

**New York State Public Employees Federation**  
**Committee on Ethics and Responsibility**  
1168-70 Troy-Schenectady Road  
PO Box 12414  
Albany, NY 12212-2414  
1-800-342-4306  
on line at PEF.org

**ETHICS GRIEVANCE RESPONSE**

ERC# \_\_\_\_\_ Office Use

\_\_\_\_\_  
Respondent Name

\_\_\_\_\_  
Full Home Address or Work Address (include agency)

*Instructions:* Obtain a copy of the PEF Code of Ethics, the PEF Constitution, or the PEF Policy Manual. These documents are available from your local PEF office, at the PEF website, or from the above address. Refer to the reverse side of this form for specific instructions. In the space provided below, **briefly** respond to the charges as appropriate. Use additional blank sheets only if necessary. You may attach notarized witness statements or other exhibits to document your statement. Either type or print your response. Upon completion, have your signature notarized, and send two (2) copies of the completed form and attachments to the PEF Secretary-Treasurer at the above address within 20 days of receipt of the grievance that was filed against you. If additional time is required for a response, contact the chair of the committee, or the PEF Secretary-Treasurer *NOTE:* Illegible or long and rambling documents that do not immediately get to the point will be returned for revision.

I have received the grievance petition filed against me, and the following statement is my response to the grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Use additional sheets only if necessary.

Oath: \_\_\_\_\_, being duly sworn, deposes and says that (s)he is the grievant above named and that (s)he has read the above petition consisting of this and \_\_\_\_\_ additional page(s) and is familiar with the facts alleged therein, which facts (s)he knows to be true, except as to those matters alleged on information and belief, which matters (s)he believes to be true.

\_\_\_\_\_  
Signature of Respondent

Sworn to me this \_\_\_\_\_ day of 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## **ETHICS GRIEVANCE RESPONSE**

1. Immediately contact the Secretary-Treasurer for the Code of Ethics procedure to assist you in responding to the charges if you did not receive one with the charges.
2. All documents relating to your response should have the **case number referenced**. This is the number that appears in the upper right hand corner of the grievance petition. The number starts with the year of filing, followed by a number indicating the order in which the grievance was received (e.g. 93-14).
3. Provide a clear and concise rebuttal. Use of excess verbiage detracts from understanding the issues.
4. Check to ensure that the petition filed against you was filed within the 60 day time limit.
5. Provide documentation where possible to rebut the charges. Remember, the onus for proving the charge is placed upon the grievant, but you can help your case with signed witness statements and attributed documents.
6. Feel free to submit additional evidence or documentation at the time prior to the decision.
7. You must perform your own investigation. The committee meets and reviews paperwork relating to the charge, and does not have the resources to interview witnesses or research documents.
8. Once the committee reaches a decision, it is final. Further recourse is through an Executive Board appeal. Contact the Secretary-Treasurer for the appeals procedure.