

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Employee Service Recognition Program Welcomes Schoharie in 2021

Our Schoharie employees were added to the Lexington Service Recognition program on January 1st, 2021. All eligible full and part-time employees are recognized for meeting certain employment milestones.

Rewards are as follows: One Year- \$50; Five Years- \$100; Ten Years- \$200; Fifteen Years- \$350; Twenty Years- \$600; Twenty five Years (and every 5 years after)- \$1,000.

Employees will be provided their recognition awards at an annual special end-of-year event held to honor and celebrate these accomplishments.

If you have any questions about years of service recognition, please contact Human Resources.



Get Reimbursed for FSA/HRA for 2020 Medical Expenses



Employees have until March 31, 2021 to submit any remaining medical and prescription expenses for reimbursement from their 2020 FSA/HRA accounts.

Fulton and Albany employees will need to submit reimbursement requests to Rose and Kiernan.

Schoharie employees will submit their requests to Jaeger and Flynn Associates. To email your forms to Jaeger and Flynn, please click here: ifaflex@jaegerflynn.com. If you have any questions, please contact Human Resources.

Congratulations! Management Academy Graduates 50

Congratulations to the over 50 Lexington leaders recently graduated from Management Academy.

Management Academy is a leadership program developed by Lexington for current and future leaders. Participants learn about our Nurturing Environment program, how to Build Routines, Cultivate a Mindset, Re-Engineer Quality and the importance of Connections. Graduates included the following employees:

Jen Ackerknecht	Melody Gathen	Kiah Powell
Larry Addams	John Goldswor	Nita Prahm
Jeannie Balogh	Tina Goldswor	Stacia Rand
Lori Bartlett	Libby Hammecker	Heidi Ropeter
Edie Boehme	Cheryl Harrington	Alesha Smith
Jessica Bouck	Angel Hoover	Denise Smith
Samantha Buffo	Josie Hull	Ekko Spano
Terry Button	Jonathan James	Rick VanDyke
Emily Canary	Ryan Kinder	Patti VanTassel
Sara Collins	Paul Kutinsky	Kari Waid
Brittany Cushman	Tabitha Kutinsky	Dana Walker
Denise Danise	Sue Lawton	Liz Weingarten
Tiffany Diamond	Michelle Lawyer	Rob Weingarten
Dave DiNicola	Mike Lawyer	Michelle Wilcox-Chase
Mary Duteau	Matt Lennon	Pam Wilsey
Sarah Easley	Jodi Liddle	Patti Wrobel
Katie Epting	Lauren Milavec	
Ellen Fowler	Patti Monton	

Get Inspired!



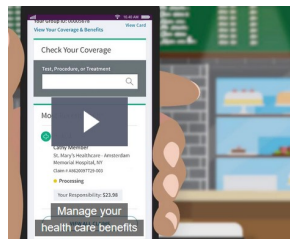
My CDPHP App:

*Access your healthcare information
from anywhere!*

Did you know that CDPHP has an app? You can download the **My CDPHP** app from the App store.

The **My CDPHP** app allows you to:

- View your CDPHP insurance card electronically.
- Review submitted claims.
- Financial summary on where you stand with your deductible.
- You can look up providers.
- Review your benefits to see what's covered.



Contact Courtney Mickels in Human Resources at (518) 775-5422 or (518) 295-8130, x 262 at mickelc@thearclexington.org with questions or for more information.

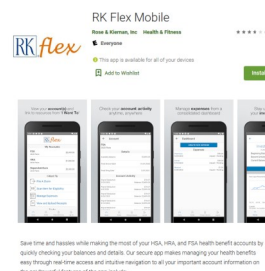
Use RK Flex to Manage HRA/FSA

Manage your FSA/HRA Online

Don't forget to log into your Rose and Kiernan's RK Flex website to view your HRA/FSA balance.

In RK flex, you can:

- File a claim.
- Review submitted claims.
- Upload receipts if needed
- Review your balance.



To login or set up an account, click here:

<https://rki.lh1ondemand.com/Main.aspx>

RK Flex also has an app that you can download on your device so you can access your accounts from wherever you go. Search for RK Flex Mobile on Playstore or in the App Store.

