



IMPORTANT NOTICE – PEP ENROLLMENT UPDATE FOR 2024

May 13, 2024

Dear DC-37 Enrollee:

As a result of the recently ratified contract between DC-37 and New York State, there will be a Productivity Enhancement Program (PEP) special enrollment period. PEP for 2024 allows eligible full- or part-time DC-37-represented employees to exchange previously accrued annual and/or personal leave in return for a credit to be applied toward the employee share of their NYSHIP premium on a biweekly basis. The program will be administered on a prorated basis effective July 1, 2024 through the end of the 2024 plan year.

There will be a special enrollment period during which:

- employees who are **eligible for but not currently enrolled in PEP** will be permitted to enroll in the program for the remainder of the 2024 plan year; and
- employees who are **currently enrolled in PEP** may choose between the following two scenarios:
 - take no action and maintain current PEP credit amounts for the remainder of the 2024 plan year; or
 - elect to forfeit additional annual and/or personal leave in exchange for increased PEP credit amounts for the remainder of the 2024 plan year

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, **you must apply between May 28 and June 28, 2024.**

Details of the new program are shown in the table on the next page. Eligible part-time enrollees can participate on a prorated basis.

Review this information carefully and contact your HBA for an application or to confirm your eligibility for this benefit.

Productivity Enhancement Program: Initial Enrollment 2024

DC-37 Full-time employees in positions at or equated to Salary Grade 17 and below:

Forfeiture	Annual NYSHIP Credit
2 days	\$400
4 days	\$800

DC-37 Full-time employees in positions at or equated to Salary Grade 18 through 24:

Forfeiture	Annual NYSHIP Credit
1.25 days	\$375
2.5 days	\$750

Productivity Enhancement Program: Previously Enrolled 2024

DC-37 Full-time employees in positions at or equated to Salary Grade 17 and below:

Previous Forfeiture: 3 days

New Forfeiture	Annual NYSHIP Credit
0.5 day	\$400
2.5 days	\$800

Previous Forfeiture: 6 days

New Forfeiture	Annual NYSHIP Credit
1 day	\$800

DC-37 Full-time employees in positions at or equated to Salary Grade 18 through 24:

Previous Forfeiture: 2 days

New Forfeiture	Annual NYSHIP Credit
0.25 day	\$375
1.5 days	\$750

Previous Forfeiture: 4 days

New Forfeiture	Annual NYSHIP Credit
0.5 day	\$750