

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Earn Extra Money This Summer with Lexington's Summer Recognition Program

Saving for a new vehicle? Thinking of buying a house or booking a family trip this winter? We can help!

There are many ways for employees to earn **EXTRA** money this summer. Here's how:

*Any employee with a job title listed below can earn an extra \$400 for having **ZERO** unscheduled absences (call-outs, late arrivals, early departures) from your scheduled shifts July 2-29 and July 30–September 9.*

Scheduled shifts include normal work schedules and any additional shifts you sign-up for or commit to outside of your normal weekly schedule.

Eligible job titles include: 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.

*Any employee working in the role of a direct support staff (either as a primary or secondary job code) who works **EXTRA** weekend shifts is eligible for 30-50% additional compensation based on the following:*

Receive a 30% add on for every hours worked on an **EXTRA** awake night shift (11pm-7am) in ANY Lexington IRA residence from Friday 11pm-Monday 7am.



Receive a 50% add on for every hour worked on an **EXTRA** day, evening or awake night shift in **ANY** of our 8 western Fulton County or 6 Albany County **IRA** residences between Friday 3pm-Monday 7am.

Sign up for these extra shifts through your Residence Manager or by contacting our Relief Staff administrators at **518-736-4193** during the week or Weekend Support Team at **1-800-600-6915** on weekends.

Do you know an employee who deserves recognition for the amazing work they do?

**RECOGNIZE THEM AS
A LEXINGTON CHAMPION!**



- Sign in to Lexington's Workplace account.
- Share your appreciation by posting stories and photos about your coworkers in the Lexington Champions group.
- Tag them in your post.

Change to Lexington-Sponsored Life Insurance Plan

Effective July 1, the Lexington-sponsored life insurance benefit now provides every full-time employee with life insurance of two times their annual salary up to a maximum of \$200,000. It is a good time to review your beneficiary information on [RK Solutions](#) to be sure that the proceeds of any life insurance owed are paid to the person you want to receive it.

If you have questions or need assistance, please reach out to **Courtney Mickels** at (518)775-5422.

St. Mary's Billing Issues

As we have announced on many occasions, Lexington has negotiated discounts for our employees when they use a St. Mary's facility for certain medical needs. In many cases, there is no cost to our employees. Please click this [link](#) for more information.

St. Mary's has implemented a new billing system and several employees have received bills for services that should have been free. St. Mary's is diligently working to correct this issue. If you have questions about a bill you received, please call **Courtney Mickels** in HR and she can assist you.



Save on Noom Weight Loss Program Through CDPHP

CDPHP members can now receive a 25% discount on the Noom Weight Program. Noom Weight is a digital weight loss program based on behavioral science and combines psychology, technology and human coaching. The program can be accessed through an app and includes daily lessons, food and step tracking, coaching and peer-to-peer support.

Participants can redeem the discount by going to the weight management section in their CDPHP member portal or by using this link: <https://noom.com?promo=cdphp23mp>. The link brings members directly to the Noom registration website where the discount has already been applied to the pricing. The offer can only be applied to Noom Weight program subscriptions.

Human Services Intern Program Seeking Applicants

HIGH SCHOOL STUDENTS: DISCOVER THE REWARDS OF PAID INTERNSHIPS

FULFILLS
PTECH
INTERNSHIP
REQUIREMENTS



Lexington's Human Services Internships help students:

- Gain valuable work experience.
- Explore a career path in the field of Human Services.
- Learn important work skills.
- Learn from professionals in the field.
- Enhance your college and job applications/resumes.
- Get extensive training and mentoring in your career path.

An internship at The Arc Lexington will help prepare you for a future career in fields such as special education, human services, psychology, and more. Interns must meet eligibility requirements (be at least 16 years of age or older, have NYS working papers, and attend high school in Fulton, Albany or Schoharie Counties).

For more information on the program or to get information on how you can apply for these paid internships contact:
Doug Blanc at BlancD@thearclexington.org or (518)775-5439

The Arc
Lexington
New York

Did you know that Lexington is currently hiring paid Human Services Interns in our residential department? Do you know a 16-or 17-year-old student looking for a job that offers great pay and the opportunity to become a full-time DSP once they reach 18 years of age?

The purpose of this program is to facilitate current high school students' entry into the workforce in a supportive and closely supervised manner, positioning them to become future successful, long-term Direct Support Professionals with the desire to advance their career at Lexington. If you know of a good candidate in Fulton, Albany or Schoharie Counties, please have them reach out to the Lexington Recruitment Department at (518) 775-5439.

You can get more information and find the online application [here](#).

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.



Enjoy the sunshine...
but not too much!



July is National UV Safety Month

Did you know that ultraviolet (UV) rays can damage your skin in as little as 15 minutes? Enjoy your summer and reduce the risk of skin cancer by following these tips when you're outside:

1. Seek shade under an umbrella or tree when you're at the beach or on a picnic.
2. Cover your skin with clothing as much as possible. When you're swimming, for instance, put on a t-shirt after you come out of the water. Note that dry clothes provide more protection than wet clothes.
3. Wear a hat with a brim to cover your face, ears and neck.
4. Sunglasses protect your eyes and reduce the risk of cataracts.
5. Apply sunscreen before you go outside, and reapply it every two hours or after swimming, sweating or drying it off. Use a sunscreen with at least SPF 15.

