

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

OPWDD Offers Incentive Bonus to Vaccinated DSPs



Dear Lexington staff members,

We have been made aware that OPWDD will be paying an incentive bonus to DSPs that have been fully vaccinated by **1/14/22**. Fully vaccinated means one dose of J&J or both doses of Pfizer or Moderna administered no later than **1/14/22**. A list of positions that are considered DSP by OPWDD were distributed with the recent bonus announcement (see the column to the right)

The payout will be as follows:

- \$500 for Full-Time actively employed DSPs
- \$250 for Part-Time actively employed DSPs working at least 20 hours/week
- \$125 for Part-Time actively employed DSPs working less than 20 hours/week

We have not yet been told of all the rules that may affect the payout of this bonus. We will share as we know more.

Please do not take this as any kind of vaccine mandate. As of today we are not being told that we have to mandate the vaccine. This email is only to let you know that the State of New York will be rewarding actively employed DSPs that have been fully vaccinated as of **1/14/22**. I am sharing what we know today so any DSP that may want to participate in receiving the bonus, and has not been vaccinated, will still have time to get vaccinated if you want to participate in the incentive bonus.

We must have your vaccination card so we can report it to OPWDD. We will distribute the payments when we receive the funds from OPWDD in 2022.

Should you have any questions, please contact Human Resources.

Thanks, **Shaloni**

Positions that are considered a Direct Support Professional, according to OPWDD's rules. Please know that these rules are determined by OPWDD, not Lexington. If you don't see your position listed here, but believe that you are a DSP, please contact HR.

In Fulton and Albany Counties:

Albany Assistant Manager
Appointment Clerk
Appointment Clerk Coordinator
Appointment Clerk Manager
At Home Waiver Service Program Manager
Curator, Arts Center
Coordinator DOH Day Program Services
Coordinator of Employment Opportunities
Coordinator of Self-Advocacy
Creative Arts & Activities Coordinator
Day Program Manager
Day Hab Direct Support Staff
Direct Support Relief Specialist
Employment Specialist/Job Coach
Enclave Supervisor
Family Services DSC
Family Services Habilitation Aide
Family Services DSS
Habitation Specialist
Job Developer
Job Trainer
Mobile Crew Supervisor
Peer Mentor
Peer Mentor Coordinator
Recreation Activity Coordinator
Recreation Instructor
Residence Manager
Residential Cook/DSS
Residential Direct Support Specialist OMH
Residential Weekend Q&S Specialist
Respite Aide
Specialized Employment Specialist

In Schoharie County:

Program Aide
Res/Dayhab DSP 1
Res/Dayhab DSP 2
Res/Dayhab DSP Charge 2
Dayhab DSP 4
Residential Manager
Assistant Manager
Employment Specialist
Employment Service Professional

Lexington's Holiday DSP Recognition Programs Announced



We are happy to be able to announce Lexington's **Holiday DSP Recognition Program**. As you all know we are asking more of our employees given the staffing challenges we are facing. With the holidays approaching we are pleased to be able to further recognize our employees who are showing

commitment to their work schedule and those who are working extra shifts to help make sure the people we support have the care they need and deserve.

The **Holiday DSP Recognition Program** will have three parts – Attendance Recognition, Overtime Recognition, and a new program specifically designed for our Part-Time/Per-Diem employees, with details listed below.

This **Holiday DSP Recognition Program** will run from November 8, 2021 through January 7, 2022.

If you have any questions or need additional information about the program, please contact your Manager, or Tina Olyer at OlyerT@thearclexington.org or at (518)736-4152, for assistance.

A SPECIAL INVITE FOR ALBANY STAFF

The Arc Lexington Holiday Event

Wednesday, December 8 | 10:00AM-1:00PM

Apex Entertainment

1 Crossgates Mall Road, Albany, NY 12203



All Albany staff are invited to a special holiday celebration at Apex Entertainment in Crossgates Mall! As thanks for everything you do year-round for the people we support, we hope you will join us for some food, fun and holiday cheer. Come enjoy:

- Appetizers
- Lunch
- Soft Drinks
- Gifts
- Bowling
- Laser Tag
- Bumper Cars
- Arcade Games
- AND MORE!

If you plan to attend, please RSVP to your manager by Friday, December 3. We hope to see you all there!



Holiday DSP Recognition Programs



ATTENDANCE RECOGNITION PROGRAM

(Eligible employees include DSPs from IRA, DH and Community Supports).

- DSPs who work a pay period having zero unscheduled absences, and using no more than 2 days' worth of approved benefit time, earn additional \$100 recognition.



