



A Communication from Human Resources

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IMPORTANT RETIREMENT PLAN CHANGE IMPACTING ALL EMPLOYEES



MEMORANDUM

To: All Employees

From: Jason Persan, Human Resources Director for Employee Services

Date: December 27, 2024

Re: **REMINDER** - RETIREMENT PLAN CHANGES ARE COMING!

Please be reminded that if you are not currently deferring at least 3% of your pay to your retirement plan, then changes to our Plan will impact you beginning **January 1, 2025**.

You are affected by this change if you are deferring less than 3% of your pay, even if you already have elected to defer a flat dollar amount that equates to less than 3% of your current pay.

There is nothing you need to do to benefit from these changes which are intended to help employees save for retirement and include – *Auto-enrollment* and *Auto-increases* of deferrals. It is important to remember that 100% of the money you defer from your pay to your retirement account is yours from the day you defer it – There is no vesting period for money that you defer.

WHAT EXACTLY IS CHANGING?

- If you are *not* currently enrolled in our 403(b) Retirement Plan, you will be **automatically enrolled in the Plan** and will defer 3% of your pay to the Plan each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.
- If you are currently enrolled in our 403(b) Retirement Plan and *deferring less than 3%* of your pay to the Plan, then your deferral amount will be **automatically increased to 3%** of your pay each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.
- On January 1st, 2026, all employees who have been automatically enrolled at 3% will have their deferral amount **automatically increased by 1%** to a deferral rate of 4%. This will continue to occur every January 1st thereafter until your deferral amount is 6%. No automatic increases will occur after your deferral amount reaches 6%, though employees may choose to increase their deferral rate beyond 6% and may opt out of automatic increases at any time.

WHAT IF I ALREADY ELECTED TO HAVE A FLAT AMOUNT DEFERRED INSTEAD OF A PERCENTAGE?

- If you previously elected to have a flat dollar amount deferred that is **equal to or greater than 3%** of your pay, then your deferral amount will not change.
- If you previously elected to have a flat dollar amount deferred that is **less than 3%** of your pay, then your deferral amount will be **automatically increased to 3%** of your pay each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.

[More Info >>](#)
[How to Opt-Out >>](#)
[Overview Video >>](#)
[Empower Log in >>](#)
[Email Questions >>](#)
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Message from the CEO



Dear Colleagues,

As we approach the holiday season, I want to take a moment to extend my deepest gratitude to each and every one of you for the exceptional care, dedication, and compassion you've shown throughout the year. It's because of your hard work and commitment that we've been able to not only meet but exceed the challenges of audits, regulations, and the expectations of the individuals and families we serve. Your efforts have made a meaningful difference in the lives of so many, and our collective success is a direct reflection of your tireless work and unwavering dedication.

A special thank you goes out to our Direct Support Professionals (DSPs)—the true backbone of our agency. You are the heart of our legacy, ensuring that our programs and services remain strong, compassionate, and responsive to the needs of those we support. Your daily commitment to providing excellent care doesn't go unnoticed, and we are incredibly fortunate to have you as part of our team. Whether you're working directly with individuals, collaborating with colleagues, or supporting our agency's overall mission, your impact is immeasurable.

As we reflect on the accomplishments of the past year, I want to express my warmest wishes to you and your families for a joyful, peaceful holiday season. May this time of year bring you moments of rest and rejuvenation, and may you be surrounded by love and gratitude. We are so proud of everything we've achieved together, and we look forward to continuing our work alongside you in the year ahead.

Thank you for all that you do, and happy holidays!

As always, your feedback and comments are welcome.

Best,

Stanfort



Executive Thank You



Thank you Dankie jufaleminderit grazia merci toda grazie tak takk tack TEŞEKKÜR EDERİM 감사합니다 ありがとう 谢谢 ДЯКУЮ շնորհակալություն
obrigado Hvala vam Salamat mèsi धन्यवाद از نامه شما متشکرم Dziękuję ਤੁਹਾਡਾ ਧੰਨਵਾਦ mulțumesc Спацибо Tapadh leat Хвала вам Asante Câm ơn e dupe

The EMT expressed thank you to the following:

