



## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES



### **DIRECT SUPPORT SUMMER RECOGNITION PROGRAM ANNOUNCED!**

Don't miss this chance to **EARN AN EXTRA \$600** while helping everyone we support enjoy a wonderful summer!

**WHO IS ELIGIBLE?** All employees with direct support professional job titles, including: DS Aides, DSS, DSC, Residential Cook, Cook/DSS, Cook/Housekeeper, DS Specialist, Residential LPN, Assistant Manager, Weekend Support Specialist, Peer Mentors, IRA Weekend Team, Community Support DSPs, RMs, PMs.

**HOW DO I EARN THIS RECOGNITION?** All you have to do to earn the recognition is have zero unscheduled absences (call outs, late arrival, early departure) from your scheduled shifts during the recognition period. "Scheduled Shifts" include your normal work schedule and shifts you sign up for/commit to that are outside of your normal weekly schedule.

**HOW DO I EARN THE \$600?** You can earn an extra \$200 bonus for reporting to work for all of your scheduled hours during each of the three time periods of the summer recognition program: **June 2-July 1, July 2-July 30, and July 31-September 9.**

*"We are incredibly grateful for everything that our amazing team of DSPs contribute toward ensuring each person we support has the highest quality of life possible. We are happy to be able to offer this added recognition on behalf of Lexington for your incredible commitment to each person we have the privilege of supporting." Anthony Hanson and Patrick Dowd*

## Lexington Milestones

*Congratulations and thank you to the following employees celebrating milestones through April 30, 2023*

### **THIRTY-FIVE YEARS**

Susanne Schultz, Day Habilitation, 3/07  
 Teresa Wands, Medical Services, 4/28

### **THIRTY YEARS**

Mary Bruce, Residential, 3/01  
 Lois Jones, Residential, 4/15  
 Faith Maclean, Day Habilitation, 4/05

### **TWENTY-FIVE YEARS**

Jeannie Balogh, Clinical, 3/09  
 Laurie Harper, Medical Services, 4/28  
 Jessica Horning, Residential, 4/16  
 Michael Lawyer, Residential, 3/18  
 Priscilla Loveless, Residential, 3/19  
 Theresa Morici, Residential, 4/07  
 Sherry Russell, Employment, 4/21  
 Terri Tracy, Family Support, 4/21

### **TWENTY YEARS**

Stacie Klymkow, Day Habilitation, 3/03  
 Paul Turnbull, Residential, 3/16

### **FIFTEEN YEARS**

Angela Alqoutob, Day Habilitation, 4/04  
 Thomas Ambridge, Residential, 3/03  
 Catherine Leach, Residential, 4/01  
 Charlene Sampson, Residential, 4/15  
 Susan Spagnola, Residential, 3/03  
 Shannon Sweet, Residential, 3/24  
 Teresa Williams, Clinical, 3/17

### **TEN YEARS**

Scott Cheetham, Residential, 4/15  
 Melanie Deming, Residential, 4/01  
 Bahja Helou Haddawi, Administration, 4/15  
 Dale Hansen, Residential, 3/12  
 Ashley Hulbert, Residential, 3/14  
 Linda Knightes, Administration, 3/01  
 Morgan Mackey, Transitions, 3/28  
 Patricia Newell, Residential, 3/04  
 Devin Nichols, Residential, 3/23  
 Kylea Ritchie, Residential, 3/14  
 Alexis Snell, Residential, 3/28  
 Jady Tamaccio-Pisano, Residential, 3/14  
 Anastasiya Vannostrand, Transitions, 3/28

## NEW and IMPROVED Employee Referral Bonus Program Deadline Approaching—Act by June 30, 2023.



Lexington's recently revamped employee referral bonus program pays employees a \$500 bonus for the successful referral of DSP hires, but now it can score you some great prizes, too! Details about the current referral program can be found [here](#). Information about the employee bonus raffle prizes appears below.

If you refer a full-time or part-time DSP (who commits to at least 20 hours of work per week) with an application date between **March 20 and June 30** and they are successfully hired, you will be entered into a drawing to win an **Apple iPad**. An Apple iPad will be awarded to one referring employee based in Albany; one based in Schoharie; and two based in Fulton County.

