



# 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	102	94	2	6	1 hire, 4 terms
CSBG/CEAP	13	11	2	0	1 hire

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	45.75	5.00	50.75	Unfilled Positions 4
Pay Period 5/26/19 to 6/8/19				
Hours worked by Subs	-			
<b>CSBG/CEAP Staff</b>	19.25	56.05	75.30	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
<b>Head Start Staff</b>	26.75	16.75	43.50	Unfilled Positions 4
Pay Period 6/9/19 to 6/22/19				
Hours worked by Subs	-			
<b>CSBG/CEAP Staff</b>	228.25	62.00	290.25	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:		
<b>Total Hours Absent Both Pay Periods</b>	320.00	139.80		

LWOP Savings	\$ 1,817.40	\$ 13.00	139.80	\$13.00 average hourly rate
HS Sub Usage Expense	\$ -	\$ 8.15	0	\$8.15 average hourly sub rate
Savings for both periods	\$ 1,817.40			
<b>Change in Potential Liability with Leave Earned and Used</b>	\$ 3,653.65			

