

EMORY UNIVERSITY.
Human Resources collection, 1938-1996

Emory University
Emory University Archives
Stuart A. Rose Manuscript, Archives, and Rare Book Library
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Descriptive Summary

Creator: Emory University.
Title: Human Resources collection, 1938-1996
Call Number: Series No. 255
Extent: .5 linear ft. (1 box)
Abstract: Collection collocates material related to benefits and human resources at Emory University, including early health and retirement plans from the 1930s, policies and plans from the Personnel Office that managed human resources for much of the second half of the twentieth century, and booklets and benefits programs from the 1980s and 1990s.
Language: Materials entirely in English.

Administrative Information

Restrictions on Access

Unrestricted access.

Terms Governing Use and Reproduction

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Source

Transfer

Custodial History

Originally kept as part of Series 1000.

Citation

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Processing

Processed by Emory University Archives staff.

Collection Description**Administrative History**

Health and retirement benefits have existed at Emory University since at least the 1930s. In 1937 the Executive Committee of the Board of Trustees voted to establish a retirement plan for Emory employees, and a hospitalization plan has been extant since at least 1936. Benefits were coordinated through various campus entities, including a Hospitalization Committee, until the establishment of the Emory Personnel Office. By 1961, Emory University was the fifth largest employer in Atlanta. The Personnel Office managed benefits and human resources issues, and it led staff trainings and performance evaluations. Benefits expanded to include life, disability, automobile, and homeowners insurance. Sometime in the late 1980s or early 1990s, the Personnel Office was reformed into the Human Resources Department.

Scope and Content Note

Collection contains gathered material related to benefits and human resources at Emory University. It documents early health and retirement benefits programs, fringe benefits, and donation drives. Notable material include 1930s announcements regarding the newly-formed hospitalization and annuity programs and a memorandum announcing the staff attendance policy for the day of Martin Luther King, Jr.'s memorial service.

Arrangement Note

Arranged alphabetically by subject.

Container List

Box	Folder	Content
1	1	Annual report, Personnel Office, 1961-1962
1	2	Annuity and retirement plan documentation, 1938-1991
1	3	Automobile and homeowners insurance materials, 1992
1	4	Benefits booklets, 1952-1985, undated
1	5	Benefits guide and summary, 1985
1	6	Disability and life insurance documentation, 1962-1986
1	7	EmoryCare and health insurance plan documents, 1992
1	8	Employee handbooks, circa 1980-1995
1	9	Employee Retirement Income Security Act (ERISA) reports, 1976-1993
1	10	Fringe benefits, holidays, and employee discount materials, 1965-1971
1	11	Fund and donation drives promotion, 1967-1972
1	12	Health insurance plan documentation, 1938-1976
1	13	Job evaluation plan proposal, 1974
1	14	Memoranda about Personnel Office, 1962-1967
1	15	Payroll and compensations memoranda and pay scales, 1966-1970
1	16	Procedures and policies, 1989-1994
1	17	Safety Bulletin, "Accidents and Injuries: What to Do," 1973
1	18	Service awards ceremony programs, 1982-1985
1	19	Staff and faculty directory, University and Hospital, 1951-1952, undated
1	20	Training and education program booklets, 1992-1996, undated
