

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES



Here's what's happening on Workplace **Lexington Champions**

Congratulations to **Dana Walker** who recently celebrated 42 years of service!

Dana is a program manager at Schoharie Day Hab!



Jessica Maclean joined our Lexington team as a Custodial Tech at the Paul Nigra Arts Center and is excelling in her position!

Jessica is regarded as positive, thorough and flexible!

Anthony Willman, DSC at Prospect Ave., was recognized for helping whenever he's available, coming in very early and picking up extra shifts!

Paul Turnbull, DSS III at Ridge Road was recognized for extraordinary dedication and teamwork to the people he supports!

You can participate in the Lexington conversation by joining the Lexington Champions group on Workplace! It's a great place to say thank you, highlight a star employee or recognize an important milestone in an employee's career!

If you need help with joining or using Workplace, contact Courtney Mickels at MickelC@thearclexington.org.

A special thank you to the following employees who recruited applicants in February!

Shannon Doesburg	Shiann Hill	Keith Strom, Jr.
Brittany Douglas	Delso James	Nichole Varney
Michael Nuzzo	Jennifer Keller	Brenda Whitman
Shawn Fregin	Terri Lake	

Lexington employees earned a combined additional \$3,150 for employee referrals in the month of February! Keep up the great work!

Congratulations to our February Recruitment Raffle Winners!

Marla Lathers—Western Fulton County
Heather Page—Eastern Fulton County
Mackenzie Diamond—Schoharie County
Derrick Blay—Albany County

Lexington Milestones

Congratulations and thank you to the following employees celebrating milestones through March 31, 2022

ONE YEAR

Brianna Akowicz, Residential, 3/01
Anthony Bubbico, Jr., Residential, 2/22
Pamela Busch, Residential, 3/15
Matthew Cramer, Residential, 2/05
Marc Debardelaben, Residential, 3/15
Heather Geier, Transitions, 2/08
Stacia Holohan, Residential, 3/08
Brooke McCarty, Residential, 2/28
Amanda Palmateer, Residential, 2/22
Essence Pringle, Residential, 2/01
Shannon Lee Smith, Residential, 3/22

FIVE YEARS

Esther Carpenter, Employment Services, 2/09
Shantal Carroll, Residential, 3/06
Connie Ford, Residential, 3/06
Michael Anthony Gowans, Residential, 3/23
Jonathan James, Transitions, 2/13
Sydney LaGrange, Residential, 3/20
Keith Merrill, Residential, 3/06
Rene Peck, Residential, 3/20
Robert Rinas, Residential, 3/23
Robert Weingarten, Maintenance, 2/13

TEN YEARS

Matthew Clough, Maintenance, 3/05
Angel Hoover, Administration, 2/06
Jamie Petrin, Administration, 3/07

FIFTEEN YEARS

Dennise Lisa Baker, Residential, 3/05
Shannon Derr, Residential, 3/26
Tammy Miles, Creative Expressions, 2/28
Fran Schneider, Administration, 3/19

TWENTY-FIVE YEARS

Heather Kinney, Employment Services, 3/06
Michelle Peryea, Administration, 3/02

THIRTY-FIVE YEARS

Jeanne Frasier, Residential, 3/09
Edna Frederick, Residential, 3/02
Crystal Frye, Day Habilitation, 2/17
Timothy Whitman, Residential, 2/17

Temporary Monthly Gratitude Bonus Update

Shaloni recently shared some great news about an increase in the Temporary Monthly Gratitude Bonus. Please see her note below:

Dear Lexington staff members,

We have received questions regarding the Temporary Monthly Gratitude Bonus payouts so we wanted to provide updated information that should help clarify.

Please understand that these bonuses have many different rules than any bonus we have ever paid previously. We have experienced processing issues as there are so many checks being processed right now. Normal payroll checks (and ADP checks in Schoharie) can only be processed on certain days. March 12 was when the last payroll ended. Our payroll team first processed that to issue paychecks on March 18. There simply wasn't enough time to calculate the TMGB and include it in the March 22 TMGB check date. We are aware that this caused some confusion with our employees. Hopefully the information included below will help answer any questions.

The **first TMGB check was distributed on 2/25/22** and included the bonus for **DSP hours worked between 1/30/22-2/12/22**. The calculations in this check were at the originally announced rate of 15% and 25% bonus as noted below.

Hours receiving 15% Bonus on base wages

Monday - Thursday 7am – 11pm

Friday 7am – 3pm

Hours receiving 25% Bonus on base wages

Monday – Thursday 11pm – 7am

Friday 3pm – Monday 7am

The **second TMGB check was distributed on 3/22/22** and included the bonus for **hours worked between 2/13/22 - 2/26/22**. The calculations in this check were paid at the increased amounts of 25% and 45% as indicated below.

