

## **New Jersey Public Employment Relations Commission**

### **NON-POLICE AND FIRE**

### **COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

N.J.S.A. 34:13A-8.2 requires all public employers to "file with the commission a copy of any contracts it has negotiated with public employee representatives following consummation of negotiations."

The Summary Form is in furtherance of the aforementioned statutory requirement, and the instructions and example provide assistance when compiling the information for electronic submission. The directions are user-friendly and line specific.

Send the completed Summary Form along with a copy of the contract and certification form electronically to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us).

### **Instructions for Completing the Summary Form**

#### **SECTION I: Parties and Term of Contracts**

**Line 1:** Enter the name of the Public Employer as it appears in the collective negotiations agreement (e.g., "City of Newark" or "Trenton Board of Education"). Also indicate the County in which the locale is included, if applicable.

**Line 2:** Enter the name of the Employee Organization as it appears in the collective negotiations agreement. Also enter the number of employees covered by the negotiated agreement.

**Line 3:** Enter the Base Year Contract Term, which is the term of the expiring or expired agreement (e.g., July 1, 2013 - June 30, 2016). Also enter the New Contract Term, that is, the time period covered by the new agreement (e.g., July 1, 2016 - June 30, 2019).

#### **SECTION II: Type of Contract Settlement**

Indicate the forum used to reach a negotiated settlement. (Check only one of the following: Line 4, 5, 6, or 7).

**Line 4:** Parties reached contract settlement without assistance of a neutral (i.e., without mediation, fact-finding, or super-conciliation).

**Line 5:** Parties reached contract settlement through the mediation process.

**Line 6:** Parties reached contract settlement through the fact-finding process.

**Line 7:** Parties reached contract settlement through super-conciliation.

**Line 8:** If the contract was settled through fact-finding, indicate whether the fact-finder issued a Report with Recommendations for Settlement. (Yes or No)

### **SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement.

**Line 9 - Salary Costs in Base Year:** Indicate the cost of salaries for the negotiations unit in the base year. Any salary increments paid during the course of the base year should be included.

**Line 10 - Longevity Costs in Base Year:** Indicate the cost of longevity paid during the base year. Longevity refers to payments made in recognition of length or years of service.

**Line 11 - Total Salary Base:** Take the sum of the amounts listed on Lines 9 and 10.

### **SECTION IV: Salary Increases for Each Year of New Agreement**

**Line 12 – Effective Date:** Enter the effective date of the salary increase for each year of the new agreement (e.g., 1/1/16 or 7/1/16). A separate column is provided for each year of the contract up to five years. (If the contract is longer than five years, add an additional page.)

**Line 13 – Cost of Salary Increments:** For each year, enter the cost of salary increments applicable to that year (i.e., the cost of advancement on a salary guide, schedule or table). If there is no step advancement or salary increments in a given year, enter zero (\$0) in the space provided.

**Line 14 – Salary Increase Above Increments:** For each year, enter the cost of the salary increase which is in addition to the salary increment cost identified on Line 13. If there is no salary increase above the cost of increments, enter zero (\$0) in the space provided.

**Line 15 – Longevity Increase:** For each year, enter the *increased* cost of longevity payments. (Longevity costs may increase as a result of a negotiated increase in the contractual longevity amounts, and/or as a result of employees' additional years of service that qualify them for higher payments.) If there is no increase in longevity costs, enter zero (\$0) in the space provided.

**Line 16 – Total Dollar Increase:** For each year, calculate the total dollar increase by taking the sum of the amounts listed on Lines 13, 14, and 15.

**Line 17 – New Salary Base:** The "New Salary Base" is calculated by taking the Total Increase for a given year and adding it to the Salary Base from the prior year. Example:

- To obtain the New Salary Base in Year 1: Add the Total Dollar Increase from Line 16 in the Year 1 column to the Salary Base figure listed on Line 11.
- To obtain the New Salary Base in Year 2: Add the Total Dollar Increase from Line 16 in the Year 2 column to the New Salary Base listed on Line 17 in the Year 1 column.
- To obtain the New Salary Base in Year 3: Add the Total Dollar Increase from Line 16 in the Year 3 column to the New Salary Base listed on Line 17 in the Year 2 column.

**Line 18 – Percentage Increase Over Prior Year:** For each year, divide the Total Dollar Increase from Line 16 by the prior year Salary Base figure.

## **SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items**

**Line 19:** In this section, list other contractual economic items that the parties agreed to increase during the life of the new agreement and/or newly added economic items. List the base year cost for each item. Then list the *increased* cost for each year of the new agreement. If there is no increased cost in a given year, enter zero (\$0). [Note: Medical insurance costs should not be included here. They will be addressed in Section VI, below.]

**Line 20:** Calculate the sum of the costs listed in the Base Year column. Then calculate the sum of the increased costs for each year of the new agreement. If more space is needed, add an additional page.

## **SECTION VI: Medical Costs**

For the Base Year and for Year 1 of the new agreement:

**Line 21:** Enter the total cost of health insurance for negotiations unit members.

**Line 22:** Enter the total cost of prescription insurance for negotiations unit members. (If prescription coverage is provided as part of the health plan, enter "N/A" on this line.)

**Line 23:** Enter the total cost of dental insurance for negotiations unit members.

**Line 24:** Enter the total cost of vision insurance for negotiations unit members.

**Line 25:** Take the sum of the costs listed on Lines 21 to 24 to obtain the total cost of insurance benefits.

**Line 26:** Enter the total contributions made by employees toward their insurance benefits. Contributions may be pursuant to law (e.g., P.L. 2011, C.78) or pursuant to the negotiated agreement.

**Line 27:** Calculate the employee contributions as a percentage figure by dividing Line 26 by Line 25.

**Line 28:** In the space provided, identify any insurance changes that were part of the new agreement (e.g., changes in insurance plans, benefits levels, deductibles, co-pays, carriers, etc. along with any modifications to employee contributions).

## **SECTION VII: Certification and Signature**

**Line 29:** Print the name and title of the individual completing the form. Sign and date the form.

**Email the completed Summary Form and a copy of the Negotiated Agreement to:**  
[contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)