

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Wrapping Up 2021: Important Year-End Updates

As we near the end of 2021 and get ready to enter a new year, here's some important HR information you'll need to know or act upon soon for 2022.

AIG 401 (k) Retirement Plan

Have you set up your AIG account yet? Have you designated your beneficiary? If not, please follow the instructions on page 3 of these linked documents:

Fulton and Albany employees, click here:

<https://drive.google.com/file/d/1wXHDpPdMuBe9k8AWFwLjsAt7G3u4yMq/view?usp=sharing>

Schoharie employees, click here:

<https://drive.google.com/file/d/1CzYD5Wt7hcXW66l1hLKJRXbKmmiCR4Nk/view?usp=sharing>

If you have any questions or need guidance please reach out to Courtney Mickels in HR (518) 775-5422 (Fulton) or (518) 295-8130 or MickelC@thearclexington.org.

401(k) Contribution Limits Have Increased for 2022

Workers who are younger than age 50 can contribute a maximum of \$20,500 to a 401(k) in 2022. That's up \$1,000 from the limit of \$19,500 in 2021. If you're age 50 and older, you can add an extra \$6,500 per year in "catch-up" contributions, bringing your total 401(k) contributions for 2022 to \$27,000.

Health Care FSA (Flexible Spending Account) Contribution Limits Are Being Increased For 2022

The annual contribution limit for your health care flexible spending accounts (health FSAs) is on the rise for 2022. Employees can now contribute **\$2,850** to their FSA, which is \$100 more than the 2021 cap.

Vaccination Cards Needed

In order to pay out the OPWDD vaccine bonus to eligible employees (as defined by OPWDD) we must have your vaccine card on file. If you have not yet submitted a copy of your vaccine card yet, time is running out. Please email it to Rene Craig at craigr@thearclexington.org as soon as possible.

Mileage Reimbursement Rate for 2022

Lexington's mileage reimbursement rate always follows the federal rate. For 2022 the rate is 58.5 cents per mile.



Looking For Extra Holiday Cash?

It's as simple as referring a vaccinated new employee to Lexington!

Not only can you earn Lexington's referral bonus, but the employee you refer who is hired by 1/14/22 and provides proof of vaccination will also receive up to a \$500 vaccination bonus through the announced OPWDD funding.

*All referral bonus rules and OPWDD vaccine bonus rules apply



Congratulations to our Recruitment Raffle Winners!

Winners for November were:

Faith Daley—Western Fulton County

Tiffany Buchanan—Eastern Fulton County

Catherine Leach—Schoharie County

Shamiah Walker—Albany County



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 December 31, 2021

ONE YEAR

Hanna Kincheloe, Residential, 12/28

Andrew Wallace, Residential, 12/15

Veronica McCray, Residential, 12/12

Nathan Boughton, Residential, 12/7

Katie Lagrange, Residential, 12/7

Rachael Lamphere, Residential, 12/7

Nitza Maynard, Clinical, 12/7

Lisa Westerling, Residential, 12/7

FIVE YEARS

Sarah Egnor, Residential, 12/5

TEN YEARS

Emilio Mauleon, Residential, 12/5

FIFTEEN YEARS

Jessica Forjone, Residential, 12/4

Lois McRedmond, Residential, 12/2

TWENTY YEARS

Lori Bartlett, Day Habilitation, 12/17

Terry Williams, Administration, 12/13

Beth Anne Benjamin, Residential, 12/3

TWENTY—FIVE YEARS

Susan Matthews, Clinical, 12/16

William Barnett, Jr., Medical, 12/2

THIRTY YEARS

Mary Van Valkenburgh, Residential, 12/18

Kathy Hill, Residential, 12/12

Important: Pay Date Change



We previously announced all the pay dates for 2022.

Please note, the November 11, 2022 pay date falls on a bank holiday so the pay day will be moved to November 10, 2022.

St. Mary's Lab Service Change in Hours of Operation

Please be aware that St. Mary's has changed their lab hours at most locations. You might want to call ahead and verify hours before heading there. The lab phone number is 518-841-7224.



Save Money with EAP

Your EAP offers many great money management tools and benefits for you and your family. There are benefits that can be very helpful over the holiday season to help you save money and do more with less.

Just click on the link below to view a short video which explains these great benefits or click on this link for a flyer.

