

Staff & Faculty New Employee Orientation Guide



Welcome To The Emory University Community



EMORY
UNIVERSITY

What You Need to Know

Our goal is to ensure that you are familiar with the resources available to you; therefore, this guide was developed to provide you with information to assist you in your day-to-day life at Emory and is to be used in conjunction with the Benefits Enrollment Guide and Policy Handbook. For your convenience, contents are arranged alphabetically, by topic. Additional information can be found on the Human Resources website — <http://emory.hr.emory.edu> or by calling 404-727-7611.

Important Contacts	Phone
Accounts Payable	404-727-5644
Benefits Department	404-727-7613
Bookstore	404-727-6222
Campus Printing/Copy Services (ECAP)	404-727-6075
Campus Services — Customer Service	404-727-7490
EmoryCard	404-727-0224
Emory Catering	404-727-4324
Emory Computer Store	404-727-2667
Emory Dining	404-727-9977
Emory Federal Credit Union	404-329-6415
Faculty Staff Assistance Program (FSAP)	404-727-4328
Human Resources	404-727-7611
Inclement Weather	404-727-1234
IT Help Desk	404-727-7777
Mail/Courier Services	404-712-9366
Office of the University Chaplain	404-727-6225
Operator:	
• Carter Center	404-420-5100
• Emory Healthcare	404-712-7021
• Emory University	404-727-6123
Parking	404-727-PARK
Payroll/Timekeeping	404-727-6100
Purchasing Department	404-727-6064
Post Office	404-727-6172
Transportation Office	404-727-1829
Trust Line	888-550-8850
UTS Network Communications Services	404-727-2323
Volunteer Emory	404-727-6269
Emergency (on campus):	
• Emory Police	911
• Dekalb Police	9-911

Table of Contents

Welcome to Emory	2
What You Need to Know	
Benefits Summary	4
Dobbs University Center (DUC)	5
EmoryCard	5
Faculty Staff Assistance Program (FSAP)	5
Human Resources	5
Inclement Weather	5
Paid Time Off	6
Parking	6
Payroll/Finance Office	6
Your Emory Resources	
Alternative Work Arrangements	8
Arts at Emory	8
Athletic Facilities	9
ATM & Check Cashing	10
Childcare at Emory	10
Community Involvement	11
Dining Facilities	12
Educational Assistance	12
Employee Access Program (EVIP)	14
Employee Discount Program	15
Employee Health Services (EHS)	16
Employee Referral Program	16
Employment Verification	17
Equal Opportunity Programs (EOP)	17
Faculty Staff Assistance Program (FSAP)	18
Federal Credit Union	19
Group Legal Services	19
MetPay	19
Parking at Emory	19
Retirement Plans	20
Transportation at Emory	21
Travel at Emory	23
Trust Line	23
W-2 Tax Forms Online	24
Workers Compensation	24
Information About Emory	25

Important Information

There may be amendments made to the information contained in this handbook after it has gone to print; therefore, please refer to the listed contacts for the most updated information. Nothing contained in any written Human Resources policies, manuals, handbooks, publications, or other transmittals of Emory shall constitute or imply a contract of employment between Emory and any staff or principal employee of Emory. Further, nothing stated or said, whether orally or in writing, to such employees shall constitute or imply a contract of employment between Emory and such employees. Emory reserves the right to terminate employment of such employees at any time with or without cause and to modify terms and conditions of employment, including (without limitations) schedule, salary, and benefits at any time.

Welcome to Emory

We welcome you to the Emory family and invite you to share your knowledge and skills as we commence upon this remarkable journey: *Where Courageous Inquiry Leads*. By accepting Emory’s offer of employment you have become part of an extended community that has the privilege of working in an organization, an institution, an enterprise committed to pursuing the values of a great university.

Our Vision

Emory: A destination university internationally recognized as an inquiry-driven, ethically engaged, and diverse community, whose members work collaboratively for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action.

In 2005, the University undertook a period of forward-looking planning to determine how best to reach this vision and developed a roadmap to guide the University over the next ten years — *Emory’s Strategic Plan, Where Courageous Inquiry Leads*.

Strategic Plan

The University will focus attention on five strategic themes that are aligned with one or more of the University’s goals, all supported through initiatives that touch every corner of campus, and implemented in concert with specific plans in the schools and units.

Emory University has committed its unique combination of resources to address some of the toughest challenges and greatest opportunities facing the world today — from religion, conflict and peace building, to race and social differences, to issues of global health and new understandings of what makes us human.

CREATIVITY AND THE ARTS	
Strategic Themes	University-wide Initiatives
Strengthening Faculty Distinction	<ul style="list-style-type: none"> • Faculty development activities • Tenure and promotion practices • Recruitment and retention
Preparing Engaged Scholars	<ul style="list-style-type: none"> • Students • Community outreach • Curriculum • Pedagogy
Creating Community-Engaging Society	<ul style="list-style-type: none"> • Professional and leadership development • Diversity • Sustainability • Work-life enhancement
Confronting the Human Condition and Human Experience	<ul style="list-style-type: none"> • Understanding religions and the human spirit • Understanding race and difference • Implementing pathways to global health
Exploring New Frontiers in Science and Technology	<ul style="list-style-type: none"> • Neuroscience, human nature and society • Predictive health and society • Computational and life science
INTERNATIONALIZATION PLAN AND INITIATIVES	

STRATEGIC ALLIANCES

INSTITUTE FOR ADVANCED POLICY SOLUTIONS

Each theme in the framework above is being implemented through three or four associated University-wide initiatives. Each school and operating unit is central to the implementation of these strategic themes and will play a major role in advancing the University-wide initiatives.

Get to Know Emory

Emory University began as Emory College in 1836 in Oxford, Georgia, 40 miles east of Atlanta. In the early 1900s, the Methodist Church sought to create a major university in the American South and Asa Candler, founder of The Coca-Cola Company, donated \$1 million and 75 acres so that Emory College could move to Atlanta to become Emory University.

Today ... Emory University, located in Atlanta, Georgia, is a top-ranked teaching and research institution, with the largest and most comprehensive health care system in the state. Emory houses two outstanding liberal arts colleges as well as graduate and professional schools of arts and sciences, business, law, medicine, nursing, public health, and theology. Through collaboration among its schools and affiliated institutions such as The Carter Center and Yerkes National Primate Research Center, as well as with organizations such as the U.S. Centers for Disease Control and Prevention, Emory is committed to creating positive transformation in the world.

Emory's 12,000 students come from 112 nations and from all fifty states. Half of the students are undergraduates and half are graduate and professional students. Approximately 21,000 people work at Emory, including 3,200 faculty members, making Emory the largest private employer in metro Atlanta. The University is enriched by the legacy and energy of Atlanta, whose downtown is located fifteen minutes away.

