

SPECIAL BENEFITS EDITION

IMPORTANT NEWS: Open Enrollment Ends November 19

We hope you were able to attend one of the many meetings we hosted in October to review Lexington's 2022 benefits package. We are excited to offer a robust package to all our employees throughout the Agency.

We worked diligently to offer a benefits package that is as or more valuable than our current existing options. As you might expect, with some of the announced changes and the addition of the Schoharie employees to the Fulton and Albany benefits, EVERYONE (except family directed respite aides) will need to log in to the RKSolution site to complete your open enrollment.



Who is required to complete the on-line enrollment process?

- EVERYONE (with the exception of family directed respite aides).
- Schoharie employees will need to register, and create new user names and passwords on Lexington's RKSolution site to make your elections for 2022. You will receive an email prompting you to do so.

What will change in 2022?

- Our carrier for the Basic Term Life/AD&D, Supplemental Life, and Long-Term Disability coverage will change from MetLife to Lincoln. This was not previously announced during our meetings in October as we were still awaiting final rates from the carriers.
- For Supplemental Life, DURING THIS OPEN ENROLLMENT PERIOD ONLY, Lincoln is offering GUARANTEED ISSUE for enrollment in Long Term Disability and for Voluntary Life - up to \$300,000 for the employee and \$30,000 for the spouse.
- Term + AD&D Coverage will be bundled for the employee - \$300,000 Guaranteed Issue.
- Term coverage for the spouse - \$30,000 Guaranteed Issue.
- MetLife will continue to administer the Hospital Indemnity plan, Accident Insurance, Short-Term Disability and Critical Illness (includes coverage for Cancer).
- For Fulton/Albany employees, there are no plan design changes.

If I had Life and/or Long-Term Disability coverage with MetLife in 2021, will my coverage automatically rollover into the new Lincoln plans in 2022?

- No, you must actively enroll the Lincoln products while making your elections for 2022.
- Rates are age-banded for the employee and spouse and depend on the coverage amount you select.

What happens if I do not complete the enrollment process?

- All employees must re-enroll or decline coverage. Failure to do so will result in the termination of your current benefits, including FREE Telemedicine.

When can I complete my enrollment?

- The RKSolution website will be available for Open Enrollment starting 8:00 am on Monday November 1, 2021, and will close at 9:00 pm on Friday, November 19, 2021.

How do I log into the RKSolution?

- You can access the RKSolution system 24/7 by visiting www.employeenavigator.com. In the upper right-hand corner of the screen click on "LOGIN". Schoharie employees will need to register as a new user using "Lexington" as the company identifier.

What if I forgot my username or password?

- Go to www.employeenavigator.com and in the upper right-hand corner, click "Login." On the Employee Navigator page, click on "Reset Password." Once you complete these steps, Employee Navigator will send an email to the email address you provided when you initially registered on the site.
- Call the RKXchange Help Line M-F 8:15am-4:30pm at **518-244-4323**.

I have never logged on to the RKSolution. How do I create my username and password to process my enrollment?

- Click on "New User Registration" and provide the following information to create your user name and password: *First Name and Last Name* (case sensitive), *Company Identifier (Lexington)*, *Last 4 digits of your Social Security Number and Date of Birth*

Open Enrollment *(continued from front)*

Will you be holding informational sessions so I can better understand each benefit option?

- Yes. Please see the schedule below:

Date	Time	Zoom Links	Zoom Call In Number	Zoom Call In Meeting ID
11/1/21	12p	https://us02web.zoom.us/j/87974787874	+1 646 518 9805	879 7478 7874
11/4/21	6p	https://us02web.zoom.us/j/85472803668	+1 646 518 9805	854 7280 3668
11/9/21	7:30 a	https://us02web.zoom.us/j/87472847071	+1 646 558 8656	874 7284 7071
11/1/21	3p	https://us02web.zoom.us/j/83369687251	+1 646 558 8656	833 6968 7251
11/17/21	4p	https://us02web.zoom.us/j/88926481610	+1 646 518 9805	889 2648 1610
11/19/21	10a	https://us02web.zoom.us/j/89299783938	+1 646 518 9805	892 9978 3938

Will there be anyone on-site in Schoharie to help me with open enrollment?

