



# Contract Administration

**TO:** Membership, Executive Board, Council Leaders, and Field  
**FROM:** Erika Frasier, Health Benefits Specialist  
**DATE:** October 24, 2023  
**RE:** Productivity Enhancement Program (PEP) for 2024

**The 2024 open enrollment period for the Productivity Enhancement Program (PEP) runs from November 1, 2023, through December 11, 2023.**

PEP allows eligible employees to exchange previously accrued annual leave and/or personal leave in return for a biweekly credit that reduces their share of New York State Health Insurance Program (NYSHIP) premium. **Your agency attendance and leave office must first review for eligibility prior to forwarding to the agency Health Benefit Administrator (HBA) for entry into NYBEAS.**

Effective for the 2024 program year, additional days can be utilized for PEP allowing employees in salary grades 17 and below a credit of up to \$1,600 and employees in salary grades 18-24 a credit of up to \$1,500. In addition, the “sunset” of the PEP benefit and the Teacher’s PEP benefit was eliminated per the 2023-2026 Contract Agreement.

The same improvements in terms of the number of days that can be utilized as a credit for health insurance applies to the Teacher’s PEP Program as well. In addition, teachers are now able to use floating days and compensatory days (if applicable) for PEP.

Agencies are responsible for distribution and retention of the enrollment forms, along with the coordination between the agency personnel office and the HBA. Agencies are also responsible for the certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

## **PEP PREMIUM CONTRIBUTION CREDIT:**

The 2024 PEP credit will begin with the first 2024 health insurance premium deduction. The amount that will be credited toward the biweekly employee share of the health insurance premium is reflected in the following charts and is based upon the employee’s Salary Grade and the number of leave days forfeited. The credit for part-time employees will be prorated based upon their payroll percentage. In no case, will the PEP credit exceed the employee’s biweekly NYSHIP premium due.

Full-time employees in positions at/equated to Salary Grade 17 and below (Non-Teachers):

<b>Forfeited Days</b>	<b>Annual NYSHIP Credit</b>
4	\$800
8	\$1,600

Full-time employees in positions at or equated to Salary Grade 17 and below (Institution Teachers):

<b>Forfeited Days</b>	<b>Annual NYSHIP CREDIT</b>
1	\$200
2	\$400
3	\$600
4	\$800
5	\$1,000
6	\$1,200
7	\$1,400
8	\$1,600

Full-time employees in positions at or equated to Salary Grade 18 through 24 (Non-Teachers):

<b>Forfeited Days</b>	<b>NYSHIP Credit</b>
2.5	\$750
5	\$1,500

Full-time employees in positions at or equated to Salary Grade 18 through 24 (Institution Teachers):

<b>Forfeited Days</b>	<b>Annual NYSHIP CREDIT</b>
1	\$300
2	\$600
3	\$900
4	\$1,200
5	\$1,500