Emory boasts an uncommon balance: it generates more research funding than any other university in Georgia, while maintaining a rich tradition of outstanding teaching. Emory also benefits from a student body that is the most ethnically and religiously diverse of any of the top-twenty national research universities.

What You Need to Know

Benefits Summary

The following is a general summary of the benefits available to eligible employees. **As a newly hired employee, you must enroll in the programs you select within 31 days of your hire date.**

Coverage Area		Description
Employer Provided Coverage		
The following basic benefits are automatically provided by Emory University to eligible employees. The cost of these programs is paid by the employer.		
Life Insurance		Full time employees — Basic: \$10,000
		Part time employees — Basic: \$5,000
Long-Term Disability		Basic: 60% of pay up to \$15,000 per month (staff eligibility after 1 year)
Retirement		403(b): 6% basic contribution
Optional Coverage		
You may elect to enroll for the following optional benefit programs sponsored by Emory University. If elected, the cost of optional programs is paid by the employee.		
Medical/Rx/Dental		A range of coverage options are available; Vision is included in the Medical
Flexible Spending Accounts (FSA)		Both Dependent and Health FSAs are available. Maximum contribution to each is \$5,000/year.
Supplemental Life Insurance	Employee	Up to \$500,000
	Dependents	Up to \$300k for spouse/same-sex domestic partner (SSDP)
		Up to \$10k for children
Personal Accident Insurance (PAI)	Employee	Up to \$250,000
	Dependents	\$250k for spouse/SSDP
		\$15k for children
Long-Term Disability COLA		LTD benefit adjusted annually for Cost of Living Allowance
Long-Term Care		Long-term care coverage
Retirement		Up to 3% match, based on employee contribution
Education		Courtesy Scholarship (Refer to page 12 for more information.)
		Tuition Reimbursement (Refer to page 13 for more information.)
		GA 529 (Refer to page 13 for more information.)
Group Legal Services		Discounted legal services (Refer to page 19 for more information.)
Alternative Transportation		Various programs offered (Refer to page 21 for more information.)
Athletic Facilities		Several options are available (Refer to page 9 for more information.)
MetPay		Group rates for Auto/Homeowner's/Renter's Insurance (Refer to page 19 for more information.)

Dobbs University Center (DUC)

605 Asbury Circle
404-727-6157

www.emory.edu/DUC

Daily: 8:00am - Midnight

The Dobbs University Center, or the DUC, provides the Emory community with dining services and houses the Tickets and Information Desk as well as the EmoryCard Offices.

EmoryCard

Located in the DUC, Room 270
404-727-0224

<http://www.campuslife.emory.edu/emorycard>

Monday - Friday: 9:00am - 5:00pm

The EmoryCard is the official ID card of the University and is managed by The EmoryCard Office. The EmoryCard automatically grants access for faculty and staff to the Woodruff Library, Cox Hall Computer Lab, the Woodruff PE Center or the Clairmont Student Activity and Academic Center (SAAC) facility (depending on the purchase of a membership).

Faculty Staff Assistance Program (FSAP)

1762 Clifton Road
404-727-4328

www.emory.edu/fsap

Monday - Friday: 9:00am - 5:00pm or by appointment

FSAP offers services to promote individual and organizational health and wellness. They offer guidance whether the concern is personal or work-related; or whether it involves yourself, a family member, friend, or colleague. (For more information see page 18.)

Human Resources

404-727-7611

<http://emory.hr.emory.edu>

Monday - Friday: 8:00am - 5:00pm or by appointment

Inclement Weather

404-727-1234

Employees can call the inclement weather line for announced university delayed openings, closings or any emergencies associated with the university. Delays and closing will be announced by 5:30am on Emory's website; local radio and television stations will be notified, although there may be delays in the on-air announcements. If it is not possible to specify an opening time, but it is expected that Emory will open at some point during the day, an announcement to this effect will be made. For updated crisis communication, please visit <http://www.emory.edu/EMERGENCY>.

What You Need to Know

Paid Time Off

Paid Time Off Human Resources 404-727-7611	Paid time off (includes holidays, vacation and sick leave) applies to employees working at least 20 hours per week in most cases. For more information on Emory's policy on paid time off, please visit http://emory.hr.emory.edu .	
Holidays Emory paid holidays are as follows:	<ul style="list-style-type: none"> • New Years Eve • New Years Day • Martin Luther King Jr.'s Birthday • Memorial Day • Independence Day • Labor Day • Thanksgiving • Day after Thanksgiving • Christmas Eve • Christmas 	NOTE: In addition to these holidays, employees who are eligible for paid holidays will be eligible for one or two floating holidays per year, depending on their date of employment. Due to operational needs, some employees must work on university holidays. Information regarding work performed on holidays can be found in the Holiday Premium Policy. Consideration must also be given to employees wishing to take leave for religious observances not recognized as university holidays.
Vacation Days	Most employees working over 20 hours per week are eligible to accrue paid vacation leave. Staff employees accrue vacation leave on a biweekly or monthly basis based on years of service. Principal employees will be credited with annual vacation days each September. A maximum of 320 leave hours (equivalent to 40 days) may be accrued and carried over from year to year.	
Sick Days	Regular full-time or part-time employees scheduled for at least 20 hours per week are eligible to accrue sick leave. All employees must report to their supervisor before taking sick leave or at the earliest opportunity.	

Parking

Parking Office

1701 Lowergate Drive
 404-727-PARK

www.epcs.emory.edu/park

Monday - Friday: 7:30am - 5:30pm

Saturday: 8:00am - 12:00pm

You must register for an annual parking permit within the first week of employment. To receive a parking permit, you must complete and submit the full application form to the Parking Office. (A photo ID is required for permit pickup.) The cost of an annual permit is \$600 and can be paid through monthly payroll deduction. Applications are available at the Parking Office or on-line.

Payroll/Finance Office

404-727-6100

This information pertains to most employees.

Salaried employees are paid on the last business day of each month. If Emory is closed, the pay date will be the last business day.

Hourly employees are paid on a bi-weekly basis, every other Friday.

Paychecks are deposited into an account through Direct Deposit or for those without direct deposit accounts, Cash Pay is available. For more information email payroll@emory.edu.

Your Emory Resources



(Follow along the bottom of each page for interesting facts about Emory University.)

Your Emory Resources

Alternative Work Arrangements

Human Resources

404-727-7611

<http://www.emory.edu/alternative>

Emory University offers an Alternative Work Arrangements program which is designed to offer staff such options as flextime, telecommuting, and work schedule alternatives. While we realize that not everyone is able to take advantage of all the opportunities, we encourage all employees to become familiar with the options and to utilize the services when feasible. For more information on this program, please visit the website.

