbursable or advanced under the Kenyon Travel and Expense Policy. In addition, some employees may have access to Kenyon Purchasing Cards (P-Cards), and/or Payment Orders. For more information about these resources and the associated forms, please visit: <http://www.kenyon.edu/directories/offices-services/accounting/accounts-payable/>

### *Understanding your Benefits and Planning for the Future*

Kenyon employees working 1000 hours or more annually on a continuing basis in a regular budgeted position are afforded a generous benefits package as a part of their total compensation. Certain benefits are also available to part-time employees working fewer than 1000 hours per year. Detailed benefits information can be found at: <http://www.kenyon.edu/directories/offices-services/human-resources/benefits/>

Kenyon is committed to supporting our employees during their working years and into retirement. As such, Kenyon provides employees with the opportunity to save for retirement through the *Kenyon College Tax Deferred Annuity Plan and/or the Kenyon College Defined Contri-*

*bution Retirement Plan.* TIAA administers these plans and offers one-on-one counseling with a representative on a monthly basis. You can view dates, times, and contact information for these services at: <http://www.kenyon.edu/directories/offices-services/human-resources/benefits/retirement-benefits-and-resources/>

### *Staff Council and Community Participation*

Kenyon Staff Council's mission is to seek opportunities to improve communication access across the campus, with special emphasis on the relationships among exempt and non-exempt employees, the President, and Senior Staff. Every employee's thoughts, concerns, and vision for a better Kenyon continue to guide their efforts.

The Staff Council website provides a hub for campus communication, a portal to ask questions regarding all things Kenyon, dates and times for their monthly sponsored all-employee luncheons, and general meeting summaries. Visit their website to learn more: <http://www.kenyon.edu/directories/offices-services/kenyon-staff-council/>

### *Professional Development*

Kenyon believes that learning should take place over a lifetime, “seeking to bring each person to full realization of individual educational potential” (*Kenyon College Mission*). In that vein, employees are afforded professional development opportunities within their departments or divisions (through conferences and seminars), in collaboration with LBIS (through group and individual consultation) and through Hoonuit, a convenient self-directed, online portal (including basic software features

## Campus Resources, Continued

for beginners, intermediate, and expert users). More information about development opportunities can be found at: <http://www.kenyon.edu/directories/offices-services/human-resources/current-employees/development-opportunities/>

### *In Case of Emergency*

In the event of a major emergency, the Office of Campus Safety can communicate with members of the Kenyon community in the following ways:

- An automatic voicemail message to all campus phones, including those in student residences.
- Kenyon's emergency message service, which sends text messages or short, recorded, voice messages to a designated cell phone. **Note:** Alerts from this service are directed to the number supplied to Human Resources via new hire paperwork. Please update as necessary.
- An email with the subject line "Campus Alert."

You will be reminded to double check your emergency contact information annually by updating your entry in the Campus Directory.

### *Ombuds and Dealing with Conflict*

The Kenyon College Ombudsperson is a designated neutral person that facilitates the confidential and informal resolution of concerns for faculty and staff. In this role, the Ombudsperson works with individuals and groups to explore and assist them in resolving conflicts, issues, or concerns. These services are independent from any for-



mal grievance processes available at Kenyon.

In addition, the Ombudsperson brings systemic problems to the attention of the College in hopes of improving the workplace as a whole, offering solutions through “Lunch and Learn” programming. The Ombudsperson also reports aggregate trends in conflict to the College President, but keeps confidential all individual contacts with Kenyon faculty and staff.

Details about the services offered by the Ombuds Office and contact information can be found at: <http://www.kenyon.edu/directories/offices-services/ombuds-office/>

#### *A Safe and Harassment-Free Workplace*

Shortly after your first day of employment, you will receive an email from Everfi/LawRoom, a company Kenyon has retained to provide online harassment prevention training courses. This harassment prevention course is interactive and contains challenging and interesting real-life workplace situations. The course is also designed to make sure that each of us has a full understanding of the nature of harassment and are up to date on the relevant legal issues. A link to access this course will be provided in the email. We ask that you complete this course within thirty days of your start date. You may take this course during normal working hours.

