



Online Tools for Mental Well-Being

Consider using smartphone apps to help you with your mental well-being. There are digital apps that are designed to improve your mental well-being and self-care, provide early intervention, and even connect you to a therapist. Technology has expanded our options for getting help right at our fingertips.

Whether you'd like to follow a meditation plan, learn ways to reduce your anxiety, or get support, you may find convenient help with one of the many mental health apps now available.

Mindfulness/Stress Management

Life can be unpredictable, overwhelming, and difficult sometimes. These apps encourage you to focus on the present moment to help create a calm environment. Apps focused on mindfulness often offer guided meditation, breathing exercises, and relaxation techniques. They may include reminders, timers, and schedules to keep you on a regular schedule.

meQuilibrium1 is an online mental well-being program designed to help Florida Blue members face each day with confidence. Backed by research, **meQuilibrium** can help you:

- Calm anxiety.
- Successfully manage day-to-day stress.
- Improve your sleep.

This self-guided, personalized program improves resiliency skills and helps with mental well-being. Watch a calm-cast video, try a resilience-building skill, or complete an activity all designed to help you reduce your stress and anxiety and improve your health. It is available at no extra cost with most Florida Blue health plans.



ADP Retirement Services - 401(k)



Planning for retirement may not always be on the top of our mind, but investing in a 401(k) is one of the smartest financial moves you can make. Community Rehab Associates has chosen ADP Retirement Services to provide recordkeeping and administrative services for your retirement savings plan.

You are eligible to participate in the 401(k) benefit after three (3) months of consecutive service. Your benefit deductions will begin upon receiving documentation on the first day of the next month following your three-month anniversary.

You have the option of enrolling in a Roth or a Traditional 401(k). What's the difference?

- **Roth** contributions are after tax, meaning you pay taxes on your contributions now, but qualified withdrawals in retirement are tax-free.
- **Traditional** contributions are pre-tax, reducing your taxable income now, but withdrawals in retirement are taxed as regular income.

One of the biggest perks of a traditional 401(k) is the tax benefits. Contributions are made pre-tax, reducing your taxable income and allowing your money to grow tax-deferred or with a Roth 401(k) option, where contributions are taxed at the time the contribution is made, but withdrawals in retirement are tax-free.

Unlike regular savings accounts, 401(k) funds are protected from creditors and lawsuits under federal law. This provides an extra layer of financial security in case of unexpected hardships.

Your Plan's Highlights

Community Rehab Associates will match up to 1%, based on an employee's 4% payroll contribution! That is essentially free money!

Employer contributions are made to a traditional 401(k), so if you are enrolled in a Roth 401(k) you will have both a Roth 401(k) which holds your contributions and a traditional 401(k) which holds the company contributions. Your contributions, any amounts you roll into the plan, and company contributions, adjusted for gains and losses, are always immediately vested.

Automatic contributions from your paycheck makes saving for your future effortless! Since the money is taken out before you even see it, you're less likely to spend it elsewhere.

If you have any questions, please contact Human Resources at 727-739-8783 or humanresources@commrehab.org

\$500 Employee Referral Bonus Program

The busy summer months are right around the corner which is the perfect time to refer-a-friend with our bonus program!

CRA Therapy strives to provide our therapists with quality service and career opportunities. We always appreciate it when our



employees refer other associates to us and have developed a referral program to say thank you!

Please reach out to your Recruiter or Account Manager for more information about the program!



Reminder: 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
Spring Break	5 Days	04/01/2025
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	06/10/2025 06/24/2025 07/08/2025 07/22/2025 08/05/2025



Benefit Deductions - SUMMER

Employees who have a signed agreement for the 2025/26 school year and are currently enrolled in benefits, please note that the 5-benefit premium deductions for summer will be split over 2 pay periods, pay dates 5/13/25 and 5/27/25.

Important *April* Dates

April	<u>Autism Acceptance Month</u> <u>Child Abuse Prevention Month</u> <u>Stress Awareness Month</u> <u>Paralyzed Veterans Awareness Month</u>
April 1st	April Fool's Day
April 2nd	World Autism Awareness Day Paraprofessional Appreciation Day

April 4th	National School Librarian Day
April 7th	World Health Day
April 15th	National ASL Day Tax Day
April 18th	Good Friday National Exercise Day
April 20th	Easter Sunday
April 22nd	Earth Day School Bus Drivers' Appreciation Day
April 23rd	Administrative Professionals' Day

HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
Absence Request Form	Catherine, timesheets@commrehab.org
Who do I notify if I need time off?	Your Account Manager (Danielle or Molly)
401k Information	Amber, humanresources@commrehab.org
Change of Address	Lynda, payroll@commrehab.org Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
Benefits	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Lynda, payroll@commrehab.org
Referral Bonus Payment (if applicable)	Lynda, payroll@commrehab.org
SpringAhead Timesheets	Catherine, timesheets@commrehab.org
W4 - Make a Change W2 - Request a Copy	ADP - www.workforcenow.apd.com



Catherine Carroll, Timesheets@commrehab.org, 727-503-8182
Dusty Usher, Onboarding@commrehab.org, 727-739-8920
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