Marine Biological Laboratory (MBL)
Woods Hole Oceanographic Institution (WHOI)
United States Geological Survey (USGS)
Sea Education Association (SEA)
Woods Hole Research Center

- Geography & Climate
- Local Accommodations
- Restaurants & Shopping
- Recreation
- Arts, Music & Cultural Resources
- Public Transportation
- Health Services

- Dental Rollover Max
- Life Insurance Benefits
- Life Insurance
- Supplemental Life Insurance
- Dependent Life Insurance
- Business Travel Accident Insurance
- Burial Benefits
- Voluntary Death & Disability Insurance
- 2016 Rate Sheet

- Flexible Spending
- Healthcare Spending
- Dependent Spending
- Wellness Resources
- Work, Life Resource
- BlueCross BlueShield Resource
- Weight Watchers @ Work

- Summary Annual Report
- Retirement
- Defined Contribution Retirement Plan
- Plan Highlights
- Investment Options
- Age and Risk Based Target-Date Models
- Core Fund Line-Up
- Self-Directed Brokerage Account
- Fund Fees and Restrictions
- Defined Contribution Retirement Committee
- Transamerica RetireTrack (retirement planning tool)
- Employee Communications

- FAQs
- Defined Benefit Plan
- Forms
- Retiree
- FAQs
- Contact
- Current Retiree
- Summary Annual
- Open Enrollment
- Request a Social Statement
- Time Off
  - Holidays
  - Vacation
- Sick Time
  - Occasions
  - Family Illness
  - Short-term
  - Long-Term
- Extended Leave of Absence
  - General
  - Disability
  - Education
  - Family & Personal
  - Maternity
  - Military
  - Pre-retire
  - Temporary
  - Elsewhere
- Bereavement Leave
- Jury Duty
- Shore Leave
- Work & Life
  - Wellness Program
    - Work Life Resources
    - Blue Cross Resources
- Life Events
  - Becoming
  - Designating
  - Getting Married
  - Getting Divorced
  - Retiring
  - Taking a Leave of Absence
  - Family Member
  - Disabled
- Education
  - Tuition Assistance
- Employee & Student Assistance Programs
- Dependent Care Programs
  - Dependent Care Subsidy
  - Dependent Care Flexible
Spending
- Employee Discounts
- Ongoing Employee Discounts
- Employee Loans
  - Personal Computer Loans
  - Personal Computer Loan Application Form
  - Personal Computer Promissory Note
  - Education Loans for Employee’s Children

Housing
- Changing/Viewing Your Employee Housing

Employee Online
- Request a Password
- Security S

Benefits You Can Anytime
- Qualifying Status
  - Becoming
  - Designating
  - Getting Married
  - Getting Divorced
  - Retiring
  - Taking Leave
  - Family Medical
  - Disabled
  - Change in Full-time or Part-time Status
  - Terminating Employment

Forms & Resources
- FAQs

Compensation
- Compensation Services
  - Pay Decision Guidelines
  - Job Descriptions and Titles
  - Salary Structure
    - Exempt Employee Pay
    - Benchmarking FAQs

Employee Resources
- All Employees
  - Policies
    - A-Z Listing
    - Absences
    - Benefits
    - Compensation & Performance Review
    - Employee Status Change
    - Employment

Forms
- Benefits
- Employment Action
- Performance Management
- Foreign Nationals
- Miscellaneous
- Human Resources Intern
- Guest Investigator Appointment
Compensation Policies
Promotion & Advancement
  • Scientific & Technical Staff
  • Administrative Professionals
    • Guidelines for Promotion to Senior Administrative Levels
    • Preparing a Promotion Package
    • Compensable Factors Matrix
  • Promotion Through a Job Posting
Pay Dates

Equal Employment Opportunity
Harassment (Policy Against)
Marine Crew & At Sea
Workplace Environment

Career Development
  • Tuition Assistance
    • Employee Education Policy
  • Training
  • Mentoring Program
  • Promotions
    • Scientific & Technical Staff
    • Administrative Professionals
      • Guidelines for Promotion to Senior Administrative Levels
      • Preparing a Promotion Package
      • Compensable Factors Matrix
    • Promotion Through a Job Posting

Employee Relations
  • Recognition Programs
    • Employee Appreciation Celebration
    • Service Awards
    • Performance Awards
      • Vetlesen Award
        • Recipients
        • Nomination Form
      • Penzance Award
        • Recipients
        • Nomination Form
      • Linda Morse-Porteous Award
        • Recipients
      • Ryan C. Schrawder Award
        • Recipients
        • Nomination Form
  • Employee Relations Consulting
  • Employee Relations Policies
  • Additional Resources
    • Employee & Student Assistance Program
- Workplace Violence
- Performance Management Process
- Job Descriptions
  - Scientific & Technical
    - Scientific
    - Research
    - Information Services
    - Engineering
    - Miscellaneous/Temporary Appointments
  - Marine Crew
    - Deck
    - Engine
    - Stewards Department
    - Marine Working Conditions
  - Administrative
    - Academic Programs
    - Administrative Professionals
    - Communications & Media Relations
    - Development
    - Environmental Health & Safety
    - Facilities & Services
    - Finance and Accounting
    - Grants & Contracts
    - Human Resources
    - Information Services
    - Marine Operations
    - Other Administrative
    - Procurement
- Employee Online
- Request or Reset Employee Online Password
- Tools & Reports
  - Employee Online
    - Request a Password
    - Security Statement
  - MyWHOI
  - HR Activity Reports
  - Community Housing List
- Calendars
- WHOI Community Wiki
- New Employees
  - Before You Arrive
  - Your First Three Days
    - What to Expect at Your 'Check-In' Appointment
  - Within Your First Month
During Your First Year
- Performance
- Staff Training & Development
- Stockroom, Supplies & Equipment
- Getting Involved in the WHOI Community
- Inside WHOI
- Forms
- Supervisors
- Hiring an Employee
  - Position Requisition
  - Position Description Writing Guide
  - Posting of an Available Position
- Interview Process
  - Legal Considerations
  - Preparing for the Interview
  - Opening the Interview
  - Continuing the Interview
  - Closing the Interview
- Evaluation & Selection of a Candidate
- Authorization to Hire Form
- Hiring Policies & Additional Information
- Changing an Employee's Status
- Administrative Resources
- Foreign Nationals
- News & Events
- Pre-Arrival Information
  - Visa Overview and Application Process
    - Visa Class Comparison Chart
    - J-1 Exchange Visitor
      - Employment
      - Two-year Home Residency Requirement
      - Bar on Participation
      - Health Insurance Requirements
      - J-2 Dependents
      - Procedures
      - Obtaining Permission for Incidental Employment
    - H-1B Temporary Workers
    - TN Canadian and Mexican Citizens
      - Basic TN
Procedures

TD Dependents

O-1
B-1 (Business) & B-2 (Tourism)
F-1 Student
E-3
Change of Status

Student Exchange Visitor Information System (SEVIS)

SEVIS Fee

Social Security
Taxes
Housing
Banking
Credit Cards
Driver's License
Child Care
Schools
Clothing
Transportation
Health Insurance

During Your Stay

Check-in/Orientation
Payroll Information
WHOI's International Committee
Maintaining Legal Status while in the U.S.
Notification Requirements

Travel & Departures

Travel
Departure Information

Information for WHOI Sponsors
Contact Information & Additional Resources
Forms