



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 121 as of 2/17/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	103	92	2	9	4 terms
CSBG/CEAP	14	12	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	388.75	196.00	584.75	Unfilled Positions 3
Pay Period 1/19/2020 to 2/1/2020				
Hours worked by Subs 328.25				
CSBG/CEAP Staff	67.75	48.01	115.76	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	498.00	169.25	667.25	Unfilled Positions 5
Pay Period 2/5/2020 to 2/15/2020				
Hours worked by Subs 334.25				
CSBG/CEAP Staff	63.00	98.88	161.88	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	1017.50	512.14		

LWOP Savings	\$	6,657.82	\$	13.00	512.14	\$13.00 average hourly rate
HS Sub Usage Expense	\$	5,399.38	\$	8.15	662.5	\$8.00 average hourly sub rate
Savings for both periods	\$	1,258.45				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65