



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 4/12/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	91	0	6	1Term, 1 New Hire
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	189.00	172.25	361.25	Unfilled Positions 1
Pay Period 2/14/21 to 2/27/21				
Hours worked by Subs 153.75				
CSBG/CEAP Staff	40.00	83.25	123.25	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
Head Start Staff	405.75	187.75	593.50	Unfilled Positions 1
Pay Period 2/28/21 to 3/13/21				
Hours worked by Subs 226.00				
CSBG/CEAP Staff	55.75	103.50	159.25	Unfilled Positions 1
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	690.50	546.75		

LWOP Savings	\$	7,107.75	\$	13.00	546.75	\$13.13 average hourly rate
HS Sub Usage Expense	\$	3,038.00	\$	8.00	379.75	\$8.00 average hourly sub rate
Savings for both periods	\$	4,069.75				

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