Arts at Emory

Creative artists and scholars add a rich texture to Emory through various programs and the departments of Visual Arts, Film, Creative Writing, Art History, Theater, Dance, and Music.

Arts at Emory Box Office Hours/ Ticketing/Admission

404-727-5050

Schwartz Center

1700 N. Decatur Road

www.arts.emory.edu

Monday - Friday: 10:00am - 6:00pm

Most events are free and do not require tickets.

Michael C. Carlos Museum

www.carlos.emory.edu

The collections of the Michael C. Carlos Museum span the globe and the centuries. The Carlos offers visitors the opportunity to discover masterworks from ancient Egypt and the Near East, Greece and Rome, the Americas, Asia, and sub-Saharan Africa, as well as prints and drawings from the Middle Ages to the present day.

Donna and Marvin Schwartz Center for Performing Arts Schwartz Center

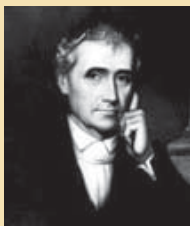
www.arts.emory.edu

The largest of Emory's arts venues, the Donna and Marvin Schwartz Center for Performing Arts provides a central space for Emory's rapidly growing music, dance, and theater programs. The 90,000-square-foot facility includes the world-class Cherry Logan Emerson Concert Hall. The Schwartz Center's Dance Studio is the home of the progressive and highly respected Emory Dance Program. The center's Theater Lab is headquarters for the Emory Playwriting Center activities and a teaching lab for the Department of Theater Studies.

Theater Emory

www.theater.emory.edu

Theater Emory presents professional and student productions developed from new works and classics. Since 1982 Emory has enjoyed a unique collaboration of professional directors, actors, designers, choreographers, playwrights, and dramaturges from throughout the United States and abroad.



1836 - 1838

The Georgia General Assembly granted the Georgia Methodist Conference, a charter to establish a college to be named for John Emory. Ignatius Alphonso Few was elected the first president of Emory College. Emory College classes began on September 17 for fifteen students.



1840

Emory became the home of a "Temple" of the Mystic Seven, reputedly the first chapter of a national fraternity to be established in the South.

Athletic Facilities

Blomeyer Health Fitness Center

1525 Clifton Road, 5th Floor

404-727-4600

<http://emory.hr.emory.edu/blomeyer/blomeyer.html>

Monday - Friday: 6:00am - 9:00pm

Saturday, Sunday: 8:00am - 3:00pm

All full-time employees of Emory University are eligible to purchase an annual membership. Membership costs for Blomeyer also include membership in the Woodruff Physical Education Center (WoodPEC).

Plaza Executive Health Club

Bank of America Building

600 Peachtree Street, NE

404-874-4584

Monday - Friday: 6:00am - 9:00pm

Saturday: 10:00am - 3:00pm

Sunday: Closed

Employees who have a Blomeyer membership are eligible for a discounted membership with the Plaza Executive Health Club as well as Emory employees who work at Grady Hospital. Plaza membership for Grady employees is not contingent upon Blomeyer membership.

Student Activity and Academic Center (SAAC)

Clairmont Campus

1946 Starvine Way

404-712-2430

<http://www.emory.edu/HOUSING/CLAIRMONT/saac.html>

Monday - Friday: 6:30am - 12:00am

Saturday: 7:00am - 12:00am

Sunday: 9:00am - 12:00am

Membership costs include WoodPEC fees. Emory's Student Activity and Academic Center (SAAC) features an Olympic-size swimming pool; tennis, basketball, and volleyball courts; a strength-conditioning room; state-of-the-art classrooms; and a cafe.

Woodruff Physical Education Center

600 Asbury Circle

404-712-2430

www.wpec.emory.edu

Monday - Thursday: 6:30am - 10:30pm

Friday: 6:30am - 9:00pm

Saturday: 6:30am - 9:00pm

Sunday: 11:00am - 9:00pm

All full-time employees of Emory University are eligible to purchase an annual membership to the Woodruff Physical Education Center. Spouses, same-sex domestic partners, and dependents under age 21 are also eligible. The Woodruff

Physical Education Center accommodates four basketball courts, five volleyball and twelve badminton courts, an Olympic-sized 50-meter pool, as well as indoor and outdoor tennis courts, racquetball courts, a squash court, a rock climbing area, a dance studio, and the fitness corridor.

Fitness at Oxford

Williams Gymnasium

100 Hamill Street

770-784-8888

<http://www.oxfordathletics.emory.edu>

Emory University employees may be admitted to Williams Gymnasium with an Emory ID.

Covington Athletic Club

10100 Alcovy Road, Covington

404-784-8376

Monday - Friday: 5:00am - 10:00pm

Saturday, Sunday: 8:00am - 8:00pm

Oxford employees with an Oxford ID are eligible to join the Covington Athletic Club at discounted rates.



1854

The Atlanta Medical College was founded, becoming the first of several forerunners of Emory University's School of Medicine.



1880

George I. Seney, a New York banker and Methodist layman, gave \$130,000 to Emory College. Part of the money was used to finance the construction of Seney Hall.

Your Emory Resources

ATM and Check Cashing

The Emory Federal Credit Union has ATMs located in the Dobbs University Center (DUC), Emory Hospital, Rollins Bldg, Starvine Parking Deck, Egleston Hospital and the Emory Clinic, located on Ponce de Leon Avenue in downtown Decatur. In addition, Bank of America, SunTrust, and Wachovia have ATMs located outside the DUC.

Check Cashing

Cashier's Office

Boisfeuillet Jones Center

The Cashier's Office will cash personal checks, travelers checks, and money orders for employees. You may cash checks up to \$75 with a picture ID (driver's license) and a current EmoryCard. You will be charged a \$25 fee for each returned check. After one returned check, the check cashing privilege is revoked for six months. Payroll checks will not be cashed at this location.

Childcare at Emory

The Clifton School

Clifton Campus — 780 Clifton Way
Clairmont Campus — 1900 Starvine Way
404-315-6340 or 404-636-4073

www.thecliftonschool.org

School hours are 7:00am - 6:30pm

The Clifton School is a private, non-profit center serving employees from Emory, Children's Healthcare of Atlanta, and the Centers for Disease Control and Prevention. The school provides quality care for children ages 6 weeks to 5 years throughout the year and a summer camp for children ages 5 to 12. Tuition can be paid through payroll deduction. A subsidy is available to parents with a household income up to \$55,000.

Walden Early Childhood Center

404-727-3964

Walden Childhood Center of the School of Medicine, located on the Clairmont Campus, is a nationally recognized program focused on teaching pre-academics, social skills, independence, and school readiness for ages 2 to 5.

