



2020 Productivity Enhancement Program Enrollment Form

APPLICANT INFORMATION

Name		Salary Grade	Last 4 SS# XXX-XX	Health Insurance Plan
Enrollment Individual Family Coverage	Agency Name			

By signing this document, I elect to participate in the 2020 portion of the Productivity Enhancement Program (PEP) and agree to the provisions contained in the Productivity Enhancement Program Description (hereafter program description) that is available in my agency personnel office. I understand that I must meet all the eligibility criteria as set forth in the program description in order to participate.

I understand that, in accordance with the program description, I will surrender leave accruals standing to my credit as a result of participation and that ALL of these leave credits will be deducted from my leave balances at the time my enrollment is processed. Furthermore, I understand that no portion of this leave will be returned to me under any circumstances. I wish to apportion this leave forfeiture as follows:

	CSEA DC-37 PEF M/C		PEF Institutional Teachers	
For Salary Grades 1-17	Choose	Specify	Choose 1-6 Days	Specify
	3 days	_____ Hours Vacation Leave	_____	_____ Hours Personal Leave
	6 days	_____ Hours Personal Leave		
For Salary Grades 18-24 (to SG 23 for M/C)	Choose	Specify	Choose 1-4 Days	Specify
	2 days	_____ Hours Vacation Leave	_____	_____ Hours Personal Leave
	4 days	_____ Hours Personal Leave		

In exchange for forfeiting this accrued leave I will receive a credit as set forth in the program description to be applied against the employee share cost of 2020 plan year NYSHIP health insurance. Pursuant to the program description, the amount of this credit will be established at the time of enrollment and will be adjusted only upon movement between individual and family coverage. I will not receive any amount of credit that exceeds the cost of the employee share of my NYSHIP health insurance premiums paid during that period.

I understand that this enrollment form is for the 2020 program year only.

I understand that in order to participate this completed election form must be filed with the Business Services Center (BSC) by the close of business on **November 19, 2019**. Completed forms can be sent to the BSC by: fax (518) 457-1879, or email BSCHRFForms@ogs.ny.gov, or mail to the Business Services Center, 1220 Washington Ave, Building 5, Harriman State Campus, Albany, NY 12226-1900.

Signature

Date

PERSONAL PRIVACY PROTECTION LAW NOTIFICATION

This information is being requested pursuant to New York State Civil Service Law section 161-a for the principal purpose of determining eligibility for the Productivity Enhancement Program for 2020. This information will be used in accordance with Public Officers Law section 96(1). Failure to provide this information may result in a denial of eligibility to participate in the Productivity Enhancement Program for 2020. This information will be maintained by the employee's Agency Personnel Office. For further information relating only to the Personal Privacy Protection Law, call (518) 457-9375.

FOR BUSINESS SERVICES CENTER USE ONLY

Employee's payroll/employment percentage: _____ % Salary Grade: _____ Total number of days forfeited: _____

Hours of leave deducted from employee's balance: _____
Vacation Personal Date Leave Deducted

Verification of eligibility: I certify that this applicant meets the eligibility criteria necessary for participation in this program.

Name _____ Signature _____ Title _____ Date _____

For Health Benefits Administrators Only:

Date processed: _____ Bi-weekly Health Insurance Premium Contribution Credit: _____

Name _____ Signature _____ Title _____ Date _____