

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Santa's Workshop Returns to Lexington!

Santa's making his way to Lexington just in time for the holidays!

The Nigra Arts Center and Schoharie Day Hab will be home to "Santa's Workshop" on **December 17 and 18**. The event is **FREE** for all Lexington employees and their families. Guests of all ages will enjoy a variety of fun seasonal activities including breakfast with Santa, holiday movie screenings, raffle baskets, face painting, cookie decorating, arts and crafts, gift-making and more!

For more information or to RSVP, please contact Tammy Miles at (518) 775-5475 or milest@thearclexington.org. Employees will need to bring their employee identification for free admittance.

All employees and their families
are invited to





Paul Nigra Center for Creative Arts
2736 NY-30, Gloversville

Saturday, December 17 • 8:30 – 10:00 am
Sunday, December 18 • 9:00 – 11:00 am

★

Schoharie Day Hab – The Bistro
121 Opportunity Drive, Schoharie

Saturday, December 17 • 9:00 am – 12:00 pm

Enjoy a light breakfast, pictures with Santa,
arts & crafts, holiday activities, festive music and more.
All children will receive a gift to take home!

THIS EVENT IS FREE
FOR ALL LEXINGTON EMPLOYEES AND THEIR FAMILIES

To RSVP to Gloversville, contact Tammy Miles at (518) 775-5475 or milest@thearclexington.org
To RSVP to Schoharie, contact Terri Sacco at (518) 295-8130 saccot@thearclexington.org

Lexington Milestones

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

THIRTY-FIVE YEARS

James Kobuski, Transportation, 11/02

TWENTY YEARS

Kimberly Moldt, Residential, 11/002

Nestor Pererz, Residential, 11/04

Christine Xaltipa, Residential, 11/04

FIFTEEN YEARS

Susan Wood, Family Services, 11/12

TEN YEARS

Sheila VanHorne, Residential, 11/12

FIVE YEARS

Tina Goldswor, Administration, 11//27

Robin Hershberger, Residential, 11/27

James Lewis, Residential, 11/13

Rachel Roberts, Residential, 11/20

Theresa Swierzowski, Administration, 11/16

Colleen White, Residential, 11/07

ONE YEAR

Ashley Ambrosino, Residential, 11/25

Miranda Cozzolino, Residential, 11/15

Shannon DeGross, Residential, 11/15

Ashlee DiMartino, Residential, 11/01

Nicole Erb, Residential, 11/15

Dexter Harris, Residential, 11/08

Breanna Hazzard, Residential, 11/01

Terry Hogan, Maintenance, 11/01

Cadence Martin-Braginton, Residential, 11/01

Savanah Morrison, Residential, 11/01

Kalin Moya, Residential, 11/29

Kylee Simmons, Residential, 11/29

Guionna Whitaker-Fields, Residential, 11/08

RETIREES

**Gary Culver, Maintenance,
28 years of service, 11/01**

Second Round of Bonuses to be Distributed to Employees on December 14

Earlier this year, we announced two bonuses for employees. One was paid out in April. Due to unprecedented costs of gas and goods, we let you know in advance what you would also receive in December so that it could help you in your financial planning for the year. We shared with you that there will be a **Bonus of \$1500** (less statutory deductions) for all employees who are actively employed full-time as of **December 14, 2022**. It will include an **additional amount to honor year of service** of actively employed full-time staff members in the following way:

- 5 to less than 10 years of service: an additional \$250 (less statutory deductions)
- 10 to less than 15 years of service: an additional \$500 (less statutory deductions)
- 15 to less than 20 years of service an additional \$750 (less statutory deductions)
- 20 or more years of service: an additional \$1000 (less statutory deductions)

You will receive a prorated amount if you are a relief, part-time or per-diem employee. Guidelines and eligibility rules governing the bonus are [linked here](#). The bonus will be distributed in the way you normally receive your paycheck, via direct deposit or regular mail on 12/14/22. Please also know that instead of issuing separate \$25 chamber checks or Walmart gift cards at the end of the year, we have rolled that amount into this bonus.

While most of you have been receiving other bonuses throughout the year separately funded by New York State, the April and December bonuses came directly from Lexington's savings. It cost Lexington \$5.4 million. It takes every single employee to do their part to achieve this level of savings. We are pleased that we have been able to achieve these results from our diligent work and are able to pass them on to our amazing employees. We hope you will join us in continuing our hard work on the wage initiative in 2023.