- **Will Derr, CFO expressed thanks to Sylvester Naraine, VP of the Finance Department for the careful planning of the transition and training related to Sage Intacct.**
- **Thank you to Theresa Pergola for sharing feedback and pictures of the services received from the Wheatley Farms Catering and Brookville Mansion team for her recent wedding at the Brookville Mansion. Thank you, also, for sharing your photos for us to use in our future promotions.**
- **Thank you to Mary McNamara and the AHRC Foundation Walk team and captains and co-captains for hosting one of our most successful AHRC Walks to date; we raised over \$100,000.**
- **Joanna Kilkenny and her team for completing the Brookville Center fiscal 2024-year audit and the timely completion of the CFRs.**
- **Cassie Bradshaw, Johnson Place Manager for hosting Thanksgiving dinner.**
- **Wheatley Farms Catering for providing the well-received catered meals for the Finance Department Holiday party.**
- **Willard Derr and Sylvester Naraine hosting the Finance Department Holiday party**
- **Finance Planning Analysis Team (Vicky Pan, Donte Payne, and Brandon Rivas) and AHRC Program Directors for the 2025 Budget collaboration.**



Welcome New Team Members

Pictures from our weekly New Hire Orientation

WELCOME ABOARD!




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The DSP Connection

The everything DSP connection with DSP only programs, advice and special events




DSP-I

\$500



DSP-II

\$750



DSP-III

\$1,000

**NATIONAL ALLIANCE FOR DIRECT
SUPPORT PROFESSIONALS**


**WOULD YOU LIKE TO
TAKE YOUR CAREER FURTHER?**

The NADSP E-badge Academy offers DSPs the opportunity to earn this nationally recognized credential through the completion of three rigorous levels of certification.

As a participant in this special program, you are eligible for a total of \$2,250 in bonus payments offered in three installments as you progress.

You will complete all coursework online through the E-badge Academy during your regularly scheduled work hours for up to 2 1/2 hours per week.

For More Information Email:
nadspbadgeinfo@ahrc.org

 **MORE INFO!**

For more information on the NADSP E-badge program please send an email to:

nadspbadgeinfo@ahrc.org

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Direct Support Professional Microcredential

Attn: All DSPs

Earn

DSP-I & DSP-II

Microcredential

Credits Can Be Applied to a Degree

The Office for People With Developmental Disabilities (OPWDD), in partnership with the National Alliance for Direct Support Professionals (NADSP) and the State University of New York (SUNY), are providing a special grant program that provides full funding for tuition, fees, books, course materials, and NADSP credentialing. The curriculum is hands-on and highly interactive.

For more information, contact:
Michael Cannet
mcannet@ahrc.org
516-293-2016, ext. 5362

MORE INFO

    Office for People With Developmental Disabilities

For more information on the DSP Microcredential program please contact:

Michael Cannet
516-293-2016, ext. 5362

mcannet@ahrc.org

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2023 Milestone's Event

A Toast to Dedication: Celebrating Milestones!



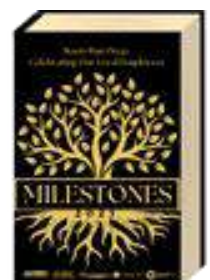
This year's milestone anniversary event was a memorable celebration of our employees' remarkable dedication. Held at the elegant mansion, we honored those reaching significant service milestones in 2023, from 20 to an incredible 45 years!

The cocktail-themed evening featured live piano music, delicious mocktails, and a delightful array of hors d'oeuvres and finger foods. The atmosphere was one of relaxed sophistication, with colleagues connecting, sharing stories, and celebrating together.

This event was a true testament to the value we place on our employees and their unwavering commitment. Congratulations to all our milestone honorees! We deeply appreciate your contributions and are proud to have you on our team.



