



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 122 as of 1/19/18

| | Total Employees | Full Time Includes alloc | Part Time Regular Emp | Sub/Temp | Information |
|------------|-----------------|-----------------------------|--------------------------|----------|-------------|
| Head Start | 107 | 94 | 2 | 10 | No change |
| CSBG | 14 | 12 | 2 | 0 | No change |
| Nutrition | 2 | 1 | 1 | 0 | No change |

| Employee Attendance Report | Personal Leave Used | LWOP Used | Total Hours Absent | Information |
|---|------------------------------|--------------|--------------------------------|----------------------|
| Head Start Staff Pay Period 12/11/16 - 12/24/16 Hours worked by Subs <input type="text" value="262.25"/> | 329.50 | 210.50 | 540.00 | Unfilled Positions 3 |
| CSBG Staff | 82.75 | 20.00 | 102.75 | Unfilled Positions 0 |
| Nutrition Staff | 0.00 | 0.00 | 0.00 | Unfilled Positions 0 |
| Number of Employer's Initial Report (DWC-1) Forms filed during this pay period | | | 1 | |
| Resulting in time lost: <input type="text" value="0"/> | Requiring medical attention: | | <input type="text" value="0"/> | |
| Head Start Staff Pay Period Hours worked by Subs <input type="text" value="-"/> | 0.00 | 0.00 | 0.00 | Unfilled Positions 3 |
| CSBG Staff | 0.00 | 0.00 | 0.00 | Unfilled Positions 0 |
| Nutrition Staff | 0.00 | 0.00 | 0.00 | Unfilled Positions 0 |
| Number of Employer's Initial Report (DWC-1) Forms filed during this pay period | | | 0 | |
| Resulting in time lost: <input type="text" value="0"/> | Requiring medical attention: | | <input type="text" value="0"/> | |
| Total Hours Absent Both Pay Periods | 412.25 | 230.50 | | |

| | | | | |
|---------------------------------|-------------|----------|--------|--------------------------------|
| LWOP Savings | \$ 2,996.50 | \$ 13.00 | 230.50 | \$13.00 average hourly rate |
| HS Sub Usage Expense | \$ 2,137.34 | \$ 8.15 | 262.25 | \$8.15 average hourly sub rate |
| Savings for both periods | \$ 859.16 | | | |

Change in Potential Liability with Leave Earned and Used \$ 3,653.65