In addition, Kenyon will offer live training sessions through the Office of Civil rights on topics such as diversity, equal opportunity, gender equity, and sexual

## Campus Resources, Continued

misconduct. Emails with dates, times, and locations, will be sent to the community when these are available. In addition, you will have the opportunity to RSVP for required in-person Title IX training through your video Onboarding session. Please make sure you are present for these trainings.

We encourage you to make use of all of the resources just mentioned to keep Kenyon a welcoming and inclusive community. Should you have any questions or concerns regarding harassment, unfair treatment, or conflict, we encourage you to visit the Ombudsperson and/or the Office of Human Resources for a personal, confidential consultation.

### *Faculty Governance and Community Participation*

Ultimate responsibility for governance of Kenyon College rests with its Board of Trustees, fully described in the legal framework of the Constitution of Kenyon College.

Responsibility for developing and maintaining the programs of the College is delegated in large measure to the President and to the faculty. This responsibility informs the organization of faculty business and faculty participation in collegiate governance. Collegiate governance involves three distinct bodies: the administration, acting through the President and other administrative officers; the faculty, acting through the faculty meeting and the standing and ad hoc committees of the faculty; and the student body, acting through the Campus Government described in the Student Handbook. The Campus Government represents the concerns and interests of students,

and acts under authority delegated directly by the President.

The system of faculty governance outlined below acts out of powers invested in the faculty by the Board of Trustees as well as the President. It provides means of communication with other members of the College and of action on behalf of the faculty to determine the educational character of the College.

The faculty meets six times annually as a body to conduct the business of the faculty. Standing committees of the faculty report on actions taken on behalf of the faculty, and make recommendations to the faculty for action on issues which require faculty approval for implementation or faculty support for items of advice and recommendation to the administration of the College. The faculty committees are as follows:

- Executive Committee
- Curricular Policy Committee
- Faculty Affairs Committee
- Academic Standards Committee
- Resource Allocation and Assessment Subcommittee of the Executive Committee (RAAS)
- The Grievance Committee
- Ad Hoc Committees (As needed)
- Institutional Review Board

More information regarding faculty governance can be found in the faculty handbook online: <http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/>

## Campus Resources, Continued

### *Kenyon College Space and Room Reservations*

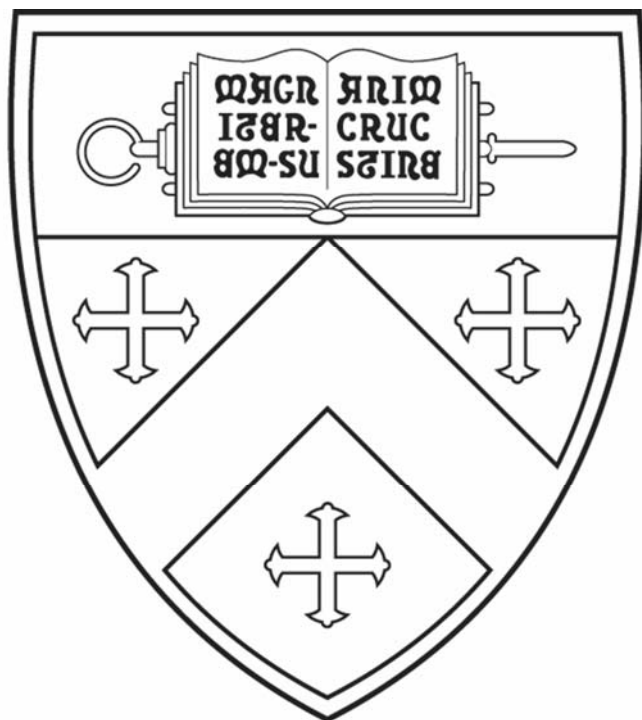
You may visit the Kenyon College Reservation System at: <https://events-reservations.kenyon.edu/virtualems/> to view openings for all campus buildings. To make a reservation, log in to the system with your Kenyon network username and password, choose the appropriate selection from the drop down box under Reservations, and have the following information ready:

