

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
Online at PEF.org

ETHICS PETITION ERC# _____ Office Use

- | | |
|-----------------------------|--|
| 1. _____
Petitioner 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, on the PEF website, or from the above address. On the form below, describe the alleged Ethics Violations by numbers and/or the specific article of the Constitution, and/or PEF policy text, indicating how the Respondent violated those sections, providing appropriate documentation, evidence, and notarized witness statements, as well as date(s) of occurrence. Use additional sheets if necessary. Either type or print your Petition. Upon completion, have your signature notarized, and send a copy of the completed form with attachments to the PEF Executive Department Paralegal at the above address within 60 days after the charging party discovers the alleged violation.

3. List the specific title(s) and section(s) violated (per instructions above): _____

4. Statement of facts:

Use additional sheets if necessary.

5. Oath: _____, being duly sworn, deposes and says that (s)he is the Petitioner 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 Petitioner

Sworn to me this ____ day of ____ of 20____

Notary Public

ETHICS 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 dismissed. The Petition must be filed no later than 60 days after the charging party discovers the alleged violation. The date of the filing shall be the date of the postmark or the date of hand delivery as evidenced by a signed receipt. Emails or facsimiles of Petitions shall not be accepted. 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 a clear and concise statement of facts surrounding the allegations, to include the date and place of occurrence as well as the date of discovery of the allegation. The names of witnesses should be identified, and their notarized statements included. Provide all necessary written and verbal evidence (documents, witness statements, recordings, text messages, videos, etc.) to substantiate the charge. The burden for producing evidence and investigating the issues rests with the Petitioner. Unsupported claims will be dismissed.
4. Do your own investigation. The Ethics Committee meets and only reviews submitted paperwork, allegations listed in the paperwork, 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. (ERC 2020-001). **Refer to your case number in all subsequent correspondence.** The Ethics Committee is not 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 Ethics Committee reaches a decision, it is final. Further recourse is through an Executive Board Appeal. Refer to Section D of the Code of Ethics for the appeals procedure.