If you have any questions, please reach out to Courtney Mickels at (518) 775-5422 (Gloversville) or (518) 295-8130, x262 (Schoharie) or by email at mickelc@thearclexington.org.

How to Get New Benefit Cards

Employees who haven't received their CDPHP membership cards and/or their Rose and Kiernan Solution HRA/FSA cards, can request new ones.

For **CDPHP** cards, please call 1-877-269-2314.

For **Rose and Kiernan Solution HRA/FSA** cards, please send your request to rkflex@rkinsurance.com.

Reminder: Schoharie Employees Will Need Two W-2 Forms to File Tax Returns

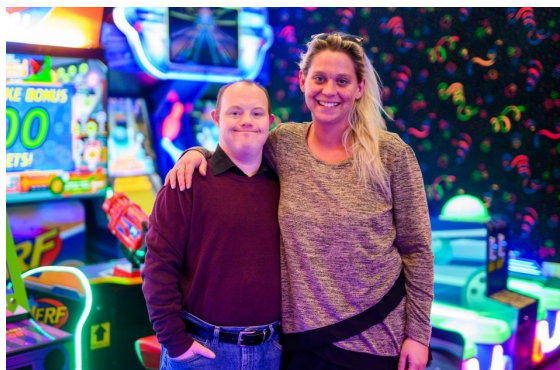


Schoharie employees, employed prior to October 1, 2020, will need two W-2 forms for filing their 2020 tax returns—one form will be from Schoharie County Chapter NYSARC, Inc. and the other will be from Fulton-Schoharie Counties Chapter, NYSARC.

The W-2 from Schoharie County Chapter NYSARC, Inc. can also be downloaded and printed by logging into your ADP account. To login, please click here:

<https://tinyurl.com/1rlsvmel>

Lexington is Hiring in Fulton, Albany & Schoharie!



Please refer your friends and family.

We are looking for talented individuals who share our dedication to the people we support. We are currently hiring for full- and part-time positions in our Residential program in Fulton, Albany and Schoharie. A High School diploma or GED is preferred. A valid driver's license is required. Candidates must be able to pass a background check and a pre-employment drug test.

Know someone who will make a great Lexington employee? Tell them to apply here: www.thearclexington.org/apply

For a complete list of jobs available, click here: <https://thearclexington.org/careers-at-lexington>

Lexington Milestones #RisingTogether

CONGRATS ON YOUR WORK ANNIVERSARY!

Congratulations and thank you to the following employees celebrating milestones through February 6–19, 2021

ONE YEAR

- *Chantal Wayman, Residential, 2/10
- *Valerie Bull, Residential, 2/11
- *Zariah Holland, Residential, 2/18
- *Todd Lewis, Residential, 2/18

FIVE YEARS

- *Ashlee Hazzard, Residential, 2/07
- *Kristin Kruglak, Residential, 2/08
- *Shatasha Carter, Residential, 2/09
- *Cecelia Mercado, Residential, 2/16

TEN YEARS

- *James Chittenden, Transportation, 2/07
- *Delania Duncovich, Residential, 2/07
- *Jason Montville, Residential, 2/07
- *Reuben Trumble, Maintenance, 2/07

FIFTEEN YEARS

- *Richard Fonda, Residential, 2/06
- *Carol Thompson, Residential, 2/06

TWENTY YEARS

- *Sandra Bundy, Residential, 2/12
- *Nancy Hadland, Med Services, 2/12

REFER & EARN



It can really pay off to talk to your friends, family members and acquaintances about your work at Lexington!

We pay generous referral bonuses to employees who actively help us find the newest members of our Lexington family.

Effective March 1, 2021, our referral bonus program will be consistent across all counties! Please note the specifics below:

Employees who have referred new full time OR part time employees to work for Lexington will receive a bonus of \$500—\$150 after they have been employed for 30 days; \$200 after 90 days of their employment; and \$150 after 180 days.

Once a month, a raffle is held including the names of everyone who referred a candidate to apply—whether they were hired or not. A \$250 winner is chosen from the list of referring employees in the each of the following groups: East, West, Schoharie and Albany.

In order to be eligible to receive a referral bonus, applicants must put your full name on their application when they apply.