- Yes. An Enroller will be available as noted below. You can either meet with the Enroller in-person or set up a telephone appointment.
- Before meeting with the enroller, please ensure you have registered on the RKSolution site and have your user name and password.
- When making a telephonic appointment you must provide your phone number and be available to receive the enroller's call at the reserved time.
- Walk-ins are welcome for in-person assistance, but will be served after employees with scheduled appointments.
- Appointments will be available from 8:30 – 4:30 and should take approximately 20 minutes.

Email [Mary Schafer](mailto:Mary.Schafer@thearclexington.org) at ShaferM@thearclexington.org or call her at 518.295.8130 x 201 to reserve your appointment.

ENROLLER DATES/LOCATIONS	
Weekday	Location
Tuesday, November 2 nd	Burke, Large Conference Room
Wednesday, November 3 rd	TPI Conference Room, Schoharie
Thursday, November 4 th	TPI Conference Room, Schoharie

For questions about any of your benefits, please contact:

Courtney Mickels, Human Resources Generalist and Benefits Specialist
(518) 775-5422

Fran Schneider, Assistant Director of Human Resources
(518) 775-5425

Jean Ginter, Employee Services Coordinator
(518) 775-5424

Kaleena Castiglione, Human Resources Generalist and Leave Specialist

Retirement Accounts Converted to AIG

The conversion of your old retirement account to AIG is currently in process. **Remember, we are in a blackout period until 1:00 AM on November 9th.** It is imperative that you create and log into your new AIG account after the blackout period ends.

Please click the correct link below with information on how to set up your new AIG login account. The instructions are located on page 3 of the document. There is other very important information so please be sure to read through it.

Fulton and Albany employees, click here:
<https://drive.google.com/file/d/1wXHDPpdMuBe9k8AWFwI-jsAt7G3u4yMq/view?usp=sharing>

Schoharie employees, click here:
<https://drive.google.com/file/d/1CzYD5Wt7hcXW66l1hLKjRXbKmmiCR4Nk/view?usp=sharing>

Once you have logged in, please record your beneficiary as your current beneficiary will not transfer over during the conversion.

Currently, Lexington provides a 4% contribution into each eligible employee's 401(k) annually. These contributions from Lexington will now be made once annually each January and will show on your account as of January 2023. Employees can also contribute additional money to their own 401(k) with each paycheck should they elect to do this during open enrollment. Lexington will match up to 2% of the employee contributions each year.

HRA Update for Schoharie

Late last year we announced that Lexington would cease any HRA contributions after 2021. As we discussed in the 2022 Benefits presentations, eligible Schoharie employees will be switching health insurance into the Fulton/Albany plan administered by CDPHP starting on 1/1/22. Since it is not a high deductible plan, no HRA contributions will be made going forward.

Please be aware, all remaining balances in your HRA will remain available for your use until 12/31/22. As of 1/1/23, any balances remaining in your account will be forfeited. We ask that you plan to use your available funds before the end of 2022.

FSA/HRA Provider Change For All Employees

Rose and Kiernan will be switching the administration of our employee's flexible spending accounts (FSA) and HRA accounts to their sister company, American Benefits Group (ABG) effective 1/1/22. ABG offers an improved website and a mobile app for access to your information at any time.

You will be receiving new debit cards to use before the end of this year. Please start using the new cards as of 1/1/22.

More information will be coming to you after open enrollment. Click here for a brief summary of the ABG benefits: https://www.amben.com/demos/Information/ABG_AccountAccess.pdf

Get important HR information on Workplace

There's a new group on Workplace called **HR Info**.

You don't have to do anything to join it, every employee is already a member.

