



HR UPDATES



November 13, 2023

SPECIAL OPEN ENROLLMENT EDITION

Important: Open Enrollment for 2024 Benefits to Start This Week

Lexington's Open Enrollment ends on November 27. You can add or drop dependents, modify coverage, enroll and/or un-enroll from benefits.

Enrollment will be **passive** unless you wish to keep your Flexible Spending Accounts or enroll in Lexington's **New Dental Option** (see information below). If you do nothing, the benefits you had in 2023 will carry over into 2024 with the following exceptions:

- **Exception #1: The Medical Flexible Spending and Dependent Care Accounts** must be reestablished each year. If you want the Medical or Dependent Care Accounts in 2024, **you must actively re-enroll in those benefits, and complete the enrollment process in its entirety.**
- **Exception #2: Enroll in "Enhanced" Dental - Dual Dental Offering in 2024:** In 2024 we will offer an additional, "Enhanced Dental" plan. This plan offers enhanced benefits for major services plus a level of coverage for children's orthodontia. The enhanced plan will have a higher employee contribution but provide greater coverage.

If you are currently enrolled in Lexington's "Standard" Dental Plan and do not actively enroll in the *Enhanced* plan, you will remain enrolled in Lexington's "Standard" plan. In 2024, we are implementing minor changes to the "Standard" plan including:

- Elimination of the 12-month waiting period for major services
- Addition of a \$50 deductible for basic and major services offset by an annual maximum benefit increase of \$50.
- Routine cleanings every six months with a Delta Provider with no deductible expense to you.

You are required to complete the enrollment process in its entirety if you wish to enroll in the Flexible Spending Accounts or the new *Enhanced Dental Plan.*

Most changes are effective on January 1, 2024 (changes to supplemental life or long-term disability insurance requiring evidence of insurability will be effective upon approval from the carrier).

To answer your benefit questions, we will hold open zoom Q&A sessions as follows:

NOVEMBER 14 1:00 pm	NOVEMBER 16 2:00 pm	NOVEMBER 21 9:00 am	NOVEMBER 27 10:00 am
Meeting ID: 895 9188 6215 Passcode: 211919	Meeting ID: 871 8341 9882 Passcode: 987310	Meeting ID: 881 7600 2619 Passcode: 101537	Meeting ID: 883 0995 4447 Passcode: 815413

More Information You Need to Know For Open Enrollment

- Rose & Kiernan is now NFP and the website has re-branded: [Employee Navigator](#).
- 2023 Flexible Spending plan enrollment ends on **December 31, 2023**.
- Certain voluntary benefits may become more expensive in 2024 if you, or your spouse, have aged into the next contribution tier. Log in to Employee Navigator to verify your 2024 bi-weekly contributions and adjust your coverage accordingly.
- Review and update your beneficiary information for your Basic Term Life/AD&D Insurance
- You can update your 401(k) beneficiary information directly with Corebridge Financial at <https://www.corebridgefinancial.com/rs/arcny>
- Visit Workplace for more information including:
 - * The link to Employee Navigator.
 - * Helpful resources to ensure you save money on Rx and Medical expenses .
- **To review your benefits, payroll contributions, and enroll in the Flexible Spending Accounts/ Enhanced Dental or make other changes, visit www.employeeenavigator.com now through November 27.**
- For password resets or to ask questions about your benefits, call the **NFPSolutions Help Desk** at (518) 244-4323; or Human Resources at (518) 775-5422 or (518) 775-5426 during normal business hours.
- **Important Notice:** As required under the Affordable Care Act (ACA), the following items are available in electronic form on the Employee Navigator/NFPSolutions website. Printed copies of these documents are available at no charge from Human Resources:
 - * Summary of Benefit Coverage
 - * Glossary of Terms

Optum Home Delivery for 90-Day Prescriptions

Effective January 1, CDPHP is replacing Walmart home delivery with Optum Home Delivery.

With Optum Home Delivery members have access to:

- Free Shipping.
- Online prescription management.
- 24/7 pharmacist support.
- A payment plan option to pay for a 90-day supply over three months.

For the smoothest transition, move your prescriptions from Walmart to Optum by December 15.

To transfer your 90-day mail order script, call the prescription drug number on your CDPHP ID card. CDPHP will set up members in the Optum system, have prescriptions transferred from Walmart to Optum, and contact prescribers for new prescriptions as needed. Walmart retail pharmacies remain in-network.

