

## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

### We've Got An Exciting Recruitment Update

Our recruitment team has been hard at work for the past few months.

Since July 1, they have successfully **hired 44 direct support staff plus 7 additional interns** in Fulton County. In Schoharie, they have added 6 more direct support staff. Most exciting, however, for the first time in a very long time, **we are fully staffed in Albany.** Heidi, Emily, Doug and all the HR support staff that help, managed to hire 42 staff in Albany since early in July! Congratulations on a well-deserved victory in Albany. Of course, our goal is to get Fulton and Schoharie in the same shape!

To help support this effort, The Arc New York worked with all of its Chapters to hold a statewide job fair last Thursday. We are very proud to say that Shaloni and Dan led this effort. The committee that assisted Shaloni on this event worked with a public relations company to create and brand a marketing effort across all of NY. You have probably seen the new tag line – “Discover the Rewards of a Career in Direct Support.”

We will be promoting this in our ads, on our recruitment materials, on social media and anywhere we can to help promote this branding. It certainly worked last Thursday in Schoharie. We brought in more applications in one day than we have received over the past several months. Many of those who applied said they saw the banners and decorations around the Schoharie building and wanted to come in and check us out.



While we continue to aggressively recruit in Fulton and Schoharie, we will extend our **Overtime Recognition** and **Lexington Family Recognition Programs**. The details are below:

#### Overtime Recognition

- Employees working a minimum of 24 hours of overtime in a pay period in residential shifts will be eligible for \$100 added recognition
- If 12 of the 24 hours of overtime is worked during awake night shifts the employee will earn an additional \$50
- If 12 of the 24 hours of overtime is worked in one of the 9 western Fulton County IRAs the employee will earn an additional \$50

#### Lexington Family Recognition Program

- Any employee that is not from the IRA Department that commits to and works at least (2) eight hour shifts on the weekends in the IRA Department will earn an additional \$100

These programs are being extended through the weekend of November 5th, with corresponding recognition checks being distributed within 2 weeks following.

As a reminder, the weekend is defined as any time between 11 p.m. Friday and 7 a.m. Monday. Any hours worked during these time frames will also mean the employee is eligible for the weekend add-on.

Should you have any questions about these opportunities please contact any of the IRA A.D.s, Directors or Pat Dowd. The entire residential program thanks you in advance for your continued support. It's an exciting time at Lexington!!!





## Lexington Champions

**Congratulations to Ed Lynch** who has had perfect work attendance for the past two years. Ed, who works in Residential, has had no unscheduled absences or call outs since 2019!



Ed is a 30-year employee and his colleagues can't say enough about his commitment and passion for the important work he does.

Thanks for being someone we can always rely on, Ed!



*To our July and August Recruitment Raffle Winners!*

Susan Hayes—Western Fulton County

Michele Hamm—Eastern Fulton County

KariJoe Roberts—Schoharie County

Shaleena Hardy—Albany County

Vanessa Villegas—Western Fulton County

Carrie Durrin—Eastern Fulton County

Sandra Hyatt—Schoharie County

Katija Allim—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 September 30.*

### ONE YEAR

Rachel Bromberg, Residential, 9/08  
Wayne Buyce, Residential, 9/08  
Julie Ann Capito, Transitions, 9/08  
Amanda David, Residential, 9/25  
Fatimatou Diallo, Residential, 8/17  
Burke Herrick, Residential, 9/08  
Amie Introne, Residential, 9/08  
Sarah Johnson, Residential, 9/21  
Terry Johnsta, Residential, 9/14  
Emily Kenyon, Residential, 8/25  
Cyril Mahmoud-Williams, Residential, 9/08  
Nikita McFev, Residential, 8/31  
Kristen Musgrave, Residential, 9/30  
Love Nemecek, Transitions, 9/08  
Remmielaku Norman, Residential, 8/17  
Julia Proper, Transitions, 8/24  
Amanda Putorti, Residential, 8/25  
Ashley Reidell, Transitions, 8/31  
Alyssa Rocas, Transitions, 9/08  
Annie Stock, Transitions, 9/08  
Katelyn Wallace, Residential, 8/24  
Evan Wooding, New Beginnings, 8/25  
Patricia Wrobel, Clinical, 9/14

### FIVE YEARS

Nietisha Farmer, Residential, 8/29  
Ashley Sanford, Residential, 8/29  
Kelly Morrison, Residential, 8/15  
Evyonne Payne, Residential, 9/19  
Savannah Simonds, Transitions, 9/12  
Shania Somma, Residential, 9/12