**View full list of
Milestones: Click
Journal Below**



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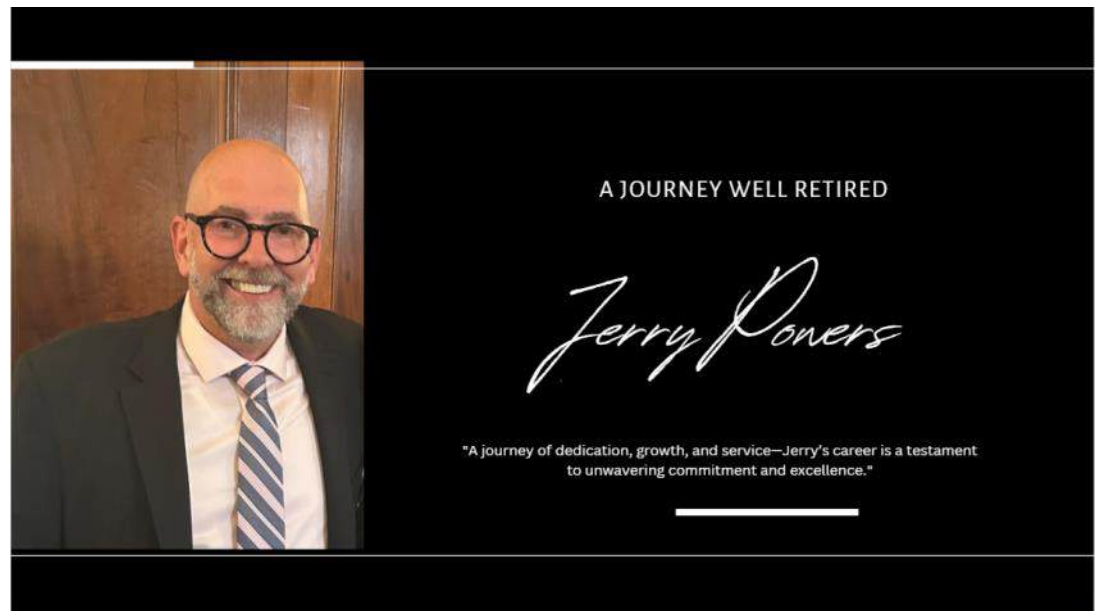
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Happy Retirement Jerry Powers

Citizens Bids Farewell to Jerry Powers, Director of Citizens

As we bid farewell to one of our most respected leaders, we reflect on the incredible impact he has had on our team, the people we support, and the agency as a whole. At Jerry's recent retirement celebration, his heartfelt words reminded us why we all do what we do. His unwavering commitment to serving the needs of the I/DD community has been a beacon of inspiration, and his leadership has touched us all in profound ways. He has been more than a supervisor—he has been a mentor, a guide, and an advocate who has embodied the very spirit of our mission. His ability to lead with compassion and purpose has not only strengthened our team but has also enriched the lives of the individuals we serve. While we are sad to see him go, we are deeply grateful for the legacy he leaves behind. His dedication, wisdom, and kindness will continue to guide us as we carry forward the important work we do together. As he steps into retirement, we wish him all the best in this next chapter of his life. May it be filled with well-deserved rest, joy, and new adventures.

- The Citizens Team



Click above to view Jerry Powers' tribute video



Best of Luck!

Happy Retirement!

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Wear Pink Day

Beyond the Pink: Taking Action

On Thursday, October 17th, our company transformed into a sea of pink as we proudly participated in Wear Pink Day. This initiative, championed by Denise Lamb, our Health & Wellness Manager, was a powerful way to raise awareness for Breast Cancer Awareness Month and show our unwavering support for those affected by this disease.

Denise's company-wide e-blast resonated deeply, reminding us that no one stands alone in this fight. By wearing pink, we not only honored those battling breast cancer but also extended a helping hand and offered our collective strength.

The day was a resounding success, with employees across all departments donning various shades of pink. From vibrant fuchsia to delicate pastel, our attire reflected the diversity of our support and the unity of our purpose.

Wear Pink Day was not just a symbolic gesture; it was a call to action. It served as a reminder that we can all play a role in supporting those affected by breast cancer. Whether it's through volunteering, donating, or simply offering a listening ear, we can make a difference.

Let us carry the spirit of Wear Pink Day beyond October and continue to support and uplift those impacted by breast cancer. Together, we can make a lasting impact.

A Picture is Worth a Thousand Words

Below are snapshots capturing the spirit of the day, showcasing the enthusiastic participation. Each smile, each pink accessory, and each shared moment reinforced the message that together, we are stronger.



CLS Showing their support



Linda Nolan (top) & Connie Buckhannon (below) both looking sporty in pink.



Lynbrook Day Program hub-site showing



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DEI—Grateful Gatherings 2024

Another Grateful Gatherings in the books, and it was a resounding success! Huge thanks to the DEI Culture committee and all the amazing volunteers who poured their hearts into making this event so special. The atmosphere was buzzing with positive energy, and everyone enjoyed a truly bountiful feast! From delicious dishes to warm connections, it was a beautiful celebration of community and togetherness.



[Click Here to View Photos](#)

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Health & Wellness

IF YOU ARE FEELING ANY OF THESE SYMPTOMS PLEASE STAY HOME AND CALL THE COVID HOTLINE.

SYMPTOMS OF COVID-19

COVID-19 HOTLINE:
516-686-4486




- COUGH, SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- FEVER OR CHILLS
- MUSCLE OR BODY ACHES
- VOMITING OR DIARRHEA
- NEW LOSS OF TASTE OR SMELL

COVID-19



Discover the harmony between body and mind

Every Sunday
10:00 AM



SUNDAY YOGA CLASS

ON ZOOM



IncentFit

Earn rewards for healthy choices, wherever you are.


