



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 119 as of 7/17/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	98	89	2	7	2 terms
CSBG/CEAP	20	18	2	0	2 hires

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	17.50	4.00	21.50	Unfilled Positions 5
Pay Period 6/21/2020 to 7/4/2020				
Hours worked by Subs	-			
CSBG/CEAP Staff	119.00	0.07	119.07	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	63.25	9.25	72.50	Unfilled Positions 5
Pay Period				
Hours worked by Subs	-			
CSBG/CEAP Staff	83.25	18.77	102.02	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	283.00	32.09		

LWOP Savings	\$	417.17	\$	13.00	32.09	\$13.13 average hourly rate
HS Sub Usage Expense	\$	-	\$	8.15	0	\$8.00 average hourly sub rate
Savings for both periods	\$	417.17				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65