Dependent Care Referral

Brown Richards & Associates

404-352-8137

www.brownrichards.com

Emory's Faculty Staff Assistance Program (FSAP) contracts with Brown Richards & Associates to assist employees with child care, elder care and summer camp referrals.



1887

The Southern Dental College, founded as a department of Atlanta Medical College, was the first of several forerunners of Emory University's Dental School.



1888

Warren Akin Candler, an Emory-educated Methodist minister and former assistant editor of the Nashville-based Christian Advocate, became the tenth president of Emory College.

Community Involvement

Programs

Emory Community Giving

<http://communitygiving.emory.edu>

Emory Community Giving provides employees an easy way to help 440 nonprofit groups address an array of health, human-service, community, and environmental needs by donating money through the convenience of payroll deduction, credit card and/or check.

Emory Employee Council

www.employeecouncil.emory.edu

The Employee Council represents the perspective of employees to the administration, facilitates communication between the administration and employees at all organizational levels regarding university policies, practices, and programs and fosters closer working relationships between organizational areas and groups of employees.

President's Commission on Lesbian, Gay, Bisexual, and Transgender Concerns (PCLGBTC)

www.emory.edu/PCLGBTC

The PCLGBTC advises the President on the implementation of recommendations concerning the University's Equal Opportunity Policy, benefits for domestic partners, the campus Office of LGBT Life and LGBT studies as well as develops and supports programs at Emory to reduce homophobia and heterosexism.

President's Commission on Race and Ethnicity (PCORE)

www.PCORE.emory.edu

PCORE spearheads efforts to address a wide range of minority concerns ranging from faculty, staff and student recruitment to student retention and quality of life.

President's Commission on Status Of Women (PCSW)

www.PCSW.emory.edu

The PCSW seeks dedicated, skilled, and passionate women and men to serve the cause of advancing women's interests at Emory.

Service Opportunities

Office of University-Community Partnerships

www.oucp.emory.edu

Emory University's mission lies in two essential, interwoven purposes: through teaching, to help men and women fully develop their intellectual, aesthetic, and moral capacities; and through the quest for new knowledge and public service, to improve human well-being. To learn more about this program or opportunities to serve in the community, visit www.oucp.emory.edu.

Volunteer Emory

www.volunteer.emory.edu

Volunteer Emory serves as a liaison between the University and its community, sponsors weeklong educational service events such as AIDS Awareness Week, National Hunger and Homelessness Week, and National Volunteer Week.



1893

The Zodiac, Emory's first yearbook, appeared. It contained a photograph of the Glee Club, the first pictorial record of that group's existence.



1899

In October a curious letter entitled "Reflections of the Skeleton" appeared in the Phoenix. While the name Dooley was not mentioned, the letter foreshadowed his emergence ten years later as the spirit of Emory.

Your Emory Resources

Dining Facilities

Good Eats on Campus

Emory Dining

404-727-9977

www.emory.edu/dining

Caffe Antico	Carlos Museum
Café a la cart	School of Law, Whitehead
Cox Hall Food Court	
Dooley's Den at the Depot	
Einstein Bagels	Goizueta Business School, The DUC
E-store	Clairmont Campus
Houston Mill House	
Jazzman's Café	Rollins School of Public Health, Woodruff Library, Math and Science Building
Le Giverny Bistro	Emory Inn
Sky Ranch Grill	Clairmont Campus
SubConnection	Rollins School of Public Health, Clairmont Campus
Ultimate Dining	The DUC

Good eats in Emory Village

Doc Chey's Noodle House	1556 North Decatur Road
Everybody's Pizza	1593 N. Decatur Road
Panera Bread	1545 N. Decatur Road
Falafel King	1405 Oxford Road
Saba	1451 Oxford Road

Educational Assistance

Courtesy Scholarship

Employee Services

404-727-2243

<http://emory.hr.emory.edu>

The Courtesy Scholarship covers academic credit hours for which an employee, spouse/same-sex domestic partner or child (natural or legally adopted) actually enrolls in an academic session at Emory University, up to the maximum credit hours allowed. The person applying must have been admitted to the University at the time of enrollment. For details go to <http://emory.hr.emory.edu> and select Courtesy Scholarship.

The Emory Center for Lifelong Learning

1256 Briarcliff Road

404-727-6000

www.cll.emory.edu

Monday - Friday: 9:00am and 5:00pm

The Center for Lifelong Learning, Emory University's noncredit continuing-education department, extends Emory's ideal of the learning community to adult students across metro Atlanta. Our flagship program, Evening at Emory, offers more than 200 unique self-enrichment



1904

Pierce Science Hall was completed at Oxford. It was the first building on campus to have steam, gas, and running water.



1905

Wesley Memorial Hospital opened in an Atlanta ante-bellum home, and a training school for nurses was established. This school provided the foundation for Emory University's School of Nursing.

courses each quarter, including art, history, languages, music, and writing programs.

The Emory Professional Learning Programs (EPLP) includes more than 150 open-enrollment classes, seminars, and certificates each quarter for the professional community, including Emory's Paralegal and Financial Planning Certificate Programs, professional-development courses, and computer education.

Georgia Higher Education Savings Plan (529 Education Plan) Benefits Department

404-727-7613

www.gacollegesavings.com

The Georgia Higher Education Savings Plan (529 Education Plan) is a great resource, offering a low-cost way to save money for college. Contributions to the plan are made on an after-tax basis, but earnings are tax-free if they are spent on qualified education expenses.

You can enroll in the Georgia Higher Education Savings anytime. Participants can open an account by check, electronic funds transfer, or payroll deduction, with as little as \$15 per fund.

Learning Services

Human Resources

404-727-7607

<http://emory.hr.emory.edu>

HR Learning Services offers relevant courses, seminars, workshops and other learning opportunities. Employees are invited to participate in those classes that meet their personal and professional development needs.

Included in the services offered by HR Learning Services is the Skills Enhancement Program which consists of five distinct courses: Reading Readiness, Adult Basic Education (ABE), Pre-GED, General Educational Development (GED)/College Preparation, and English as a Second Language (ESL).

To view the training calendar for upcoming sessions or a complete training listing of all course offerings, visit <http://emory.hr.emory.edu>.

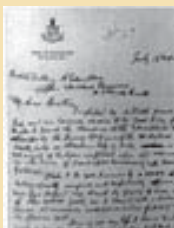
Tuition Reimbursement

Employee Services

404-727-2243

<http://emory.hr.emory.edu>

Emory provides a Tuition Reimbursement Program to eligible employees for enrollment in job-related or career path directed coursework at educational institutions other than Emory University.



1914

When the Methodist Episcopal Church, South, decided to found a university east of the Mississippi River, Asa G. Candler wrote a letter offering the church a million dollars for use in establishing the school.



