



## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

### Direct Support Summer Recognition/ Double Employee Referral Bonus Announced

We are so grateful to everyone at Lexington for going above and beyond during this last year of the pandemic, and for everything you do every day. We see and appreciate all the sacrifices you make 24/7/365 for the people we support and your co-workers.

We are happy to be able to offer the following added recognition to our most dedicated direct support employees—the **Direct Support Summer Recognition Program**.

Also, we want you to know that increasing our staffing levels remains our highest priority both for the people we support and your co-workers. You will soon be hearing about the [#ChooseLexLife](#) recruitment campaign. The campaign has many different parts to it so watch additional *HR Updates* newsletters and other employee communications for more details.

Our first announcement for this campaign is the Double Employee Referral Bonus which you will read about later on this page.



#### Direct Support Summer Recognition Program

*Don't miss this chance to earn an extra \$800!*



#### Who's Eligible

All employees with direct support professional job titles, including DS Aides, DSS, DSP, DSC, Shift Charge, Residential Cook, Cook/DSS, DS Specialist, Residential LPN

#### How to earn the incentive



All the employee has to do to earn the incentive is have zero unscheduled absences from their scheduled shift during the pay period, and use no more than 2 shifts of pre-approved benefit time.

#### How to earn the entire \$800



You can earn an extra \$100 each pay period between May 23 and September 11, and there are 8 of them in total.

All you have to do is **be at work for all of your scheduled hours**, and not use too much pre-approved benefit time.

Earned incentive checks will be distributed mid-July after the first four pay periods and mid-September after the second four pay periods.

### Double Employee Referral Bonus

Starting on June 1, we will be doubling the employee referral bonus for the next 90 days!

Earn **\$1,000** per referral

- ⚙ \$300 after 30 days
- ⚙ \$400 after 90 days
- ⚙ \$300 after 180 days

#### Here are the referral bonus rules:

- ⚙ Referring employee's name must appear on the application as the referral source (not a reference) of the potential employee at the time it is submitted.  
*If multiple people are named as a referral source, the bonus will be paid only to the first employee named – No Exceptions!*
- ⚙ The candidate can be applying for full time or part time, any position/department.
- ⚙ There is no limit to the number of qualified applicants an employee can refer.
- ⚙ Employees may not refer an applicant more than once.
- ⚙ Former Lexington employees applying for re-hire (beyond one year since their separation date) are considered new applicants.  
*Referring employees that are listed on the new application will be eligible to receive a bonus for re-hires they refer.*
- ⚙ Applicant must be successfully hired.
- ⚙ Agency Executives and Human Resource Dept. staff involved with the hiring process are not eligible to participate.

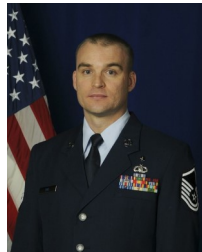


## Lexington Champions

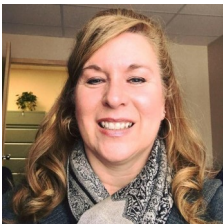


**Modesta Schuyler-VanWagner** has been helping out the residential program by picking up additional shifts on her scheduled time off. In addition to her ambitious work schedule, Moe just finished up another semester of college where she is expected to make the Dean's List again. Way to go, Modesta!

**Bill Roe**, MS, OHST, who is Lexington's Safety Manager, retired from the U.S. Air Force after 23 years of service. During his tenure for the Air Force, he earned the rank of Master Sergeant and was recognized twice with the U.S. Air Force Achievement Medal for outstanding performance of duties as the unit's Safety Representative leading the safety program and regulatory compliance. For the Air Force, he served as an Occupational Safety and Health Specialist and as a Bio-environmental Engineering Technician. For Lexington, he has been in his position since 2008 and impacts everyone at the agency every day, facilitating our comprehensive employee occupational safety and health program.



Congratulations, Bill, on your service to Lexington and your country!



**Kathy Kane**, Director of Medical Services, has been named to the list of Top Ten Nurses in the "Times Union" *Salute to Nurses* for 2021!

Kathy was honored in a virtual awards ceremony on May 7 and featured in the Times-Union's special section on May 9.



**Divya Mohan**, RN, from Fulton was named as a finalist for this honor as well.

To watch the virtual awards ceremony, click here: <https://youtu.be/z2nc0kDCqgk>

Congratulations, Kathy and Divya!

