



Information Announcement

2018 Productivity Enhancement Program (PEP)

October 2, 2017

The New York State Department of Civil Service has announced the implementation of the Productivity Enhancement Program (PEP) for 2018. PEP allows eligible employees of the State of New York who are Management Confidential (M/C) or represented by CSEA or PEF; Legislature and UCS to exchange previously accrued annual leave (vacation) and/or personal leave for a credit to be applied toward their employee share of NYSHIP premiums on a biweekly basis during the program year January 1, 2018 – December 31, 2018. If an employee is currently enrolled in PEP and is still eligible to participate, they **must** reenroll to continue their benefits in 2018.

The enrollment period for 2018 will be **October 2, 2017 through November 6, 2017**. To enroll in the 2018 program year, employees of agencies who are BSC Benefits customers of the BSC must submit a 2018 PEP Enrollment Form to the BSC Benefits Unit by **November 6, 2017**. Completed forms may be sent by: fax to (518) 457-1879, or e-mail BSCBenefitsAdmin@ogs.ny.gov, or by mail to:

BSC Benefits Administration Unit
1220 Washington Avenue
Harriman State Campus, Building 5, Floor 4
Albany, NY 12226-1900

An overview of the program, eligibility requirements, as well as the 2018 PEP Enrollment Form can be found on the BSC Website at <https://bsc.ogs.ny.gov/> under HR Customers, Benefits, Forms & Publications, Health Insurance.

Employees from agencies that are BSC Benefits customers of the BSC should contact the BSC Benefits Unit at (518) 457-4272 or BSCBenefitsAdmin@ogs.ny.gov with any questions regarding the PEP program. Employees from agencies that are not BSC Benefits customers, should contact their agency HR Office. For a list agencies receiving Benefits services, please visit the BSC Website at: [https://bsc.ogs.ny.gov/sites/default/files/BSC HR Services Provided to Agency Lists1.pdf](https://bsc.ogs.ny.gov/sites/default/files/BSC%20HR%20Services%20Provided%20to%20Agency%20Lists1.pdf).