### TEN YEARS

Diane Bellamy, Residential, 9/26  
Laura Famiglietti, Medical, 8/15  
Jennell Jones, Residential, 9/19  
Tiffany Sperbeck, Employment Resources, 9/19  
Lisa Werner, Residential, 8/29

### FIFTEEN YEARS

Thomas John Brownell, Residential, 9/05  
Malynda Crocetta, Residential, 9/12  
John Freer, Residential, 8/21  
Ekko Spano, Residential, 9/25

### TWENTY YEARS

Jeannette Delarosa, Residential, 9/04  
Jennifer Hart, Residential, 9/01  
Anne Payette, Medical, 8/31  
Lori Penny, Residential, 9/04  
Amy Rankin, Rehabilitation, 9/10  
Amy Sartin, Residential, 9/04  
Paula Wallin-Eddy, Residential, 9/10  
Michelle Yost, Residential, 9/04

### TWENTY-FIVE YEARS

Hillary Fitzpatrick, Community Supports, 8/17  
Sylviaann Montalvo, Residential, 9/20

### THIRTY YEARS

Pamela Bouchoux, Employment Resources, 9/09  
Amanda Bruyn, Residential, 9/06  
Veronica Dona, Transportation, 9/09  
Stacey Lee Miller, Community Supports, 9/10

# Save these Dates! Employee Benefit Meetings Announced

We have scheduled the following meetings to roll out the **Consolidated 2022 Lexington Benefits** to all employees.

Please try to attend one of the meetings below so you have the opportunity to hear all about your benefits for next year. We are offering multiple in-person meetings, as well as by Zoom.

Fulton and Albany employees should attend a meeting identified for Fulton and Albany staff. Schoharie employees should attend one of the meetings noted as being for Schoharie staff. Zoom links will be sent as the meetings get closer.

Please note: All seating will be socially distanced and Lexington issued masks are required for the in-person meetings. All attendees will be screened upon entering the building regardless if they have been screened earlier in the day.

- **Tuesday, October 12, 10:00 a.m.—12:00 p.m.**  
Burke Gym and Zoom (Fulton /Albany employees only)
- **Tuesday, October 12, 2:00 p.m.—4:00 p.m.**  
TPI Building, Schoharie and Zoom (Schoharie employees only)
- **Wednesday, October 13, 1:00 p.m.—3:00 p.m.**  
Burke Gym and Zoom (Fulton and Albany employees only)
- **Wednesday, October 13, 5:00 p.m.—7:00 p.m.**  
Burke Gym and Zoom (Fulton and Albany employees only)
- **Thursday, October 14, 10:00 a.m.—12:00 p.m.**  
TPI Building - Schoharie and Zoom (Schoharie employees only)
- **Thursday, October 14, 2:30 p.m.—4:30 p.m.**  
Oppenheim Day Hab and Zoom  
(Fulton and Albany employees only)
- **Friday, October 15, 8:00 a.m.—10:00 a.m.**  
Burke Gym and Zoom (Fulton and Albany employees only)

## IN THE SPOTLIGHT

Lexington offers a **Dependent Care Flexible Spending Account (FSA)** and a **Health Care FSA** each year during open enrollment. Here's some information about each program and how it can benefit your family.



### Dependent Care Flexible Spending Account

Child care is expensive! A Dependent Care FSA can provide tax-free money for eligible child care services. This can help you [stretch your child care dollars](#). The Dependent Care FSA can pay for such things as summer day camp, before or after school programs, and child or adult daycare. It's a smart, simple way to save money while taking care of your loved ones so that you can continue to work.

### How You Save

The money you contribute to a Dependent Care FSA is not subject to payroll taxes, so you end up paying less in taxes and taking home more of your paycheck

- Care for your child who is under age 13
- Before and after school care
- Babysitting and nanny expenses
- Daycare, nursery school, and preschool
- Summer day camp
- Care for your spouse or a relative who is physically or mentally incapable of self-care and lives in your home.

### Health Care Flexible Spending Account

Similar to a Dependent Care FSA, a Health Care FSA is used to pay for qualifying health and dental care expenses. The money you contribute from your paycheck is not subject to payroll taxes when you use it for qualifying medical and dental expenses. The IRS limits how much can be contributed to an FSA account per year. For medical expense FSA accounts, the annual contribution limit per employee is \$2,750 for each of 2020 and 2021. If you are married, your spouse can also put aside up to \$2,750 through their employer.

One thing about FSAs, be careful to only contribute an amount of money that you will use within the calendar year or you lose the money.

### Notice:

Lexington is required to provide you with a summary of the annual report of our health, life insurance, dental, vision and disability plans. You can click [here](#) to read the summary.

No further action is required on your part.

