

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Don't Forget About Our Referral Bonus Raffle!

Every employee who refers a candidate to apply gets entered into our monthly raffle—whether they are hired or not.

A \$250 winner is chosen monthly from the list of referring employees from each of the following groups: Fulton East, Fulton West, Schoharie and Albany.



Schoharie County employees are eligible for the Referral Raffle as of March 1.

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

Ask this month's winners what they are doing with their extra \$250!!

Congratulations to our February Raffle Bonus Winners:

Qui'arah Oliver—Albany

Elizabeth Cionek—Fulton East

Jeannette Delarose—Fulton West

Did You Hear About the BONUS?



Since the beginning of the wage initiative in 2019, Lexington has given employees up to \$4000 in annual raises and \$4500 in bonuses.

On March 12, Shaloni made a surprise announcement of an additional bonus to be paid out on 4/7/21.

All employees who are actively employed full-time as of April 7, 2021 and have worked at Lexington for a year or longer will receive a **\$2,000 bonus** (less statutory deductions).

Employees will receive a pro-rated amount if they are relief, part-time or per-diem and/or have been with Lexington for less than a year. For specific guidelines governing the bonus, please click here to see Shaloni's announcement: https://drive.google.com/file/d/1AmiG787eGOLc3gdIfp8_qHS3OQ8ilRYB/view?usp=sharing.

If you have any questions about your bonus, please reach out to Marie Gallup at 518-775-5415.

Find Your Employee ID Number Hidden in this Issue and WIN!

We have hidden two employee ID numbers in this edition of HR Updates.

If you find your employee number and call Courtney Mickels in HR at 518-775-5422 or in Schoharie at 518-295-8130 ext. 262 within three days of the publication date, we will send you a prize.

Have fun!



Top Workplace Survey

We have decided to participate in a national program to designate Lexington as a **Top Workplace**.

We have achieved awards on a regional and statewide level in the past. This time we decided that we want to show everyone that Lexington is one of the best places to work in the country. If we achieve this designation, it will help us with recruitment of employees.

In the coming week, you will be receiving a survey from the Top Workplace program. Please complete the survey right away showing the pride you have in our Lexington family and the successes we have all created together.

Lexington is a great place to work because of each and every one of you. Let's show that to the world!



Look for important Wellness and Safety information now included in HR UPDATES!



Live Well, Work Well

March 2021



Making Every Bite Count

The foods and beverages you consume have a significant impact on your health. In fact, 60% of adults have one or more diet-related chronic diseases.

The newly released [Dietary Guidelines for Americans \(2020-2025\)](#) offers science-based nutrition advice to develop healthy eating habits and reduce chronic disease risk. For the first time, this edition provides recommendations by life stage, from birth through older adulthood.



85% of daily calories should meet food group recommendations.

The latest guidance provides four overarching guidelines that encourage healthy eating patterns and recognize that individuals will need to make shifts in their food and beverage choices to achieve a healthy pattern. Make every bite count and consider the following:

1. **Follow a healthy dietary pattern at every life stage.** Dietary needs and recommendations vary based on your age, sex and stage of life. Review the guidelines to ensure that you and your loved

ones—whether they're infants, children, teens, adults or elderly—are following a healthy diet.

2. **Customize your foods and beverages to reflect personal preferences, cultural traditions and budgets.** A healthy dietary pattern can benefit all people regardless of age, race, ethnicity or current health status.
3. **Focus on meeting food group needs with nutrient-dense foods and beverages, while staying within calorie limits.** Nutrient-dense foods are rich in vitamins and minerals, without too much added sugars, saturated fats and sodium.
4. **Limit foods and beverages high in added sugars, saturated fats and sodium.** Be mindful of the nutritional facts of the foods and beverages you consume—including alcohol. Men should limit alcohol to two drinks a day and women should consume no more than one drink per day.

Everyone can benefit from a healthy eating pattern, so start simple with modest changes each day. For healthy recipes or to learn more about the current guidelines, visit [MyPlate.gov](https://www.myplate.gov).



Your solution for a healthier workforce.

