



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 120 as of 1/10/19

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	107	97	1	9	
CSBG/CEAP	13	12	1	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	295.75	299.00	594.75	Unfilled Positions 3
Pay Period 10/14/18 to 10/27/18				
Hours worked by Subs 146.25				
<b>CSBG/CEAP Staff</b>	30.00	110.75	140.75	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Head Start Staff</b>	357.75	256.50	614.25	Unfilled Positions 3
Pay Period 10/28/18 to 11/10/18				
Hours worked by Subs 167.50				
<b>CSBG/CEAP Staff</b>	39.50	26.50	66.00	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		
<b>Total Hours Absent Both Pay Periods</b>	723.00	692.75		

<b>LWOP Savings</b>	\$ 9,005.75	\$ 13.00	692.75	\$13.00 average hourly rate
<b>HS Sub Usage Expense</b>	\$ 2,557.06	\$ 8.15	313.75	\$8.15 average hourly sub rate
<b>Savings for both periods</b>	\$ 6,448.69			

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