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.*

Leadership is an  
action, not a position

Donald McGannon



# It's time to get the Flu Shot! What You Need To Know



Changing leaves and cooler temperatures are good reminders that fall has made its way to upstate NY—bringing with it the onset of flu season! The Flu Vaccine is still the best shot of protection against the flu. Lexington will again be offering free flu vaccines. Watch for more information about upcoming clinics. In the meantime, please review the information below to get more information about the vaccine, it's safety and effectiveness and how often you may need one.

## What is the flu?

Influenza (flu) is a contagious respiratory illness that can lead to serious complications, hospitalization, or even death. Symptoms often include: fever/chills, cough, sore throat, runny or stuffy nose, muscle or body aches, headaches, and fatigue. Some people may experience vomiting and diarrhea. Flu can lead to serious illness, including pneumonia.

## Who is susceptible to getting the flu?

Even healthy adults and children can get the flu, and spread it to family and friends. Flu viruses spread by tiny droplets when people cough, sneeze, talk or by touching a contaminated surface then touching your mouth, nose or eyes. People with the flu are most contagious in the first 3-4 days after their symptoms begin, but can spread the virus as soon as 1 day before symptoms develop and up to a week after becoming sick.

## How can I protect myself and the people I care about from getting the flu?

Vaccination is the best way to protect yourself and those around you. An annual flu vaccine is recommended for people ages 6 months or older. Pregnant women, young children, the elderly, and people with underlying health conditions such as heart disease, diabetes and asthma are at high-risk from developing serious complications from the flu and should get the vaccination annually. When these vaccines are well-matched to the current flu strain, they can reduce the risk of illness by between 40 % – 60%.

## Is the flu vaccine safe?

The flu vaccination is safe, it has been given to Americans over the past 50 years. The CDC and U.S. Food and Drug Administration (FDA) work closely together to ensure the highest safety standards for flu vaccines

## Will the flu vaccine make me sick?

The Flu vaccine cannot cause you to get the flu. It does not contain a live virus. It can however give you mild side effects such as soreness, redness and/or swelling from the shot, headache, fever, muscle aches and nausea. These symptoms usually last only a day or two.

## What is the benefit of getting the flu vaccine?

The vaccine is likely to reduce your chance of getting very sick, being hospitalized or dying from the flu. It has been shown to be extremely effective in preventing serious illness.

## When should I get the flu vaccine?

It is recommended that you get the flu vaccine prior to flu season and before the virus starts to spread. It takes approximately two weeks for antibodies to fully develop. Ideally, you should get the vaccine before the start of Flu Season, in early October. Flu activity is highest between the months of December through February.

## How often do I need a flu vaccine?

You should get a flu shot every year. Flu viruses are constantly evolving and changing. The vaccines are updated annually to help give you the best protection for this year's strain.

## If I've been vaccinated for COVID, do I still need the flu vaccine?

Yes, one does not protect the other. Vaccines are intended to target a specific virus.

## Is it safe to get the flu vaccine and the COVID vaccine at the same time?

Even though both vaccines can be given at the same visit, it is suggested that you follow the recommended schedules for getting either of the vaccines. If you haven't gotten your currently recommended doses of COVID-19 vaccine, get a COVID-19 vaccine as soon as you can, and ideally get a flu vaccine by the end of October.

## How important will it be to get the flu shot this year?

Although 2020 saw a record-low number of flu cases, mostly attributed to widespread mask usage, remote schooling and social distancing, experts are warning that the re-opening of schools and loosening of COVID regulations could account for an upswing in both flu and COVID cases. With our healthcare system currently overwhelmed with COVID cases, it is important to reduce the risk of needing medical care for either, or both, of these viruses. Even getting one of these viruses, could weaken your immunity and make you more susceptible for contracting the other.

**Please take the time to seriously consider getting your flu vaccine for the health and safety of you, your loved ones and the people you support.**

### Notice:

Lexington recently announced that retirees are now able to work on a part time basis after retirement. By law, we are required to notify you of changes to the affected plan documents due to this change. Please see note below. No action is required on your part.

*We are pleased to inform you that you can access a copy of The Arc Lexington Welfare Benefit Plan Summary Plan Description (SPD) as noted below.*

*This document, along with your benefit summaries and documents which describe your plan benefits in more detail, will be permanently housed on our benefit enrollment portal, RKSolutions. Please review and retain this SPD and contact Human Resources if you have any questions regarding this document. If you prefer to receive a printed copy, or if you need assistance logging on to RKSolutions, please contact Courtney Mickels in Fulton at 518-775-5422 and in Schoharie at 518-295-8130.*