

SPECIAL BENEFITS EDITION

IMPORTANT NEWS : OPEN ENROLLMENT NOVEMBER 3 - 17

Welcome to the Special Benefits Edition of HR Updates! As we get closer to the end of the year, we like to provide our employees with important information for the new year. Please read through this edition carefully as it contains valuable information! As always, don't hesitate to reach out to Human Resources with any questions you may have.

OPEN ENROLLMENT FOR 2023 BENEFITS

Open Enrollment will begin on November 3 and end on November 17. Open enrollment is your annual opportunity to make updates to your benefit plans, add or drop dependents, or modify coverage. Changes will be effective on January 1. Be on the lookout for a payroll stuffer with more information.

In the meantime, we will share that this year's open enrollment will be a bit different than it was in prior years. **For 2023 benefits, if you do not need to make changes to any of your benefit selections from 2022, you do not need to log in, and the coverage you have in 2022 will roll over to 2023 with one exception – the Flexible Spending Accounts.**

The Medical Flexible Spending (MFSA) and the Dependent Care Accounts (DCA) require active re-enrollment each year. If you elect to participate in the Medical and/or Dependent Care Accounts for 2023 you **MUST** complete open enrollment in its entirety (meaning complete all screens when you log in). Likewise, if you need to adjust or change any coverage from 2022 to 2023, you must complete all screens when you log in.

Health Insurance and Prescriptions

There are no changes to Lexington's health insurance coverage or costs for 2023. The plan will continue to be managed by CDPHP. However, CDPHP will be switching to a new Pharmacy Benefit Manager (PBM) in January. Previously, CDPHP used CVS/Caremark as their PBM. The new PBM will be Capital Rx. Capital Rx will continue to use CDPHP's formulary. Depending on how/where you fill your prescription now, you may need to switch pharmacies.

You should have received a Payroll Stuffer on October 28 containing important information about Open Enrollment, and the change to Capital Rx. Also, CDPHP will send letters to your home address if you need to take any actions to avoid disruption filling your prescriptions due to the PBM change.

We will hold Employee Informational Meetings as noted below to explain the new pharmacy benefit and answer any questions you may have. Representatives from CDPHP and Rose and Kiernan/NFP will be on hand at the meetings. These meetings will also include a session about how to be a smart healthcare shopper. Some may ask why this is important. Lexington spends \$13-14 million dollars per year on health care for employees and their dependents. If we all become smart health care shoppers, any savings we realize will be given back to employees in the form of bonuses or pay increases.

Employee Informational Meetings

| Topic | Meeting Dates/Times | Links |
|--|---|--|
| Open Enrollment – with CDPHP, Rose & Kiernan, Lexington HR/Smart Healthcare Shopper | Nov. 3 rd at 1pm – Zoom | Open Enrollment Meeting Meeting ID: 817 3471 9201 Passcode: 492336 |
| Open Enrollment – with Rose & Kiernan, Lexington HR/Smart Healthcare Shopper | Nov. 9 th at 8am - Zoom | Open Enrollment Meeting Meeting ID: 881 6480 0495 Passcode: 276273 |
| Open Enrollment – with Rose & Kiernan, Lexington HR/Smart Healthcare Shopper | Nov. 14 th at 6pm - Zoom | Open Enrollment Meeting Meeting ID: 836 9223 9195 Passcode: 421000 |
| Elizabeth Karis & Lexington HR with Rose & Kiernan– How to Be a Smart Healthcare Shopper | Nov. 15 th at 2pm Burke Gym & Zoom | Meeting with Elizabeth Karis Meeting ID: 858 2530 4962 Passcode: 453602 |
| Elizabeth Karis & Lexington HR with Rose & Kiernan– How to Be a Smart Healthcare Shopper | Nov. 16 th at 9a – Burke Gym & Zoom | Meeting with Elizabeth Karis Meeting ID: 826 9354 7808 Passcode: 067823 |
| Elizabeth Karis & Lexington HR with Rose & Kiernan– How to Be a Smart Healthcare Shopper | Nov. 16 th at 3pm – Burke Gym & Zoom | Meeting with Elizabeth Karis Meeting ID: 872 2770 9987 Passcode: 020368 |
| Elizabeth Karis & Lexington HR with Rose & Kiernan– How to Be a Smart Healthcare Shopper | Nov. 17 th at 2pm – Schoharie & Zoom | Meeting with Elizabeth Karis Meeting ID: 850 1989 8786 Passcode: 219246 |

