

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 RESPONSE ERC# _____ Office Use

Respondent Name

Full Home Address

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, respond to the charges as appropriate. Use additional sheets 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 a copy of the completed form and attachments to the PEF Executive Department Paralegal at the above address. You shall have 20 days in which to respond if personally served. If the charges are served by mail, the 20 days begin to run 7 days after the date of the mailing by PEF, as shown by the date of postmark. The same time to respond applies in the event the document is undeliverable or refused. If additional time is requested, it may be granted at the discretion of the Ethics Committee Chair for good reason/cause. Contact the Chair of the Committee.

I have received the Petition filed against me, and the following statement is my response:

Use additional sheets if necessary.

Oath: _____, being duly sworn, deposes and says that (s)he is the Respondent 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 ____ of 20____

Notary Public

INSTRUCTIONS for ETHICS PETITION RESPONSE

1. 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 Petition. 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).
2. Provide a clear and concise rebuttal. Use of excess verbiage detracts from understanding the issues.
3. Check to ensure that the Petition filed against you was filed within the 60 day time limit. The Petition must be filed no later than 60 days after the charging party discovers the alleged violation. The date of 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.
4. Provide documentation, if possible, to support your rebuttal of the charges filed against you. Remember, the burden for proving the charge is placed upon the Petitioner. You may provide any additional documents to assist in your defense such as, but not limited to, notarized witness statements and relevant exhibits.
5. Do your own investigation. The Ethics Committee meets and reviews submitted paperwork only.
6. 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.