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TotalCare EAP
Public Safety EAP
Educators' EAP
Higher Ed EAP
HealthCare EAP
Union AP

New Member Benefit:

COVID Fatigue Relief Kit

by Julie Ferguson



All of us are feeling the stress and anxiety that comes from **COVID Fatigue**. The pandemic is weighing on each of us. And it's no wonder: The *Washington Post* said that in January alone, more than 3000 people a day died from COVID, or the equivalent of a mass casualty event each and every day! That takes a terrible toll on all of us.

The good news is that there is hope ahead. The availability of vaccines are ramping up. Last week, 1.7 million people were vaccinated every day, and as supplies increase and distribution becomes more efficient, the numbers will grow. Health officials say that over the late spring and summer, we will see a gradual resumption of normalcy. And as more of the population gets vaccinated, the outlook for the fall and winter holiday season grows more positive. There's light at the end of the tunnel!

Although there's light ahead, COVID fatigue is a real thing that most of us are coping with. In a few weeks, we will mark the one year anniversary of the initial emergency orders and lockdowns. Think about how unprecedented this is in modern times! Many people have been entirely or mostly locked down for 365 days. Work and schooling has been disrupted. Holidays have been cancelled. Families have been apart. Financial pressure and debt have been an additional stressor for many whose jobs have been lost or disrupted. We are all spending way more hours cooped up alone or restricted to a small "pod" than humans really should. We all miss normalcy and doing things in the public square – travel, concerts, sporting events and more. And throughout the year and all the disruption, there is the constant underlying worry about health. All these things take a toll.

That's why ESI EAP has introduced a new coronavirus-related benefit for our employee members. We have a variety of Corona-virus-related services that we call our **COVID Fatigue Relief Kit**, with hundreds of solutions to lessen the strain of the pandemic.

The Kit includes:

1. Our COVID-19 Resource Center with hundreds of articles, videos and tools focused on help for coping skills and reducing stress.
2. ESI online Training Library, including over 8000 trainings with special coronavirus trainings.
3. Certified Coaching, including stress reduction, wellness, coping skills, and more.
4. 25,000 Self-Help Resources, encompassing tools, videos, and articles to help with pandemic, and other life problems.
5. THE ESI Counseling program, giving you access to the most effective of any EAP with 98% satisfaction. Employee Members can call 24/7 for help

Check out this short video for more information:

<https://www.theeap.com/video-library/your-COVID-19-fatigue-relief-kit>

EAP Benefit Hub Offers a Discount Marketplace



Did you know our EAP website has a Discount Marketplace with loads of discount options that are available to Lexington employees?

Click here to check out the deals on a wide variety of discounts such as Sam's Club, BJ's, streaming services, food, apparel, electronics, and more:

<https://theeap.benefitHub.com/app/DiscountAndRewards>



Schoharie Employees 2020 Wellness Activities Need to be Submitted by March 31, 2021

The deadline to complete your 2020 Wellness activities is fast approaching. You have until 3/31/2021 to complete your Wellness activities for 2020. Starting with April's payroll, anyone who hasn't completed all the Wellness activities for 2020 will see a \$20 surcharge added to their medical insurance costs through the end of 2021.

All required activities should be sent to Kathleen Roberts at Rose & Kiernan at kroberts@rkinsurance.com or fax to her attention at 518-244-4339.

The activities you may have already completed for 2020 that were submitted to Jaeger and Flynn have been transferred over to Rose & Kiernan.



New Staff Support Group

The Clinical Department is hosting a new support group for Lexington employees in supporting roles. Conversation will be directed by the staff in attendance—whatever challenges, successes or topics they want to discuss. This group is a supportive forum that will allow employees to talk about their experiences and grow through the challenges of these times. Meetings take place every Wednesday at 2 p.m. For login details, please click [here](#) and more information on the group, please click [here](#):

https://drive.google.com/file/d/13-1TrpKJYIfxDbh2D6g-U2GhtKin_gtF/view?usp=sharing



Mary Shafer has agreed to assist the HR team with much needed administrative support in Schoharie, in addition to her other responsibilities.

For those who don't know Mary, she started with the Agency in 2014 at Robert Street. She moved to the receptionist position in the fall of 2017. She is known for her fabulous sense of humor, her willingness to take on any task given to her and positive attitude. You can still find Mary at the reception area in Schoharie.