In this group you will see postings about HR Info, including documents and important information during this important Open Enrollment period.

If you are not a member or can't get access, please contact Courtney Mickels at MickelC@thearclexington.org, (518) 295-8130 (Schoharie) or (518) 775-5422 (Fulton).



HR Info

Open group · 1.4K members
Member since October 2021

HR Staffing Update

Jill Cassaro retired from Lexington on October 8, to spend more time with her husband, who also retired this year, and her family.

We will miss Jill but wish her the very best in her new chapter.

Happy Retirement

Important Notice – 2022 New York Paid Family Leave



As many of you know, New York Paid Family Leave (PFL) went into effect on January 1,

2018. This law permits eligible employees to take job protected leave to bond with a newly born, adopted or foster child; care for family members with a serious health condition; and provide support for family members when deployed abroad on active military duty. New York Paid Family Leave is fully funded by employees and the rates are set by the state of New York.

In 2021, employees contributed 0.511% of their earnings to PFL benefits with an annual cap of \$385.34 per year. New York State recently announced the following changes to PFL effective on January 1, 2022:

- Employees will continue to contribute 0.511% of their earnings each pay period, with the annual cap increasing to \$423.71.
- The maximum length of leave an employee may take is 12-weeks.
- NY State set the maximum weekly PFL benefit at 67% of the average weekly wage.
- The NY PFL benefit is capped at 67% of the Statewide Average Weekly Wage of \$1,594.57 (\$82,917.64 annual average wage).
- The maximum weekly NY PFL benefit for 2022 will increase to \$1,068.36.
- Employees whose leaves began in 2021 will be paid the benefit rate in effect on the first day of your leave.

Paid Family Leave is funded through employee payroll contributions that are set by New York State each year to match the cost of coverage. With high utilization of the benefit, the cost of coverage has risen as reflected by the new contribution rates. Employee contributions are set annually by the New York State Department of Financial Services.

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/>

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://tinyurl.com/2gpjm2hn>

This newsletter will be archived at the following link: <https://thearclexington.org/hr-updates>
Managers, please post and distribute to all employees.

2022 Holiday and Pay Date Calendar

Holiday	Day Observed Non-Residential Programs	Day Observed Residential
New Year's Day (2022)	Friday, December 31 (2021)	Saturday, January 1
Martin Luther King Jr. Day	Monday, January 17	Monday, January 17
President's Day	Monday, February 21	Monday, February 21
Memorial Day	Monday, May 30	Monday, May 30
Independence Day	Monday, July 4	Monday, July 4
Labor Day	Monday, September 5	Monday, September 5
Thanksgiving Day	Thursday, November 24	Thursday, November 24
Day after Thanksgiving	Friday, November 25	Friday, November 25
Christmas Eve	Friday, December 23	Saturday, December 24
Christmas Day	Monday, December 26	Sunday, December 25

PAYROLL PERIODS AND PAY DATES FOR THE YEAR 2022

12/19/21 – 01/01/22	01/07/22	06/19/22 – 07/02/22	07/08/22
01/02/22 – 01/15/22	01/21/22	07/03/22 – 07/16/22	07/22/22
01/16/22 – 01/29/22	02/04/22	07/17/22 – 07/30/22	08/05/22
01/30/22 – 02/12/22	02/18/22	07/31/22 – 08/13/22	08/19/22
02/13/22 – 02/26/22	03/04/22	08/14/22 – 08/27/22	09/02/22
02/27/22 – 03/12/22	03/18/22	08/28/22 – 09/10/22	09/16/22
03/13/22 – 03/26/22	04/01/22	09/11/22 – 09/24/22	09/30/22
03/27/22 – 04/09/22	04/15/22	09/25/22 – 10/08/22	10/14/22
04/10/22 – 04/23/22	04/29/22	10/09/22 – 10/22/22	10/28/22
04/24/22 – 05/07/22	05/13/22	10/23/22 – 11/05/22	11/11/22
05/08/22 – 05/21/22	05/27/22	11/06/22 – 11/19/22	11/23/22
05/22/22 – 06/04/22	06/10/22	11/20/22 – 12/03/22	12/09/22
06/05/22 – 06/18/22	06/24/22	12/04/22 – 12/17/22	12/23/22

New Benefit Cards Coming

All employees enrolled in CDPHP health coverage will be receiving new ID cards to use for 2022. The new ID cards are the result of a new law passed in 2021 requiring health insurance providers to print additional information on the cards. There are no changes to the plan. Please start using your new cards upon receipt.

