

## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES



### *Here's what's happening on Workplace* **Lexington Champions**

**Congratulations to Christina Wilson!**



Christina's team recognized her as a Lexington Champion for being a consistent leader at Prospect for nearly 5 years. They acknowledged her willingness to always go the extra mile for the people she supports and for organizing great outings and new experiences for them. Her team

says, "She is the epitome of what an exemplary staff and Lexington Champion is."

**Congratulations to Patti Quigley** who was recognized for her outstanding support as a Job Coach. A family member of someone she supports even went so far as letting the Employment Team know much she appreciates Patti and that she is a special person.

**Congratulations to Pamela Busch** from the Payroll Department who was recognized as a Lexington Champion by the Accounting Department.

Her dedication, knowledge and commitment to Lexington is extraordinary, they said. She takes on additional tasks with ease and is always willing to help wherever needed and is always responsive to any concerns that arise!



**Congratulations to John Dyer** who supervises the night cleaning crew in Schoharie.

Whether offering up an encouraging word or a piece of practical advice, John has an optimistic view and approach to helping the people he supports complete a task. He is well-respected by the members of his crew as well as his co-workers for being a compassionate and kind person willing to help anyone whenever and wherever he can.

## Lexington Milestones

*Congratulations and thank you to the following employees celebrating milestones through June 30, 2022*

### **THIRTY-FIVE YEARS**

**Jodi Liddle, Day Habilitation, 6/29**

### **THIRTY YEARS**

**Toni Andrest, Residential, 6/01**

**Toni Persch, Residential, 6/01**

### **TWENTY YEARS**

**Kati-Lyn Meher, Residential, 6/03**

**Lindsey Orr, Residential, 6/03**

### **FIFTEEN YEARS**

**Kimberly Larowe, Residential, 6/04**

### **TEN YEARS**

**Robert Baird, Maintenance, 6/13**

**Emrys Davis, Residential, 6/19**

### **FIVE YEARS**

**Jaclyn Buelow, Clinical, 6/01**

**Zsa'Aisa Evans, Residential, 6/05**

**Megan Hodgson, Residential, 6/11**

**Mahomed Hoossenani Omar, Residential, 6/05**

**Megan Humphrey, Day Habilitation, 6/26**

**Richard Rodriguez, Family Services, 6/05**

**Claritza Sanchez, Residential, 6/05**

**Joshua Wright, Residential, 6/19**

### **ONE YEAR**

**Katija Allim, Residential, 6/21**

**Shusana Bowens, Residential, 6/01**

**Justin Carpenter, Maintenance, 6/28**

**Alyssa Gutierrez, Residential, 6/07**

**Brian Page, Administration, 6/28**

**Raquel Perez, Clinical, 6/23**

**Gabriella Zarrelli, Residential, 6/01**

## Workforce Incentive Payments: How the Bonus Payments May Impact Your Public Benefits

The New York Alliance for Inclusion and Innovation and the Regional Centers for Workforce Transformation are pleased to present another Direct Support Professional (DSP) Incentive Payments Webinar entitled How the Bonus Payments May Impact Your Public Benefits.

In this webinar, you will find information about various public benefits that you may be eligible for now but could potentially lose in the future due to being over certain income limits in 2022 as a result of the Workforce Incentive Payments that many DSPs are receiving.

Many of the public benefits that are available to New Yorkers are based on your income during a specific timeframe and you may lose certain benefits depending on each benefit and your family's income.

To watch the webinar, click here: [https://www.youtube.com/watch?v=mK9Fdvos\\_uA](https://www.youtube.com/watch?v=mK9Fdvos_uA)



*Join Camp Do Good*  
**DONATE BLOOD. HELP SAVE LIVES.**

**Blood Drive**  
**The Arc Lexington**  
127 East State Street, Gloversville, NY 12078  
Gymnasium

**Friday, August 5, 2022**  
**10:30 a.m. to 3:30 p.m.**

To schedule an appointment please call  
1-800-RED CROSS or go to  
[www.redcrossblood.org](http://www.redcrossblood.org) and enter  
sponsor code: LexingtonCenter

1-800-RED CROSS | [RedCrossBlood.org](http://RedCrossBlood.org) | Download the Blood Donor App  
© 2022 The American National Red Cross 1-800-RED CROSS

## New Increased Mileage Rate



The IRS has increased the standard mileage rate **effective July 1, 2022 to 62.5 cents per mile**. Lexington will be **increasing** the amount of mileage reimbursement to match the IRS rate for **the second half of 2022**.