1916

The law college and the Candler School of Theology moved into the first two academic buildings completed on the Druid Hills campus.

Your Emory Resources

Employee Access Program (EVIP)		
Specialty	Location	Phone
Primary Care/General Internal Medicine	1525, Crawford Long, Northlake, Perimeter, Smyrna	404-778-7888
Anesthesiology/Pain Management	Crawford Long	404-686-2410
Breast Imaging	Clifton, Crawford Long	404-778-PINK (7465)
Cardiology	1525, Clifton, Crawford Long	404-778-7999
Dermatology	Clifton	404-778-3333
Emory Laser Vision	Perimeter	404-778-2733
Endocrinology	Clifton	404-778-7888
Family Medicine	Dunwoody	404-778-6920
Family Medicine	South DeKalb	404-778-8600
Gastroenterology	Clifton	404-778-7888
Geriatrics	Wesley Woods	404-728-6363
Infectious Disease	Crawford Long	404-686-8114
Nephrology	Clifton, Crawford Long	404-778-7999
Neurology	Clifton, Wesley Woods	404-778-3444
Neurosurgery	Clifton	404-778-5770
OB/GYN	Clifton, Crawford Long, Reproductive Endo/IVF	404-778-3401
Ophthalmology	Clifton, Crawford Long	404-778-2020
Orthopedics/Spine/Sports Medicine	Executive Park	404-778-3350
Otolaryngology/ENT	Clifton	404-778-3381
Pulmonary Medicine	Clifton, Crawford Long	404-778-7999
Psychiatry	Clifton	404-778-5526
Radiation Oncology	Clifton	404-778-3473
Radiation Oncology	Crawford Long	404-686-2391
Radiology	Crawford Long	404-686-9729
Radiology	Clifton	404-778-9729
Rehab Medicine	Clifton	404-778-5770
Rheumatology	Clifton, Crawford Long	404-778-7888
Surgery — Cardiothoracic	Clifton	404-778-5040
Surgery — Cardiothoracic	Crawford Long	404-686-2513
Surgery — General	Clifton	404-778-3712
Surgery — General	Crawford Long	404-686-8143
Surgery — Oral	Clifton	404-778-4500
Surgery — Plastic	Crawford Long	404-686-8143
Surgery — Vascular	Clifton	404-778-3712
Surgical Oncology	Clifton, Crawford Long	404-778-3307
Urology	Clifton	404-778-4898
Winship Cancer Institute	WCI-Clifton	404-778-1900



1917

Eleonore Raoul, who enrolled in the College of Law, became the first woman admitted to the University.



1922

Wesley Memorial Hospital moved to a new building on the Druid Hills campus. Three years later it was formally transferred to the University, and within a few years its name was changed to Emory University Hospital.

Employee Access Program (EVIP)

Use Emory EVIP for Appointments

Call the particular department you need at the numbers shown on page 14.

If you feel the timeframe for the appointment is not medically appropriate, you can call the dedicated Emory Employee Access Line at 404-778-EVIP for additional attention. A nurse will assist you in determining whether a more expedited appointment is medically required.

If so, the nurse will work with the department to get another appointment scheduled. Keep in mind — expedited appointments may be with any available provider in the department (not necessarily the originally scheduled provider).

Employee Discount Programs

Emory Employee Discount Program

Finance Department

<https://www.finance.emory.edu>

Procurement Services offers discounts from some of Emory's suppliers and vendors to the faculty and staff as a service to our colleagues throughout the enterprise. We try to provide these discounts whenever possible, however we cannot guarantee that these are the lowest prices available. To view a list of services and products, visit www.finance.emory.edu/procurement/index.cfm and select Employee Discounts. *Note: You will need your network ID and password to view the discount page. If you need help with this information, please contact the help desk at 404-727-7777 Monday - Friday: 7:00am - 6:00pm.*

Ticket Discounts

Ticket and Information Desk

605 Asbury Circle

404-727-6157

www.emory.edu/DUC

You are eligible for ticket discounts at the Dobbs University Center (DUC) for events and attractions such as Braves games, the Atlanta Zoo and the Biltmore House. You can also purchase discount tickets for United Artist, AMC, and Regal Cinema Theaters. Passes for the Marta transportation system and tickets for special campus programs are also available at the Tickets and Information Desk.

You may obtain tickets at the desk by presenting a valid Emory ID.



1920

Harvey Warren Cox, a Harvard-educated philosophy professor and former dean of the Teachers' College of the University of Florida, became the first president of Emory University.



1926

The Glee Club, toured England on its first transatlantic trip.

Your Emory Resources

Employee Health Services (EHS)

404-686-8589 or 404-686-7780

Employee Health Services (EHS) provides services that include prevention and reduction of workplace hazards, evaluation and treatment of occupational illnesses and injuries, and compliance with state regulations, including immunizations and workers' compensation.

Immunizations

Emory University Hospital EHS

404-686-8589

Crawford Long Hospital EHS

404-686-2537

Wesley Woods EHS

404-728-6431

New employees with potential job-related exposure to infectious disease, such as blood borne pathogens, or to the risk of tuberculosis must provide EHS with evidence of immunization or immunity within 10 days of employment.

Workers' Compensation

Employee Health Services

404-686-8589 or 404-686-7780

Workers' compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. An employee is eligible for workers' compensation from the first day of employment. For more information on Workers' Compensation, please refer to page 24 of this book or go to <http://emory.hr.emory.edu/workerscomp>.

Employee Referral Program

Employment

404-727-7611

<http://emory.hr.emory.edu/erp>

The Employee Referral Program encourages employees to refer qualified candidates for open positions. Applicants must list the referring employee's name when registering online or completing a paper application. A referral received after the candidate has been offered a position and/or hired, or for a rehire of an employee will not be eligible. Once you have referred a candidate you will be eligible to receive \$250 (before applicable taxes) if they are hired and remain in a position of good standing for at least 90 days. If the candidate you refer is hired into designated specialty categories, you will receive either \$500 or \$1,000 (before applicable taxes).



1931

Glenn Memorial Church was completed and dedicated as a memorial to Wilbur Fisk Glenn, an Emory College alumnus and a prominent Methodist minister.



1933

A 100,000-gallon water tower was erected at Emory and was to be known as the Bobby Jones Memorial because it looked like a giant golf ball on a tee.

Employment Verification

The Work Number

1-800-367-5690

www.theworknumber.com

Customer Service

1-800-996-7566

Monday - Friday: 6:00am - 9:00pm

As an Emory employee you have access to The Work Number® to get secure and automated employment and income verifications. The Work Number is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You can use The Work Number 24 hours a day, 7 days a week by following the simple instructions below.

