

## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

### Important Policy Updates For Employees

This issue contains many policy updates that affect all staff.

We ask that you read through each item carefully.

We are here to answer any questions you have, so feel free to reach out. Please see updates on the following items:

- 2021 Holidays and On-Call Pay Clarifications
- Alcohol and Drug-Free Workplace Policy
- Changes to Required PPE and New ID Badge Update
- Sick Leave Pay for Per Diem Employees in Schoharie

#### FOR ALL EMPLOYEES

##### 2021 Christmas and New Year's Holiday Updates

Late last year we announced the Agency holidays for 2021.

As we looked at the calendar more closely, we realized that both Christmas and New Year's Day fall on Saturdays this year.

As a result, we have updated our Holiday pay practices for these two 2021 holidays as follows:

##### **Christmas Holiday**

- All eligible Fulton/Albany/Schoharie staff who normally work a Monday-Friday schedule will observe the Christmas holiday on 12/24/21.
- Eligible Fulton and Albany staff who work on 12/25/21, will observe the Holiday on Christmas Day and will be paid regular pay and holiday pay. Premium pay will begin at 4:00 PM on 12/24/21 and continue until 4:00 PM on Christmas day.
- Eligible Schoharie staff who work on 12/25/21, will observe the Holiday on Christmas day and will be paid regular pay plus holiday pay.

##### **New Year's Day**

- All eligible Fulton/Albany/Schoharie staff who normally work a Monday-Friday schedule will observe the New Year's Day holiday on 12/31/21.
- Eligible Fulton and Albany staff who work on 1/1/22, will observe the Holiday on New Year's Day and will be paid regular pay and holiday pay. Premium pay will begin at 4:00 PM on 12/31/21 and continue until 4:00 PM on New Year's Day.

- Eligible Schoharie staff who work on 1/1/22, will observe the Holiday on New Year's Day and will be paid regular pay plus holiday pay.

##### **On-Call Pay**

- Those employees with on-call responsibilities on the actual Holiday (12/25/21 and 1/1/21) will receive double their normal on-call rate of pay.
- All other holiday pay eligibility and pay calculation specifics remain consistent with the Lexington and Schoharie Guidebooks.
- Human Resources is happy to answer any questions you may have about this year's holidays. Please feel free to reach out and we will assist.

#### FOR SCHOHARIE EMPLOYEES

Below is an update to your resignation/termination policy.

The only change made was to clarify our NYS sick leave payout practice for per diem employees. Only full and part time employees are entitled to NYS sick leave payout upon separation from the agency as per the guidelines of the policy.

##### **Resignation/Terminations**

- Employees shall give at least two (2) weeks advance notice of their intention to leave the agency.
- Paid time off (PTO) and earned holiday leave for employees is not to be included in this minimal period of notification. Resignations are to be written, with the original going to Human Resources and a copy going to the Manager. Where possible, a one-month's advance notice would be appreciated.
- When a full time or part time employee leaves the agency, they will be entitled for up to 20 accrued PTO days paid in a separate check within 2 pay periods after leaving employment providing they have been employed in the agency for six (6) months or longer. No payment will be made for PTO over 20 days upon employment resignation. **If advanced notice, as indicated above, is not provided or an employee is terminated for misconduct, the employee will not be entitled to payment of up to 20 days of PTO.** A "day" is defined as the number of hours a week a person works as indicated in their Wage Agreement Letter divided by 5. Staff will be paid \$15.00 a day for hours remaining in sick bank. No payment will be made for floating holiday time.

## Drug and Alcohol Free Workplace Policy

While NYS law has changed regarding recreational use of marijuana outside of work, it is important to note that **all Lexington properties remain drug and alcohol free.** The new law clearly states that marijuana use is still **prohibited in workplaces.**

While alcohol is legal, the expectation always was that employees would not report to work under the influence. Now that recreational use of marijuana is legal, the same expectation applies here. Employees are strictly prohibited from coming to work under the influence of marijuana, illegal drugs, prescription drugs with or without a valid prescription and alcohol. (You should also be aware that it is illegal to operate a motor vehicle while under the influence of alcohol or drugs.)

We ask that each employee make a commitment to keep Lexington a drug and alcohol-free workplace. Below you will find our updated **Drug and Alcohol-Free Workplace Policy.**

Simply put, coming to work while under the influence of recreational and/or illegal drugs and/or alcohol is strictly prohibited. The unlawful manufacture, distribution, possession, or use of a controlled substance, marijuana, alcohol or a prescription drug without a prescription on company premises, or while conducting company business off company premises, is absolutely prohibited. We require any employee arrested or convicted under a criminal drug and alcohol statute whether on or off duty, on company premises or off, to notify Human Resources no later than the next business day.