*Date; Begin and end times; The area of facility for which you are checking; Estimated attendance; Title of event; Type of event; and Your contact information.*

Detailed Reservation Information Guidelines can be found: <http://www.kenyon.edu/directories/offices-services/operations/space-reservation-policy/>

### *Special Benefits*

In addition to compensation and wellness benefits, there are several College facilities and events available to Kenyon employees. For more information on these special benefits, please visit the Administration and Staff Handbook online: <http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/administration-and-staff-handbook/other-benefits/>



## Moving Resources

### Housing, Utilities, and Getting Settled

*If you're planning to live in nearby Columbus, check out this helpful relocation guide: <http://columbusregion.com/moving-here/relocation-guide/>*

The College offers housing options to full time faculty and administrators on a year to year lease. For more information on College housing, contact the Office of Finance at 740-427-5172. In addition, a housing request form found here: <http://documents.kenyon.edu/humanresources/housing.pdf> can be returned to the Office of Finance located at Eaton Center, South, 2nd Floor.

If you are looking to rent, lease, or buy from local landlords, sellers, or apartment complexes, the best place to find information is by keeping an eye out for periodical all-employee emails. **If you are an employee eligible for moving reimbursement, please fill out this form:**

### **Moving Allowance Payment Form**

**Turn in original receipts to Payroll in Eaton Center North.**

*Local Utility Companies:*

#### Electric:

American Electric Power 1-800-672-2231

Consolidated Electric Co-Op 1-800-421-5863

The Energy Cooperative 1-800-255-6815

Ohio Edison Electric 1-800-633-4766

#### Propane and Natural Gas:

Amerigas 1-800-426-0953

Columbia Gas 1-800-344-4077

The Energy Cooperative 1-800-255-6815

Mount Vernon Bottled Gas (740) 392-6986 or  
1-877-946-5076

Ohio Gas (740) 397-3430

Ohio Cumberland Gas Co. 740-392-2941

Wise Choice (740) 393-1300

Cable or Satellite TV:

Time Warner Cable 1-800-934-4181

Direct T.V. 1-800-347-3288

Dish Network 1-800-518-8567

Landline Telephone:

Embarq 1-800-407-5411

Time Warner Cable 1-800-934-4181

Time Warner Digital Phone 1-800-617-4311

Water and Wastewater:

Mount Vernon Ohio Water and Sewer (740) 393-9504

Knox County Ohio Water and Sewer (740) 397-7041

Fredericktown Ohio Water and Sewer (740) 694-9013

Howard Ohio Sewage Treatment Plant (740) 599-6102

Centerburg Ohio Water and Sewer (740) 625-5548

High Speed Internet:

Embarq 1-800-407-5411

Time Warner Cable 1-800-934-4181

Hughes Net 1-877-510-1581

Trash Removal and Recycling:

Action Waste 740-397-9100

Allied Waste/Republic Services 740-397-0735

## Moving Resources, Continued

Big "O" Refuse 740-397-6003

Mount Vernon Waste 740-397-7536

### Mobile Phone Service:

Sprint: 740-392-2355

Verizon: 740-397-6609

AT&T: 740-397-4009

### *Local Service Providers and Government Information*

City of Mount Vernon 740-393-9517

<http://www.mountvernonohio.org/>

Village of Gambier 740-427-2671

<http://www.villageofgambier.org/>

Apple Valley, located in Howard

<http://www.applevalleypoa.com/>

**If you live in the Village of Gambier, home postal delivery is not available, but P.O. Boxes are required to receive postal mail. You can contact the Gambier post office below to set up your P.O. Box.**

