

BOROUGH OF LONGPORT

Atlantic County – New Jersey

Resolution 2016- 48

Amendment of Longport Personnel Policy and Procedures Manual

Whereas, the Borough of Longport adopted a **Personnel Policies and Procedural Manual and Employee Handbook**, hereinafter referred to as Manual and Handbook, on October 6, 2004: and

Whereas, said Manual and Handbook was revised on July 9, 2014, by Resolution 2014-84, which incorporated certain recommendations made by the Municipal Joint Insurance Fund; and

Whereas, said Manual and Handbook was revised on April 5, 2010, by Resolution 2010-30 pertaining to the use of email and text messaging; and

Whereas, the Borough of Longport is working towards certification in the Sustainable Jersey Program, and actions in the program recommend the implementation of an Employee Green Office Policy; and

Now, Therefore, Be It Resolved by the Longport Board of Commissioners that said Manual and Handbook is hereby modified to add a new subsection to Section Two of the Longport Employee Handbook and title it **Employee Green Office Policy**, with said policy attached; and

Be It Further Resolved that the modifications in said policy be effectively immediately.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	xx				xx	
LEEDS	xx					
LAWLER	xx					xx

X-Indicates Vote NV-Not Voting AB-Absent MOT-Motion SEC-Second

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF ADOPTION: 4-20-2016

Emilia R. Strawder/RMC

Borough of Longport Employee Green Office Policy Effective May 2016

The generation and combustion of fuel sources release greenhouse gases that contribute to global climate change and air pollution. Reducing energy consumption not only provides for more resilient and healthy communities but also saves money. In typical office buildings like municipal complexes, where energy expenditures account for approximately 19% of total costs, conscientious employees can conserve energy and natural resources in their everyday operations by implementing environmentally-responsible and cost-saving behaviors.

Office buildings use an average of 17 kilowatt-hours (kWh) of electricity and 32 cubic feet of natural gas per square foot annually.² Office equipment can comprise up to 40% the electricity consumption in large office buildings.³

Did you know that:

- Computers that are used during an 8 hour workday and turned off overnight consume up to 75% less energy than computers left on 24 hours per day.⁴
- Using inkjet printers instead of laser printers can save approximately 18.3 kW/year of electricity.⁵
- Adjusting thermostats 3 degrees lower in winter and 3 degrees higher in summer can provide a 3% reduction in energy usage.⁶
- Turning off lights overnight and when not in use can save 60,000 kWh of electricity annually, depending on the size of the building.⁷

Steps for conserving resources and reducing costs:

1. Computers:

- Turn off computers when not in use, including overnight.
- Set each workstation to automatically power down after five minutes of inactivity. (In control panel settings, change the display related to the screensaver power options to initiate sleep mode after 5 minutes. Moving the mouse will automatically revive the computer.)

2. **Printers and Copiers:**

- Print as little as possible and try to minimize the use of hard copy documents. When possible, distribute information in electronic formats. If practical, please review documents on screen instead of printed drafts. Save important emails and documents as digital files instead of hard copies.
- Please turn off printers and copiers when not in use.
- Print in black and white instead of color.
- Use inkjet instead of laser printers to save energy.⁸
- When applicable please print and copy double-sided. Set printers and copier defaults to duplex settings.
- Reuse paper with one side of print as scrap paper before recycling.

Lighting:

- Keep lights off whenever a room is not in use.
- For evenings and weekends, turn off all lights when you leave the building at the end of the work day.

Heating/Cooling:

- Set thermostats to be several degrees warmer in the summer and several degrees cooler in the winter.
- Adjust thermostats to minimize heating and cooling while buildings are not in use over evenings, weekends, and holidays.
- Install an automatic thermostat to regulate temperature based on time of day and schedule of occupancy.

Sources:

- ¹ E Source. Accessed 11/2/09
<http://www.esource.com/escrc/0013000000DDMedAAH-0/BEA1/CEA/CEA-03>
- ² E Source. Accessed 11/2/09
<http://www.esource.com/escrc/0013000000DDMedAAH-0/BEA1/CEA/CEA-03>

- ³ APS. Accessed 11/2/09
http://www.aps.com/main/_files/services/BusWaysToSave/OfficeEquipment.pdf
- ⁴ APS. Accessed 11/2/09
http://www.aps.com/main/_files/services/BusWaysToSave/OfficeEquipment.pdf
- ⁵ Assuming the Inkjets save $88\text{w/hour} \times 1\text{hour}/3600\text{ seconds} \times \text{average } 30\text{ seconds per job} \times 100\text{ print jobs/day} \times 250\text{ work days/year} \times (1\text{kw}/1000\text{w}) = 18.333\text{kW/year}$.
- University of Colorado Environmental Center. Accessed 11/2/09
http://ecenter.colorado.edu/energy/projects/green_computing.html
- ⁶ US DOE. Accessed 11/2/09
http://www.energysavers.gov/your_home/space_heating_cooling/index.cfm/mytopic=12720
- Assuming that the local government already adjusts the thermostat for hours in which the building is not occupied, the calculation of energy savings is based on altering the thermostat by 3 degrees during an 8 hour work day in which the building is occupied for 8 hours.
- ⁷ Assuming that an average building is 10,000 square feet and that lighting consumes 1.5 watts per square foot of floor space, turning off lights overnight will produce electricity savings based on the following equation: Building square footage (10,000sq ft) X 1.5 watts X 16 hours overnight savings X 250 work days/year = 60K kWh/year.
- APS. Accessed 11/2/09
http://www.aps.com/main/_files/services/BusWaysToSave/OfficeEquipment.pdf
- ⁸ APS. Accessed 11/2/09