You can also fill your 90-day scripts using:

- Costco or ConnectRx mail order.
- Participating retail pharmacies.

Please click [this link](#) for additional details about this change.

2024 Retirement Plan Contribution Limits

The IRS has announced the retirement plan contribution limits for 2024.

Employees can contribute up to \$23,000 into their 401(k) or 403(b) retirement accounts in 2024. Anyone over age 50 can contribute an additional \$7,500 in catch-up contributions.

Please visit the [Corebridge website](#) for additional information or contact [Courtney Mickels](#) in HR.

Reminder About Visitors at Work

We have had several instances when employees have had children (and other friends and family members) come visit them at work. Please remember, we must ensure the safety, well-being and confidentiality of the people we support.

Visits from children, friends and family members are not allowed on the premises unless it is a specific event that is sanctioned by Lexington for family members.

Summary Annual Report Disclosure

[Click here](#) to find the legally required summary disclosure report we must provide to employees each year. No action is required on your part.



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.

2024 New York Paid Family Leave

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 newborn, 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 2023, employees contributed **0.455%** of their earnings to PFL benefits with an annual cap of: **\$399.43** per year.

New York State recently announced the following changes to PFL **effective January 1, 2024:**

- Maximum employee contribution rate: **0.373%**
- Maximum deduction: **\$333.25**
- State Average Weekly Wage (SAWW): **\$1,718.15**
- Maximum weekly benefit: **\$1,151.16**
- Maximum benefit percentage: **67%**
- Maximum benefit period: **12 weeks**

Employees whose leaves began in 2023 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, including specifics of the law, and a calculator to estimate your own payroll contributions, please visit: <https://paidfamilyleave.ny.gov/>

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.

2024 Holiday Schedule

Holiday	Day Observed Non-Residential Programs	Day Observed Residential
New Year's Day	Monday, January 1	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15	Monday, January 15
President's Day	Monday, February 19	Monday, February 19
Memorial Day	Monday, May 27	Monday, May 27
Independence Day	Thursday, July 4	Thursday, July 4
Labor Day	Monday, September 2	Monday, September 2
Thanksgiving Day	Thursday, November 28	Thursday, November 28
Day after Thanksgiving	Friday, November 29	Friday, November 29
Christmas Eve	Tuesday, December 24	Tuesday, December 24
Christmas Day	Wednesday, December 25	Wednesday, December 25

Payroll Periods and Pay Dates for 2024

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

LEXINGTON MILESTONES

Congratulations and thank you to the following employees celebrating milestones July—October

THIRTY-FIVE YEARS

Eric Andrews, Jr., Residential, 7/08
Mary Blood, Residential, 7/08
Donna Dresser, Residential, 7/05
Cheryl Harrington, Day Habilitation, 7/08
Kathleen Warner, Residential, 7/08

THIRTY YEARS

Terri Blowers, Residential, 8/30
Peter Giblin, Residential, 8/02
Barbara Herringshaw, Residential, 7/06

TWENTY-FIVE YEARS

Ruby Conte, Residential, 10/19
Dawn McCloskey, Residential, 8/03
Susan Murray, Clinical, 9/09
Carly Nicoletta, Residential, 9/22
Marie Paul, Employment, 9/08
Melissa Richardson, Day Habilitation, 8/03
Wayne Treleaven, Residential, 10/05
Patricia Tylutki, Residential, 9/08
Paulette Varin, Medical, 10/18

TWENTY YEARS

Rebecca Brothers, Residential, 10/13
Samantha Dingman, Residential, 7/05
Jaynee Gonzales, Transportation, 8/18
Amber Gridley, Administration, 9/15
Arturo McLeod, Residential, 7/07
Tammy Ruszkowski, Residential, 10/06
Sharon Zaluski, Residential, 9/02

FIFTEEN YEARS

Jeremiah Chase, Residential, 7/07
Nicole Gravell, Residential, 10/06
Christina Kumpan, Residential, 10/06
Ryan Kindar, Transitions, 8/06
Ellen Rowback, Administration, 7/21
Judy Sampson, Residential, 9/08
Gina Warsaw, Day Habilitation, 9/05
Michelle Wilcox, Residential, 7/10
Sandra Hyatt, Clinical, 7/21