### Post Offices

Gambier 740-427-2301

Mount Vernon 740-392-8006

Howard 740-599-7456

### Banking

First-Knox National Bank 888-987-1162

Home Loan Savings 740-326-4923

PNC Bank 740-397-5811



First Merit Bank 740-397-6331

Park National 740-392-3918

Peoples Bank 740-358-0388

CES Credit Union 740-397-1136

Ohio Heritage 740-397-2277

Killbuck Savings Bank 740-397-4352

#### Department of Motor Vehicles

671 N. Sandusky St., Mt. Vernon 740-392-5641

#### Voting

Knox County Board of Elections 740-393-6716

<http://www.co.knox.oh.us/offices/boe/boe-registration.asp>

#### Childcare and Schools

Gambier Childcare Center and Knox County Headstart  
740-427-2519

Mount Vernon School District, including Wiggin Street  
Elementary 740-397-7422

<http://www.mt-vernon.k12.oh.us/>

St. Vincent de Paul School Pre-K through 8  
740-393-3611, <http://www.saintvdpschool.org/>

#### Veterinarians

Mt. Vernon Animal Hospital 740-397-6958

Hillside Veterinary Clinic 740-392-6891

Complete Care Animal Hospital 740-326-4077

Town & Country Veterinary 740-392-8836

#### Health Care

Knox Community Hospital 740-393-9000

KCH Urgent Care 740-393-9111

## Moving Resources, Continued

### Grocery

Village Market, 111 Chase Ave., Gambier

Kroger, 855 Coshocton Avenue, Mt. Vernon

Wal Mart, 1575 Coshocton Avenue, Mt. Vernon

### *Questions and Recommendations:*

The website below provides access to staff and faculty who are happy to answer your questions about living in Knox County and working at Kenyon. Feel free to drop them a line!

<http://www.kenyon.edu/directories/offices-services/office-of-equal-opportunity/living-and-learning-in-knox-county/more-from-kenyon-faculty-and-staff/>

### *Lodging for Visitors*

Kenyon Inn 740-427-2202

Gambier House 740-427-2668

Holiday Inn Express 740-392-1900

Mount Vernon Inn 740-392-9881

Super 8 740-397-8885

Comfort Inn 740-392-6886

Mount Vernon Grand Hotel 844-700-1717

### *Local Attractions*

Chamber of Commerce 740-393-1111

<http://www.knoxchamber.com/>

Visitors Bureau 1-800-837-5282

<http://www.visitknoxohio.org/>

Ariel Foundation Park 740-393-9577

Brown Family Environmental Center 740-427-5050

Kokosing Gap Trail [www.kokosinggaptrail.org/](http://www.kokosinggaptrail.org/)

Mohican Wilderness 740-599-6741

Ramser Arboretum 740-392-2940

## *Travel In and From Knox County*

### Knox County Airport

The Knox County Regional airport is located south of Mount Vernon and meets the requirements for corporate and private aircraft take-off and landing.

<http://www.knoxairport.com/index.asp>  
740-397-9647

### Port Columbus

Ohio's largest airport with services from 8 airlines and hundreds of flights, daily. Port Columbus is located at 4600 International Gateway, Columbus. More information can be found at <http://flycolumbus.com/>

### Rickenbacker Airport

A former air force base, Rickenbacker has partnered with Allegiant Air and offers nonstop service from Columbus to Orlando-Sanford and St. Petersburg. Additional seasonal offerings include spring break flights to Punta Gorda, Florida, with service to Myrtle Beach running May – September. To learn more about flight schedules, visit [Allegiant.com](http://Allegiant.com).

### KAT: Knox Area Transit Shuttle Information

Need to go to Mount Vernon for shopping, a movie, or food? Hop on the shuttle! **KAT** leaves from Scott Lane next to the bookstore, on the hour during the academic year. Free for students with an ID; \$2 for non-students (round trip).

The Shuttle routinely stops along Coshocton Road (movie theater, Panera, Kroger, etc.) & downtown Mount Vernon as requested.

**GoBus** travels between Wooster and Columbus with stops in Gambier, Mount Vernon, downtown Columbus, and the Port Columbus airport. For full GoBus schedules, visit: <http://www.kenyon.edu/visit-kenyon/getting-to-campus/gobus-information/>

## Moving Resources, Continued

There are also several **independent shuttle services** and a **U-Haul car share service** offered around campus for rides to Mount Vernon and/or airports.

Kenyon does not endorse any transportation company, but detailed information can be found: <http://www.kenyon.edu/student-life/residence-life/office-of-housing-residential-life/arrivals-departures/shuttle-information-getting-to-and-from-campus/>.

