

**APPLICATION REQUESTING AN EXEMPTION FROM
FILING A FINANCIAL DISCLOSURE STATEMENT**

NYS Joint Commission on Public Ethics
540 Broadway
Albany, New York 12207
(518) 474-4522

PLEASE PRINT OR TYPE ALL ANSWERS

| INDIVIDUAL EXEMPTION APPLICATION | | | | |
|--|--------------------------|--------------------------------------|---|-----------|
| NAME: | | | | |
| HOME ADDRESS: | | | | |
| TELEPHONE NUMBER: | | | | |
| E-MAIL ADDRESS: | | | | |
| AGENCY: | | | | |
| FACILITY: | | | | |
| OFFICIAL TITLE: | | | | |
| SALARY: | | | | |
| REPRESENTATION: | <input type="checkbox"/> | UNION (Please specify: _____) | | |
| | <input type="checkbox"/> | NO REPRESENTATION | | |
| | <input type="checkbox"/> | MANAGEMENT/CONFIDENTIAL | | |
| Have you previously applied for an exemption for your current title and agency? | <input type="checkbox"/> | No | <input type="checkbox"/> Yes (Year _____) | |
| If yes, was exemption granted? | <input type="checkbox"/> | No | <input type="checkbox"/> Yes | |
| If exemption was previously denied, have you attached supporting documentation for any changed circumstances? | <input type="checkbox"/> | No* | <input type="checkbox"/> Yes | |
| Please check Yes or No for each of the following questions | | | YES | NO |
| Do your duties involve the negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses (as defined in Section 73 of the Public Officers Law)? | | | | |
| Do your duties involve the purchase, sale, rental or lease of real property, goods or services, or a contract therefor? | | | | |
| Do your duties involve the obtaining of grants of money or loans? | | | | |
| Do your duties involve the adoption or repeal of any rule or regulation having the force and effect of law? | | | | |
| A copy of your job description must be attached. Check yes to confirm your job description is attached. | | | | |
| A copy of this form with attachments must be filed with your agency. Check yes to confirm that you filed this with your agency. | | | | |
| STATE ANY ADDITIONAL FACTS WHICH SUPPORT THE CONCLUSION THAT YOUR JOB DOES NOT INVOLVE ANY OF THE DUTIES SET FORTH ABOVE. | | | | |
| | | | | |
| | | | | |
| SIGNATURE: | | | DATED: | |

INSTRUCTIONS

General Instructions for State Employees (excludes Academic employees of SUNY and CUNY - please see page 2 of Instructions)

- Make sure your official job specification is attached. If unavailable, attach your most recent performance evaluation.
- Forward a copy of this form to your appointing authority.
- Note that effective April 1, 2017, the filing rate is \$91,821.
- An exemption request must be post-marked no later than May 15, 2017 for this Financial Disclosure Statement. Individuals commencing State service after May 15, 2017 or who receive a job title change or a salary increase which exceeds the filing rate, may apply for an exemption within 30 days of such event.
- You are not eligible to apply for an exemption if you have been designated a policy-maker by your appointing authority.
- If you have been previously denied an exemption while serving in your current job title/agency, you must include new supporting documentation of changed circumstances.

You need not apply if:

- You previously received an exemption and are in the same title/agency;
- You are currently serving in an exempt title.

****You may also apply electronically by logging-in to your online account at www.jcope.ny.gov. Please be sure to upload your official agency job description or most recent performance evaluation.****

Exemption Instructions - page 2

General Instructions for Academic Employees of SUNY and CUNY

- An academic employee must submit a recent annual report or a self-prepared written description of duties, either of which must include whether or not the individual is involved in:
 - Purchasing or contracting activities;
 - Administrative duties such as chair or director of a department or program; and
 - Whether he/she receives externally funded grants.
- Academic employees of SUNY and CUNY are not required to file a copy of the exemption form with their campus.
- For academic filers, an exemption request must be post-marked no later than November 15, 2017 for this Financial Disclosure Statement.

You need not apply if:

- You previously received an exemption and you have the same academic title and duties, and you are not engaged in externally funded grant activities.

You must re-apply if:

- You received an exemption and have since been engaged in grant activities, have been serving as a department chair, or have been involved in purchasing or contracting activities.

****You may also apply electronically by logging-in to your online account at www.jcope.ny.gov. Please be sure to upload either a recent annual report or a self-prepared written description of duties.****