If you have incurred any travel expenses between **January 1- June 30, 2022** for which you will be seeking mileage reimbursement, please use the current forms and rate of 58.5 cents per mile for any mileage incurred. Please submit your reimbursement request as soon as possible. ***Requests for reimbursement must be made within 90 days of the travel date.***

Beginning July 1, 2022 please utilize this [mileage reimbursement form](#) with the new rate of 62.5 cents per mile. This form can also be found on the RKXchange.

## Important: Designating a Beneficiary

Please take the time to ensure your beneficiary is identified properly for your 401(k) and your life insurance. We have had two instances in the past months where employees had not designated a beneficiary or had never updated their information which caused significant issues in getting their insurance paid to the proper person.



Please go to the [RKXchange](#) website and the [AIG](#) website to update your information.

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://bit.ly/3y1t5kB>

This newsletter will be archived at the following link: <https://thearclexington.org/hr-updates>

## Looking To Advance

Become a certified DSP and earn college credits. No out-of-pocket expenses for tuition, books or child care! See the ad below for more information about this exciting opportunity. Contact for this program is Courtney Mickel. Her information is listed in the ad.

Don't wait to act, the **deadline to apply is June 30!**  
**Become a Certified DSP**  
**Earn College Credits Toward a Degree**

## APPRENTICESHIP PROGRAM

Two-Year, NYS-Approved Program for DSPs through Fulton-Montgomery Community College  
Sponsored by The Arc Lexington and NYS DOL

- No out-of-pocket expenses for books, tuition or child care
- Earn a certificate in Individual Studies through SUNY System
- Earn 35 College Credits toward an Associate or Bachelor's Degree
- On-the-Job Training

For more information, please contact  
Courtney Mickels at (518) 775-5422  
or (518) 295-8130, Ext. 262  
MickelC@thearclexington.org

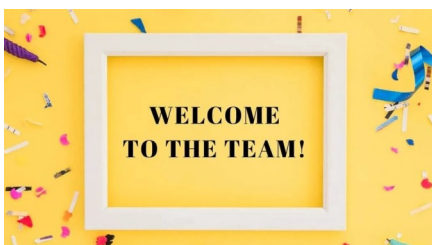


## We Need Your Help!

Did you know that the majority of Lexington employees who leave our family leave in their first 90 days of employment? Over 30% of our turnover happens in the first 3 months! The first weeks at a new job are filled with great emotion and anxiety.

Do you remember your first weeks at Lexington? Maybe it was your first job. Maybe you didn't know anyone. Maybe you were overwhelmed by all the training. Maybe you had a fear of the unknown as you never worked in human services before. All of these things cause stress. So, you might be asking, "How can I help?"

Greet a new hire. Take time to introduce them to the team. Acknowledge their anxiety and assure them they will be given all the tools to succeed. Talk about our supportive culture. Answer their questions. Make them feel welcome and a part of the family. Check in with them to see how things are going.



- Be kind.
- Be available.
- Be nurturing.
- Be you!

## Congratulations to our May Recruitment Raffle Winners!

**Laurie Carpenter**  
Western Fulton County

**Kristina Aldi**  
Eastern Fulton County

**Michelle Lawyer**  
Schoharie County

**Bryisha Nixon**  
Albany County

## Donations of Paid Time Off Needed

A member of our Lexington family has been missing time from work because their child is critically ill and hospitalized. This employee does not meet eligibility requirements to receive benefits under New York Paid Family Leave, and will soon exhaust their current available PTO and NYSSL. We are asking for donations of PTO from any employee willing to donate to them so they continue to receive a full paycheck.

If you are interested in donating PTO please complete [this form](#) and return it to Kaleena Castiglione in HR.

PTO donations are voluntary. They are taken on a first-come, first-served basis. Your PTO balance will be reduced in increments as needed up to the maximum number of hours you agree to donate. Once the maximum hours are reached we will go to the next person who agreed to donate. HR will take care of all the time card edits.

## 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.