The Center for Disease Control and Prevention recommends additional tips for staying safe. Click [here](#) to find more sun safety tips.



Safety and Wellness Self-Care Bingo Challenge



Taking care of yourself is important to your safety and wellness as well as the safety and wellness of those around us. Not only does it contribute to your physical health but it also contributes to your mental health as well. If we are healthy and feel safe, we are less likely to be distracted and our stress levels tend to be less.

When the term "self-care" is mentioned, many may automatically think of bubble baths or massages. However, there are many other activities you can engage in to improve your physical and mental health.

GOAL: From July 5 to August 4, complete 12 activities on the Self-Care Bingo card that is attached. For each activity you complete, put an "x" in the box along with the date completed. These activities may encourage you to try some new methods of self-care and to continue to practice actions that you may already be doing to contribute to your health. Work with a buddy to keep on track with your self-care challenge goal.

ENTER TO WIN: All are welcome to participate; please use the QR code or link below to attest you completed the challenge by August 5, 2023, or send your completed [BINGO card](#) with your name and work location to Michelle Peryea, at Bishop Burke.

PRIZES: The first 400 participants who complete 12 Self-Care Bingo activities by August 5, and record participation at the end of the challenge by August 11, will be eligible to win a CDPHP key chain or flashlight.

To record your participation in this challenge, and be eligible for PRIZES, click this link:

<https://insights.cdphp.com/c/a/6Wh9GH7m55QCYiZBryRgLy>
or use the QR code below to provide your name email address and confirm you completed the requirements of this challenge.



Lexington Milestones

Congratulations and thank you to the following employees celebrating milestones May 1– June 30, 2023

THIRTY-FIVE YEARS

Nancy DeSando, Clinical, 6/03
April Iannotti, Residential, 6/06
Darlene Monfils, Residential, 6/03

THIRTY YEARS

Mark Dingman, Administration, 5/24
Michele Dylong, Residential, 5/27
Mark Fuller, Transportation, 6/01
Crystal Leon, Residential, 6/14
Claudia Thompson, Residential, 5/19
Shaloni Winston, Administration, 6/01

TWENTY-FIVE YEARS

Lynn Weaver, Sr., Maintenance, 5/08

TWENTY YEARS

Derek Fitzpatrick, Residential, 5/05
Jessica Wilson, Residential, 6/02

FIFTEEN YEARS

Samanatha Buffo, Administration, 5/05
Kimberly Harwood, Residential, 5/05

TEN YEARS

Ashlei Batcholts, Residential, 6/10
Daniel Bedell, Residential, 5/18
Jessica Sherman, Residential, 5/20

FIVE YEARS

Douglas Blanc, Administration, 5/06
Kayley Bonificio, Residential, 5/14
Katherine Epting, Administration, 6/25
Tabitha Jackson, Residential, 6/05
Keniah McFarland, Residential, 6/25
Darla Moak, Day Habilitation, 6/04
Alyssa Murray, Residential, 6/18
Samantha Rowley, Residential, 6/18
Elaine Schumacher, Residential, 6/18
Andrea Smeallie, Residential, 5/14
Desiree Suits, Residential, 6/04

ONE YEAR

Kathy Aker, Residential, 6/13
Robyn Allison, Residential, 6/13
Aissatou Bah, Residential, 5/15
Crystal Bobe, Residential, 6/13
Lauren Burgin, Residential, 6/19
Deena Dake, Residential, 6/06
Brooke Delgado, Residential, 6/13
Gabrianna Elwood, Residential, 5/23
Lindsie Farley, Residential, 5/15
Jordy Gryn, Residential, 6/13
Jordyn Hale, Medical, 5/09
Dayton Handy, Residential, 5/23
Maranda Kinney, Residential, 5/23
Annaleigh Lester, Residential, 5/27
Ella Logan, Residential, 5/23
Robert Manno, Jr., Employment, 6/27
Kinya Millard, Residential, 6/13
Jacqueline Miranda, Residential, 6/13
Nicole Mooney, Clinical, 6/27
Any Moore, Residential, 5/15
Nicole Murray-Sutler, Residential, 5/02
Adelia Nichols, Residential, 5/23
Maranda Plumadore, Residential, 6/27
Heather Poston, Residential, 5/09
Helen Prada, Residential, 6/19
Marco Rodriguez, Residential, 5/09
K'Lee Rote, Residential, 6/27
Divine Sebatware, Residential, 5/07
Jacob Spannbauer, Maintenance, 5/23
Savannah Stockigt, Residential, 5/28
Joseph Ventimiglia, Residential, 6/13

RETIREMENTS

Terry Swierzowski, Administration, June 30



For assistance with any Human Resources related matter or information,
contact a member of the Human Resources team at:

<https://bit.ly/HumanResourcesContactList>

This newsletter will be archived at the following link:

<https://thearclexington.org/hr-updates>

Managers, please post and distribute to all employees.