Earn reward for:

- ✓ Attending Fitness Facilities
- ✓ Walking
- ✓ Complete Wellness Challenges
-and more!

Earn up to \$175 per year for completing healthy activities.



You'll also be able to participate in fitness challenges with other employees. Please download the IncentFit app and log in using your email address. The password is your unique employee ID number.



NATIONAL EAP People • Partners • Productivity

LIFE HAPPENS. WE UNDERSTAND. YOU ARE NOT ALONE.

Even when we have our day planned out, life can sometimes take us by surprise. No matter what, it's always good to know you have support to help you move forward.

National EAP provides online access to a wide range of resources regarding the work and life topics of interest to you and your family. Just log on with your company's username and password (**Username: AHRC, Password: AHRC**), and navigate through articles, links, interactive content, self searches, self assessments, and more.

Please click the link below or call 1-800-624-2593
www.nationaleap.com

[Click Here](#)



Big Things Start with Small Beginnings

eM Life offers interactive, live and on-demand mindfulness programs led by expert mindfulness teachers for everyday life. It helps you create connections with yourself and others while building skills to manage stress and anxiety, improve focus and enhance your overall well-being.

Click the link below to enroll and take your first step into your wonderful journey of mindfulness.

[Click Here to Enroll](#)

For any questions regarding Health & Wellness programs please contact:

Denise Lamb

Employee Health Manager

516-293-2016, ext. 5642

dlamb@ahrc.org

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Learning & Professional Development

Training Schedules, Relias Trainings & Tuition Reimbursement



For any questions regarding training or Relias please contact Michael Cannet:

Email: mcannet@AHRC.org

Tel: 516-293-2016, ext. 5145

For more information on Tuition Reimbursements please email:

tuition@ahrc.org

A graphic for Tuition Reimbursement. It features a yellow graduation cap and a person climbing a mountain. The text "TUITION REIMBURSEMENT" is written in large, bold, yellow and red letters. Below it is the "Citizens Options Unlimited" logo. The text "Higher Education Isn't Out of Reach We are Here to Give You a Helping Hand To Achieve Your Goals with Tuition Reimbursement" is written in black. At the bottom, there are three buttons: "POLICY", "APPLICATION", and "QUESTIONS?". Below these buttons is the text "Click Below for More Information" and "For more information please email us at: TUITION@AHRC.ORG".

TUITION REIMBURSEMENT

Citizens Options Unlimited

**Higher Education Isn't Out of Reach
We are Here to Give You a Helping Hand
To Achieve Your Goals
with Tuition Reimbursement**

Click Below for More Information

POLICY > APPLICATION QUESTIONS? >

For more information please email us at: TUITION@AHRC.ORG

A graphic for Relias Text Alerts. It features a smartphone displaying a text message. The text "Never Miss Mandatory Training With Relias Text Alerts" is written in green. Below it is the text "With Relias' text message notifications, you'll be alerted for any mandatory training that's due in two days. You'll also be given the link to the course so you can take it right away." Below this is the text "Paired with Relias Learning app, you can complete the trainings at your convenience right on your phone." Below this is the text "Talk to your admin to opt-in today." and "*message and data rates apply". At the bottom is a green button that says "Click Here for Instructions". The Relias logo is in the bottom right corner.

**Never Miss
Mandatory Training
With Relias Text Alerts**

With Relias' text message notifications, you'll be alerted for any mandatory training that's due in two days. You'll also be given the link to the course so you can take it right away.

Paired with Relias Learning app, you can complete the trainings at your convenience right on your phone.

**Talk to your admin
to opt-in today.**

*message and data rates apply

Click Here for Instructions

RELIAS
relias.com

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Winter Pathways Career Fair 2024

The Winter Pathways Career Fair 2024 was a resounding success! Attendees enjoyed raffle prizes, a hot chocolate bar, and valuable interactions with our program representatives and HR team. Many applicants connected directly with hiring managers, leading to on-the-spot interviews and even job offers.



WINTER PATHWAYS
YOUR CAREER JOURNEY BEGINS HERE

AHRC
NASSAU

AdvantageCare
HEALTH CENTERS

Brookville Center
for Children's Services

Citizens Options
Unlimited

LOOKING FOR A NEW OPPORTUNITY?

