



## Department of Civil Service

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Governor

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**NY 21-21**

**TO:** Agency Health Benefits Administrators

**FROM:** Employee Benefits Division

**SUBJECT:** Special Enrollment Period: Productivity Enhancement Program (PEP) for 2021, PEF Represented Employees Only

**DATE:** September 10, 2021

As a result of the recently ratified contract between the State of New York and PEF there will be a Productivity Enhanced Program (PEP) special enrollment period. PEP for 2021 allows eligible full-time or part-time PEF-represented employees to exchange previously accrued annual leave in return for a credit to be applied toward the employee share of their NYSHIP premiums on a biweekly basis. The program will be available on a prorated basis effective July 1, 2021. A letter notifying PEF enrollees of the 2021 PEP enrollment period was mailed on September 3, 2021 (see attachment).

To elect PEP for the remainder of 2021, an employee must apply during the PEP open enrollment period which begins September 13, 2021 and ends October 1, 2021. The amount of annual and/or personal leave that eligible full-time enrollees may forfeit at the time of enrollment and the corresponding NYSHIP premium credits for 2021 are shown in the table on the next page. Eligible part-time enrollees may participate on a prorated basis.

### **2021 Plan Year PEP Enrollment**

Under the terms of the agreement, eligible full-time employees who enroll in PEP effective **7/1/21** through the remainder of the 2021 plan year will receive the following:

Full-time employees in positions at or equated to Salary Grade 17 and below:			
EMPLOYEE GROUP	FORFEITED DAYS	NYSHIP CREDIT	Bi-weekly Credit
PEF Non-Teachers	1.5	\$ 300.00	\$23.08
	3	\$ 600.00	\$46.15
PEF Institution Teachers	.5	\$ 100.00	\$7.69
	1	\$ 200.00	\$15.38
	1.5	\$ 300.00	\$23.08
	2	\$ 400.00	\$30.77
	2.5	\$ 500.00	\$38.46
	3	\$ 600.00	\$46.15
Full-time employees in positions at or equated to Salary Grade 18 through 24:			
EMPLOYEE GROUP	FORFEITED DAYS	NYSHIP CREDIT	Bi-weekly Credit
PEF Non-Teachers	1	\$ 300.00	\$23.08
	2	\$ 600.00	\$46.15
PEF Institution Teachers	.5	\$ 150.00	\$11.54
	1	\$ 300.00	\$23.08
	1.5	\$ 450.00	\$34.62
	2	\$ 600.00	\$46.15

Part-time annual-salaried employees who meet the eligibility requirements may participate on a prorated basis. Please refer to the Leave and Attendance memo for further questions.

## **NYBEAS Processing**

The NYBEAS PEP keying window will be open to HBA's for processing from September 13, 2021 through October 15, 2021.

Video tutorials providing guidance on how to process a PEP Enrollment in NYBEAS can be found in the E-Learning section of HBA Online at <https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

The first check impacted with the PEP credit will reflect all retroactive credits. This check date is determined by the date the transaction is processed in NYBEAS and is calculated according to payroll calendars and cutoff. The remaining PEP credits will be distributed based on the biweekly credit noted in the chart above. Impacted paychecks may begin as early as September 29, 2021 and will continue through December 22, 2021.

## **Deadline**

The 2021 PEP transaction processing window is shorter for HBAs to ensure no interruption with Plan Year 2022. Therefore, it is imperative that all 2021 PEP applications for PEF employees are reviewed and processed timely.

For questions related to processing the PEP transaction in NYBEAS, contact the HBA Helpline at 518-474-2780

## **2022 Plan Year PEP Enrollment Period**

The 2022 Plan Year PEP Enrollment Period will be announced separately.

Should you have questions regarding this information, please contact the HBA Help line at 518-474-2780

**Attachment:** 2021 PEP Notice for PEF