From the remaining entries, one employee will be selected for our **Grand Prize to be drawn on Monday, July 24** to include a choice of the following: **2 nights and 2 days for four at The Great Escape Lodge, Lake George and a \$200 Visa gift card; \$500 gift card to the grocery store of your choice and a \$300 gift card to the gas station of your choice or for Uber; or a Pitboss Smoker, 2 bags of pellets and a \$150 gift card to the grocery store of your choice.**

There is no limit to the number of qualified applicants an employee can refer. You will receive one raffle entry for each successful full-time or \*part-time DSP hire during the time frame noted above. (\*The part-time employee must commit to work at least 20 hours per week). 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 listed on the new application will be eligible for the bonus/raffle prize. To qualify for the bonus, the applicant must be successfully hired. Winning employees must be in good standing at the time of the drawing. **Exclusions - Bonuses will not be paid for: Candidates hired as Family Directed Respite Aide, Human Services Intern, Self-Directed, or Per-Diem positions. Agency Executives and Human Resource Dept. staff are not eligible to participate in this program.**

### 401(k) Plan Document Change For your information only

There has been an amendment to the 401(k) plan effective April 1, 2023 to exclude bonuses funded through state or federal payments from compensation for purposes of employer matching and employer discretionary contributions. This amendment does not limit the employee's ability to make additional employee contributions based on these bonuses (i.e. eFMAP and Healthcare Worker Bonus Programs). This was completed by AIG as per legislation passed by NYS and NYSARC requires all Arc chapters in New York State to comply. If you need more information, please contact Courtney Mickels at [mickelc@thearclexington.org](mailto:mickelc@thearclexington.org), (518)775-5422 or (518)295-8130, Ext.262.

## Lexington Milestones

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### FIVE YEARS

Tiffany Diamond, Residential, 4/06  
Sahara Elli Thorpe, Residential, 4/08  
Rebecca Grossman, Administration, 3/22  
Sean Kinnier, Maintenance, 3/19  
Amanda Sorento, Residential, 4/02  
Ashley Taylor, Residential, 3/05  
Gwendolynn Thompson, Residential, 3/26  
Sarah Weaver, Residential, 4/19

### ONE YEAR

Kaitlyn Burkart, Admin, 3/28  
Andrew Carpenter, Administration, 4/25  
Susan Cheney, Residential, 4/25  
Donald Columbus, Residential, 3/11  
Marilyn Dador, Administration, 4/11  
Lisa Davis, Residential, 3/14  
Trissey Denton, Residential, 4/11  
Justin Etherton, Residential, 4/11  
Adam Guthinger, Residential, 3/14  
Dale Hansen, Residential, 3/12  
Raymond Hillhouse, Employment, 3/14  
Michael Hodsoll, Maintenance, 3/14  
Abigail Hopkins, Residential, 4/11  
Ashley Hulbert, Residential, 3/14  
Abigail Hopkins, Residential, 4/25  
Nykesha Jackson, Residential, 4/11  
Kevin Lambert, Residential, 4/04  
Linda Knightes, Administration, 3/01  
Morgan Mackey, Transitions, 3/28  
Devin Nichols, Residential, 3/23  
Kylea Ritchie, Residential, 3/14  
Esteban Rosado, Residential, 4/11  
Alexis Snell, Residential, 3/28  
Dakota Sweet, Residential, 4/25  
Jadyn Tamaccio-Pisano, Residential, 3/14  
Scott Vanasbeck, Residential, 4/25  
Anastasiya Vannostrand, Transitions, 3/28  
Eddie Vastion, Residential, 4/04

### RETIREMENTS

Nancy Manning, Residential,  
20 Years of Service

## Lexington's Mission

*We empower people with autism  
and developmental disabilities  
to live their best lives, every day,  
by partnering with their families,  
our employees and our community.*



## 2023 Safe Environment and Wellness Program Meetings Scheduled

We are gearing up to host our Safe Environment and Wellness Meetings for the remaining quarters in 2023. The next meeting is scheduled for Tuesday, June 27, 10:00am - 12:00pm at 465 North Perry Street and Thursday, June 29, 10:00am - 12:00pm at the TPI Building in Schoharie.

During these meetings, we recognize Safety and Wellness successes, as well as provide education and updates on Safety and Wellness topics. It's also an opportunity for you to ask questions or express any safety concerns you may have so we can address them.

