



Contract Administration

TO: Membership, Executive Board, Council Leaders, and Field

FROM: Erika Frasier, Health Benefits Specialist

DATE: October 29, 2021

RE: Special Enrollment Period: Productivity Enhancement Program (PEP) for 2022

We have been notified by The Department of Civil Service that:

The Productivity Enhancement Program (PEP) allows eligible PEF-represented employees in the Executive branch to exchange previously accrued annual leave (vacation) and/or personal leave in return for a credit to be applied toward their employee share NYSHIP premiums.

The enrollment period for 2022 will be open from Monday, November 1, 2021 through Friday, November 26, 2021.

Members must contact their Agency Health Benefit Administrator (HBA) for enrollment. HBA's are responsible for processing the Health Insurance Premium Contribution Credit (HIPCC) for PEP enrollees. Implementation of the program will require action on the part of agency personnel officers, agency timekeepers, and agency health benefits administrators (HBAs). Specifically, agency personnel officers will be responsible for:

- (1) Providing interested employees with program descriptions and enrollment forms;
- (2) Verifying employee eligibility to participate; and
- (3) Notifying timekeepers and health benefits administrators of participant enrollments and separations from service. Agency timekeepers will be responsible for adjusting the vacation and/or personal leave balances of participants upon enrollment.

Questions regarding employee eligibility and leave transactions should be directed to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.