



Department of Civil Service

KATHY HOCHUL
Governor

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Commissioner

NY 24-05

MEMORANDUM

TO: New York State Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Special Enrollment Period: 2024 Productivity Enhancement Program (PEP) for DC-37 and NYSCOPBA Represented Employees Only
DATE: May 13, 2024

As a result of the recently ratified contracts between the State of New York and DC-37 and between the State of New York and NYSCOPBA, there will be a Productivity Enhanced Program (PEP) special enrollment period. PEP allows eligible full-time or part-time DC-37 and NYSCOPBA-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, 2024**. Letters notifying DC-37 and NYSCOPBA enrollees of the 2024 PEP enrollment period will be mailed on May 14, 2024 (see attachments).

To initially enroll in PEP or to elect to forfeit additional previously accrued leave in exchange for increased PEP credit for the remainder of the 2024 plan year (applicable to currently enrolled DC-37 employees only), **an employee must apply during the PEP open enrollment period which begins on May 28, 2024 and ends on June 28, 2024**. The amount of annual and/or personal leave that eligible full-time employees may forfeit at the time of enrollment and the corresponding NYSHIP premium credits for 2024 are shown in the tables on the next page. Eligible part-time employees may participate on a prorated basis; please contact Attendance and Leave for questions.

2024 Plan Year PEP Enrollment

Under the terms of the agreements, eligible full-time NYSCOPBA and DC-37 employees who **newly** enroll in PEP **effective 7/1/24** through the remainder of the 2024 plan year will receive the following:

Productivity Enhancement Program: Initial July 1, 2024, Enrollment		
Full-time employees in positions at or equated to Salary Grade 17 and below:		
Forfeited Days	NYSHIP Credit	Bi-Weekly Credit
2	\$400.00	\$30.77
4	\$800.00	\$61.54
Full-time employees in positions at or equated to Salary Grade 18 through 24:		
Forfeited Days	NYSHIP Credit	Bi-Weekly Credit
1.25	\$375.00	\$28.85
2.50	\$750.00	\$57.69

Under the terms of the agreement, eligible full-time DC-37 employees previously enrolled in PEP for the 2024 plan year who elect to forfeit additional annual and/or personal leave accruals in exchange for increased PEP credit amounts for the remainder of the 2024 plan year will receive the following:

Productivity Enhancement Program: Previously Enrolled 2024		
Full-time employees in positions at or equated to Salary Grade 17 and below:		
Previous Forfeiture: 3 Days		
Additional Forfeited Days	NYSHIP Credit	New Bi-Weekly Credit
0.5	\$400.00	\$30.77
2.5	\$800.00	\$61.54
Previous Forfeiture: 6 Days		
Additional Forfeited Days	NYSHIP Credit	New Bi-Weekly Credit
1.0	\$800.00	\$61.54
Full-time employees in positions at or equated to Salary Grade 18 through 24:		
Previous Forfeiture: 2 Days		
Additional Forfeited Days	NYSHIP Credit	New Bi-Weekly Credit
0.25	\$375.00	\$28.85
1.5	\$750.00	\$57.69
Previous Forfeiture: 4 Days		
Additional Forfeited Days	NYSHIP Credit	New Bi-Weekly Credit
0.5	\$750.00	\$57.69

NYBEAS Processing

The NYBEAS PEP keying window will be open to HBAs for processing from May 28, 2024 through July 12, 2024.

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 with 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 charts above. Impacted paychecks may begin as early as June 27, 2024 and will continue through December 12, 2024 and December 18, 2024, for Institutional and Administrative payroll cycles respectively.

Deadline

The PEP transaction processing window is shorter during this special enrollment period. It is imperative that all 2024 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.