



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 118 as of 4/14/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	101	90	2	9	
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	390.50	100.00	490.50	Unfilled Positions 3
Pay Period 2/16/2020 to 2/29/2020				
Hours worked by Subs	380.25			
CSBG/CEAP Staff	97.50	88.60	186.10	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	341.75	82.25	424.00	Unfilled Positions 3
Pay Period 2/5/2020 to 2/15/2020				
Hours worked by Subs	199.75			
CSBG/CEAP Staff	108.75	34.70	143.45	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	938.50	305.55		

LWOP Savings	\$	3,972.15	\$	13.00	305.55	\$13.13 average hourly rate
HS Sub Usage Expense	\$	4,727.00	\$	8.15	580	\$8.00 average hourly sub rate
Savings for both periods	\$	(754.85)				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65