

**COLLECTIVE BARGAINING AGREEMENT SUMMARY FORM**

**POLICE & FIRE**

**Instructions for Collective Bargaining Summary**

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, legislation, effective January 1, 2011, requires the public employers also provide “a summary of all costs and the impact associated with the agreement.” N.J.S.A. 34:13A-16.8(d)(2)

As noted in the attached letter, N.J.S.A. 34:13A-16.8(d) (2), in part, 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 and the sample form and instructions provide assistance compiling the information for electronic submission. The directions are user friendly and line specific.

Please review and complete the attached form and send electronically to [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us) .

Please fill in each line or section applicable to your agreement. Leave sections or lines **blank** if they do not apply to the terms of your agreement.

**Section I: Agreement Details**

**Line 1.** Please enter the name of the public employer by entering the name of the entity as it appears in the collective bargaining agreement. i.e., “City of Newark” or “City of Trenton”.

**Line 2:** Indicate the County in which the locale is included, if applicable.

**Line 3.:** Enter the name of the “Employee Organization” as it appears in the collective bargaining agreement.

**Line 4:** The “Base Year Contract Term” is the term of the expiring agreement. i.e., January 1, 2010 through December 31, 2011.

**Line 5:** “New Contract Term” is the time period for the new agreement which is the subject of this summary. i.e., January 1, 2012 through December 31, 2015

**Line 6:** “Type of Settlement” – please check the box indicating the appropriate process for completing the negotiations.

**Arbitrator’s Award:** a third party assigned arbitrator conducted hearings and issued an award; (also check this box if the matter was appealed )

**Fact-Finder’s Recommendation:** a third party neutral issued a “recommendation” subsequent to not settling at mediation and not filing a Petition to Initiate Compulsory Interest Arbitration; or

**Voluntary Settlement:** the parties settled the dispute with or without the assistance of a neutral.

**Section II: Statutory Definition of Base Salary:**

This section defines the “base salary” pursuant to legislation. The “base year” is the last year of the previous agreement and the “base salary” for that year is “as agreed to by the parties.”

**Section III: Economic:** Terms used in this section are defined as follows:

**Column A:** “Base Salary” from the previous year as agreed to by the parties. All costs in Column A are “inside the base salary” and are considered “economic.” They identify salary, increment and longevity **from the previous year.**

**Column B:** “Non salary economic” – costs outside the base.\*

**Column C:** “New base salary” for the first year of the new agreement. These costs are “economic” and identify the costs associated with salary, increment and longevity, **as increased by the settlement or award.**

**Column D:** “Non salary economic” – costs outside the base.\*

*\*The “non-salary economic” costs are not applicable for this part of the calculation.*

**Base Year – Total Costs: Section III:** Please enter the appropriate amounts in the coordinating columns.

**Column A, Line 1: Salary –** “Base salary” as agreed to by the parties from the previous year.

**Column A, Line 2: Increment –** “Increment” is the cost of movement between steps.

**Column A, Line 3: Longevity –** “Longevity” is payment for length of service.

**New Base Year – Total Costs: Section III:**

The “New Base Salary” is the base *after* the increase and upon which the succeeding years will be increased. These costs are “economic.”

**Column C, Line 1: Salary –** “New Base Year” salary” as increased by the agreement or award.

**Column C, Line 2: Increment –** “Increment” is the cost of movement between steps.

**Column C, Line 3: Longevity –** “Longevity” is payment for length of service.

**Section IV: Additional Costs:** The items listed in this section define the costs included in the base salary (Columns A & C), i.e. “economic,” and those items excluded from base salary which are “non salary economic” items. (Columns B & D).” The non -salary economic items may not be part of the base salary, however, they are still costs to the employer. Please indicate if these costs were increased in the new agreement in your final calculation.

Please list each item in the “item description” section and enter the associated cost for each item in the appropriate column indicating if the cost is from the previous agreement and economic (Column A); non-salary economic, previous agreement (Column B); new base year, economic (Column C); or new base year, non-salary economic (Column D). (Examples are provided on the demonstration page)

**Section V: Totals:**

Enter the totals from Columns A thru D and place the appropriate total in the respective section.

**Section VI: New Agreement Analysis**

**Line 1:** The “total economic base year” is the total entered on Section V, Column A. This total is the foundation year base salary upon which all increases will be calculated.

**Line 2:** Enter the “effective dates” of the new agreement for each year of the agreement.

**Line 3:** Enter the agreed upon “percentage increase” for each year of the new Agreement. If the increase was not a percent but a “flat dollar” increase, enter that amount.

**Line 4:** “Actual Dollar Increase” is the value of the total increase, in dollars, for the entire unit. Enter this number for each year of the new agreement.