Our Schoharie employees will also be receiving new Delta Dental cards and Davis Vision cards if you elect to enroll in these benefits for 2022.

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://tinyurl.com/2gpjm2hn>

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Updates on Holiday Premium Pay for 2021

As we announced in our meetings held in our benefits meeting held earlier this month, we communicated that the hours set to receive premium pay would run from 4:00 PM on Christmas Eve until 4:00 PM on Christmas Day. Due to feedback from our residential staff, we have made a change in how we will handle this.

We will be going back to how we paid premium pay previously. Non-exempt employees working on a residential holiday will receive pay for hours worked plus premium pay for hours worked starting at midnight on 12/24/21 through midnight on 12/25/21.

For clarification purposes, residential holidays will fall on the actual holiday regardless of which day of the week the holiday falls on. For 2021, Christmas falls on a Saturday. So, Saturday is the observed holiday for residential.

Update on Vision Insurance Rates for 2022

All employees will pay the following rates for vision insurance through Davis Vision if they elect this benefit for 2022:

- Individual - \$5.76 per month
- Employee +1 - \$9.13 per month
- Family - \$15.77 per month

There is no increase at all for our Fulton and Albany employees between the 2021 rates and the 2022 rates. Our Schoharie employees will be paying slightly less next year than they did in 2021.

Find Open Enrollment Information On Lexington's Website

You can now find Lexington's open enrollment information by clicking here:

www.thearclexington.org/open-enrollment-2021.

Use the link to check periodically for informational updates and enrollment documentation.

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.



Lexington Milestones CONGRATS ON YOUR WORK ANNIVERSARY!

Congratulations and thank you to the following employees celebrating milestones through October 31, 2021

ONE YEAR

Adenike Adedokun, Residential, 10/26
Lashonda Allen, Residential, 10/13
Derek Bates, Residential, 10/2
Mackenzie Brown, Residential 10/19
Mackenzie Cunningham, Residential, 10/7
Kiley Garrigan, Residential, 10/19
James Gravina, Residential, 10/6
Tianna Hazel, Residential, 10/13
J. Reali, Admin, 10/14
Samantha Wade, Residential, 10/5
Alyssa Wameling, Residential, 10/19

FIVE YEARS

Robert Clemons, Transportation, 10/17
Tamika Williams, Transportation, 10/17
Stacy Wilson, Medical Services, 10/9

TEN YEARS

Candace Bean, Day Habilitation, 10/17
Daniel Clemence, Residential, 10/3
Mary Congdon, Residential, 10/31
BobbieLynn Edick, Residential, 10/31
Tina Mergel, Day Habilitation, 10/19
Elizabeth Millan, Residential, 10/3
Carl Nelson, Residential, 10/18
Heather Page, Residential, 10/31
Rueben Smith, Maintenance, 10/19

FIFTEEN YEARS

Harry Rode, Residential, 10/9

TWENTY YEARS

Jamie Bonner, Day Habilitation, 10/5
Dianne LaFountain, Residential, 10/9
Joslynn Mitchell, Residential, 10/22
Jeannine Zaluski, Rehabilitation, 10/1

TWENTY-FIVE YEARS

Melissa Lawrence, Day Habilitation, 10/7
Susan Insonia, Residential, 10/3

THIRTY YEARS

Sue Rickard, Residential, 10/7

FORTY YEARS

William Schultz, Maintenance, 10/13