

**EMORY UNIVERSITY.**  
**Human Resources collection, 1938-1996**

Emory University  
Emory University Archives  
Stuart A. Rose Manuscript, Archives, and Rare Book Library  
Atlanta, GA 30322  
404-727-6887  
rose.library@emory.edu

---

**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**

All requests subject to limitations noted in departmental policies on reproduction.

**Source**

Transfer

**Custodial History**

Originally kept as part of Series 1000.

**Citation**

[after identification of item(s)], Human Resources collection, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

*Emory Libraries provides copies of its finding aids for use only in research and private study. Copies supplied may not be copied for others or otherwise distributed without prior consent of the holding repository.*

**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

<b>Box</b>	<b>Folder</b>	<b>Content</b>
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

---

---