OVERTIME RECOGNITION

(All employees with a primary or secondary job as DSP working overtime within the residential program)

- 16 hours of overtime within a pay period = \$75 recognition
- 24 hours of overtime within a pay period = \$100 recognition
- If an employee works 16 hours of overtime during the "night" shift, defined as 11pm-7am, they will earn an additional \$75



Part-Time/Per-Diem Recognition Program

(All Part Time and Per Diem DSPs working within the residential program)

- PT employees who work more than 35 hours per week will earn additional \$75 recognition
- Per Diem employees who work 20 or more hours per week will earn additional \$75 recognition

AIG Retirement Plan Transition Update



The first AIG transition is complete. Please log in and create your AIG account and designate your beneficiary right away!

Please be aware, as we noted in the last *HR Updates*, the contribution rules under the AIG plan vary slightly than those under Prudential. Lexington contributions and match funds will show up in your account each January. We are no longer able to make contributions and match dollars with each paycheck. The structure of the plan under AIG requires employees be 18 years of age, work a minimum of 1,000 hours per year and be employed on the last day of the year to receive contributions. We must ensure employees meet those eligibility requirements before releasing the Lexington contributions and match dollars. Even though Lexington will make contributions and match dollars only in January, employees are able to contribute their own funds throughout the year.

AIG has added another financial advisor to help any employees with their retirement planning. Please click this link for more information: <https://bit.ly/3E5yUzb>

Our Schoharie employees will go through a very small transition in early January to merge Schoharie with the Fulton/Albany AIG plan. It should be transparent for our employees. More info to follow as we get it from AIG.

Important CDPHP Updates: New ID Cards/ Prescription Drug App

New ID Cards

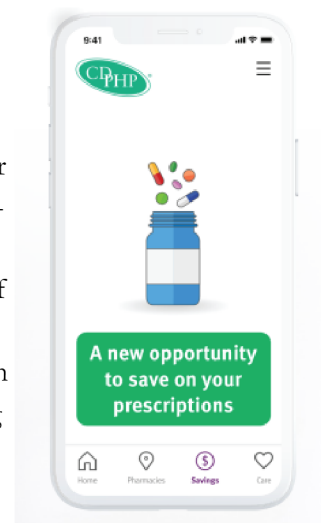
If you enrolled in health insurance for 2022 through Lexington you will be receiving a new CDPHP ID card for 2022. This is a result of some new information that must be included on the cards as per a new law.

It is important that our Schoharie employees follow the instructions that will be included with your new card. You will be asked to create an account on the CDPHP website with your new CDPHP ID number. Be sure to use your new card for any doctor visits in 2022 as your old ID number will not work. Any employee currently on a maintenance medication will need to log into Caremark and update your account with your new ID number so your prescriptions continue to be filled.

Prescription Drug Price App

We often talk about helping our employees to be smart consumers when it comes to costs of health care. Because we are self-insured, Lexington pays for health care directly (not through an insurance broker). Anything our employees can do to lower the cost of their health care helps all of us in the long run.

Please see the new app from CDPHP, CDPHP ConnectRx, that helps you (and Lexington) save money on prescription drugs.



Please click this link to read the information sheet on ConnectRx: <https://bit.ly/3d3De6e>

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.

New 2022 Leave Request Form

Please begin to use the new leave request form for any time off requests for 2022 and going forward. Click here to get a copy of the form: <https://bit.ly/3Ecb4BU>

It is also available in the HR Info group on Workplace, under the “Files” tab.

Get important HR information

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

During these special times of year, take advantage of the opportunity you have to spend time with loved ones, have real conversations and enjoy authentic moments.

#motivationnation

Just Breathe! Tips for Dealing with Holiday Stress



The holidays are coming, the weather is changing and it is getting dark outside earlier than usual. This time of year can be difficult for many when it comes to anxiety levels, stress, and depression. While this is happening, we are still learning to cope with COVID-19. If you experience anxiety related to any of these here are some breathing exercises that may help.

Breathing Exercises for Anxiety

When anxious, you tend to take rapid, shallow breaths from the chest. Chest breathing can result in increased heart rate, dizziness and muscle tension. During abdominal or diaphragmatic breathing, you instead take even deep breaths, which reduces the amount of work your body needs to do to breathe. If you’re feeling breathless because of anxiety, try the following techniques to alleviate symptoms:

- **Equal breathing**—from a sitting or lying-down position, inhale for the same amount of time as you’re exhaling. Try using a four-second count.
- **Mindful breathing**—Focus on your breathing and bringing your mind’s attention to the present. Don’t let your mind drift to any concerns.
- **Slow breathing**—you normally take 10 to 20 breaths per minute, so strive to take four to 10 breaths per minute.
- **Resonant breathing**—Lie down and close your eyes. Gently breathe in through your nose for six seconds and exhale for six seconds.