Hours receiving 25% Bonus on base wages

Monday - Thursday 7am – 11pm

Friday 7am – 3pm

Hours receiving 45% Bonus on base wages

Monday – Thursday 11pm – 7am

Friday 3pm – Monday 7am

The dates below indicate future check dates and show the dates that will be included in each check. They will all be at the new increased rates.

TMGB Check Date Covered Period

4/19	2/27-3/26
5/17	3/27-4/23
6/28	4/24-6/4
7/26	6/5-7/2
8/23	7/3-7/30
TBD (reconciliation)	7/31-9/10

Feel free to reach out to Human Resources with any questions.

With sincere thanks and gratitude,

Elizabeth Karis

Be a Lexington Ambassador!

Imagine how powerful it would be if all our employees took part in this initiative?

Please consider

becoming an

ambassador and

helping to spread the

word about the won-

derful people we support and what a fabulous workplace Lexington is.

Employees of Lexington are the best ambassadors of the people we support. **Let's make viral how amazing the people we support are and how rewarding it is to work alongside them.**

In this document there are links to some of the video stories that we shared with CQL that made them see us as an organization of distinction. We are asking you to consider sharing a video each week on your social media (Facebook, Instagram, Twitter, LinkedIn, etc.) with comments from you that convey the rewards of supporting people with disabilities at Lexington.

Comments could be as simple as

"This is why I love what I do"

"Seeing the impact of what I do makes me feel so proud"

"I love working for Lexington where we make such a difference in people's lives"

"I'm so proud of helping people live their best lives"

"I have learned so much from people we support"

All you have to do is copy and paste one of the video links below and post it with your comment each week. Tag Lexington in your posts, or include our website so people can get more information:

www.thearclexington.org

The power of your personal recommendation cannot be underestimated – we would love for you to be an Ambassador by sharing all the great things that happen at Lexington!

Santiago Brion: <https://youtu.be/eADOQtX3rRU>

Jose Kemp: <https://youtu.be/JG81JzoLvhs>

Jessica Frye-Mott: <https://youtu.be/Q9ownCkqo-w>

Crystal White: <https://youtu.be/02Kh6kcBDXA>

Fresh Prince Lex Style: <https://youtu.be/2xwDIeNggY4>

Lexington lip sync: https://youtu.be/HvaXh8o2c_w



Lexington's Mission

We empower people with autism and disabilities to live their best lives, every day, by partnering with their families, our employees and our community.



Is the Apprenticeship Program Right for You?

Have you considered going to college?

Wondering how to pay for it?

Asking how you further your education while still working? We have the program for you!

Program overview: this is a New York State approved apprenticeship program for direct support professionals. This two (2) year program combines job related courses at FMCC along with on-the-job (OJT) training. Apprentices will enroll in related courses at FMCC **at no cost. Tuition is fully funded** by a grant available through the NYS Department of Labor and Lexington. Additional grant funding may be available to those who meet income requirements to cover the cost of books, related travel, and child care.

Upon successful completion of all program coursework and OJT, apprentices will earn:

- A certificate in individual studies with the title of direct support professional through the SUNY system.
- A total of 35 college credits to be applied towards an associate's or bachelor's degree.
- An apprenticeship credential as a skilled worker within the DSP trade.

Please click on this link for more information about how to enroll. <https://tinyurl.com/vnkcxs5>

Join Us To Learn How To Reach Your Financial Goals



Lexington, along with other Arc Chapters, is offering two upcoming financial informational sessions that will teach you the practical steps to good money management and give you the tools you need to create a budget that helps you meet your financial goals. This is particularly important as we experience increases in the cost of many household necessities, such as food and gas along with the new FMAP bonuses being distributed to our DSPs. We have contracted with "You Inc Wealth" to offer this 2-part interactive online course. **There is no cost to you to participate!** Please note, one of the owners and presenters of "You Inc Wealth" was a former DSP in an Arc and shares her own story of how she was able to navigate her finances. This is an exciting opportunity for our employees.

Enrollment in the course gives you access to both live interactive classes plus access to a wealth of online resources to help you with your financial plan.

Classes are scheduled for:

- Tuesday, **March 29** from 6:30pm-8pm
Acquiring a Wealthy Mindset
- Tuesday, **April 5** from 6:30pm-8pm
Budgeting and Conscience Spending

Employees must pre-register by clicking the link below. You simply click the link and then click enroll now. Once the Order Summary page comes up, click the underlined link "**Add Coupon Code**". Be sure to enter **ARCCARES** and then click "**apply**". Fill in your email address and then click "Get it for Free." Do not pay for the classes. If you are having trouble registering, please reach out to Courtney Mickels in HR for assistance.