As part of our commitment against drugs and alcohol in the workplace, Lexington reserves the right to require a clinical test to screen for the presence of illegal drugs, marijuana or alcohol. Lexington will generally require such tests when there is reasonable suspicion to believe the employee is under the influence of drugs or alcohol. A clinical test may be required post-accident as part of the investigation of a work-related illness, injury or accident or as a follow-up to completion of a rehabilitation program or recent positive drug test. Employees who refuse to participate in a test, or test positive for drugs or alcohol, will be subject to disciplinary action, up to and including termination.

### Lexington vehicle operations

Lexington's 19-A examiner reserves the right to ask for clinical testing if there is reasonable suspicion to believe the employee is under the influence of drugs or alcohol. All employees with a commercial driver's license (e.g. bus drivers, mechanics) are subject to clinical testing. There will be random testing each quarter throughout the year.

As your employer, we recognize dependency on alcohol and drugs as serious health and safety issues. Any employee needing help in dealing with substance dependency or other personal problems is encouraged to contact our Employee Assistance Program before your problem adversely affects you personally or professionally. Lexington's EAP program provides confidential assistance to employees on a variety of personal problem issues, including substance abuse, and is available 24 hours-a-day, 7 days-a-week.

## Changes to Required PPE Usage and Building Screening – Important Update

As we strive to reach our goal of **#LexingtonImmunity**, we continue to assess our safety procedures with COVID-19 by working with Dr. Cope and Dr. Luz, Lexington's Medical Directors with guidance from the CDC and our local health department. Beginning April 26, fully vaccinated staff (2 weeks past final dose) will be eligible for **reduced PPE** and a **streamlined screening process.**

The reduced PPE option will permit fully vaccinated staff to forego wearing a face shield in the workplace, *unless it is otherwise required due to individual specific procedures or care plans.*

The streamlined screening process will permit fully vaccinated staff to receive an abbreviated screening process, as they will not be required to be re-screened as they re-enter Lexington properties during the course of the workday. However, OPWDD continues to require all staff to be rescreened at regular intervals, so the procedure to rescreen employees after 8 hours of work will continue to be required.

These two options will be given to fully vaccinated staff who choose to use them. Fully vaccinated staff may choose to continue the use of the face shield, and the regular screening process. If you prefer to continue the usage of the face shield, Lexington will continue to supply them at no cost to you.

Human Resources will be issuing new ID badges to fully vaccinated employees. They are similar to the current Lexington ID badge, but will have a tamper-proof vaccination sticker on the back. If you are fully vaccinated and choose to exercise the reduced PPE and/or the streamlined screening process options, please show your badge to your supervisor or the assigned screener each time you arrive at work. The new ID badges will start to be distributed on **April 21**, and continue as ID badges are completed by HR. The effective date for implementation of this new procedure is **Monday, April 26**. Your manager may request a copy or photo of your vaccination card before providing your new ID so it would be helpful to have it on hand.

If you currently have a Lexington issued security ID badge and have been fully vaccinated, we ask that you bring your security ID badge and copy of your vaccination card to one of the following individuals for placement of your vaccination sticker starting on **Wednesday, April 21**.

**Mary Shafer** – Schoharie

**Jill Cassaro** – Burke

**Donna Steinburg** – Oppenheim

**Laura Empie** – 465

**Albany** - We will be bringing the necessary stickers to your manager for placement on your ID badge.

Our medical team will continue to review guidance from the CDC, NYS Dept of Health, and OPWDD to ensure we have the safest practices at Lexington. Once we achieve **#LexingtonImmunity**, the people we support and our staff will be able to safely engage in a broader range of life activities with fewer precautions.

We will continue to help you find the easiest way to get a COVID-19 vaccination if you want one. Please contact one of our **#LexVaxChamps** for help finding a vaccine:

· Albany: **Teresa Wands**, (518) 332-5674

· Fulton: **Kelly Green**, (518) 736-4193

· Schoharie: **Liz Weingarten**, (518) 295-8130 ext. 230

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## PPE Costs Are Eligible Deductions from FSA, HRA and HSA Accounts

The IRS recently announced that the costs of masks, hand sanitizers and other "personal protective equipment" (PPE) used for the primary purpose of preventing the spread of coronavirus are qualifying medical expenses under Internal Revenue Code section 213.

You can seek reimbursement from your health flexible spending account, health care reimbursement account or health savings account.

To find the appropriate claim form, please click here:

<https://www.rkinsurance.com/forms/>



## Moved? New Phone Number? Recently Married/Divorced? Update your HR Records

Please be sure to update your HR records with your new address, new phone number, any change of beneficiary on your 401(k) and/or life insurance. You might not think it's a big deal, but we recount two recent events that hopefully will change your mind about updating your information.