We have created a page on our website to access resources for Open Enrollment – CDPHP Information, UCM Telemedicine Information, RK Solutions Guide and Overview, and more.
<https://thearclexington.org/open-enrollment-2023/>

IMPORTANT: Reminder for Schoharie Employees with a Remaining Balance in your HRA

Spend down your account balance by December 31, 2022! We previously sent letters reminding Schoharie employees that funds remaining in the pre-merger HRA account will be forfeited as of January 1, 2023. You may submit claims for 2022 expenses until March 2023. Account balances will be forfeited and cannot be used for services received after December 31, 2022. Click here to spend down your money: [The FSA Store](#) or [Amazon FSA Store](#)

2023 Paid Family Leave (PFL) Changes

As many of you know, New York Paid Family Leave (PFL) went into effect on January 1, 2018. This law permits eligible employees to take job protected leave to bond with a newly born, adopted or foster child; care for family members with a serious health condition; and provide support for family members when deployed abroad on active military duty. New York Paid Family Leave is fully funded by employees and the rates are set by the state of New York.

In 2022, employees contributed 0.511% of their earnings to PFL benefits with an annual cap of \$423.71 per year. New York State recently announced the following changes to PFL effective on January 1, 2023:

- Maximum employee contribution rate: **0.455%**
- Maximum deduction: **\$399.43** (\$24.28 less than in 2022)
- State Average Weekly Wage (SAWW): **\$1,688.19**
- Maximum weekly benefit: **\$1,131.08** (up \$62.72 from 2022)
- Maximum benefit percentage: **67%** (no change from 2022)

Maximum benefit period: **12 weeks** (no change from 2022)
Employees whose leaves began in 2022 will be paid the benefit rate in effect on the first day of your leave. Paid Family Leave is funded through employee payroll contributions that are set by New York State each year to match the cost of coverage. Employee contributions are set annually by the New York State Department of Financial Services.

For more information about this, as well as specifics of the law, and a calculator to estimate your own payroll contributions, please visit: <https://paidfamilyleave.ny.gov/>

2023 Health Care Flexible Spending Account Contribution Limit

The IRS has announced that employees can put an extra \$200 into their health care flexible spending account starting in January, 2023. The annual limit will be \$3050 for next year, and the carryover in 2023 will be \$610.

CDPHP Rate Negotiations Update

You will soon be receiving (if you haven't already) an email from CDPHP regarding their rate negotiations with St. Peter's Health Partners. CDPHP strives to keep rates as low as possible. We will be sure to keep you updated as we hear more from CDPHP.

Lexington Milestones

Congratulations and thank you to the following employees celebrating milestones through October 31, 2022

THIRTY YEARS

Felicia Vogle, Administration, 10/14

TWENTY YEARS

George Grosse, Employment Resources, 10/13
Amy Hinderliter, Residential, 10/07

FIFTEEN YEARS

Sandra Jean Miller, Family Support Services, 10/15
Jillian Slade, Residential, 10/01

TEN YEARS

Sirvasha Dale, Residential, 10/18
Victoria Knowles, Day Habilitation, 10/29
Patricia Quigley, Employment Resources, 10/29

FIVE YEARS

Amber Lake, Residential, 10/16
Annie Munsie, Residential, 10/23
Suzanne Sweet, Residential, 10/16
Patricia Touzin, Residential, 10/23
Alexi VanVranken, Residential, 10/28

ONE YEAR

Erica Clark, Residential, 10/18
Lindsey Hillier, Residential, 10/04
Chelsea Horton, Residential, 10/05
Michael Lopez, Residential, 10/04
Carly Luck, Residential, 10/18
Jessica Maclean, Maintenance, 10/04
Rene Mowrey, Clinical Supports, 10/18
Tamia Murphy, Residential, 10/04
Monae Scott, Residential, 10/04
Duanasia Tillery, Residential, 10/25

RETIREES

Mike Parslow, Transportation,
25 years of Service, 10/01

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.



Is Your Beneficiary Information Updated?

This is a great time to review the beneficiaries you have in place for Lexington's paid life insurance, voluntary life insurance, and your 401(k). If you have not yet designated a beneficiary, it is important that you do so. While no one likes to have to think about matters such as this, it is critical in ensuring your monies are distributed as you wish.

For your 401(k), update your beneficiary directly with Corebridge Financial (formerly known as AIG) at <https://arcny.aigrs.com/>.

Update your paid life or voluntary life insurance beneficiary on Employee Navigator/RKSolution any time by following these steps:

IS YOUR LIFE BENEFICIARY INFORMATION UP-TO-DATE?