<https://bit.ly/3tjO0ym>

Once you have registered, you will receive an email from You Inc Wealth with all the documents they will review along with a link to the sessions.

If you need access to an office location to participate in these sessions, please let **Elizabeth Karis** in HR know and she will coordinate for you.

Become a Certified DSP Earn College Credits Toward a Degree

APPRENTICESHIP PROGRAM

Two Year, NYS-Approved Program for DSPs
through Fulton-Montgomery Community College
Sponsored by The Arc Lexington and NYS DOL

- **No out-of-pocket expenses for books, tuition or child care.**
- **Earn a certificate in Individual Studies through SUNY System**
- **Earn 35 College Credits towards Associates or Bachelor's Degree**
- **On-the-Job Training**

For more information, please contact
Courtney Mickels at (518) 775-5422
or (518) 295-8130, Ext. 262
MickelC@thearclexington.org



IMPORTANT: Advocate For Raises for Lexington!

Your action is needed to support a cost of living #raise (#COLA) for you and Lexington.

Budget negotiations are underway, and we need you to rise your voice! The Assembly's proposed budget includes an 11% cost of living increase (#COLA) for our field. Now is the time to call on your legislators to include the full COLA in the final budget!

The Link below will allow you to send a message to state leaders to let them know you support the 11% COLA in 2 minutes. When you click on the link, you will be asked to enter your name and address/email/phone number in a form. You will then see two form letters in which all you have to do is enter your full name on the first line of each. Then click submit! That's it!

<https://www.thearcny.org/advocacy/advocacy-toolkit>

I'm asking you to please take the time to do this. It will allow us to give much needed raises. You can assist people we support and friends and family to do this as well. It must be done this week as the budget is expected to be passed on April 1.

Thank you,

Shaloni



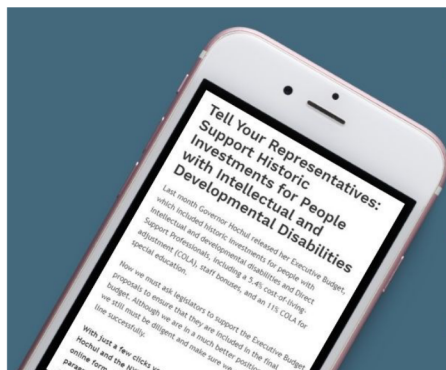
For assistance with any Human Resources related matter or information, please click here for a complete list of the Human Resources team and their responsibilities:

<https://bit.ly/3oBPace>

This newsletter will be archived at the following link:

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

Managers, please post and distribute to all employees.



Be the First to Find All the Words and Win!

Employee Appreciation Word Search

J Q F A Q K K P S V F G L Q A I Q F Y S
L R V L W E Q M W J S E V X S T F Q T W
Z Y A E X E N I W S M S T I C H H D M B
H K D A E L S C N D G D F H G N N A S M
J Q L D H Y V O O N E I M X J Y T N W X
E N F E N D X M M U L D Y C A K G O Z X
X B G R P T R R U E R F I G W N D R U J
C M M S H T B L E L E A F C R T Z R I M
E Y N H V G Q T H C R O G T A H L B Y V
L W P I A K Y K X T O J L E A T W N C R
L Z F P L K O O I V H G C T W C I H F K
E J G Z U B R Q H Y A A N G S J X O D T
N M W E O E L F T F A N I R L X Z N E
C W W G D R N Y I C N N G K T X M J N A
E A P P R E C I A T I O N V S I U P P M
Y B Y O F B F N U R T U R I N G O D S R
R W X H B H K T T A D R U B J B F N C B
D S S U C C E S S A U I H I O C G N X
S M S S M O T I V A T E I J R A O Q G F
I F F Q S M W S H G R E A T J O B Z J C

appreciation	recognition	excellence	leadership
dedication	encourage	nurturing	great job
motivate	awesome	success	valued
thanks	team		

Be the first employee to scan your correct and completed word search and send to Courtney Mickels at mickelc@thearclexington.org and we will send you a prize!!

Special Lexington Employee Discount! *EXCLUSIVE OFFER*



Present this offer in stores to receive an additional

20% OFF
REGULAR-PRICED ITEMS

10% OFF
CLEARANCE ITEMS

Valid April 6-7, 2022

Offer valid during normal operating hours

DSW
1 Crossgates Mall
Albany, NY 12203

Selection may vary.
Some exclusions may apply. See an associate for details.

DSW
DESIGNER SHOE WAREHOUSE®

To redeem this coupon, please click here to print:
<https://tinyurl.com/3pb9x3hm>