Delta Dental recently provided a rebate to certain employees as part of their COVID relief package. When it was time to mail checks to those employees who were eligible, we did not have correct addresses for some of them. So, we tried to call them. Guess what? We didn't have accurate phone numbers.

A second example - we had an employee who was VERY ill recently. We were contacted regarding her life insurance policy. She had been divorced for years, had no contact with her ex-husband, but he was still listed as her beneficiary. Fortunately, everything worked out in these situations, but it doesn't always. PLEASE keep us updated!

Please email changes to **Courtney Mickels** at [mickelsc@thearclexington.org](mailto:mickelsc@thearclexington.org).

## CDPHP Digital Cost Estimator Helps Members Make Informed Choices About Their Care

TAKE CONTROL  
of your  
health care dollars



Health care consumers have a right to understand the costs of the services they are receiving, and should have the ability to research those costs independently. To ensure that they have the tools and information needed to make the most informed choices, CDPHP has brought a Price Check tool online and is offering a treatment cost estimator service to members in their online portal accounts.

CDPHP Price Check will give members access to valuable information on the cost of commonly used health care services. They can receive an estimate based on the type of service, type of provider, and location where the service will be performed. The online option is now available once members log in to their portal account at <https://member.cdphp.com/login>. They simply hover their mouse over Benefits & Treatment Costs on the member portal and click on Medical Cost Estimate to get started.

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## Know a Nurse Who'd Be Interested in Joining Our Team?



We currently have **three LPN openings** at Mountain View.

If you have any family or friends who might be interested in working at Lexington, **tell them to apply right away – and you earn a referral bonus, too!**

An application can be found right on our website at <https://thearclexington.org/apply>



We understand that benefits can be confusing and intimidating, at times. So, to help our employees better understand their benefits, we will be highlighting a different benefit in each HR Updates newsletter.

We hope this section helps everyone to gain a better understanding of all the fabulous benefits Lexington offers.

Our first “In the Spotlight” topic is about **Urgent Care**.

When a telemedicine visit doesn’t seem like the right choice you might want to consider an Urgent Care visit. There are many urgent care options these days in all three counties where Lexington has employees.

Before you make an urgent care visit, log into your CDPHP portal to find an “in-network” provider. What does that mean? CDPHP has negotiated rates for all different types of medical services with every doctor and urgent care in their network. This helps to keep costs down because the doctors agree what to charge up-front. There are no surprises! If you visit an out-of-network doctor or urgent care, the costs are non-negotiated and much higher. Why pay more when there are so many good, “in-network” providers?

Lexington took this one step further. To try to keep the cost of health insurance down (so employees would not be paying a much higher price for health care), Lexington approached St. Mary’s and negotiated our own “in-network” rates. These rates are significantly lower than the normal CDPHP rates.

This does two things:

- 1) it keeps Lexington’s costs lower so we don’t have to pass increases onto our employees every year
- 2) it allows employees access to quality care at very low, or in some cases, free health care. This doesn’t just apply to urgent care visits but for many other St. Mary’s services, as well.

You can now see why St. Mary’s remains our preferred provider for all covered employees and dependents.

#### St. Mary’s Healthcare – Hospital and Memorial Campuses

- \$0 Out-of-Pocket Covered Outpatient Facility Services
- Diagnostic Testing (x-ray, blood work)
- Diagnostic Laboratory Services - Outpatient
- Diagnostic Radiology
- Diagnostic High-Tech Imaging (CT/PET scans, MRIs)
- Outpatient Surgery Facility
- Ambulatory Surgery Center, Free-Standing Surgical Facility
- Physical Therapy, Occupational Therapy, and Speech Therapy
- Limited to 30 combined visits per year
- Obstetrical Procedures
- Gastrointestinal Procedures

#### Preferred Provider Locations

- \$0 Out-of-Pocket Covered Outpatient Facility Services
- Diagnostic Testing (x-ray, blood work)
- Diagnostic Laboratory Services – Outpatient
- Diagnostic Radiology
- Diagnostic High-Tech Imaging (CT/PET scans, MRIs)

#### **\*\*Services Subject to the Applicable Deductible and/or Copayment\*\***

- Emergency Room Visits
- Urgent Care Visits/Services
- Primary Care Office Visits
- Specialist Office Visits
- Any Other Professional Services not outlined above



## **? We Hid Two Employee ID Numbers In This Issue!**

We hide two employee ID numbers in each issue of HR Updates.

If you find your ID number and reach out to **Courtney Mickels** at [mickelsc@thearclexington.org](mailto:mickelsc@thearclexington.org) within 3 days of the publication date, we will send you a prize!

