

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

### **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." Further, public employers are also required to provide "a summary of all costs and the impact associated with the agreement." N.J.S.A. 34:13A-16.8(d)(2)

N.J.S.A. 34:13A-16.8(d)(2) requires "PERC to collect" and "post the collective negotiations agreement," including a "summary of contract or arbitration award terms, in a standard format developed by the Public Employment Relations Commission." The attached form is in compliance with the aforementioned legislation. The sample form and instructions provide assistance in compiling the information for electronic submission. The directions are user-friendly and line specific.

Send the attached 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 "Washington Township"). 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., January 1, 2013 - December 31, 2015).

**Line 4:** Enter the New Contract Term, that is, the time period for the new agreement which is the subject of this summary (e.g., January 1, 2016 - December 31, 2018).

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

Place a check on Line 5, 6, 7, or 8 to indicate the forum used to reach a settlement.

**Line 5:** Parties reached contract settlement without assistance of a neutral (i.e., without mediation, fact-finding, or interest arbitration).

**Line 6:** Parties reached contract settlement with the assistance of a mediator.

**Line 7:** Parties reached contract settlement during the fact-finding process.

**Line 8:** Parties reached contract settlement through participation in interest arbitration.

**Line 9:** If the contract was settled through interest arbitration, indicate whether the arbitrator issued an Arbitration Award. (Check Yes or No)

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

The "base year" is the final year of the expiring or expired agreement.

**Line 10:** Indicate the cost of salaries for the bargaining unit in the base year. If any salary increments were paid during the course of the base year, they should be included in this salary cost.

**Line 11:** Indicate the cost of longevity paid during the base year. Longevity refers to payments made in recognition of length or years of service.

**Line 12:** List any other items that are included in the base salary along with the cost of these items. These are items that the parties consider to be part of base salary in the expired contract. Base salary shall not include non-salary economic issues, pensions, or medical insurance costs. If there are not enough lines on the form for these additional base salary items, attach an additional page. [Please Note: There may be additional economic items in the contract that are not considered part of "base salary." Those economic items will be listed separately in Section VI.]

**Line 13:** Take the sum of all cost items listed on Lines 10, 11, and 12. This sum represents the "Total Base Salary Cost."

### **SECTION IV: Increase in Base Salary for Each Year of the New Agreement**

**Line 14:** Re-enter the Total Base Salary Cost from Line 13.

**Line 15 – Effective Date:** Enter the effective date of the salary increase for each year of the agreement (e.g., 1/1/16 or 7/1/16). A separate column is provided for each year of the contract up to a maximum of six years. (If the contract is longer than six years, add an additional page.)

**Line 16 – 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 17 – 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 16. If there is no salary increase, enter \$0 in the space provided.

**Line 18 – Longevity Increase:** For each year, enter the *increased* cost of longevity payments. (Longevity costs may increase as a result of a negotiated or awarded 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, enter \$0 in the space provided.

**Line 19 – Total Increased Cost for “Other” Items:** For each year, enter the total increased cost for the "Other Items" that were delineated in Section III, Line 12.

**Line 20 – Total Increase:** For each year, calculate the total increase by taking the sum of Lines 16, 17, 18 and 19.

#### **SECTION V: Average Increase Over Term of the New Agreement**

**Line 21 – Dollar Increase Over Life of Contract:** Add up amounts listed on Line 20.

**Line 22 – Percentage Increase Over Life of Contract:** Divide the dollar amount listed on Line 21 by the Total Salary Base listed on Line 14.

**Line 23 – Average Percentage Increase Per Year:** Divide the percentage increase listed on Line 22 by the number of years covered by the new contract.

#### **SECTION VI: Increased Cost of Other Economic Items Outside Base Salary**

**Line 24:** List other economic items in the contract that were not included in the base salary calculation in Section III. List the cost of each item in the Base Year column. In the appropriate column for each year of the contract, enter any *increased* cost. (Note: Medical insurance costs should not be included here. They will be addressed in Section VII, below.)

**Line 25:** 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 contract.

#### **SECTION VII: Medical Costs**

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

**Line 26:** Enter the total cost of health insurance for bargaining unit members.

**Line 27:** Enter the total cost of prescription insurance for bargaining unit members. (If prescription coverage is provided as part of the health plan, enter "N/A" on this line.)

**Line 28:** Enter the total cost of dental insurance for bargaining unit members.

**Line 29:** Enter the total cost of vision insurance for bargaining unit members.

**Line 30:** Take the sum of the costs listed on Lines 26 to 29 to obtain the total cost of insurance benefits.

**Line 31:** 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 32:** Enter the contributions made by employees as a Percent of Total Insurance Cost by dividing line 31 by line 30.

**Line 33:** In the box provided, identify any insurance changes that were negotiated or awarded: e.g., change in carrier, change in plans, change in benefits levels, co-pays, deductibles, employee contributions, etc.

### **SECTION VIII: Certification and Signature**

**Line 34:** Print the name of the individual completing the form, along with the individual's title, signature and date.

**Email the following documents to:** [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

- The completed, signed Summary Form
- An electronic copy of the contract.