



**STATE OF NEW JERSEY
PUBLIC EMPLOYMENT RELATIONS COMMISSION**

PO Box 429
TRENTON, NEW JERSEY 08625-0429

www.state.nj.us/perc

ADMINISTRATION/LEGAL
(609) 292-9830
CONCILIATION/ARBITRATION
(609) 292-9898
UNFAIR PRACTICE/REPRESENTATION
(609) 292-6780

For Courier Delivery
495 WEST STATE STREET
TRENTON, NEW JERSEY 08618
FAX: (609) 777-0089
EMAIL: mail@perc.state.nj.us

Notice to Public Employers - Public Sector Contracts

N.J.S.A. 34:13A-8.2 provides that "public employers shall file with the commission a copy of any contracts negotiated with public employee representatives following consummation of negotiations." This requirement applies to all public sector employers.

An electronic, **signed and dated** copy, complete with **certification**, along with a word processing version (Word, WordPerfect, etc) of all past and current contracts for each bargaining unit not listed on PERC's website must be e-mailed to contracts@perc.state.nj.us. Please refer to our website to review the contracts on file for your jurisdiction.

A listing, by employer, of available contracts for each bargaining unit is available on the PERC website Reference Page under [Contracts by Unit](#).

Should no electronic version be available, a single sided, 8 ½ by 11 copy may be mailed to the agency PO Box. Contracts will **NOT** be accepted in booklet form. All contracts will be entered into our database and made available to the public through the Reference page of the Commission's web site, www.nj.gov/perc.

Additionally, N.J.S.A. 34:13A-16.8(d)(2), effective January 1, 2011 requires all public employers to provide copies of completed contracts from all bargaining units within the employer's jurisdiction. The law also requires a **summary of all costs and their impact** associated with the negotiated agreement for all bargaining units.

N.J.S.A. 34:13A-16.8(d)(2) provides that,

"...PERC is required to post on its website **all collective negotiations agreements** and interest arbitration awards entered or awarded after the date of enactment including a summary of contract or arbitration award terms in a standard format developed by the Public Employment Relations Commission to facilitate comparisons. All collective negotiations agreements shall be submitted to PERC within 15 days of contract execution."

New Jersey Is An Equal Opportunity Employer

There are separate forms for "police & fire" and "non-police & non-fire" public sector collective bargaining agreements, i.e. state, county, municipal and education employees.

The [non-police & non fire units' summary form](#) highlights the negotiated costs associated with each unit, the costs for the new agreement and the estimated impact of the negotiated settlement.

The [summary form for police and fire](#) outlines the difference between economic and non-economic items reported in the previous agreement, details the increased items included in the newly negotiated agreement and the impact of those changes, pursuant to [N.J.S.A. 34:13A-16.8\(d\)\(2\)](#).

A summary form must be completed (and e-mailed to contracts@perc.state.nj.us.) for any contract that begins on or after January 1, 2010 and settled, entered into or awarded after January 1, 2011. This request applies regardless if PERC has already received the contract.

[Directions and sample forms](#) are provided to assist in the completion of the requested summary forms. Please complete the **summary form and certification**, then submit an electronic, signed and dated copy of the form and certification along with a word processing version (Word, WordPerfect, etc) of all past and current contracts for each bargaining unit.

Thank you for your compliance with this statutory requirement. If you have any question regarding this letter or your obligation, please contact PERC at (609) 292-9898.