<https://bit.ly/3H5U6qd>

Or click the video below to watch a video about using EAP benefits to help improve your personal finances.

<https://www.theeap.com/video-library/eap-benefits-to-help-improve-your-personal-finances>

We hope you take advantage of all the many benefits that your EAP has to offer!

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.

Holiday Decoration Safety Message

Many Lexington programs and homes are decorated beautifully for the Holidays. Here is a reminder of a few important safety guidelines that should be followed when decorating:



Step-Stool Safety (step ladders are not permitted except for maintenance):

- There should be no decorations on the roofs, peaks, or eaves of the houses.
- Staff should not be climbing higher than what can be reached by using the step stools provided.
- Decorations should be concentrated in areas that can be reached while standing on the ground or on porches. In other words, step stool should be avoided to reduce risk of injury.
- A second staff should always assist and support the person using the stool such as handing up items. Always be sure the stool is on a solid, level surface.
- Do not attach any decorations that may damage the property.

Please keep in mind that the primary goal of all decorating should be to enhance the environment and quality of life for people we support.

Fire Safety:

- Surge protectors (multi-plug adapters) should be used as an alternative to extension cords, and most are rated at 15 Amps. Pay particular attention to the amount of amperage being applied to one circuit.
- All electrical decorations should be labeled with a UL sticker or imprint indicating the product's rating.
- Do not run cords under rugs, carpets, through wall or ceiling openings, or any other heat-retaining material. Cords should not be placed in areas where they may become a tripping hazard (i.e. halls, doorways).
- Never staple or "pinch" wires as damaged wires may become a fire hazard.
- Unplug decorative lights when people go to bed at night or when leaving the site.
- Space heaters are not permitted at certified sites.
- Real Christmas trees are not permitted at Lexington.

Important Safety Information:

Holiday Season Cooking and Fire Safety

It's that time of year again! With Christmas and other holidays just around the corner, we would like to share some cooking and kitchen safety tips.

With increased cooking during the holiday season we would like to share some kitchen-fire safety tips:


Cooking Safety Quick Tips:

- **Cardinal rules of cooking safety!** Start and end with a clean kitchen; use Lexington recipes that have been tested for success and safety.
- **Gas Stoves:** Clean grates by soaking in warm soapy water and burners and stove top surface wiped down.
- **Electric Stoves:** Remove the electric coils and gently wipe down. Soak the drip pans in warm soapy water and clean the stove top surface. (Never use tin foil as a replacement for drip pans).
- The self-cleaning oven feature should only be used when no person we support is home.
- Always make sure microwave ovens are cleaned on a regular basis as well.
- Always clean and clear out toasters (dumping all the crumbs) and keep unplugged when not in use.
- Always use the right tool for the job. For best results while cooking please use the correct pot, pan, utensil, etc. to achieve the desired dish. Many kitchen related personal injuries or fires are the result of not using the correct cookware.
- **Dress for the job.** Avoid wearing loose fitting clothing. Clothes with long loose sleeves, clothing with ruffles, robes, clothing with loose threads or strings, or other loose or flowing garments may quickly ignite or catch fire.
- Do not reach over open flames or hot burners. Keep the work area clean and clear. **Food and grease build up is an excellent fuel for fire.** Potholders, tea towels, or wooden utensils are other items that could easily catch fire if too close to the heat source. **Never leave cooking food unattended.** If you must leave the kitchen, turn the stove off, and remove from the burner. Oils are particularly dangerous as they can quickly become overheated, begin smoking, and then burst into flames. Use the smallest amount of oil possible to cook the food. Deep frying is **not** permitted. Keep a pan lid handy to quickly cover the pan if the oil should become too hot. (Don't add oil to water for cooking pastas. If it boils over



the oil may ignite and start a fire.)

- Fire Extinguishers are provided, but not intended for staff to use to fight a fire of any size – immediately exit! Extinguishers should be used only to clear a path of immediate exit when no other means of egress is available.
- Limit the number of people who are in the kitchen. Too many cooks at one time may lead to distractions, confusion, and an unfortunate accident.



GUESS THE CAROL: EMOJI EDITION

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The first employee to send all the correct answers to the "Emoji Edition" will win a Dunkin Donuts gift card. Send your answer sheet to Courtney Mickels in HR at MickelC@thearclexington.org.