Ohio State Employment Relations Board
Research and Training Section
65 East State Street, 12th Floor
Columbus, Ohio 43215

Any questions concerning this report are to be
directed to Tammy Johnson (614) 466-1126
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Submission of Collective Bargaining Agreement and Contract Data Summary Sheet Instructions

Rule 4117-9-07 of the Ohio Administrative Code mandates that a signed copy of the collective bargaining agreement (CBA) be filed with SERB by the employer. All wage information must be submitted with the agreement. Any amendments or renegotiation of wage rates or contract terms must also be filed within 30 days of execution. This requirements applies to any contract, memorandum of understanding, extension, amendment, modification, reopener, settlement, or other addendum entered into by the parties.

The Contract Data Summary Sheet must also be filed with the State Employment Relations Board, Research and Training Section within 30 days of execution of the contract (see Administrative Code Rule 4117-09-07). Please email the completed Contract Data Summary Sheet and Collective Bargaining Agreement to research@serb.state.oh.us or mail to the above address. When emailing please include the case number and the name of the employer and union in the email subject line. If you prefer to fax, please fax to the following number: (614) 728-8018.

Instructions:

After the Collective Bargaining Agreement has been signed by both parties, the Contract Data Summary Sheet on the following page <u>must</u> be filled out by the employer and submitted to SERB with the signed Collective Bargaining Agreement within 30 days of execution of the Contract. The Contract Data Summary Sheet is a brief document that compiles specific provisions found within the Collective Bargaining Agreement. The submitted data on the summary sheet will be reviewed and transferred into the SERB Clearinghouse database.

When filling out the Contract Data Summary Sheet, only fill in the provisions that apply to the specific Collective Bargaining Agreement you are filing with SERB. If you need additional information about the provision, place your cursor over the first word of the provision and a box will appear with a complete explanation of the provision. If you have any questions please call the SERB Research and Training Section (614-466-1126) and we will walk you through the process.

Example of Contract Data Summary Sheet with cursor hovering over Rank Differential for the definition