**THURSDAY
DECEMBER 5TH
11 AM TO 5 PM**

**BETHPAGE
KNIGHTS OF COLUMBUS
519 CENTRAL AVENUE
BETHPAGE, NY 11714**

**COME TO OUR HIRING EVENT &
SPEAK DIRECTLY WITH
HIRING MANAGERS!**

WE'RE OFFERING...
ON-THE-SPOT INTERVIEWS & JOB OFFERS!

**PLUS, ENJOY HOT CHOCOLATE, SNACKS,
& EXCITING RAFFLE PRIZES.**

**TO VIEW ALL OPEN POSITIONS PLEASE VISIT US AT:
WWW.AHRC.ORG/CAREERS**

Public Transportation Near By:
LIRR: Bethpage LIRR Sta.
Longmeadow Branch
BUS: MTA Bus #N20



Click the Snowflake to See Pictures





INTERNAL JOB OPENINGS


A FRESH START & A NEW PERSPECTIVE
AT A NEW JOB DOESN'T ALWAYS MEAN
LEAVING. CHECK OUT OUR EXCITING
INTERNAL JOB OPENINGS.

Want to explore any of the exciting opportunities listed below? Simply click on the job title to access the posting and find out more about it. These are just a handful of the incredible open positions available. To discover more opportunities, click on the company logo and you'll be directed to the Career page.

|  | |
|---|--------------------|
| Positions | Location(s) |
| <u>Assistant Director CLS</u> | Plainview |
| <u>Assistant Manager CLS</u> | Multiple locations |
| <u>Assistant Site Manager—Day Hab</u> | Oceanside & |
| <u>Behavior Intervention Specialist CLS</u> | Freeport |
| <u>Custodian</u> | Freeport |
| <u>Director—Facilities Projects &</u> | Plainview |
| <u>DSP 1:1 for Complex Behaviors</u> | Freeport |
| <u>Grounds Maintenance Worker</u> | Brookville |
| <u>Program Coordinator</u> | Freeport |
| <u>Registered Nurse—Day Hab</u> | Plainview |
| <u>Site Manager / Behavior Intervention</u> | Freeport |
| <u>Team Leader Commercial Services</u> | Freeport |
| <u>Team Leader Landscaping</u> | Freeport |
| <u>Vocational Coach per diem</u> | Freeport |

For any questions about openings please reach out to our Talent Acquisition Team at:

[**Recruiting@ahrc.org**](mailto:Recruiting@ahrc.org)

|  | |
|---|--------------------------|
| Positions | Location(s) |
| <u>Sr. HR Generalist</u> | Brookville |
| <u>Patient Rep</u> | Brookville & Freeport |
| <u>Psychiatrist (P/T)</u> | Brookville & Freeport |

|  | |
|---|---------------|
| Positions | Location(s) |
| <u>Assistant House Manager-CLS</u> | Lido Beach |
| <u>Behavior Support Staff</u> | Brookville |
| <u>Physical Therapist (per diem)</u> | Brookville |
| <u>Registered Behavior Technician</u> | All Locations |
| <u>Special Education Teacher</u> | All Locations |
| <u>Teachers Aide</u> | All Locations |
| <u>Transition Specialist</u> | Brookville |

|  | |
|---|-------------|
| Positions | Location(s) |
| <u>Assistant Director—Residential</u> | Plainview |
| <u>DSP</u> | Syosset |
| <u>DSP ONA—Non-Diver</u> | Plainview |
| <u>House Manager</u> | Medford |

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Retirement & Compensation

It's never too early to plan for the future.

Find out about the many financial opportunities available to you.



Make an impact on your savings


Here are some simple things you can do to help you start saving for your future again

It's important to have control over creating the future you imagine. And saving for retirement is one way to improve your financial wellness. Even when times are tough, there are things you can do that can make a big difference in your ability to keep saving.

- Inquire about lower interest rates on credit cards.
- Reevaluate your subscriptions (e.g., streaming services).
- Reduce your insurance premiums (e.g., car and home).
- Trim your entertainment expenses.
- Find ways to lower utility bills.
- Prepare and eat meals at home.


The Empower Dashboard™ can help you stay financially fit so you can save more

- Track your spending habits.
- Create a budget.
- Link accounts to see your full financial picture.
- Easily manage your finances.



