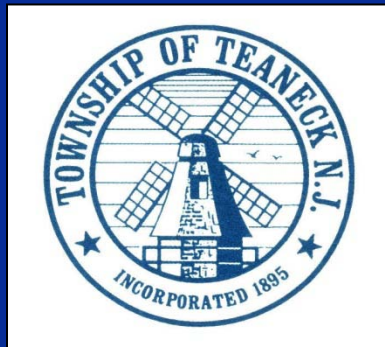


Four Day Work Week Subcommittee Review June 28, 2010



William Broughton
Township Manager

Purpose

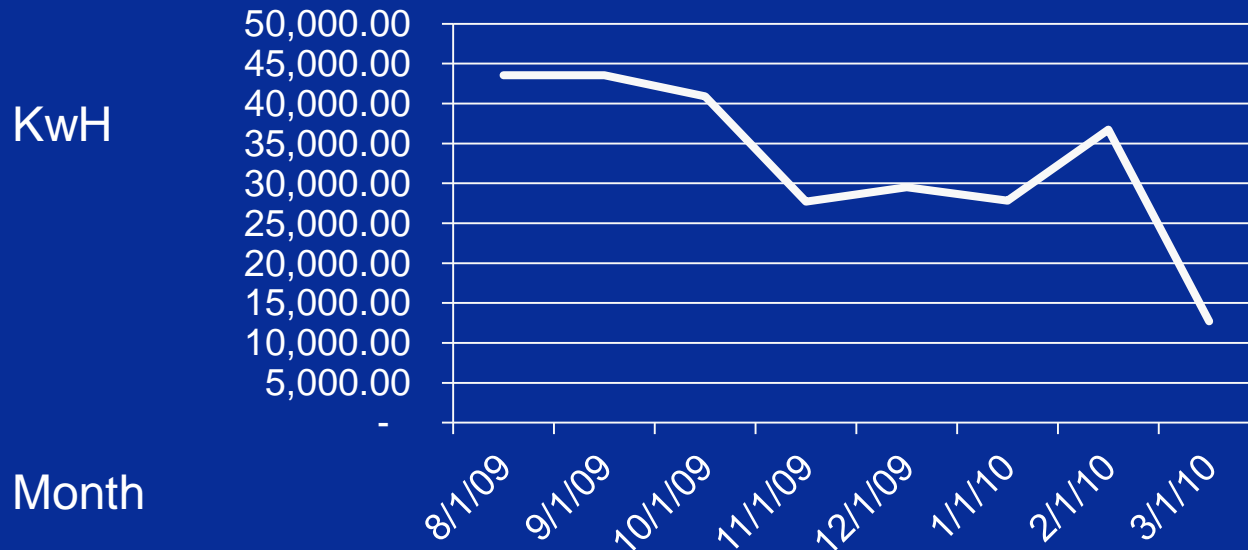
- Township of Teaneck is committed to becoming a Sustainable Community through energy conservation
- Excellence in customer service
- Making Teaneck a great place to work and live

Program Measurements

- Utility Bills (Gas & Electric)
- Customer Surveys
- Employee Surveys
- Workload Surveys
- Employee Benefits
- Sick Time Reduction

