



HR UPDATE FOR EMPLOYEES

December 30, 2020



Dear Employees,

First, to introduce myself, my name is Elizabeth Karis. I have recently assumed the position of Division Director of Human Resources at Lexington after the retirement of Cecilia Hazzard. I am not new to Lexington as I was Lexington's Human Resources Director almost 15 years ago. It is an honor to be back and I look forward to ensuring that we support each one of you to help people who receive services from Lexington live their best lives.

This has been a difficult time for everyone at Lexington but I am proud of how each of you has stepped up to support each other in our mission. If there is anything HR can do to help you do what you do best, please don't hesitate to contact me at karise@thearclexington.org.

Thank you for all you do,

Elizabeth

LEXINGTON EMPLOYEES BEING VACCINATED FOR COVID-19

Affects employees in all 3 counties

People who live in our certified IRAs and the staff members who support them have been prioritized to receive the vaccine. Staff members from Schoharie, Albany and Fulton started COVID-19 vaccinations last week and we expect to start vaccinating people we support within the next few days. There is a lot of material available to help you make an informed decision about the COVID-19 vaccine; we will do our best to help you sift through all of this information. Here are links to some well-researched, credible information to help you get started:

VIDEO BY DR. KEVIN COPE, ONE OF LEXINGTON'S MEDICAL DIRECTORS

<https://youtu.be/WudHox2oEVo>

CENTERS FOR DISEASE CONTROL

Benefits of Getting a COVID-19 Vaccine: <https://tinyurl.com/y8hzuuhw>

Facts about COVID-19 Vaccines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits/facts.html>

Finding Credible Vaccine Information: <https://www.cdc.gov/vaccines/vac-gen/evalwebs.htm>

If you have any questions about Lexington's COVID-19 Vaccine Program, please contact any one of Lexington's RNs.

NEW SICK LEAVE LAW IN NEW YORK STATE

Affects employees in all 3 counties

The State of New York passed a new sick leave law that has some impact on Lexington employees. By law, on September 30, 2020, eligible employees in New York State began to accrue this sick leave. On January 1, 2021, employees may start using this accrued leave.

Please click on the links below to see how this impacts you:

- [For Employees who are based in Fulton and Albany counties](#)
 - [For Employees who are based in Schoharie county](#)
 - *This also includes information on Floating Holidays for Schoharie employees*
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IRS ADJUSTS THE MILEAGE REIMBURSEMENT RATE

Affects employees in all 3 counties

The IRS has decreased the standard mileage rate effective January 1, 2021 to 56.0 cents per mile. Lexington will be decreasing the amount of mileage reimbursement to match the IRS rate for 2021.

If you have incurred any travel expenses in 2020 for which you will be seeking mileage reimbursement, please use the current forms and rate of 57.5 cents per mile for any mileage incurred through December 31, 2020 and submit your reimbursement request as soon as possible. Requests for reimbursement must be made within 90 days of the travel date.

Beginning January 1, 2021 please utilize the mileage reimbursement form linked below with the new rate of 56.0 cents per mile. This form can also be found on the RKXchange.

- [Click here for the 2021 mileage reimbursement form](#)

TELEMEDICINE BEING OFFERED TO SCHOHARIE-BASED EMPLOYEES & THEIR FAMILIES AT NO COST - YOU MUST ENROLL

Only affects Schoharie employees as Fulton- and Albany-based employees already have this benefit

Lexington will be offering a new benefit for our Schoharie County employees beginning on February 1, 2021. All employees, spouses, dependent children up to age 26, and domestic partners will have access to United Concierge Medicine's Telemed coverage **at no cost to you**.

Calling telemedicine can save you valuable time and provide you with high-quality medical care for **non-emergent** needs while avoiding unnecessary trips to the doctor's office, urgent care, and ER. With telemedicine, you will have unlimited access to quality and compassionate Physicians and Physician Assistants who can diagnose, treat, prescribe medications (when appropriate), order labs/x-rays, and make recommendations to the best specialists in the area if further care is necessary – all with just a phone call! Please note that the service is available on nights, weekends, holidays, and nontraditional hours which makes it easier to get care when you need it. UCM does not to replace your primary care doctor, but they can communicate with your primary care doctor or specialist, when necessary.

Many of you recently enrolled in benefits for 2021 by using RKSolution. Our benefits provider will re-open RKSolution from January 4th - January 15th. **You MUST login and add your dependents to the UCM plan in order to use this benefit.** We will not be able to enroll you after January 15th.

Starting February 1, 2021, you may connect with UCM via:

- Telephone at 1-844-4-VIP-DOC (1-844-484-7362)
 - Their website: www.UCMnow.com
 - Downloading the UCMnow app from their website
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FLEXIBLE SPENDING ACCOUNT (FSA) BALANCES ROLLED OVER TO 2021

Affects employees in all 3 counties

A new law was signed on December 27 which potentially has a positive impact on those employees who elected to put money into a flexible spending account to help offset health care costs and/or a dependent care reimbursement account for 2020. If you have money remaining in either of these accounts on December 31, 2020, you will now be able to rollover these balances into your account for 2021. Previously, any unused money over \$550 would have been forfeited. This new law allows us to roll all unused money into your account for 2021.

We will automatically rollover any remaining balances so you will not need to do anything. Since this law is brand new this may take us a few weeks before the balances show up in your account so we ask for your patience.

NYS INCREASES PAID FAMILY LEAVE BENEFITS AND CONTRIBUTIONS IN 2021

Affects employees in all 3 counties

As many of you know, Governor Cuomo passed a new law which went into effect on January 1, 2018. It allows eligible employees to receive New York State Paid Family Leave (PFL). Paid Family Leave is funded through employee payroll contributions that are set by New York State Department of Financial Services each year to match the cost of coverage. In 2021 Paid Family Leave benefits are increasing to 12 weeks off at 67% of pay, but the cost of coverage has also risen.

In 2020, employees contributed 0.27% of their earnings to PFL benefits with an annual cap of \$196.72 per year. New York State recently announced the following changes to PFL effective on January 1, 2021:

- Employees will pay an increased contribution of 0.511% of their earnings each pay period, with an annual cap of \$385.34.
- For leaves beginning in 2021, the maximum length of leave will increase from 10- weeks to 12-weeks.
- In 2021 the maximum weekly PFL benefit amount will increase from 60% of the average weekly wage (set by NY State) with a cap of \$1,401.17 to 67% with a cap of \$1,450.17.
- Employees whose leaves began in 2021 will be paid the benefit rate in effect on the first day of your leave.

For more information about this, as well as specifics of the law, and a calculator to estimate your own payroll contributions, please visit: <https://paidfamilyleave.ny.gov/>

HUMAN RESOURCES CONTACT INFORMATION:

[Click here for a list of who to contact for what in Human Resources](#)

This newsletter will be archived at the following link:

<https://thearclexington.org/hr-updates>

