

**INSTRUCTIONS FOR FILING
A REPRESENTATION PETITION**

WHAT TO FILE

A petition for certification may be filed by a public employer, public employee, or group of public employees; or any individual or employee organization acting on behalf of public employees.

Petition for Certification

(RO) If you desire to represent a group of employees in a unit you believe to be appropriate, file a petition for certification to become the majority representative of the negotiations unit you describe in the petition. See N.J.A.C. 19:11-1.1.

Certification by Election: If you are seeking an election to determine the majority representative, submit an original showing of interest (no photocopies) signed by at least thirty percent (30%) of the employees in the negotiations unit you seek to represent. An acceptable showing of interest is:

- (a) Cards or petition(s) authorizing the petitioner to represent these employees for collective negotiations. (Normally, a showing of interest must be signed and dated within six (6) months of the filing of the petition),
- or -
- (b) Current dues records.

Certification by Card Check: If you are the only employee organization seeking to represent the employees in the unit, and you desire to be certified without an election, you may request certification by card check by submitting authorization cards from a majority of the unit employees that are signed and dated within six (6) months of the filing of the petition.

Beginning September 1, 2008, authorization cards submitted in support of a card check certification must set forth the precise name of the employee organization the petitioner wishes to be certified as the majority representative. The employee organization specified on the authorization cards must match the name of the petitioner listed on the petition - and not merely the parent state-wide, national or international labor organization. Authorization cards not complying with this requirement will not be counted.

(RE) If you represent a public employer, file a petition for certification when one or more employee organizations or groups of employees claim to represent your employees and you have a good faith doubt concerning the majority status of the representative of the employees described in this petition. See N.J.A.C. 19:11-1.1. Submit objective evidence of the basis for your good faith doubt.

Petition for Decertification

(RD) If you represent individual employees, you may file a petition for decertification of majority representative. You must provide a statement that the current representative no longer represents the majority of employees in the negotiations unit you describe in this petition.

Submit an original showing of interest (no photocopies) signed by at least 30% of the employees in the current unit. Normally, this showing of interest must be signed and dated by employees within six (6) months of filing the petition. The showing of interest shall state that these employees no longer desire to be represented for the purpose of collective negotiations by the current majority representative or by any employee representative.

WHEN TO FILE

A timely representation petition may only be filed during certain periods. See N.J.A.C. 19:11-2.8.

A petition is filed only when the Director of Representation receives a completed, signed petition accompanied by a valid showing of interest.

HOW TO FILE

1. Type or clearly print all requested information.
2. If you need more space to complete any item, attach additional sheets and number them accordingly.
3. Fill in all sections 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". Failure to provide all information required by N.J.A.C. 19:11-1.1 et seq. may delay processing of the petition.
4. Sign the petition. Submit the original and four (4) copies of the petition and the appropriate showing of interest to:

For Regular Mail:

**Director of Representation
Public Employment Relations Commission
PO Box 429
Trenton, NJ 08625-0429**

For Courier Delivery:

**495 West State Street
Trenton, New Jersey 08618**