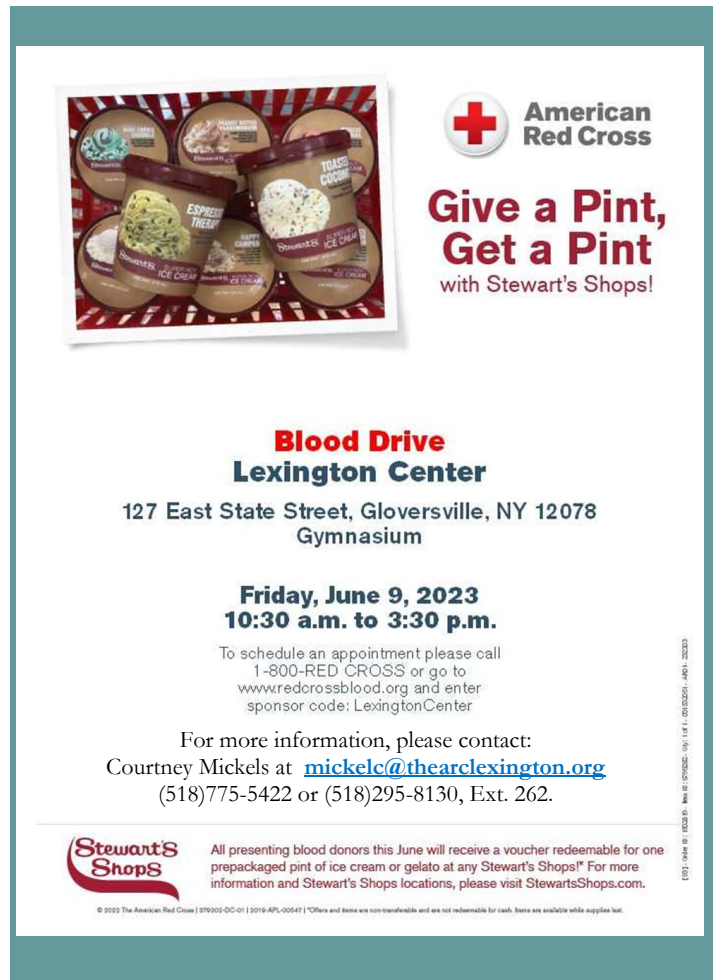
In the spirit of fun, we've also added a little friendly competition to our June meetings. We are hosting a Safety Board competition. Create a safety board and bring it to display at the June meetings. At the end of each meeting, members of the safety Committee and Meeting Presentation team will judge each entry. One winning team will be selected at each of the June meetings. The winning team's supervisor will receive \$100 to spend anyway they choose on their group. Click [here](#) to get more the details on the Safety Board contest.

A complete list of scheduled 2023 Safe Environment and Wellness Program meetings can be found [here](#). We hope you will join us for these meetings and help us work together to ensure a safe environment for everyone at Lexington.

### Change to Cost of COVID Testing

As of May 11, 2023, CDPHP is implementing a "cost share" for COVID testing conducted at medical provider locations outside of Lexington. This means if you have a COVID test done at urgent care or at your physician's office you will incur the normal 20% co-pay for that test as you do for other tests. The change to cost sharing is due to the end of the COVID-19 Public Health Emergency Declaration by the Federal Government. However, Lexington will still continue to offer FREE COVID testing through our nursing department.

## Give a Pint, Get a Pint Blood Drive Coming to Burke



**American Red Cross**

**Give a Pint, Get a Pint**  
with Stewart's Shops!

**Blood Drive  
Lexington Center**

127 East State Street, Gloversville, NY 12078  
Gymnasium

**Friday, June 9, 2023  
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

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

**Stewart's Shops** All presenting blood donors this June will receive a voucher redeemable for one prepackaged pint of ice cream or gelato at any Stewart's Shops! For more information and Stewart's Shops locations, please visit [StewartsShops.com](http://StewartsShops.com).

© 2022 The American Red Cross | 379202-00-01 | 2019-APL-00547 | \*Offers and items are non-transferable and are not redeemable for cash. Items are available while supplies last.

## Notice: Right to Medical and Exposure Records

We are required to inform you of your right to access all records maintained by Lexington that reflect your exposure to any toxic substances or harmful physical agents. We are also required to inform you of your right to access any medical records we maintain related to you with certain exceptions.

Click this link for more information: <https://bit.ly/medicalandexposurerecords>

If you have questions, please do not hesitate to contact Michelle Peryea, Safety and Wellness Coordinator at (518) 775-5420.

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/HumanResourcesContactList>

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