**Lexi Dake** recently completed her Clinical Fellowship. The Clinical Fellowship (CF) serves as an opportunity for a recent graduate in Speech and Language Pathology to work professionally under the guidance of a licensed SLP to continue to develop their clinical skills and receive support until all requirements for the experience have been met and the CF can apply for state licensure and Certification of Clinical Competence (CCC).



Once an applicant has completed all requirements, they are awarded full licensure and certification. Congratulations, Lexi!

## Lexington Milestones CONGRATS ON YOUR WORK ANNIVERSARY!

*Congratulations and thank you to the following employees celebrating milestones through May 14*

### ONE YEAR

- \* James Bacon, Residential, 5/05
- \* Ayanna Ellerby, Residential, 5/04
- \* Lecann Reed, Residential, 4/21

### FIVE YEARS

- \* Jessica Brick, Residential, 4/18
- \* Shelby Lynn Delos, Residential, 5/02
- \* Ashley Dutcher, Residential, 5/02
- \* Clansti Pena, Residential, 5/02

### TEN YEARS

- \* Kelly Lynn Cortes, Residential, 5/02
- \* Ashley Hill, Residential, 5/02
- \* Martha Hyde, Day Hab, 5/02

### FIFTEEN YEARS

- \* Christina Alexas Cook, Residential, 5/01
- \* Van Fonda, III, Residential, 5/01
- \* Kristina Savage, Residential, 5/01
- \* Alexandra Yorks, Residential, 5/01

### TWENTY YEARS

- \* Tabitha Kutinsky, Residential, 4/24
- \* Beth Ann Loose, Residential, 5/07

### THIRTY YEARS

- \* Linda Burgess, Residential, 5/06
- \* Gale Stott, Day Hab, 5/06

### RETIREES

- \* Shirley Seymour, Human Resources, 5/03

*Please join us in congratulating Bryan Green from the Training Department who celebrated 30 years of service in April. We apologize for inadvertently leaving his name off of last month's recognition.*

# In the Spotlight

We understand that benefits can be confusing and intimidating. 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 gain a better understanding of all the fabulous benefits Lexington offers.

This issue's information is about  
**United Concierge Medicine (UCM)**

## UCM Free Benefit for All Lexington Staff

Did you know that Lexington provides all Full -Time, Part-Time and Per Diem staff a telemedicine benefit through United Concierge Medicine (UCM) for FREE?!?!?

UCM is a great **FREE** alternative to going to your doctor or urgent care for acute illnesses. Just download the SAM App from the Google Play or Apple App Store for free to get started.

Through the SAM app you can get anytime, anywhere access to expert health care plus reliable answers and advice totally FREE to the employee. Featuring:

Health information from a trusted source – instead of random web searches.

- Telemedicine for urgent, emergency and primary care
- Referrals for prescriptions, labs and other in person care near you when needed

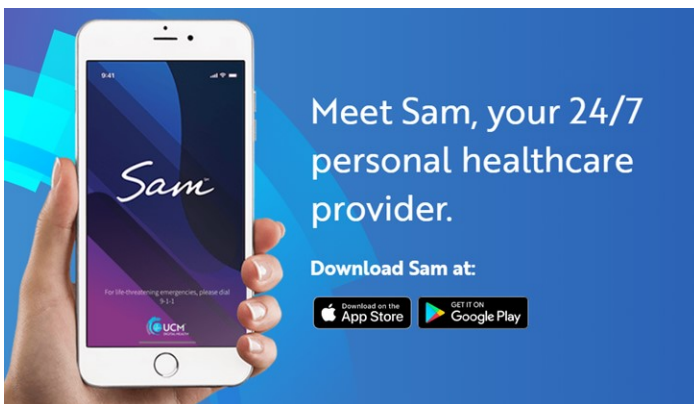
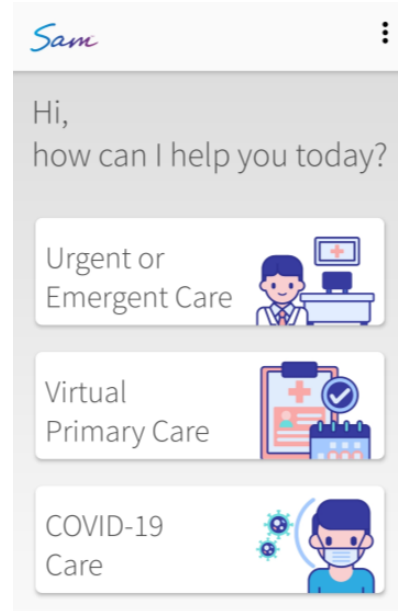
The app is so simple to use. Just select which service you are looking for: *Urgent or Emergent Care*, *Virtual Primary Care* or *COVID-19 Care*.