If these types of breathing feel challenging, try again in a day or so, or build up the time gradually. If your anxiety persists or gets worse, contact your doctor.



COVID-19 Vaccine First Dose, Second Dose and Booster Vaccinations are Available at Clinics in December



We are pleased to be able to announce an additional three clinics for December at our Bishop Burke location. We will again partner with Fulton County Public Health and Adirondack Health & Wellness. These

clinics are open to Lexington staff and family, as well as to the public.

For individuals who received a Pfizer-BioNTech or Moderna COVID-19 vaccine, all adults 18+ are eligible for a **booster shot** at 6 months or more after their initial series. As in the November clinics, we will have access to use the Johnson & Johnson vaccine for initial dose or as a booster for **Lexington employees only**. There will be no sign-ups for these J&J shots at the links; instead please contact the staff below to register for J&J. Adirondack Health & Wellness is continuing to offer \$50 gift cards for those who get boosters/vaccines at these clinics.

For any staff who have received a vaccine/booster at our clinics and are waiting to hear about your \$50 voucher:

- If you requested a PHYSICAL card, it takes 4-6 weeks to process and mail.
- If you requested an ELECTRONIC voucher via email, please check both your spam folder and inbox for any email from Flex For Checks or Tremendous. Those would be the organizations that will have emailed you your voucher.

You can also call or email the following with questions: 877-770-NMHA (877-770-6642) - flexforchecks@thenmha.org (the national minority health association).

Please use the links that follow to register for any of these clinics or call/visit the following staff members who can assist you with registration:

Vicki Scheuerman at ODH (518 568-3102)

Bahja Helou Haddawi at Burke (518 775-1619)

Nancy DeSando at 465 N. Perry St. (518 736-3937)

Megan Balser at the Nigra Arts Center (518 661-9932)

12/9: https://booknow.appointment-plus.com/6z7p0e2q/?e_id=3469

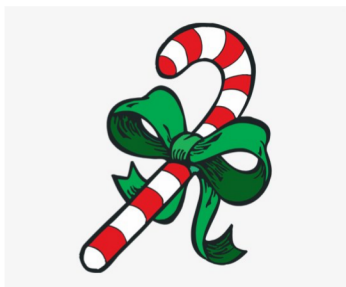
12/16: https://booknow.appointment-plus.com/6z7p0e2q/?e_id=3471

Here is some additional information about these clinics/other ways to get the COVID-19 vaccines/boosters:

There are now booster recommendations for all three available COVID-19 vaccines in the United States. Eligible individuals may choose which vaccine they receive as a booster dose. Some people may have a preference for the vaccine type that they originally received and others may prefer to get a different booster. CDC's recommendations now allow for this type of mix and match dosing for booster shots. For those in the public, including members of your families, at this time only the Moderna and Pfizer shots are available – the Johnson & Johnson vaccine/booster are for Lexington staff members only.

Please note that we hope to set up additional clinics in other counties, as well as offer staff vaccines/boosters when we travel to our homes to vaccinate the people we support. Dates/times/details to follow.

Thank you for getting vaccinated to keep you, your families and friends, and everyone in the Lexington family safe and healthy!



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 November 30, 2021*

ONE YEAR

Kalil Arrington, Residential, 11/30
 Destiny Clark, Residential, 11/30
 Rasheen Clark, Residential, 11/30
 Priscilla Kotey, Residential, 11/30
 Tolulope Majaro, Residential, 11/30
 Debbie Trudell, Clinical, 11/16
 Makylia Skervin, Residential, 11/09
 Jaydin Jackson, Residential, 11/04

FIVE YEARS

Lisa Johnson, Residential, 11/28
 Brianna Strauser, Residential, 11/21
 Lanaysha Eason, Residential, 11/14
 Ashley Faulkner, Residential, 11/14
 James Kane, Residential, 11/14
 Linda Neri-Smith, Residential, 11/14

TEN YEARS

Carmen Robinson, Residential, 11/28
 Wally Hart, Administration, 11/21
 Brittany Cushman, Employment, 11/14
 Brittany Marie Boyer, Residential, 11/07

FIFTEEN YEARS

Tamie White, Administration, 11/27
 Joshua Ryan Handy, Residential, 11/06

TWENTY YEARS

Jamie Tesiero, Day Habilitation, 11/02

THIRTY YEARS

Sheri Hanna, Residential, 11/11

THIRTY-FIVE YEARS

Kathleen Perry, Residential, 11/20

RETIREES

Tom Diamond, Transportation, 16 Years
 Judy Hadsell, Residential, 22 Years
 Rick VanDyke, Transportation, 35 Years