We look forward to working with you, Mary!

#13804

Lexington Milestones

CONGRATS ON YOUR WORK ANNIVERSARY!

Congratulations and thank you to the following employees celebrating milestones through February 20—March 19, 2021

ONE YEAR

- * Kaylee Atkins, Residential, 3/16
- * David Hazzard, Residential, 3/16
- * Nicole Lipinski, Residential, 3/02
- * Jeffery Snyder, Residential, 3/02
- * Manuel Tosado, Residential, 2/24
- * Jasmine Tran, Residential, 3/11
- * Amanda Varin, Residential, 3/09
- * Kandie Vining, Residential, 3/16
- * Caroline Young, Residential 3/09
- * Darren Young, Residential, 3/03

FIVE YEARS

- * Deborah Hickey, Residential, 3/07
- * Kyle Lambert, Residential, 3/14
- * Desiree Lewis, Residential, 3/07
- * Carly Ryan, Residential, 3/07

TEN YEARS

- * Natasha Mamrosh, Residential, 3/13
- * Melissa Rodriguez, Residential, 3/07

FIFTEEN YEARS

- * Angel Lopez, Residential, 3/06

TWENTY YEARS

- * Mary Ann Barnes, Residential, 3/07
- * Donna Vedder, Day Hab, 3/07

TWENTY-FIVE YEARS

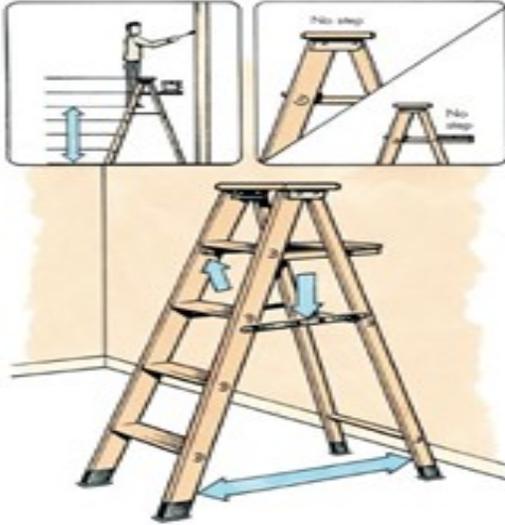
- * Peter Hatcher, Residential, 3/04
- * Reba Trumble, Day Hab, 3/02

THIRTY YEARS

- * Lori Cassaro, Residential, 3/04

March is National Ladder Safety Month

Exercise caution when using ladders and step-stools



“Each year, there are more than 164,000 emergency room-treated injuries and 300 deaths in the U.S. that are caused by falls from ladders. Most ladder deaths are from falls of 10 feet or less.” (InterNACHI®).

This month we would like to raise awareness to the real dangers of a common tool used to reach something at height. There are many different types of ladders ranging from step-stools, to step ladders, to extension ladders, all of various heights and materials.

It is important to understand why Lexington has policies regarding ladder safety as outlined in the Employee Safety Guidebook.

All staff may use a step stool with caution. However, only Maintenance, Custodial, and Mechanics may use step-ladders, and extension ladders are specifically reserved for the Maintenance Department. Specialized training is provided to these staff that have this unique job hazard.

Most falls from step-stools, and other ladders is from over reaching!

Below are general safety guidelines for using ladders at home. Spring cleaning is right around the corner.

BE SAFE!

- Always keep at least three points of contact with the ladder (i.e., two hands and one foot or two feet and one hand)
 - Place the base on a firm, solid surface.
- A straight or extension ladder should be placed 1 foot away from the surface it rests against for every 4 feet of ladder height (make sure to have it extend 3 ft above roof and to be tied off).
 - When you climb, always face the ladder and grip the rungs, not the side rails
 - Climb down a ladder one rung at a time
 - Do not climb with tools in hand – use a tool belt
 - Keep your body between the ladder side rails when climbing
- Do not lean or overreach – reposition the ladder closer to the work instead
 - Do not use ladders outdoors in windy or inclement weather

**SOMETIMES
YOU FORGET
YOU`RE AWESOME
SO THIS IS YOUR
REMINDER**



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.