WOODS HOLE OCEANOGRAPHIC INSTITUTION

Human Resource Department

TO: Woods Hole Oceanographic Institution Employees & Graduate Students
FROM: Human Resources
DATE: September 1, 2009
RE: **EMPLOYEE & STUDENT ASSISTANCE PROGRAM (ESAP)**

We are pleased to announce effective September 1, 2009, Woods Hole Oceanographic Institution will be partnering with ***The Wellness Corporation,*** a provider of confidential Employee & Student Assistance programs nation-wide since 1984.

Our new Employee & Student Assistance Program will provide all Woods Hole Oceanographic Institution employees, graduate students, and all members of their households the opportunity to see an ESAP counselor free of charge for up to five (5) sessions. Counselors can address a wide variety of issues, such as:

- Relationship Difficulties
- Balancing Work/Life
- Emotional Concerns
- Stress
- Grief and Loss
- Coping with Change
- Substance Abuse
- Parenting
- Family Conflicts

If an employee, graduate student, or eligible household member needs additional services, the ESAP counselor will make an appropriate referral. Should there be a cost for those additional services, it is possible that medical insurance may cover those costs.

In addition, Woods Hole Oceanographic Institution ESAP also provides other services, such as:

- Budget and debt assistance;
- New parent transition services;
- Resource and referral services for a variety of work life issues including child care, elder care, and pet sitters;
- Financial consultation and referral
- Legal consultation and referral services; and
- On-line training programs at www.wellnessworklife.com

For more information, please log on to www.wellnessworklife.com and enter the login: **WHOI** to create a personal and confidential password and user name.

TO CONTACT THE NEW ESAP TOLL FREE, SIMPLY CALL (800) 828-6025. An ESAP counselor is available 24-hours a day, 7 days a week.

As always, should you have any questions regarding our new ESAP program or service offerings, please feel free to contact Human Resources.