For Proof of Employment

Give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number
- Emory University Employer Code: 11332

The Work Number Access Options

Option a)

www.theworknumber.com

Option b)

1-800-367-5690

For Proof of Employment Plus Income

You will need to provide the verifier with:

- Your Social Security Number
- Emory University's Employer Code: 11332

- Your Salary Key

To obtain a salary key follow the steps below:

Step 1) Go to the website

www.theworknumber.com

or call 1-800-367-5690

Step 2) Enter Emory's code

(11332) and your PIN

(last 4 digits of SSN + month and year of birth)

The system will generate a random 6-digit number and communicate it to you (the key may be used once and you will need one salary key per verifier).

Equal Opportunity Programs (EOP)

110 Administration Building

404-727-6016 TDD: 404-712-2049

<http://www.emory.edu/EEO>

Emory University complies with all applicable federal and state anti-discrimination laws, such as Equal Employment Opportunity (EEO) and Affirmative Action (AA). The Office of Equal Opportunity Programs (EOP) plans, develops, implements and monitors programs and activities to ensure the compliance of laws governing EEO/AA, disability and equity.

The Office of Disability Services (ODS) is also a unit of the Equal Opportunity Programs. The major aim of ODS is to provide accommodations and coordinate services for students and employees with chronic medical conditions and/or disabilities. A personalized service plan is developed according to each individual's needs. Students and employees must register and request services from the disability services coordinators at Emory University or Oxford College.



1937

Emory received one of its major landmarks, the Haygood-Hopkins Memorial gateway. It was given by Emory College alumnus and trustee Linton B. Robeson.



1940

Luther C. Fischer deeded Crawford W. Long Memorial Hospital located in downtown Atlanta to Emory, the gift to become effective upon his death.

Your Emory Resources

Faculty Staff Assistance Program (FSAP)

1762 Clifton Road
404-727-4328

www.emory.edu/fsap

Monday - Friday: 9:00am - 5:00pm
or by appointment

The Faculty Staff Assistance Program (FSAP) provides professional assistance for Behavioral Mental Health, Health Promotion and Wellness, Organizational Dynamics, and Work/Life Resources. Services are provided by licensed professionals who maintain strict confidentiality in the delivery of consulting and clinical interventions. All counselors are knowledgeable about additional resources on campus and in the community to meet your needs. They will help you develop and implement a plan of action to address your concerns. Services are available to individuals, groups, couples, and immediate family members. These services are free and confidential. Appointments with FSAP scheduled during work may be treated and paid as work time.

Behavioral Mental Health Services

Services are available to help with a variety of concerns, such as problems in personal and/or work relationships; grief issues; alcohol and drug abuse; financial pressures; depression; work performance; effective communication; stress management; and crisis intervention.

Health Promotion and Wellness

Wellness services include:

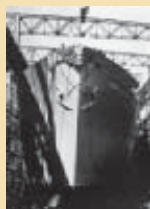
- WeightWatchers@Emory
- Health risk screenings
- Freedom from Smoking sessions
- Stress management programs
- Blood drives and flu shots
- Ergonomics
- Lifestyle/Nutrition Coaching
- InfoStops/FitStops/HealthFairs

Organizational Dynamics

FSAP provides organizational assessments, change management, executive coaching, and intervention services to enhance departmental communication, work relationships, and overall effectiveness.

Work/Life Resources

Designed to assist you with childcare, elder care, and summer camp referrals as well as other family care questions and needs, Emory contracts with BrownRichards & Associates to assist you in obtaining information that is current, accurate, and tailored to your needs. While Emory covers consultation cost, individual clients are responsible for any costs associated with an option or a program that they select. Please be assured that the nature and content of your discussion with BrownRichards & Associates are regarded as confidential.



1945

A 10,700-ton cargo ship was christened the M.S. Emory Victory in recognition of the University's contribution to the war effort.



1955

A new administration building opened, the first on the Druid Hills campus. A gift of Charles H. Candler, it completed the Quadrangle begun in 1916.

Federal Credit Union

Locations:

1237 Clairmont Road

404-329-6415

605 Asbury Circle

404-727-9950

478 Peachtree St. NE, Ste. 101A

404-686-2559

www.emoryfcu.com

As an employee of Emory University you are eligible to join the Emory Federal Credit Union (EFCU) by opening a share savings account with a minimum deposit of \$25. Once you join, your family and/or household members are eligible to join.

EFCU is a full-service financial institution whose members have full access to all of the credit union's services and products including: checking accounts; share certificates; money market accounts; student loans; auto loans & leases; VISA checkcards; free auto locator service; financial planner; foreign currency exchange; American Express travelers cheques; computer loans; savings accounts; IRAs; credit cards; EMORYLINE; wire transfers; personal branch

(PC Banking); real estate loans; cashier's checks; notary service; American Express Gift Cheques; educational seminars; automated teller machine (ATM) networks — HONOR (STAR), CIRRUS and InterCept.

Group Legal Services

Hyatt Legal Plans — subsidiary of MetLife

1-800-GET-MET8

<http://www.hlpinfo.com/sponsor.asp>

The Group Legal Services Plan from Hyatt Legal Plans, a subsidiary of MetLife, provides legal services at a cost that can be a fraction of most attorneys' fees. Your spouse/domestic partner and your legal dependent children also have access to covered legal services for the same affordable price. You may also use an attorney of your choosing. You will be responsible for paying the difference between the attorney's charges and the plan's reimbursable amount. Participation in the program requires that you remain in the plan for the balance of the calendar year, provided you remain eligible for the coverage. You must enroll within 31 days

of hire or wait until the next open enrollment period. For additional information, please refer to <http://emory.hr.emory.edu> and select Hyatt Group Legal.

MetPay

1-800-GET-MET1

MetPay is a personal insurance program offered by MetPay Auto & Home that allows you to apply for auto, home and other types of insurance. Participation in the MetPay program allows you access to special group rates and hassle-free payment options. For more information, call 1-800-GET-MET1.

Parking at Emory

Parking Office

1701 Lowergate Drive

404-727-PARK

www.epcs.emory.edu/park

Monday - Friday: 7:30am - 5:30pm

Saturday: 8:00am - 12:00pm

You must register to park on the Emory campus. Please refer to the front of this manual for more information regarding parking on the Emory campus as an employee (see page 6.)



1956

Yale University gave Emory its Yerkes Laboratories of Primate Biology. Yerkes would later be designated one of seven federally sponsored regional primate research centers.



1970

The Board of Trustees recognized students' right of dissent but stipulated that dissent must be "orderly and peaceful, and represent constructive alternatives reasonably presented."