For more information on how to recruit new Lexington employees or on the employee referral bonuses, please contact Heidi Smith at (518) 775-5439 or email her at Smithhei@thearclexington.org.

For assistance with any Human Resources related matters 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.

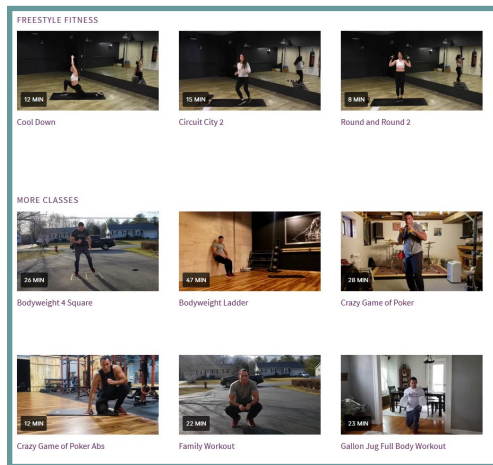
Work out at home with CDPHP!

Website Hosts Digital Wellness Workouts

CDPHP's website hosts a series of videos meant to get in you up and moving from the comfort and convenience of home.

To find workout videos featuring the experts at 4 Pillar Fitness in Colonie, Root 3D in Albany and FreeStyle Fitness in Albany, click here: <https://www.cdphp.com/members/classes-and-events/digital-wellness>

Videos range from 8 minute to 40 minute video sessions featuring a variety of workouts and wellness-related activities including: fitness for all skill levels, yoga and meditation.



Know a Lexington Champion?

Talk about them on Workplace!

If you haven't seen it yet, there's a new group on Workplace called "Lexington Champions."



The group is open to all Lexington employees so you can post appreciations and thanks to people you work with!

When you post an appreciation/thanks, please tag the person you are recognizing and their manager in the post. Each week we will hold drawings for gift cards or other prizes, entering all individual employees who are recognized. This is a great way to share stories of our amazing staff so everyone can see them and appreciate their co-workers in a new way!

If you haven't joined the Lexington conversation on Workplace yet, you'll need an invitation to join. Please contact Courtney Mickels at (518) 775-5422 (Gloversville) or (518) 295-8130, x262 (Schoharie).

Haven't Logged on to Workplace in a While?

Here's a few of the great things you're missing



Esther Carpenter is with Mike Butler.

11 hrs · 📍

I would like to acknowledge our hardworking IT team . They may be small in number but you would never know that. They keep this agency working hard and keep us all connected. Thank you for your support and patience .



Amanda Kaye Bowman ▸ Lexington Happenings 📍

23 hrs · 📍

Today the ladies and staff at Eagle Mills celebrated and congratulated our intern Kyndra Rahier on passing her road test, and becoming an official **licensed driver**! Marley Berecka gave her advice as Marley was at one point a **licensed driver**, and told Kyndra to keep her eyes on the road and not to check out boys!



38 Ways to Relieve Stress

In less than 10 minutes

by Sharon Martin, LCSW

- Listen to your favorite music
- Get some fresh air
- Stretch or do some yoga poses
- Do a grounding exercise
- Disconnect from technology
- Talk to someone supportive
- Meditate
- Look at photos that make you smile
- Squeeze a stress ball
- Read for pleasure
- Walk, bike, or skateboard around the block
- Count to 10 slowly and repeat
- Dance
- Journal
- Write down 10 things you're grateful for
- Doodle, draw, color, or Zentangle
- Chew a piece of gum
- Watch a funny video on YouTube
- Sit in the sun
- Punch a pillow
- Knit
- Read an inspirational quote
- Spend time with your pets
- Do 20 jumping jacks
- Do something nice for someone else
- Hug a loved one
- Visualize a safe, comforting place
- Pick some flowers (or pinecones or leaves or seashells or rocks)
- Give yourself a neck massage
- Take a shower
- Kick a soccer ball
- Diffuse essential oils or use scented lotions or candles
- Slow, deep breathing
- Savor a cup of decaffeinated tea or coffee
- Repeat a mantra
- Do a progressive relaxation exercise
- Tend your garden; water and talk to your plants
- Make a list of your worries and identify which you can do something about

LiveWellwithSharonMartin.com

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