

## IMPORTANT EMPLOYEE RESOURCES AND INFORMATION

### Turn Your Connections Into Extra Cash

Saving for a family vacation? Need a little extra money for spring home improvements?

Whatever the reason, employee referrals are an easy way to turn your connections into cash! Lexington recognizes that the best employee referrals come from our staff and we want to compensate you for helping us add to the Lexington family. Every time you encourage a friend or acquaintance to apply and they are successfully hired, you can earn an extra \$500! It's that simple.

Need more information on our employee referral bonus program? Click [here](#).



Thank you, **Gabby Elwood** for recently referring a new Lexington employee!

## LEXINGTON EMPLOYEE MILESTONES

*Congratulations and thank you to the following employees celebrating milestones in March.*

### 45 Years

Dana Walker, Day Habilitation, March 17

### 40 Years

Denise Reid, Residential, March 6

### 30 Years

Karen Brittain, Day Habilitation, March 6

Lisa Brooker, Residential, March 27

### 25 Years

Melissa Agne, Day Habilitation, March 6

Debra Voght, Maintenance, March 20

### 15 Years

David Howard, Maintenance, March 1

### 5 Years

Dustin Dacorsi, Residential, March 30

Mackenzie Diamond, Residential, March 31

David Hazzard, Residential, March 16

Jade Jones, Residential, March 21

Nicole Lipinski, Residential, March 2

Jeffery Snyder, Residential, March 2

Yavonne VanHoesen, Residential, March 9

Christina Lopez, Day Habilitation, March 23

### 1 Year

Vanessa Bellamy, Residential, March 17

Jeda Daniels, Residential, March 11

Elizabeth Farda, Residential, March 3

Noralina Fleury, Residential, March 5

Austin Marx, Residential, March 18

Robbie-Jean Taylor, Residential, March 4

### Retirees

Monica Naslund, Residential, 27 Years of Service

Gail Porfirio, Clinical, 30 Years of Service

Teresa Wand, Administration, 36 Years of Service

# SPOTLIGHT ON EMPLOYEE BENEFITS

## New Carrier for All Employee Leaves

*Please note: The following information does not apply to Work Related Injuries/Workers' Compensation or any leave of absence due to a work related injury. You must continue to alert Lexington's Safety Department of any work-related accidents/injuries and submit a staff injury report.*

Effective April 1, 2025, a new company, Reliance Matrix, will partner with Lexington to administer leaves of absences commencing on or after April 1 including:

- Family Medical Leave (FMLA)
- NY Short Term Disability Benefits (DBL)
- Paid Family Leave (PFL)
- Medical Leaves of Absence for employees not covered under the FMLA Military Leave

Reliance Matrix offers a streamlined process for employees applying for a leave of absence with an online and mobile app to view all documentation and get immediate updates on your claim. Reliance will also coordinate DBL, PFL and all applicable voluntary benefits the employee elected during Open Enrollment (Accident Insurance, Critical Illness, Hospital Indemnity, Voluntary Short-Term Disability and Voluntary Long-Term Disability).

Reliance is not replacing this HR function, but will work with Lexington's Human Resources Department to ensure employees can easily access and coordinate voluntary benefits during their time of need.

Claims opened with Lincoln or MetLife prior to January 1, 2025, will run out with those carriers. Claims opened with Reliance on or after January 1, 2025 through March 31, 2025, will remain on Reliance's current platform.

**If you have any questions about any of your claims or leaves**, please reach out to Fran Schneider in Human Resources at [SchneiF@thearclexington.org](mailto:SchneiF@thearclexington.org) or call (518) 775-5475.

**For questions about Work Related Injuries/Light Duty Assignments** contact Michelle Peryea at [PeryeaM@thearclexington.org](mailto:PeryeaM@thearclexington.org) or call (518) 775-5420.

## 2024 FSA Claims Deadline Fast Approaching

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**.

## Continuing Education Programs Offer You Opportunities to Grow

Are you considering furthering your education or exploring new learning opportunities? At Lexington, we're committed to investing in our employees' growth and success. To support your educational goals, we offer a variety of assistance programs designed to help you thrive in your role and beyond.

Our available programs include:

- **DSP Microcredential Program**
- **DOL Apprenticeship Program**
- **Lexington's Education Assistance Program**

These programs are open to employees across all departments and provide opportunities for low-cost or even free education support.

For more information on these programs, click [here](#) or call Courtney Mickels at (518) 775-5422 or email her at [Mickelc@thearclexington.org](mailto:Mickelc@thearclexington.org).