Your Emory Resources

Retirement Plans

Benefits Department

404-727-7613

<http://emory.hr.emory.edu>

The Emory retirement plan is offered to help you save for your future.

Eligible Employee Contributions only:

All full-time and part-time employees who are at least 21 years of age are immediately eligible to contribute to the 403(b) Savings Plan using pre-tax dollars. Employees are immediately 100% vested in the money they contribute.

Emory Contributions and Match:

All regular full-time and part-time employees who are at least 21 years of age are eligible for Emory contributions to the Savings Plan after completion of 1 year of service*, and 1,000 hours worked in a 12-consecutive-month period. Emory automatically contributes 6% of an employee's salary to a 403(b) account after 1 year even if the employee does not contribute. The contributed money vests after three years of employment.

If an employee elects to contribute 1% of regular salary, Emory will match it with a 1.5% contribution; or for a 2% contribution, Emory will match it with a 3% contribution. The matching contributions vest after 3 years of employment. Emory contributions are made on a before-tax basis.

(Eligibility for matching contributions becomes effective the first of the month once you meet the eligibility requirement.)

Example:

Emory	Employee	Match	Total
6%	0%	0%	6%
6%	1%	1.5%	8.5%
6%	2%	3%	11%

We currently offer the traditional 403(b) and ROTH 403(b) retirement plans through the following vendors:

- **Fidelity Investments**
1-800-343-0869
www.fidelity.com/atwork
- **TIAA-CREF**
1-800-842-2776
www.tiaa-cref.org
- **Vanguard**
1-800-523-1188
www.vanguard.com

Enrollment for *eligible employees* can take place at any time. To enroll, fill in an application for your vendor of choice on line, fill out a salary reduction form and turn into the benefits department. Deductions will begin as soon as administratively possible for the next pay period after we receive the paper work.

**You may be eligible to enroll in the Emory matching contributions before one year if you were in a qualified plan immediately prior to working at Emory and are a regular full-time or part-time employee who is at least 21 years of age.*

Note: This information is only intended to highlight the programs. The respective plan documents and Emory University Policies and Procedures, and not this summary, will govern the plans. For details regarding these benefits, please refer to the <http://emory.hr.emory.edu> and select Retirement Plan.



1979

Emory received approximately \$105 million from the University's longtime benefactors, Robert W. Woodruff and his brother, George W. Woodruff. It was the largest single gift given to an educational institution in the nation's history.



1982

Former President Jimmy Carter joined the faculty September 1 as a University Distinguished Professor. Emory announced that it would establish the Carter Center of Emory University.

Transportation at Emory

404-727-1829

<http://www.epcs.emory.edu/alttransp/index.html>

Emory is committed to its role as a responsible partner and leader in seeking new solutions to a more enlightened stewardship of the Atlanta urban environment. To that end, we are intent on achieving our objective to become the ‘Gold Standard’ model of a progressive, sustainable, ‘green’ campus that other campuses will strive to emulate. Members of the Emory community are encouraged to work together to re-examine their modes of commuting and consider modes that share all or part of the ride with others. Our programs are designed to promote a greater awareness of commute options that reduce the stress of traffic in the area, provide a cleaner environment, and encourage better stewardship of the community in which we work and live. Employees in both Transportation and Parking Services can assist employees and students in taking advantage of these options.

Cliff Shuttles

For route information, visit www.epcs.emory.edu/AltTransp/shuttles.htm.

Emory provides free shuttle service (Cliff) to/from the various parking decks, main campus, and hospitals. Cliff also provides free regular service to downtown Decatur. Shuttle routes and times vary.

Park-n-Ride

www.epcs.emory.edu/AltTransp/shuttles.htm

Cliff shuttles also serve Emory’s Park-n-Ride lots at three area malls with plans to expand this service. At present, there are Park-n-Ride lots located at Northlake, North DeKalb, and South DeKalb Malls. Service times and routes vary.

Bike/Walk

www.epcs.emory.edu/AltTransp

Employees who choose to bike and/or walk to campus are eligible to register for a Value Pass that allows them the opportunity to park up to 24 times during the parking year at no charge. Value Days can be added to these parking passes in increments of 20 (see Value Pass Hangtags on page 22.)

Carpools/Vanpools

Carpooling and vanpooling are a part of Emory’s total transportation management plan and are designed to reduce parking and traffic congestion.

Carpools

404-727-1829

Carpool matching — <http://www.epcs.emory.edu/alttransp/index.html>

Online Ridematch Application — www.187ridefind.com

Transportation Services provides assistance for carpoolers and potential carpoolers through a regional ride-matching service, carpool incentives, and by providing ongoing support and information.

Vanpool

404-727-1829

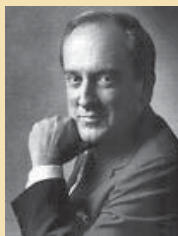
www.epcs.emory.edu/AltTransp

A vanpool is a group of seven to fifteen commuters who choose to ride to and from work together in a leased van. A minimum of three members of the group must register to drive the van. The cost of operating the vanpool is shared among the members. The number of participants and the round-trip commute mileage help determine the cost of the vanpool. The whole group enjoys the economy of sharing expenses and the convenience of sharing a ride.



1992

The Emory Women’s Center opened in a modular unit on the parking lot behind the Dobbs University Center. In 2004, renamed the Emory Center for Women, it would finally move into “permanent” quarters in Cox Hall.



1994

A \$10-million gift from the Robert W. Woodruff Foundation and a vote of the University’s Board of Trustees resulted in a name change for the Emory Business School to the Roberto C. Goizueta Business School of Emory University.

Your Emory Resources

Transportation at Emory *continued*

MARTA/Public Transit

404-727-1829

www.epcs.emory.edu/AltTransp

Employees who work on the Clifton Corridor or Grady Campus and choose to use MARTA as their primary mode of transportation to/from work can have a MARTA pass at no cost. MARTA Routes 6, 36, and 145 serve the Emory campus. The free CCTMA-Decatur shuttle also provides a connection from Clifton Road to the Decatur MARTA Station. We also offer passes for other area transit agencies, including GRTA, Gwinnett, Cobb, and Clayton.

Value Pass Hangtags

404-727-1829

<http://www.epcs.emory.edu/alltransp/index.html>

Participants of Emory Transportation Programs (Emory Transit, public transit, vanpool, carpool, bike, or walk) may also register for a special “Cliff” pass. Employee “Cliff” permits are used at the designated deck only when it is necessary to drive personal vehicles to work. Options

for the “Cliff” permit for all Transportation programs include:

- Free “Cliff” permit. All registered commute option participants are eligible for the free “Cliff” permit good for twenty-four (24) daily uses at the designated parking deck only.
- Additional daily uses. Allows twenty (20) daily uses at the designated parking deck for \$75 (at \$3.75 per use). Up to forty (40) additional daily uses may be purchased within a twelve-month period in increments of twenty.