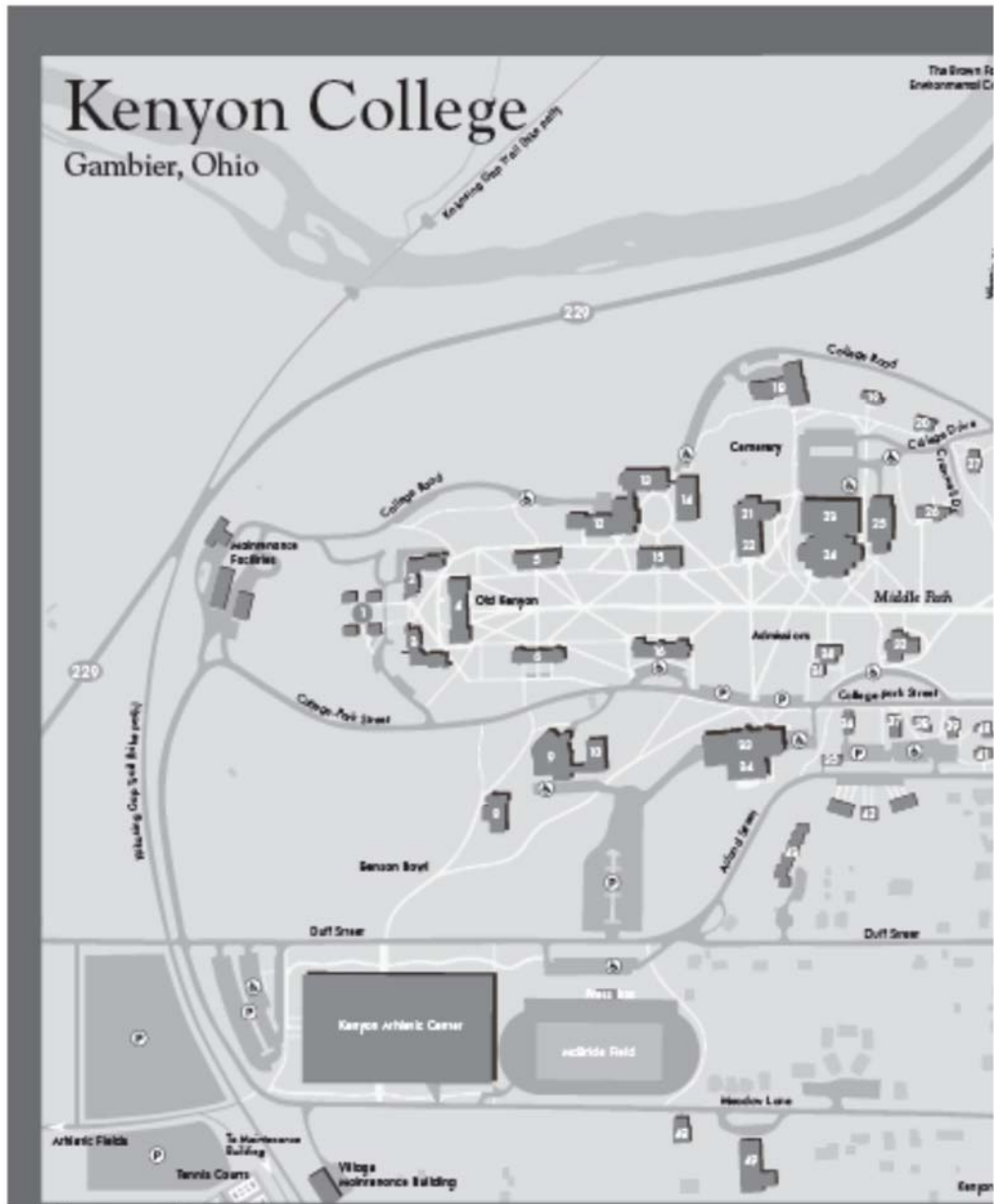
If you're moving from out of city, state, or country, use this helpful checklist to make sure you're covered!