### 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.*

# SAVE: Tips For Being a Smart Healthcare Shopper

SERVICE	OPTIONS TO SAVE \$\$
Wellness – Get engaged with your own personal wellness	<ul style="list-style-type: none"> <li>Use CafeWell* on CDPHP's site to remain healthy.</li> <li>*Lexington does not participate in the LifePoints program.</li> </ul>
Telemedicine	<ul style="list-style-type: none"> <li>Enroll your dependents during open enrollment to maximize coverage and utilization. All consultations are free!</li> </ul>
Primary Care physician visit <ul style="list-style-type: none"> <li>Preventative care visits – no charge</li> <li>"Sick Visits" - \$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Stay healthy – get your annual physical at no cost.</li> <li>"Sick visits" – Call Telemedicine for free.</li> <li>Ensure your dependents are enrolled.</li> </ul>
Lab services <ul style="list-style-type: none"> <li>\$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Utilize CDPHP's preferred labs or utilize Lexington's preferred provider, St. Mary's Healthcare, at no cost!</li> </ul>
Outpatient surgery facility <ul style="list-style-type: none"> <li>\$500 deductible then \$300 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Lexington's preferred provider, St. Mary's, will waive the facility fee!</li> </ul>
Outpatient surgery office <ul style="list-style-type: none"> <li>\$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Consider putting money into a medical Flexible Spending Account (FSA) – helps to budget and saves on your taxes!</li> </ul>
Radiology and Imaging Services <ul style="list-style-type: none"> <li>\$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Utilize CDPHP's preferred labs or utilize Lexington's preferred provider, St. Mary's Healthcare, no deductible or copay!</li> </ul>
Outpatient rehab (OT, PT, Speech) <ul style="list-style-type: none"> <li>\$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Utilize Lexington's preferred provider, St. Mary's – no deductible or copay!</li> </ul>
Urgent Care <ul style="list-style-type: none"> <li>\$500 deductible then \$50 co-pay</li> </ul>	<ul style="list-style-type: none"> <li>Call Telemedicine – no charge.</li> <li>Use FSA funds for tax savings.</li> </ul>
Prescriptions <ul style="list-style-type: none"> <li>30-day Supply \$10/\$50/\$100</li> <li>90-day Supply \$20/\$100/\$200</li> </ul>	<ul style="list-style-type: none"> <li>Ask your doctor for generics when available, then utilize CDPHP's Rx For Less program.</li> <li>If no generics, use Connect Rx, On the Go app while at the doctor's office to compare costs.</li> </ul>

## Feeling Money Stress? Your EAP Can Help!

When it comes to stress, money worries top the list for many people. Those experiencing high financial stress frequently struggle with depression, anxiety and health problems. Your EAP has a wide variety of benefits and tools to help.

- Certified financial coaching.
- Personal finance and investing courses

- Self-help financial tools
- Financial calculators
- Lifestyle savings benefits.
- Counseling and coaching for stress management or life issues contributing to money issues.

Explore these and other tools by logging in at [www.theEAP.com/TotalCare-EAP](http://www.theEAP.com/TotalCare-EAP)

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>

## Get Your Savings on Track for Retirement



Now's a great time to estimate your retirement income needs and take steps to save more if you have a gap to fill. Consider saving to the limit and taking advantage of catch-up contributions if you can. But, any amount helps.

Use Corebridge's [retirement calculators](#) to see where you stand and make sure you have a [plan in place](#) to help you get to the finish line.

Kyle Chambers and Greg Reo, Corebridge's financial advisors, have also set up a schedule for in-person appointments. Take advantage of these opportunities to discuss your savings plan and to get meaningful advice for your financial future.

### In-person appointments in Fulton County:

March 26

April 15

April 30

### In-person appointments in Albany:

April 16

Watch for emails with more information on registering for appointments in each county. To schedule virtual meetings or phone appointments with Kyle or Greg, click [here](#) or call (518) 470-1365.

## Nutrition Month: Make the Most of Your Morning Meal

You've most likely heard the phrase "breakfast is the most important meal of the day," but do you know why it's so vital to your health? The most common answer is energy. And it's true, refueling after a night of fasting does replenish glycogen stores for a much-needed boost, but the benefits don't end there! Check out these additional reasons for starting your day with a healthy breakfast:

**Increased metabolism.** When you skip breakfast, you're telling your body to conserve rather than burn calories. Those who skip breakfast are more likely to be overweight.

**Binge Control.** Additionally, when you eat before you get really hungry, you're more likely to make healthy choices and less likely to overeat.

**Better performance.** Memory and focus improve when you eat a healthy breakfast. This is especially true for children, so make it part of your family routine.

**Essential nutrients.** Starting the day with a healthy meal helps you meet your recommended daily intake of essential nutrients such as calcium, iron, fiber, B vitamins and more.

**Disease avoidance.** Those who eat a healthy breakfast generally have a lower risk of obesity, type 2 diabetes and cardiovascular disease.

### Ideas for a healthy breakfast:

There is more than one path to a quality morning meal. Start your day with plain oatmeal and fruit, wholegrain cereal, eggs and whole wheat toast, smoothies made with natural yogurt and fruits and vegetables, vegetable omelets, natural yogurt with fruits and nuts, and much more.

Through CDPHP Health Hub, you can set health goals, track calories and try new recipes with Nutrition Guide, powered by Foodsmart, as well as book a tele-nutrition visit\* with a Foodsmart registered dietitian.

*\*Cost share may apply.*

For assistance with any Human Resources related matter or information, contact a member of the Human Resources team at: <https://bit.ly/humanresourcescontacts24>

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