



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 124 as of 4/16/18

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	110	97	2	11	No change
CSBG/CEAP	14	12	2	0	1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	407.25	202.25	609.50	Unfilled Positions 3
Pay Period 2/18/18 to 3/3/18				
Hours worked by Subs 304.50				
CSBG/CEAP Staff	29.00	44.25	73.25	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
Head Start Staff	463.50	167.25	630.75	Unfilled Positions 3
Pay Period 3/4/18 to 3/17/18				
Hours worked by Subs 164.50				
CSBG/CEAP Staff	28.75	27.25	56.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
Total Hours Absent Both Pay Periods	928.50	441.00		

LWOP Savings	\$ 5,733.00	\$ 13.00	441.00	\$13.00 average hourly rate
HS Sub Usage Expense	\$ 3,822.35	\$ 8.15	469	\$8.15 average hourly sub rate
Savings for both periods	\$ 1,910.65			

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