**Did you:**

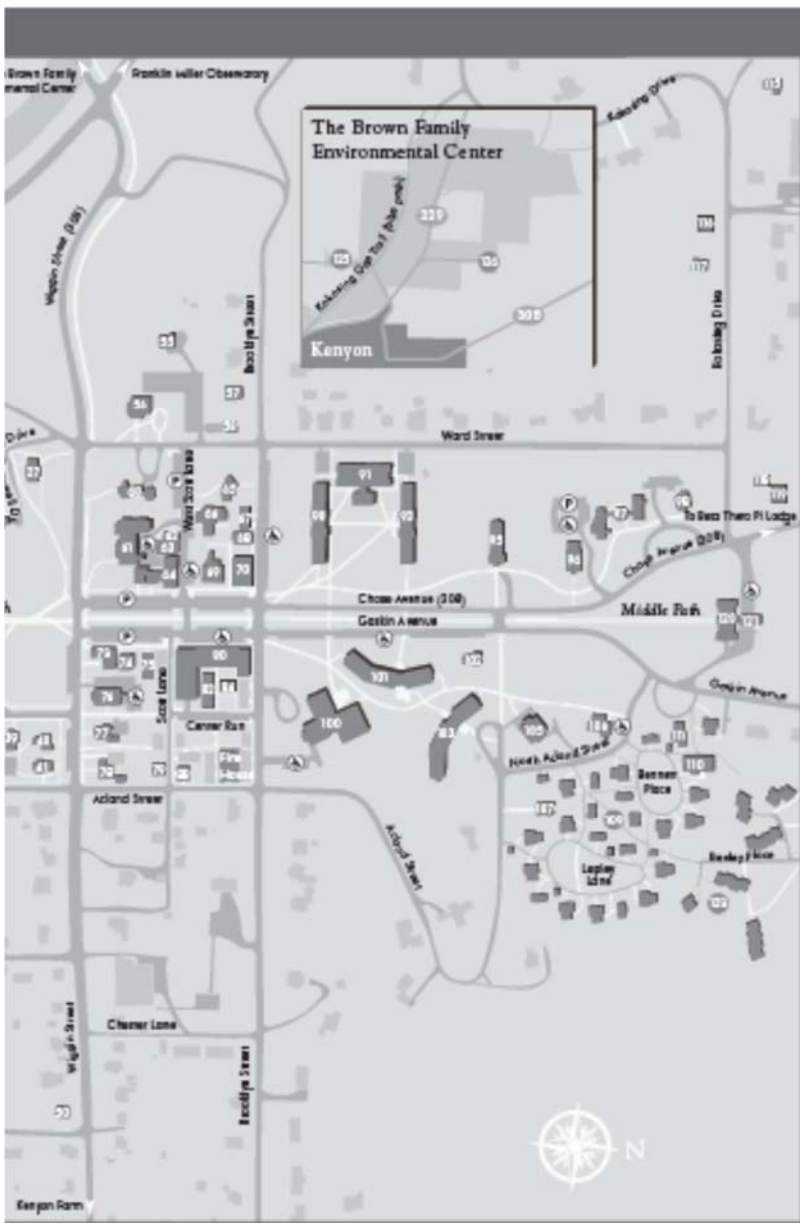
- ◆ (If moving to Gambier) Set up your P.O. Box with the Post Office. Or (outside Gambier) contact your local post office to update your address.
- ◆ Update your address with Human Resources
- ◆ Update your address with the DMV & Department of Elections
- ◆ Set up utilities, internet, phone, and TV
- ◆ Switch accounts to a local bank, if necessary
- ◆ Check out childcare or school options
- ◆ Check on pet licensure
- ◆ Set up refuse pickup, or locate a local recycling center
- ◆ Get your Employee ID from Human Resources
- ◆ Pick up keys to your new office from your supervisor or the provost



Campus Map: <http://www.kenyon.edu/files/resources>



[rces/printmap-2.pdf](#)



Office of Human Resources  
Eaton Center North  
209 Chase Avenue  
Gambier, OH 43022  
(740) 427-5173  
[hr@kenyon.edu](mailto:hr@kenyon.edu)