Flexcar

877-Flexcar

www.flexcar.com

Emory faculty and staff who meet certain eligibility requirements can now take advantage of the car-sharing program through a joint venture with Flexcar. Seven Flexcars (5 hybrid sedans/1light pickup/1mid-sized SUV) are parked around the campus and may be reserved and used for short trips by eligible participants during regular University hours. Membership and rental fees are waived for the first year of membership in the program; thereafter, a \$40 annual membership is assessed for those wishing to continue in the program.

Participants in the commute option programs are eligible for certain promotional discounts.

Guaranteed Ride Home (GRH)

404-727-1829

www.epcs.emory.edu/AltTransp/GRH.htm

Employees who are registered in either of the bike, walk, carpool, vanpool, or MARTA programs are eligible for a guaranteed ride home in case of an emergency up to five times during a year from their registration date.

CCTMA Incentives

404-727-1829

www.cctma.com/programs.htm

The Clifton Corridor Transportation Management Association (CCTMA) has incentives available to people who use alternative commute options.

Motorist Assistance Program

404-727-PARK

Members of the Emory community are provided the following assistance on a 24 hour/7-day-a-week basis:

- Vehicles Unlocked
- Jump Starts
- Flat Tires
- Escorts



1999

The Carlos Museum raised \$2 million from the Atlanta community to purchase a collection of Egyptian artifacts, including ten mummies — one of which was Ramesses I, the only pharaoh ever to leave Egypt.



2002

The Clairmont Campus, a new “living/learning” environment with apartments for 1600 students, athletic facilities, and academic space, opened for residence.

Travel at Emory

404-727-8906

www.finance.emory.edu

(Click Travel tab)

The Emory Travel Information Center provides employees with helpful information regarding Emory business travel; includes the Travel Policy, arranging travel, paying for travel, travel reimbursements and insurance coverage. For more information, visit www.fiance.emory.edu and click the Travel tab or contact Jennifer Hulsey, Travel Services Manager, at 404-727-8096 or jennifer.hulsey@emory.edu.

Trust Line

1-888-550-8850

The Emory Trust Line is designed to give you an avenue for reporting serious concerns and violations to Emory's management in a confidential manner, without fear of reprisal. Administered through an independent company, the Emory Trust Line is a toll-free, 24 hours a day, seven days a week, telephone resource that allows all Emory University and Emory Healthcare faculty and staff to report their workplace concerns.

Call the Emory Trust Line to report any questionable accounting matters, internal accounting controls, or auditing matters that result in any of the following:

- Conflict of Interest
- Financial or Policy Violations
- Fraud
- Billing or Research Misconduct
- Embezzlement
- Theft
- Research Policies and/or HIPAA Non-Compliance

Frequently Asked Questions

Anonymous Reporting:

To report an issue without giving your name, call the Emory Trust Line.

Non-anonymous Reporting:

To report an issue directly to Emory, talk with your manager, any senior administrator OR call the Emory Internal Audit Division or the Emory Healthcare Compliance Office as appropriate.

Emory Internal Audit Division

1762 Clifton Road NE, Suite 307
Atlanta, GA 30322
Phone: 404-727-6146

Emory Healthcare Compliance Office

101 West Ponce de Leon Avenue,
Suite 610
Decatur, GA 30030
Phone: 404-778-2757

Note:

The Emory Trust Line does not handle harassment or discrimination issues. These issues should be directed to Emory HR or the Emory Office of Equal Opportunity Programs.



2003

Emory dedicates the Donna and Marvin Schwartz Center for the Arts, named for an Emory alumna (Emory College Class of 1962) and her husband.



2005

Emory University conducted an eighteen month forward looking inquiry into itself and its role in the local, national, and international communities of which we are apart.

Your Emory Resources

W-2 Tax Forms Online

Customer Service

www.w2express.com

Emory and TALX partner to offer Emory University employees an option to receive their W-2s online. For more information on how to receive your W-2s online visit <http://www.w2express.com> or call the Finance department at 404-727-6100.

Workers' Compensation

Employee Health Services

404-686-8589 or 404-686-7780

<http://emory.hr.emory.edu/workerscomp>

Workers' compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. An employee is eligible for workers' compensation from the first day of employment.

If you are injured on the job, you should observe the following procedures:

1. Report the incident to your supervisor and Employee Health Services immediately.
2. Complete the Emory Employee Incident Report Form. Available online at <http://emory.hr.emory.edu/workerscomp>.

3. Report to the Employee Health Nurse Practitioner (EHNP) in Employee Health Services in the hospitals with the completed Emory Incident Report Form. Failure to report the injury may result in loss of benefits.
4. Provide the EHNP with all written documentation given by your authorized physician.
5. Communicate with your supervisor during your recovery.
6. Accept all medical treatment and rehabilitation prescribed by your authorized physician or the EHNP to continue receiving benefits.



2006

The ensuing research and discussion resulted in an inspiring and achievable plan for our university over the next ten years. To learn more visit www.admin.emory.edu/strategicplan.



2007 and Beyond

We are excited to have you along for this remarkable journey as we implement our strategic plan and travel down new paths, reach out to new communities and build our university into a destination.

Information About Emory

Colleges and Schools

- Candler School of Theology
www.candler.emory.edu
- Emory College
www.college.emory.edu
- Emory University School of Law
www.law.emory.edu
- Emory University School of Medicine
www.med.emory.edu
- Goizueta Business School
www.goizueta.emory.edu
- Graduate School of Arts and Sciences
www.emory.edu/GSOAS
- Nell Hodgson Woodruff School of Nursing
www.nursing.emory.edu
- Oxford College
www.emory.edu/OXFORD
- Rollins School of Public Health
www.sph.emory.edu

Students Enrollment

12,134 (from 50 states and 112 nations)

Undergraduate	6,510
Graduate and professional	5,624
Degrees awarded (2004 - 2005)	3,417
Undergraduate	1,726
Graduate	1,210
Professional	468

Faculty and Staff

Employees: 21,807*
(includes approximately 3,100 faculty)

Emory is one of the four largest private employers in the metro-Atlanta area and the largest employer in DeKalb County.

** includes Emory University, Emory University Hospital, Crawford Long Hospital, The Emory Clinic, and Wesley Woods.*

Partnerships

- The Carter Center
www.cartercenter.org
- The Carlos Museum
www.carlos.emory.edu
- Emory Healthcare
www.emoryhealthcare.org
- Yerkes National Primate Research Center
www.yerkes.emory.edu

Note: Enrollment and employment numbers are as of September 2006.



EMORY
UNIVERSITY