



**STATE OF NEW JERSEY  
PUBLIC EMPLOYMENT RELATIONS COMMISSION  
PO Box 429  
TRENTON, NEW JERSEY 08625-0429**

**For Courier Delivery  
495 West State St.  
Trenton, NJ 08618**

**CLARIFICATION OF UNIT PETITION**

<p style="text-align: center;"><b>Complete Sections 1 through 4. Please type or clearly print. See instructions on back.</b></p>	<p><b><u>DO NOT WRITE IN THIS SPACE</u></b></p>
<p><b>PETITION FILED BY (CHECK ONE):      EMPLOYER      ORGANIZATION</b></p>	<p><b>DOCKET NO.</b></p>
	<p><b>DATE FILED:</b></p>

**1. PUBLIC EMPLOYER**

Full Name of Employing Entity:			County:
Name and Title of Representative to Contact:	Address (Number, Street, City, State, Zip):	Email Address:	Telephone No.
Attorney/Consultant Representing Employer (if any):	Address (Number, Street, City, State, Zip):	Email Address:	Telephone No.

**2. MAJORITY ORGANIZATION AND UNIT**

Is more than one majority organization or collective negotiations unit implicated by the petition?    No    Yes    If yes, attach additional sheets for each implicated organization and unit with the information requested by this petition (e.g., contact information, certification and collective negotiations agreement information, unit description, etc.).

Full Name of Organization:			
Name and Title of Representative to Contact:	Address (Number, Street, City, State, Zip):	Email Address:	Telephone No.
Attorney/Consultant Representing Organization (if any):	Address (Number, Street, City, State, Zip):	Email Address:	Telephone No.

Original Certification or Recognition of Unit (If Known):    Most Recent Collective Negotiations Agreement (Enclose a Copy with Petition):    Enclosed?    No    Yes

Date: \_\_\_\_\_ Docket No. \_\_\_\_\_    Start Date: \_\_\_\_\_ Expiration: \_\_\_\_\_ If Not Enclosed, Why?: \_\_\_\_\_

Description of the Collective Negotiations Unit:

Included: \_\_\_\_\_ Provide the estimated number of employees included in the negotiations unit:

Excluded: \_\_\_\_\_

**3. PROPOSED CLARIFICATION**

Is the status of more than one employee sought to be clarified?    No    Yes. If yes, provide the number of employees whose status is sought to be clarified:  
Attach additional sheets with the information requested below (if known) for each employee. If you do not know the names/numbers of employees to be clarified, explain why:

State the title and name of the employee whose status is sought to be clarified, the dates when the title was created and when the employee was given the title, the name of the person who previously held the title or performed the relevant similar duties, and the title and name of the employee's supervisor:

State whether you are seeking clarification that the employee is included or excluded from the above unit, and provide your reasons and bases for the proposed clarification, the relevant duties, and the dates those duties started:

If seeking inclusion on the basis of the performance of negotiations unit work, provide a definition of the negotiations unit work of the unit, describe the work the employee performs that is alleged to be negotiations unit work, explain why that work is negotiations unit work, and provide documents in support, such as job descriptions, job postings, work samples, surveys, questionnaires, organization charts, collective negotiations agreements, etc.:

**4. CERTIFICATION**

**Name of Petitioner:** \_\_\_\_\_

I declare that I have read the above petition and that the information is true to the best of my knowledge and belief.

**By** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature of Authorized Representative) (Title)

**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 an exclusive representative (majority organization) or a public employer 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. If more than one majority organization or collective negotiations unit is implicated by the petition (e.g., if you are seeking to exclude an employee currently in one unit and include that employee in another unit), attach an additional sheet for each implicated majority organization and collective negotiations unit, providing the information requested by the petition (e.g., contact information, certification and collective negotiations agreement information, unit description, etc.). If the status of more than one employee is sought to be clarified, attach an additional sheet and provide the information requested by the petition for each employee.
3. List and explain fully the reasons for the proposed clarification. Failure to explain the reasons in support of this petition may result in delayed processing or dismissal of the petition. Reasons (supported by full explanations) may include:
  - i) Changed circumstances
  - ii) New position or title
  - iii) New negotiations unit
  - iv) New operation or facility
  - v) Statutory exclusions
  - vi) Performance of negotiations unit work
  - vii) Any other reasons why you believe this petition is appropriate
4. Sign and date the petition. Use a new signature and date for any amended petitions.
5. Submit the petition to:

**For Electronic Mail:**            **mail@perc.state.nj.us**

**For Fax:**                            **609-777-0089**

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

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