



Department of Civil Service

ANDREW M. CUOMO
Governor

IMPORTANT NOTICE – PEP EXTENDED FOR 2017

October 2016

Dear Enrollee:

The Productivity Enhancement Program (PEP) has been extended for enrollees of CSEA, DC-37, PEF, UUP, M/C, Legislature and UCS through 2017.

Under PEP, eligible full- and part-time employees may exchange previously accrued annual and/or personal leave in return for a credit to be applied toward the employee share of their NYSHIP premium. If you are eligible for and elect this program, the credit will be included in your biweekly paychecks and divided evenly during the plan year. (**Note:** PEF Institution teachers may only forfeit personal leave for their PEP credit—they may not forfeit annual leave for PEP credit.)

To elect PEP for 2017, you must apply between **November 1 and December 2, 2016**. Ask your Health Benefits Administrator for details and an application.

At the time of enrollment, the amount of annual and/or personal leave that eligible full-time employees can forfeit and the corresponding NYSHIP premium credits for 2017 are shown in the table on the next page.

Eligible part-time employees can participate on a prorated basis.

Review this information carefully and contact your HBA (located in your personnel office or the Business Services Center) if you have any questions about whether you are eligible for this benefit or how to apply.

Employee Benefits Division

Productivity Enhancement Program Extension 10/2016 – AL1495

Full-time employees in positions at or equated to Salary Grade 17 and below:		
Employee Group	Forfeited Days	NYSHIP Credit
CSEA, DC-37 and Management/Confidential;* Legislature and PEF Non-Teachers	3	\$500
	6	\$1,000
PEF Institution Teachers ¹	1	\$166.66
	2	\$333.32
	3	\$499.98
	4	\$666.64
	5	\$833.30
	6	\$999.96
Full-time employees in positions at or equated to Salary Grade 18 through 24 (through grade 23 for M/C Legislature):		
Employee Group	Forfeited Days	NYSHIP Credit
CSEA, DC-37 and Management/Confidential;* Legislature and PEF Non-Teachers	2	\$500
	4	\$1,000
PEF Institution Teachers ¹	1	\$250
	2	\$500
	3	\$750
	4	\$1000
Unified Court System (UCS) full-time employees² in the following positions:		
Employee Group	Forfeited Days	NYSHIP Credit
Employees at or below Judicial Grade 16	3	\$500
	6	\$1,000
Employees at and including Judicial Grades 17 through 23	2	\$500
	4	\$1,000
United University Professions (UUP) full-time employees in the following positions:		
Employee Group	Forfeited Days³	NYSHIP Credit
Employees earning at or below \$62,998 annually	3	\$500
Employees earning above \$62,998 and below \$90,022 annually	2	\$500

¹ PEF-represented teachers may only forfeit personal leave for their PEP credit.

² UCS employees, see your HBA for additional information.

³ UUP employees may only forfeit annual leave for their PEP credit.

* SUNY Management/Confidential employees, see your HBA for additional information.