



NEW YORK STATE  
PUBLIC EMPLOYEES  
FEDERATION, AFL-CIO

## SIGN-OFF AGREEMENT

TO: NYS Public Employees Federation, AFL-CIO

FROM: \_\_\_\_\_ (Grievant)

DATE: \_\_\_\_\_

Although I have been made fully aware that PEF is willing to provide me with representation at no cost in regard to the disciplinary process under Article 33 of the PEF/State agreement, I have chosen: (1) to retain private representation at my own expense or (2) to represent myself.

I further understand that although PEF is not bound to pay the fees of an arbitrator, it will pay the union's share of the arbitrator's fees and the American Arbitration Association (AAA) administrative fees. However, PEF will not pay any fees either from the arbitrator or AAA due to a postponement or cancellation by me or my representative, and I understand that I am responsible to pay any and all such fees.

**Further, I acknowledge that I am responsible for timely filing the grievance and demand for arbitration in my disciplinary case.** I have been advised that the time frames for filing such are contained in Article 33 of the PEF/State collective bargaining agreement. I am also aware that it is imperative that I or my representative contact the AAA in regard to the rules and regulations pertaining to arbitration proceedings.

\_\_\_\_\_  
(Signature)

cc: PEF Albany Headquarter's Discipline File  
Field Representative's File  
Grievant