Congratulations to **Hannah Winchell** who won a \$10 Dunkin Donuts gift card 2 weeks ago!!



## Schoharie Employees:

### Update on HRA/FSA Balances

2020 HRA and FSA balances have been transferred to your Rose & Kiernan cards and are available to use.

If you have incurred expenses in 2021 that you need to be reimbursed for, you can submit them for reimbursement using the attached forms. All reimbursement forms, along with supporting back up can be emailed to [rkflex@rkinsurance.com](mailto:rkflex@rkinsurance.com).

Please be aware that you can no longer submit any expenses you may have incurred in 2020. Please make sure you are submitting your expenses on the right form. If you have any questions, please do not hesitate to reach out to **Katie Epting** at (518) 295-8130, extension 222 or [EptingK@thearclexington.org](mailto:EptingK@thearclexington.org).

### Know Someone Who Would Make A Great Co-Worker?



*Tell them to apply!*

We're hiring direct support professionals for the following shifts:

- **Fulton and Schoharie** – 7a to 3p/ 3p to 11p/ 11p to 7a
- **Albany** – 3p to 11p/ 11p to 7a

If you know someone who shares our passion for helping people with disabilities to live their best lives and who is looking to work these types of shifts, encourage them to apply!

Encourage your friends, family members and acquaintances to apply here: [www.thearclexington.org/apply](http://www.thearclexington.org/apply)

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

For more information on employee recruitment, please contact Heidi Smith at [Smithhei@thearclexington.org](mailto:Smithhei@thearclexington.org)

## Congratulations! March Referral Bonus Raffle Winners

**Congratulations** to the following employees who won March's Employee Referral Bonus Raffle!!



**Connie Walton**—Fulton West  
**Dessiray Sefrin**—Fulton East  
**Roxanne H. Cook**—Schoharie  
**Laura Windom**—Albany



Did you know in addition to a robust benefits package, Lexington offers a variety of additional perks that Lexington employees can benefit from?

These perks include:

- Free Telemedicine benefit for employees and dependents
- Free Flu Shots for employees
- Wellness activities and incentives
- BJ's Wholesale Club discounted memberships
- Verizon Wireless discount
- Telecon Wireless – 15% discount on services and products
- Discounts with Shepard Oil and Mirabito Oil
- Discounted Gym Memberships
- Free access to Fitness Connect Centers (through CDPHP)
- Employee Referral Bonus Program
- Food Co-op through Tri-City Foods
- On-line Defensive Driving Course - only \$24.95
- Wade Tours – 5% discount
- Discounted Theme Park Tickets
- Retirement Planning Assistance
- 10% Discount at New Beginnings Thrift Shop, Schoharie
- SUNY Empire State College - Discount during 1st semester of enrollment
- Direct Deposit



## Inspire & Lead



## Can you spot the mouse amongst the mushrooms?



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://thearelexington.org/hr-updates>

*Managers, please post and distribute to all employees.*

# Lexington Milestones CONGRATS ON YOUR WORK ANNIVERSARY!

*Congratulations and thank you to the following employees celebrating milestones through April 20*

### ONE YEAR

- \* Alura Ambrosino, Residential, 4/20
- \* Saed Abdallah, Residential, 4/13
- \* Kristin Barclay, Residential, 4/20
- \* Erin Clark, Residential, 4/20
- \* Cecilia Easley, Residential, 4/16
- \* Dorothy Jouben, Residential, 3/26
- \* Daniel Kibbe, Residential, 4/20
- \* Marilyn May, Admin, 4/10
- \* Laci Nellis, Residential, 4/20
- \* Brittini Nestle, Residential, 4/20
- \* Fanae White, Residential, 4/20

### FIVE YEARS

- \* Jessica Brink, Residential, 4/18
- \* Melinda Fisher, Clinical, 4/17
- \* Amy Gagne, Clinical, 4/04
- \* Heather Garcia, Family Services, 4/08
- \* Christine Nettles, Maintenance, 4/04

### TEN YEARS

- \* Kari Waid, Residential, 4/04

### FIFTEEN YEARS

- \* Holly Blongiewicz, Residential, 4/03
- \* Shannon Marie Watkins, Day Hab, 4/03

### TWENTY YEARS

- \* Cynthia Green, Residential, 4/09
- \* Tammy Ruise, Admin, 4/16

### TWENTY-FIVE YEARS

- \* Kenneth Loveless, Residential, 4/01

### THIRTY YEARS

- \* Lenore Carpenter, Residential, 4/08
- \* Traci Frederick, Day Hab, 4/12
- \* Patricia Macphail, Residential, 4/08