

Use this template if there is a tentative agreement. Complete items in red.



[Name of Employer or Association] | [Name of union]  
[YEAR] CONTRACT NEGOTIATIONS

TENTATIVE AGREEMENT  
[date]

[Name of Association or Employer] and [Name of Union] have reached a tentative agreement on the terms for a new collective bargaining agreement as follows.

*The Union's bargaining team has agreed to unanimously favorably recommend this Tentative Agreement for ratification by the union membership.*

1. *Duration.* The contract effective dates shall be [date] through [date].
2. [Language describing wage increases or total package increases, including the effective dates.]  
[Include language stating that the first-year increase is retroactive only if the contract is ratified, and the Union provides notice of the ratification, by the deadline, if applicable.]
3. [Insert all other terms, presumably using multiple paragraphs, and preferably in redline format.]

All other provisions in the [effective date] through [expiration date] contract shall remain the same.

**[Use if the negotiations went past expiration]**

**Note**—Although the parties have agreed that the effective date shall be [date], so that the old contract and the new contract run continuously (with no hiatus), the parties hereby agree that the agreed-upon substantive changes do not become effective until after ratification. The only exception is the [describe wage increase | total package increase], which shall be effective the first day of the first full pay period commencing after [date] (for those individuals who are eligible), as set forth in paragraph 2 above. No employee who separated from employment prior to the ratification date shall receive any form of retro pay.

*The Union's bargaining team agrees to unanimously favorably recommend this Tentative Agreement for ratification by the union membership.*

[Name of Association or Employer]

[Name of Union]

\_\_\_\_\_  
Signature Date

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Signature Date

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