TEN YEARS

Rebecca Barker, Residential, 10/07
Amanda Boyer, Family Services, 9/12
Melissa Congdon, Residential, 9/23
Deborah Gordon, Transportation, 10/04
Amy Hayes, Residential, 8/05
Rebecca Hill, Day Habilitation, 10/24
Nicole Hussar, Residential, 8/19
Gregory Ruggeri, Residential, 8/19
Mabel Welsch-Murphy, Residential, 5/05
Brenda Jacobson, Family Services, 7/08
Doreen Kroup, Family Services, 7/08
Kiah Powell, Administration, 7/27
Victor Romano, Family Services, 10/07
Karen Snow, Residential, 10/07
Christina Wilson, Residential, 10/21

FIVE YEARS

Christa Ambrosino, Residential, 8/20
Lacy Brower, Employment, 9/04
Violet Burkus, Residential, 8/31
Jacqueline Carpenter, Administration, 9/17
Kristina Carpenter, Residential, 7/09
Cheyan Gifford, Residential, 7/09
Robert Hopkins, Residential, 7/09
Kayla Lamphear, Residential, 8/06
Karen Bushey, Residential, 10/07
Alexis Jayson, Residential, 10/15
Archie Martinez, Residential, 8/14
Lyndsey Miller, Residential, 7/23

FIVE YEARS

Kirsten Poyfair, Residential, 9/04
Tammy Roach, Residential, 9/17
Nikolaus Rowback, Maintenance, 8/20
Heather Smith, Administration, 7/30
Jacqueline Smith, Residential, 10/01
Elizabeth Thompson, Residential, 10/29
Belinda Vair, Medical, 8/06
Adam VanValkenburgh, Residential, 8/13
Anthony, Willmann, Residential, 8/06
Caitlyn Winchell, Residential, 9/17

ONE YEAR

Amanda Affinito, Residential, 9/26
Joseph Anderson, Residential, 10/03
Eliza Babcock, Residential, 10/24
Mariah Babcock, Residential, 9/12
Alexis Beman, Transitions, 10/23
Michael Bowens, Residential, 7/11
Joshua Bretton, Residential, 10/03
Emma Brown, Residential, 7/11
Genell Brown, Residential, 9/25
Sara Brown, Family Services, 9/26
Chelsea Brunell, Residential, 8/22
Christopher Buyce, Residential, 10/24
Isabella Chambers, Residential, 9/12
Olivia Coffin, Residential, 10/16
Amy Colvin, Administration, 8/08
Emily Crosby, Transitions, 8/22
Steven Cruthers, II, Residential, 9/12
Mackenzie Daukontas, Residential, 9/25
Nilda DeJesus, Residential, 10/03
Keisha Devito, Residential, 9/25
Elizabeth Farda, Residential, 10/10
Kristy Farrow, Clinical, 7/11
Michael Feldman, Administration, 8/10
Allyson Ferris, Administration, 10/17
Bonnie Fisher, Residential, 10/10
Kaylee, Gwozdz, Residential, 8/14
Sherry Hewitt, Clinical, 7/11
Danielle Himme, Residential, 7/25
Andasia Holz, Residential, 8/08
Gabriel Hughes, Residential, 9/26
Lenada Joseph, Residential, 9/03
Lyndsay Lombardoni, Residential, 9/25
Cindy Lovelace, Residential, 10/16
Kendra Marsh, Residential, 8/22
Sandra McDermott, Residential, 9/26
Karen McGillin, Clinical, 8/08
Lillian Poultney, Residential, 9/25
Alyssa Rita, Transitions, 10/31
Katlyn Rivera, Residential, 10/10
Kane Rokjer, Employment, 7/25
Tatiana Rulison, Residential, 8/14
Destiny Schaeffer, Residential, 7/25
Wendy Sievert, Residential, 8/22
Steven Soto, Administration, 10/24
Michaela Staie, Flame, 8/08
Camron Sweet, Residential, 8/08
Rose Taylor, Residential, 8/08
Melanie Thompson, Residential, 10/24
Daisy Vargas, Transportation, 7/11
Kaylee Vannostrand, Residential, 8/22
Brittany Vines, Clinical, 8/08
Caitlin Walker, Residential, 9/12
Oliver Walters, Residential, 8/08
Samantha Welch, Residential, 10/24
Katrina White, Residential, 9/25

RETIREMENTS

Susan Insonia, Residential, 26 years of service
Sharon Peek, Residential, 17 years of service
Mary Vanvalkenburgh, Day Habilitation, 31 years of service