Under Urgent or Emergent Care you can select which ailment you are experiencing. It will provide you with information on that ailment such as causes, symptoms, how it is treated, when you should see a doctor, etc. You will also have the ability to set up a consult with a doctor to talk about that ailment.

Under Virtual Primary Care you can set up a screening or test, learn more about specific topics or request an RX refill.

Under COVID-19 Care, you can learn all about COVID-19, set up a consult and review FAQ about COVID-19.

**\*Please remember that this service is NOT to be used for life threatening emergencies.**



## We Hid Two Employee ID Numbers In This Issue! Find Yours and Win!

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!

**Good Luck!**

## Update Regarding ID Badges



For employees with non-security badges - it is not mandatory for you to wear your ID badge.

We prefer any employee working in direct contact with individuals we support **not** wear their badges due to potential safety concerns should someone grab for it, pull on it, etc.

Human Resources does have plastic sleeves available. If you need one please email **Karlene Rulison** at [rulisonk@thearclexington.org](mailto:rulisonk@thearclexington.org) and she will send one to you.



## COVID Wellness Resources For Staff and Individuals

The COVID-19 pandemic has created many hardships for individuals with intellectual and developmental disabilities and the staff who care for them. Changes in routines, activities, and communication with loved ones, layered with concern for the health and well-being of self and others may have a significant impact on our emotional, social, and psychological well-being. OPWDD's Statewide Committee on Incident Review (SCIR) recognizes that when individuals and employees experience stress and anxiety, situations that result in reportable incidents and notable occurrences are more likely to occur. It is important for all of us to attend to our mental health and the well-being of our co-workers and the people we support, to ensure positive service environments.

To support the emotional health needs of individuals with intellectual and developmental disabilities (I/DD), direct support professionals (DSPs), and other agency staff, OPWDD has compiled a list of potential resources. Here's a couple of good resources for managing stress, anxiety and depression:

**COVID Fatigue** article and podcast: [www.umassmed.edu/news/newsarchives/2020/12/mental-health-concerns-rise-as-covid-fatigue-deepens/](http://www.umassmed.edu/news/newsarchives/2020/12/mental-health-concerns-rise-as-covid-fatigue-deepens/)

**COVID Toolkit from Stress Management Resources from NADSP** (National Alliance for Direct Support Professionals): <https://nadsp.org/covid-19resources>

**Self-care advice from the American Psychological Association:**  
[www.apaservices.org/practice/ce/self-care/health-providers-covid-19](http://www.apaservices.org/practice/ce/self-care/health-providers-covid-19)

**Note:** There are other resources available to you:

- Through EAP or Local Mental Health providers
- Mobile Applications (Apps) such as "Headspace" and "Calm"

For a complete list of these resources, please click here:  
<https://opwdd.ny.gov/system/files/documents/2021/04/>

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.*

## FEMA Reimbursement for COVID-19 Related Funeral and Burial Expenses

For many families, the heartbreak of losing a loved one from COVID-19 was compounded by the funeral restrictions imposed by the pandemic. Most families were not afforded a proper funeral and burial and were left to grieve alone without the comfort of friends and loved ones. To help ease this burden, a new federal reimbursement program may provide some financial relief to families.

The Federal Emergency Management Agency (FEMA) is now accepting applications for reimbursement of COVID-19 related funeral and burial expenses of up to \$9,000.

The special program covers expenses paid after January 20, 2020 for deaths in the U.S. that may have been or likely were related to COVID-19.

Application instructions and more information can be found at FEMA's [Funeral Assistance FAQ page](#).

### Know a teenager looking for a fun summer job?



*We are looking for lifeguards!*

Lexington is now hiring lifeguards to work part-time during the spring/summer months of 2021 in Fulton County.

Applicants must be 15 years & older. Do you know someone that would like to be a lifeguard? Lexington will offer to send qualified candidates to become certified if needed. What a wonderful opportunity!

The selected candidates will need to attend extra training to support people with developmental disabilities.

Apply here: [www.thearclexington.org/apply](http://www.thearclexington.org/apply)