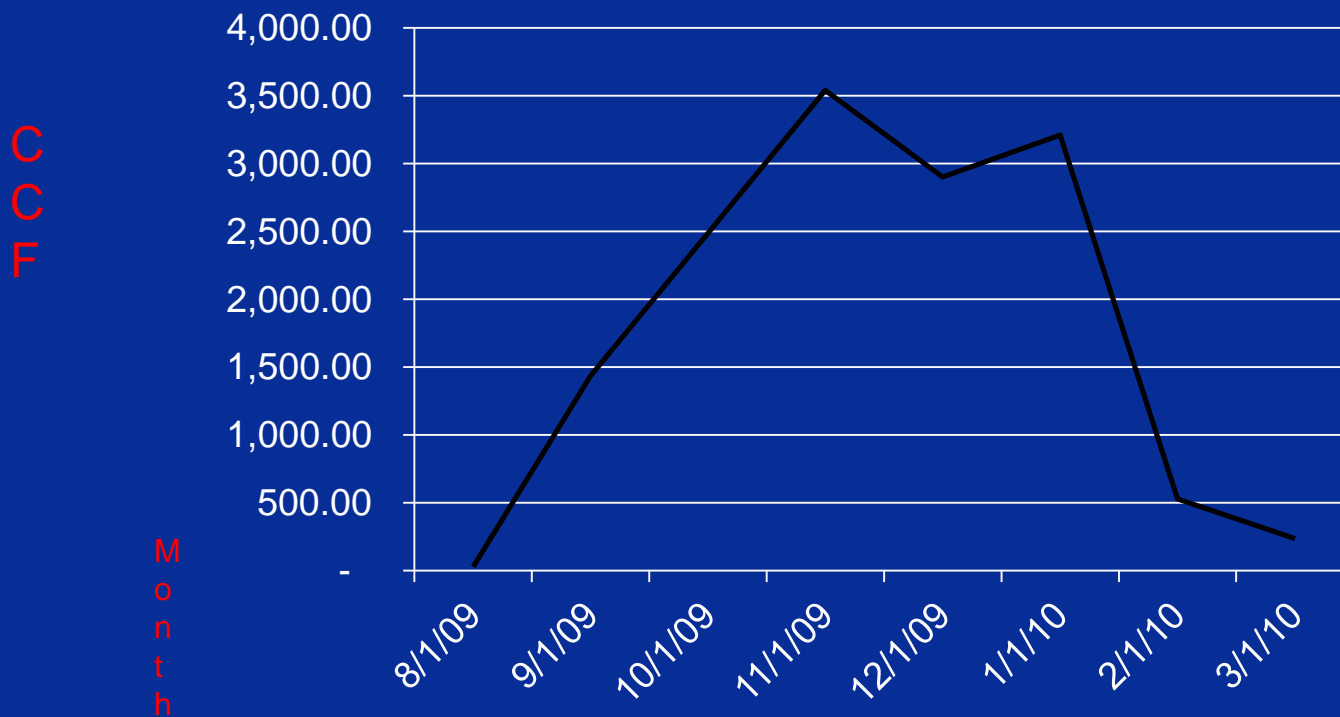
Utility Bills

- Electric Kilowatt Hours (KWH) have decreased or remained the same for 5 out of 7 months since implementing a four day work week



Utility Bills (Continued)

- Gas usage (CCF) decreased 4 out of 5 months after November 2009



Customer Surveys

- 70 % of respondents visit the Municipal Building on Tuesdays
- 18 % of respondents visit the Municipal Building more than once a week
- 43 % of respondents visit the Municipal Building twice a year or less
- 91 % of respondents feel the expanded hours are more convenient
- No customer responded that they visit the Municipal Building after Wednesday
- 100 % of respondents felt it was important to conserve energy to reduce such costs

Employee Surveys

- 86 % of employees surveyed want to remain on a Four Day Work Week
- Employees would like to see the program expanded to other departments in the Township

Workload Surveys

- The Building Department between May and June 2010 averaged 12 phone calls and 10 office visits per week before 8:30 AM. After 4:30 PM, they averaged 8 calls and 10 office visits per week
- The Clerk's Office between May and June 2010 averaged 30 phone calls and 15 office visits per week before 8:30 AM
- The Clerk's Office for the week of May 10th aided 85 customer calls and assisted 45 residents visiting the office (an average of 21 residents calls and 11 visits per day)

Employee Benefits

- Money saved on personal expenses for work (food, dry cleaning, gasoline)
- More time to spend with their family
- Teaneck Township employees saved 36,504 miles of driving in 10 months of program, consistent with the Township's efforts to become a Sustainable Community

Sick Time Reduction

- 3,115 sick time hours used in 2008
- 2,691 sick time hours used in 2009
- 14 % reduction or 12 weeks of productivity saved

Conclusion

- The 4 Day Work Week has demonstrated an increase in productivity, energy conservation, resident and employee satisfaction
- The Manager's Office recommends we maintain the expanded hours for the enhancement of our Town's commitment to customers and its employees