



**INSTRUCTIONS FOR FILING A  
CLARIFICATION OF UNIT PETITION**

1. The purpose of filing this petition is to seek clarification of the composition of an existing collective negotiations unit. ONLY the exclusive representative (majority organization) or the public employer of the unit in which clarification is sought may file a petition.
2. Type or clearly print all required information. Fill in all sections of the petition. Failure to provide all information required by N.J.A.C. 19:11-1.5 may delay processing of the petition. If you believe that a section of the petition does not apply to your situation, mark the section "N/A" or "none." If you need more space to complete any section, attach additional sheets and number them accordingly.
3. List and explain fully the reasons for the proposed clarification which may include:
  - a) Changed circumstances
  - b) Creation of a new position or title
  - c) Newly created negotiations unit
  - d) New operation or facility
  - e) Statutory exclusions
  - f) Any other reasons why you believe this petition is appropriate
4. Failure to state the reasons in support of this petition will result in its dismissal.
5. Sign the petition. Submit the original and four 4 copies to:

**For Regular Mail:**

**Director of Representation  
Public Employment Relations Commission  
PO Box 429  
Trenton, New Jersey 08625-0429**

**For Courier Delivery:**

**495 West State Street  
Trenton, New Jersey 08618**