



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 117 as of 8/19/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	103	95	2	6	2 hires, 1 term
CSBG/CEAP	13	11	2	0	No change

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	141.25	8.75	150.00	Unfilled Positions 4
Pay Period 7/21/19 to 8/3/19				
Hours worked by Subs	-			
CSBG/CEAP Staff	231.00	62.00	293.00	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	282.25	28.50	310.75	Unfilled Positions 5
Pay Period 8/4/19 to 8/17/19				
Hours worked by Subs	111.00			
CSBG/CEAP Staff	46.00	71.75	117.75	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
Total Hours Absent Both Pay Periods	700.50	171.00		

LWOP Savings	\$	2,223.00	\$	13.00	171.00	\$13.00 average hourly rate
HS Sub Usage Expense	\$	904.65	\$	8.15	111	\$8.15 average hourly sub rate
Savings for both periods	\$	1,318.35				

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