Log in and use the online resources to see the impact small changes can have on your savings
www.empowermyretirement.com

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YOUR PLAN IS ACCESSIBLE WHEN YOU'RE ON THE GO ON OUR MOBILE APP

[CLICK HERE](#)



CALL: 888-737-4450

TO TALK TO A CONSULTANT



HOW TO VIEW ALL OF YOUR FINANCES IN ONE SECURE PLACE

[CLICK HERE](#)

If you have questions regarding:

Sign on Bonus, Referral Bonus, and Retirement Plans (*financial only*), 401k, 401b

Contact: Jason Persan Human Resources Director for Employee Services

516-293-2016, Ext. 5363

Email: jpersan@ahrc.org

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Dinning & Shopping



Shop Small

BIG TREE
GREENHOUSE & GIFTS

Shop Local

PURCHASE WITH A PURPOSE

SHOP NOW

bigtreegreenhouseandgifts.square.site



ONE STOP Gift Shop

BUILDING A STRONGER COMMUNITY THROUGH GIVING

Building a Stronger Community Through Giving

CODE: AHRC
15% OFF

SHOP NOW



Wheatley Farms
Catering & Greenhouse

ORDER NOW

Breakfast Lunch Dinner
Flowers Hanging Baskets Gifts

ORDER NOW

<https://order.ehungry.com/Wheatley-Farms-Catering>

Check out our very own shopping and dining at your fingertips.

We have so many beautiful gifts and delicious foods to order.

Click on any of the ads to see what amazing surprises await you.

Not only do you get discounts and free delivery to your work location, but you are supporting our amazing programs too.

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Upcoming Events & Celebrations

 Holiday/Festival

 Awareness

 Other

JANUARY CELEBRATION MONTHS

CERVICAL HEALTH AWARENESS, NAT'L GLAUCOMA AWARENESS, NAT'L BIRTH DEFECT AWARENESS/PREVENTION, NAT'L BLOOD DONOR



- JAN 1** NEW YEAR'S DAY
- JAN 4** WORLD BRAILLE DAY
- JAN 6** FEAST OF THE EPIPHANY, NAT'L TRIVIA DAY
- JAN 11** NAT'L THANK YOU DAY, HUMAN TRAFFICKING AWARENESS DAY
- JAN 13** LOHRI (SIKH)
- JAN 14** MAKAR SANKRANTI (HINDU & BUDDHIST)
MAHAYANA NEW YEAR (BUDDHIST)
- JAN 15** NAT'L HAT DAY
- JAN 19** WORLD RELIGION DAY
- JAN 20** MARTIN LUTHER KING JR. DAY
- JAN 21** THANK YOUR MENTOR DAY
- JAN 24** NAT'L COMPLIMENT DAY
- JAN 27** INT'L HOLOCAUST REMEMBRANCE DAY
- JAN 29** CHINESE NEW YEAR
- JAN 31** NAT'L FUN AT WORK DAY

FEBRUARY CELEBRATION MONTHS

BLACK HISTORY, AMERICAN HEART, BLACK HIV/AIDS AWAREMENSS, LOW VISION AWARENESS, TEEN DATING VIOLENCE AWARENESS



- FEB 4** WORLD CANCER DAY, ROSA PARKS DAY
- FEB 7** WEAR RED DAY (AMERICAN HEART MONTH)
- FEB 9** SUPER BOWL SUNDAY, NAT'L PIZZA DAY
- FEB 10** INT'L EPILEPSY DAY
- FEB 11** DAY OF WOMEN & GIRLS IN SCIENCE
- FEB 14** VALENTINE'S DAY
- FEB 17** PRESIDENT'S DAY, RANDOM ACT OF KINDNESS DAY
- FEB 20** LOVE YOUR PET DAY, WORLD DAY OF SOCIAL JUSTICE
- FEB 21** RAMADAN BEGINS (MUSLIM)

MARCH CELEBRATION MONTHS

HEALTH AWARENESS, DISABILITY AWARENESS, GENDER EQUALITY,



- MAR 1** INT'L WHEELCHAIR DAY
- MAR 4** MARDI GRAS
- MAR 8** INT'L WOMEN'S DAY
- MAR 7** EMPLOYEE APPRECIATION DAY
- MAR 14** HOLI (HINDU)
- MAR 17** ST. PATRICK'S DAY
- MAR 20** INT'L DAY OF HAPPINESS
- MAR 20** INT'L DAY OF ELIMINATION OF RACIAL DISCRIMINATION
- MAR 22** WORLD WATER DAY
- MAR 23** NAT'L PUPPY DAY
- MAR 24** INT'L DAY OF ACHIEVERS
- MAR 31** INT'L TRANSGENDER VISIBILITY DAY

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