Hello, Alice!

Grab a cup of coffee and let's get some work done.
It's good to see you.

To update your beneficiary information, WITHOUT going through the entire Open Enrollment process, log on to Employee Navigator/RKSolution. On your home page, click on Enrollment Summary.

Once in the summary, you will see this menu. Click on *Beneficiaries*.

Click *Edit Beneficiary*.

SSN and DOB are not required, but the person's name, relationship to you, and some contact information is.

Designate at least one primary beneficiary. If you only have one primary, designate at least one contingent (backup) beneficiary in case your primary beneficiary predeceases you.

You may name more than one primary and contingent beneficiary, but the total amount you designate must equal 100% (e.g. 50%/50%, or 70%/30%, or 10%/60%/30%).

In the above example, if Alice dies, her spouse, Alex, gets 100% of her Group Life Insurance.

If Alex pre-deceased Alice, the insurance will be split 50% - 50% between "Jane," Alice's cousin, and "Charity XYZ."

If you have purchased Voluntary Life, repeat these steps for that policy as well.

| Benefit | Classification | Percentage | Name | Relationship | Sex | DOB | Phone |
|------------|----------------|------------|-------------|--------------|-----|------------|-------|
| Group Life | Contingent | 50.00% | Charity XYZ | Other Entity | | | |
| Group Life | Contingent | 50.00% | Jane Doe | Cousin | F | | |
| Group Life | Primary | 100.00% | Alex Smith | Spouse | F | 03/14/1995 | |

RKSolution

The Arc
Lexington
New York

employee
NAVIGATOR

Address and Phone Number Changes

If your address or phone number has changed this year and you have not notified HR, now is the time to let us know!

We don't want employees to miss out on important communications.

Carryover Rules for PTO and NYSSL

Just a reminder.....**there are no limits** on the number of PTO and NYSSL hours that employees can carry over into 2023.

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>

Payroll Periods and Pay Dates for the Year 2023

| Pay Period | Pay Date | Pay Period | Pay Date |
|---------------------|----------|---------------------|----------|
| 12/18/2 - 12/31/22 | 01/06/23 | 06/18/23 - 07/01/23 | 07/07/23 |
| 01/01/23 - 01/14/23 | 01/20/23 | 07/02/23 - 07/15/23 | 07/21/23 |
| 01/15/23 - 01/28/23 | 02/03/23 | 07/16/23 - 07/29/23 | 08/04/23 |
| 01/29/23 - 02/11/23 | 02/17/23 | 07/30/23 - 08/12/23 | 08/18/23 |
| 02/12/23 - 02/25/23 | 03/03/23 | 08/13/23 - 08/26/23 | 09/01/23 |
| 02/26/23 - 03/11/23 | 03/17/23 | 08/27/23 - 09/09/23 | 09/15/23 |
| 03/12/23 - 03/25/23 | 03/31/23 | 09/10/23 - 09/23/23 | 09/29/23 |
| 03/26/23 - 04/08/23 | 04/14/23 | 09/24/23 - 10/7/23 | 10/13/23 |
| 04/09/23 - 04/22/23 | 04/28/23 | 10/08/23 - 10/21/23 | 10/27/23 |
| 04/23/22 - 05/06/23 | 05/12/23 | 10/22/23 - 11/04/23 | 11/10/23 |
| 05/07/23 - 05/20/23 | 05/26/23 | 11/05/23 - 11/18/23 | 11/22/23 |
| 05/21/23 - 06/03/23 | 06/09/23 | 11/19/23 - 12/02/23 | 12/08/23 |
| 06/04/23 - 06/17/23 | 06/23/23 | 12/03/23 - 12/16/23 | 12/22/23 |

2023 Holidays

| Holiday | Day Observed Non-Residential Programs | Day Observed Residential |
|----------------------------|--|-----------------------------|
| New Year's Day | Monday, January 2 | Sunday, January 1 |
| Martin Luther King Jr. Day | Monday, January 16 | Monday, January 16 |
| President's Day | Monday, February 20 | Monday, February 20 |
| Memorial Day | Monday, May 29 | Monday, May 29 |
| Independence Day | Tuesday, July 4 | Tuesday, July 4 |
| Labor Day | Monday, September 4 | Monday, September 4 |
| Thanksgiving Day | Thursday, November 23 | Thursday, November 23 |
| Day after Thanksgiving | Friday, November 24 | Friday, November 24 |
| Christmas Eve | Friday, December 22 | Sunday, December 24 |
| Christmas Day | Monday, December 25 | Monday, December 25 |