

PRODUCTIVITY ENHANCEMENT PROGRAM (PEP) - 2019 Program Description – CSEA Employees

The Productivity Enhancement Program (PEP) allows eligible CSEA-represented employees and (M/C) employees to exchange previously accrued annual leave (vacation) and/or personal leave in return for a credit to be applied toward their employee share of NYSHIP premiums on a biweekly basis. In no case can the credit available under the program be applied to the employer share of NYSHIP premiums. The enrollment period for the 2019 plan year will be from October 15, 2018 through November 16, 2018. Employees are required to submit a separate enrollment form for each year in which they wish to participate.

Full-time employees in Salary Grades (SG) 1–17 (or non-statutory employees equated to SG 1–17, or employees with an annual salary rate no greater than job rate of SG 17) who enroll in the program may elect to forfeit a total of either 3 days (22.5 or 24 hours for 37.5- and 40-hour workweeks, respectively) or 6 days (45 or 48 hours for 37.5- and 40-hour workweeks, respectively) of annual and/or personal leave standing to their credit at the time of enrollment in return for a credit of up to either \$600 or \$1,200, respectively, for the 2019 program year to be applied toward the employee share of NYSHIP premiums deducted from biweekly paychecks during the program year, January 1–December 31, 2019.

Full-time CSEA represented employees in SG 18–24 (or non-statutory employees equated to SG 18–24, or employees with an annual salary exceeding the job rate of SG 17 but with an annual salary no greater than the job rate of SG 24), who enroll in the program will be eligible to forfeit a total of either 2 days (15 or 16 hours for 37.5- and 40-hour workweeks, respectively) or 4 days (30 or 32 hours for 37.5- and 40-hour workweeks, respectively) of annual and/or personal leave standing to their credit at the time of enrollment in return for a credit of up to either \$600 or \$1,200, respectively, for the 2019 program year to be applied toward the employee share of NYSHIP premiums deducted from biweekly paychecks during the program year, January 1-December 31, 2019.

Full-time M/C employees in Salary Grades (SG) 1–17 (or non-statutory employees equated to SG 1–17, or employees with an annual salary rate no greater than job rate of SG 17) who enroll in the program may elect to forfeit a total of either 3 days (22.5 or 24 hours for 37.5- and 40-hour workweeks, respectively) or 6 days (45 or 48 hours for 37.5- and 40-hour workweeks, respectively) of annual and/or personal leave standing to their credit at the time of enrollment in return for a credit of up to either \$500 or \$1000, respectively, for the 2019 program year to be applied toward the employee share of NYSHIP premiums deducted from biweekly paychecks during the program year, January 1–December 31, 2019.

At the time of enrollment, eligible employees must:

- For CSEA- and PEF-represented employees, be a classified or unclassified service employee in the Executive branch in a title at Salary Grade 24 or below or equated to a position at or below Salary Grade 24;
- For M/C employees, be a classified or unclassified service employee in the Executive branch in a title at Salary Grade 23 or below or equated to a position at or below Salary Grade 23 (SUNY M/C employees–NU 13 should refer to SUNY Administration for eligibility);

- Have a minimum combined balance of annual and personal leave of at least 8 days after making the forfeiture; and
- Be a NYSHIP enrollee (contract holder) in either the Empire Plan or an HMO at the time of enrollment.

To enroll in the program for the 2019 plan year, employees must meet all eligibility criteria at the time of enrollment.

Employees should refer to their income tax preparer for questions regarding the tax implications of participation in the PEP.

A completed enrollment application must be received in Human Resources no later than November 16, 2018.

Please contact Grace Bonnell, Ext. 6091 with any questions regarding this program. If you have any questions regarding the accrual portion of this program, please contact Robin Farrell, Ext. 6096.