**Line 5:** “Total Economic Cost” is the actual cost of the increase and the new base associated with each year of the new agreement. These values are based on the increase to the base year and reflect the cost of the base salary, as agreed upon by the parties, for each year of the new agreement.

**Section VII: Impact of Settlement:**

This section highlights the average annual increase over the term of the agreement.

**Line 1:** To calculate the “*average*” over the term of the agreement, add the total percentage increase, (section VI, line 3) and divide by the total number of years in the agreement, (section VI, line 2). The result of that calculation is the average percentage increase over the term of the agreement.

**Line 2:** To calculate the “*dollar impact*” of the settlement, add the total “actual dollar increases” (section VI, line 4) for each year of the agreement and divide that number by the total number of years in the agreement (section VI, line 2). The result of that calculation is the average dollar impact over the term of the agreement.

**Section VIII: Medical Costs:**

This section illustrates the costs associated with health insurance plans and will vary per employer, however, all public sector employers and employees are subject to the provisions of Chapter 78, P.L. 2011.

**Section IX: Signature:**

Please indicate the preparer’s name by printing it on Line 1; indicate the title for that individual; enter the completion date; and click on the “signature line,” to digitally enter the preparer’s signature on Line 2. E-mail the digitally signed completed document to [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us).

**POLICE AND FIRE**  
**COLLECTIVE BARGAINING AGREEMENT SUMMARY FORM**

**Section I: Agreement Details**

Public Employer: \_\_\_\_\_ County: \_\_\_\_\_  
 Employee Organization \_\_\_\_\_ Employees in Unit: \_\_\_\_\_  
 Base Year Contract Term: \_\_\_\_\_ New Contract Term \_\_\_\_\_  
 Type of Settlement: Arbitrator's Award Fact-Finder Recommendation Voluntary Settlement

**Section II: Statutory Definition of Base Salary**

N.J.S.A. 34:13A-16.7(a): Base salary is the salary provided pursuant to a salary guide or table and any amount provided pursuant to a salary increment, including any amount provided for longevity or length of service. It shall also include any other item agreed to by the parties, or any other item that was included in the base salary as understood by the parties in the prior contract. Base salary shall not include non-salary economic issues, pension, and health and medical insurance costs.

	Base Year - Total Costs <i>(Last Year of Previous agreement)</i>		New Base Year - Total Costs <i>(First Year of Successor agreement)</i>	
	Column A	Column B	Column C	Column D
	Economic Inside Base Salary	Non-salary Economic Outside Base Salary	Economic Inside Base Salary	Non-salary Economic Outside Base Salary
<b>Section III: Economic - Costs inside base salary</b>				
Salary .....				
Increment .....		N/A		N/A
Longevity .....				
<b>Section IV: Additional Costs</b> List economic Items: indicate either inside or outside base salary as agreed to between the parties.				
Item Description				
Item 1 .....				
Item 2 .....				
Item 3 .....				
Item 4 .....				
Item 5 .....				
Item 6 .....				
Item 7 .....				
Item 8 .....				
Item 9 .....				
Any additional items list on separate sheet Additional Items				
<b>Section V: Totals - Sum of costs in each column</b>				
	(Total Economic) Section III & IV	(Total Non-salary Economic)	(Total Economic) Section III & IV	(Total Non-salary Economic)

**Section VI: Analysis of new successor agreement**

**NEW AGREEMENT ANALYSIS**

Total Economic Base Year(previous agreement) \_\_\_\_\_  
 Effective Date (m/d/yyyy) \_\_\_\_\_  
 Percent Increase .....

Actual dollar increase .....	_____	_____	_____	_____	_____	_____
Total Economic Costs (successor agreement) .....	_____	_____	_____	_____	_____	_____

**Section VII: Impact of Settlement - average annual increase over term of agreement**

Percentage Impact (average per year over term of agreement) \_\_\_\_\_  
 Dollar Impact (average per year over term of agreement) \_\_\_\_\_

Contributions based on plan costs and pursuant to Chapter 78

**Section VIII**

<u>Medical Costs</u>	Base Year	Year 1				
Cost of Health Plan .....	_____	_____	_____	_____	_____	_____
Employee Contributions .....	_____	_____	_____	_____	_____	_____
Prescription .....	_____	_____	_____	_____	_____	_____
Dental .....	_____	_____	_____	_____	_____	_____
Vision .....	_____	_____	_____	_____	_____	_____

*The undersigned certifies that the foregoing figures are true and is aware that if any of the foregoing items are false, s/he is subject to punishment.*

**Section IX**

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_  
 \_\_\_\_\_ Print Name \_\_\_\_\_  
 \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_