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.



Paid Time Off Updates for 2023

Just a reminder regarding Paid Time Off (PTO) - there is no longer a "lump sum" award of PTO each January since PTO is now earned and awarded in each paycheck throughout the year. The awarding of PTO in each check began in January of 2022. There is no limit on the number of hours of unused PTO that employees can carry over into 2023. There is also no limit on the number of unused hours of New York State Sick Leave (NYSSL) that can be carried over from year to year.

Because 2022 was the transition year from the old vacation rules to the new PTO accruals, we did allow a small number of employees to use unpaid PTO early in 2022. This was a "one-time" allowance so employees who had made early 2022 vacation plans would need not be negatively impacted by the change. Use of unpaid PTO is not something Lexington allows under normal circumstances.

2023 PTO Buyback

Employees should have received their 2023 PTO buyback form in the mail. If you remember, due to IRS regulations, employees must elect to participate in next year's buyback the year prior to the payout of that PTO or face tax penalties. You simply must say "yes" or "no" as to whether or not you want to participate in this benefit next year. You do not have to tell us how much time you want to sell back until later next year. Remember, your decision on participation is binding and can not be changed once your form is sent in. Forms are due in to Natasha Hayes in Human Resources **before December 16, 2022**.

Health Care Worker Bonus Update

New York State has added some additional titles that now qualify for the Health Care Worker Bonus (HWB). We are currently reviewing the guidance and rules for submission. In the next few weeks, HR will be in touch with further instruction for those employees who are now eligible.

There are a group of employees with eligible titles who signed attestations for vesting period 2 who did not meet the minimum number of weekly hours needed to qualify for the bonus this vesting period. We will be in touch with each of you to let you know. You should be aware, however, that increasing your hours to a minimum average of 20 hours per-week and working the full 6 months of the vesting period would allow you to be eligible in future vesting periods. Increasing your average weekly hours to 30-35 for the entire vesting period increases the amount of the bonus. If you increase your average weekly hours to at least 35, it further increases the bonus amount. Remember, eligible employees can receive the bonus in a maximum of 2 vesting periods.

***Congratulations to our
September and October
Recruitment Raffle Winners!***



SEPTEMBER

Taylor Rose, Fulton County
Kendra Marsh, Schoharie County
Bakiem McCall, Albany County



OCTOBER

Hailey Beddig, Fulton County
Jeanne Frasier, Schoharie County
Priya Winston, Albany County

Excellent Opportunities Await

Lexington offers many opportunities for career growth. Check out the positions below and consider applying.

Coordinator of Employment Opportunities <https://www.applicantpro.com/openings/thearclexington/jobs/2668413/NY-New-York/Gloversville/Coordinator-of-Employment-Opportunities>

HR Training and Retention Specialist
<https://www.applicantpro.com/openings/thearclexington/jobs/2649393/NY-New-York/Gloversville/Training-and-Retention-Specialist>

Residence Manager
<https://www.applicantpro.com/openings/thearclexington/jobs/2626444/NY-New-York/Gloversville/Residential-Manager>

For more information on open positions in the agency, click here: <https://www.applicantpro.com/openings/>

EAP Holiday Survival Toolkit



We all know that the time between Thanksgiving and the end of the year can be quite stressful. Our Employee Assistance Program (EAP) has put together a handy toolkit to help combat holiday stress! Use this link to take a peek at the helpful holiday survival tools: <http://bit.ly/3XCkRLX>



Required Notices:

401(k) and 403(b) Retirement Plans

Lexington is required to provide the following information for all employees with a balance in our 401(k) and/or 403(b) retirement plan. No further action is required on your part.

To read the notices, click here: 401(k) <http://bit.ly/3AQLra7>
403(b) <http://bit.ly/3ENdWqz>

Required Notices: CDPHP

Similar to AIG, CDPHP has provided the annual notifications we are required to distribute to our employees. No further action is required on your part.

Providers: <http://bit.ly/3UIEkxF>

Care Coordination: <http://bit.ly/3GW7ksH>

Rights and Responsibilities: <http://bit.ly/3VmOpeP>

Rx Coverage: <http://bit.ly/3OMCkxd>

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/HumanResourcesDept>

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