

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 PETITION

ERC# _____ Office Use

1. _____
Grievant Name Full Home Mailing Address

2. _____
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. In the space provided below, describe the alleged violations of the specific document section. Briefly describe how the respondent violated those sections, providing appropriate documentation or affidavits, as well as date(s) of occurrence. Use additional blank sheets if necessary. Either type or print your grievance. 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 60 days after the charging party discovers the alleged violation. *NOTE:* Illegible or long and rambling documents that do not immediately get to the point will be returned for revision.

3. PEF Constitution, Code of Ethics, or PEF Policy violation by article(s): _____

4. Statement of facts: _____

_____ Use additional sheets only if necessary.

5. 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 Grievant

Sworn to me this _____ day of 20____

Notary Public

GRIEVANCE PETITION INSTRUCTIONS

1. Statement of facts should be clear and concise. Use of excess verbiage detracts from understanding the issues.
2. Ensure that the filing deadline meets the 60 day timeliness test, otherwise the petition will be ruled invalid. If the latest example of an unethical act is part of a series of events, indicate that the actions are *continuous* so that earlier occurrences can be cited, and not ruled invalid.
3. Provide documentation to support charges. Get witness statements, attributed documentation and other direct evidence. Unsupported claims will be dismissed.
4. Do your own investigation. The committee meets and reviews paperwork submitted, and does not have the resources to interview witnesses or research unsubstantiated charges.
5. Your case will have a number assigned after submission. The number starts with the year of filing, followed by a number indicating the order in which it was received e.g. (93-14). **Refer to your case number in all subsequent correspondence.** The committee cannot be held responsible for the misfiling of documents not referencing the case number.
6. If additional evidence or documentation comes to light subsequent to your initial filing, you may submit such documentation provided that time permits that copies can be provided to the respondent prior to the hearing of the case.
7. 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.

An example of a good grievance submission follows:

On October 25, 19__, Mr. Smith violated the PEF Code of Ethics section that states, “only official PEF literature shall be posted on PEF bulletin boards...” when he placed a defamatory caricature of me on the PEF bulletin board on the third floor of the Grant Building in Batavia, NY. The document is attached as Exhibit “A”. The event was witnessed by myself and Mrs. Brown. Mrs. Brown’s signed statement is attached as Exhibit “B”.

This event was preceded by an incident on July 14, 19__, when Mr. Smith placed a false document describing my duties as a steward on the same bulletin board. The document is labeled “C”. It was witnessed by Mr. White whose statement is Exhibit “D”.

These events are part of a continuous effort to defame my character.