

IMPORTANT EMPLOYEE RESOURCES AND INFORMATION

Winner, Winner! \$1,000 Employee Referral Contest Winner Announced



Congratulations to **Mercedes Kennedy**, the winner of the Employee Referral Contest! Mercedes won a \$1,000 Walmart Gift Card as her well-deserved prize. A big THANK YOU to everyone who participated and helped make this contest a success.

Earn Extra Cash in 2025 with Employee Referrals

Are you ready to turn your connections into cash? **Get ready to earn big with our Employee Referral Bonus Program!**

Employee referrals continue to be the source for some of our best employees, and Lexington recognizes the value your referrals bring to the Lexington family. This is why we have an Employee Referral Bonus Program!

For every full-time and part-time referral you make (who is successfully hired), you have the opportunity to earn a total of \$500!

Details about our referral program can be found [here](#).

LEXINGTON EMPLOYEE MILESTONES

Congratulations and thank you to the following employees celebrating milestones in December

30 Years

Tina Dreusike, Day Habilitation, December 5

20 Years

Christian Bridge, Residential, December 6
Selena Houle, Residential, December 6
Kimberley Kilmart, Residential, December 6

15 Years

Michael Pickard, Residential, December 7
Jennifer Philipp, Residential, December 14
Patricia Ward, Residential, December 24

10 Years

Anna Brooker, Residential, December 24
Renee Lawrence, Residential, December 30
Melissa Young, Day Habilitation, December 8

5 Years

Chenessa Ahrens, Residential, December 2

1 Year

Carley Brodt, Residential, December 14
Kayla Herman, Residential, December 4
Melinda Manzer, Residential, December 11
Susan Raymond, Residential, December 4
Mickecoll Sanoguet, Residential, December 11
Dominick Tesoriero, Residential, December 4

Retirees

Patricia Hosbach, Residential, 16 Years of Service

Congratulations!

2024 Flexible Spending Account Claims

If you enrolled in a flexible spending account in 2024, **the deadline to submit FSA claims for 2024 expenses is March 31.** After that a maximum of \$640 of unused funds will rollover into your 2025 account. Any remaining funds above \$640 will be forfeited if left unused. Claims should be submitted to American Benefits Group (ABG) for dates of service in 2024. All claims must be submitted online or postmarked (if being mailed to ABG for manual processing) by no later than March 31

Making the Most of EAP— A Fresh New Year in 2025

Your Employee Assistance Program (EAP) doesn't just help with life's most daunting challenges, such as a mental health crisis or substance abuse treatment. It also help with everyday issues. Plus, your EAP includes many benefits that offer opportunities for growth and life enhancement. As we begin a fresh new year, here's a recap of benefits available to you and your household members, including children up to age 26 who live outside the home.

- Counseling Benefits
- Work/Life Benefits
- Self-Help Resources
- Peak Performance Coaching
- Lifestyle Savings Benefits
- Personal Development and Training
- Wellness Benefits

Your EAP also offers a Personal Research Assistant who will help find solutions for issues that are weighing you down. Members have called for help finding local doctors, dentists, attorneys, financial advisors, summer youth camps, adult day care, pet services, school financial aid and more! To reach the personal assistant, call **800-252-4555**.

Login to EAP in January to get more information and resources including webinars on Identity Theft and Seasonal Depression Disorder (SAD), as well as training topics for personal and professional development. Get more information [here](#).

NEW YEAR NEW GOALS

Earn College Credit Through the DSP Microcredential Program

Have you been thinking about taking a class or giving college a try? Then the DSP Microcredential program might be for you! Come meet with an FMCC representative and learn more about the benefits of earning your DSP Microcredential.

JANUARY 7, 2025 | 11AM-1PM
Burke Cafeteria,
127 East State Street, Gloversville

For More Information
Courtney Mickels
518.775.5422

Enrollment is now open for next semester!

SUNY FMCC

The Arc
Lexington
New York

Preparing for the Future: It's a Good Time to Review Your Retirement Plans

If the new year has you thinking of your future plans and goals, then it may be the perfect time to review your retirement plans and utilize your financial planning services through Corebridge Financial. Schedule a personal appointment with Kyle Chambers and Gregory Reo, Financial Advisors, and get answers to important questions such as:

- How do I start saving for retirement?
- How much should I be saving?
- Is my portfolio too risky/safe?

For more information on setting up an appointment with Corebridge, please contact Courtney Mickels (518) 775-5422.

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.

SPOTLIGHT ON EMPLOYEE BENEFITS

Important: Changes To Be Aware of for 2025

CDPHP Changes You Should Know

For employees and family members who are enrolled in the CDPHP plan, please be aware of the following changes for 2025:

- **INSULIN CO-PAYMENT:** Insulin obtained in-network will have a no-cost share for a 30-day supply. **You pay \$0.**
- **VIRTUAL MENTAL HEALTH CARE:** Aptihealth will follow the behavioral health cost-share for in-network services. **You pay a \$20 co-pay.**
- **HIGH TECH IMAGING:** All in-network advanced imaging (MRI, CT, PET etc.) will now require pre-authorization and will be subject to the advanced imaging cost-share, in addition to the co-payment.

Other Changes for 2025

Starting in 2025, all voluntary/supplemental benefits will be administered by a new carrier, Reliance. Any statutory DBL/PFL claims opened in 2024 with Lincoln, will remain with Lincoln. Reliance will take over any new claims beginning on or after January 1, 2025. These include:

- Voluntary Life and Accidental Death and Dismemberment for the employee, spouse and children
- Voluntary Short Term Disability
- Voluntary Long Term Disability
- Critical Illness
- Accident Insurance
- Indemnity Insurance

What's New in 2025

- Paid Prenatal Leave

Effective January 1, 2025, New York State will require covered employers to provide 20 hours of paid prenatal leave during a 52-week period. Prenatal leave time does not reduce other paid sick leave available under the Paid Sick Leave Legislation (PSLL).

Such prenatal leave may be taken for health care services received by an employee during their pregnancy or related to their pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy.

Prenatal leave time does not accrue, but is available in a single bank. Such leave may be taken in hourly increments and prenatal leave benefits must be paid in hourly installments at an employee's regular rate of pay or the applicable minimum wage established (whichever is greater). Employers are not required to pay an employee for unused prenatal leave upon that employee's termination or other separation from employment. The law specifically prohibits employers from discriminating or retaliating against an employee for using or requesting prenatal leave.

- 2025 Retirement Plan Contribution Limits

The IRS has announced the retirement plan contribution limits for 2025. Anyone over age 50 can contribute up to \$23,500 into their 401(k) or 403(b) retirement accounts in 2025. Anyone over age 50 can contribute an additional \$7500 in catch-up contributions.

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

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

<https://bit.ly/humanresourcescontacts>

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

2025 HOLIDAYS

Holiday	Day Observed Non-Residential Programs	Day Observed Residential
New Year's Day	Wednesday, January 1	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20	Monday, January 20
President's Day	Monday, February 17	Monday, February 17
Memorial Day	Monday, May 26	Monday, May 26
Independence Day	Friday, July 4	Friday, July 4
Labor Day	Monday, September 1	Monday, September 1
Thanksgiving Day	Thursday, November 27	Thursday, November 27
Day after Thanksgiving	Friday, November 28	Friday, November 28
Christmas Eve	Wednesday, December 24	Wednesday, December 24
Christmas Day	Thursday, December 25	Thursday, December 25

PAYROLL PERIODS AND PAY DATES FOR THE YEAR 2025

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

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Managers, please post and distribute to all employees.