



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 111 as of 9/14/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	93	86	0	7	10 terms, 3 hires, 2 transfers in
CSBG/CEAP	18	17	1	0	1 term

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	51.00	19.75	70.75	Unfilled Positions 5
Pay Period 7/19/2020 to 8/1/2020				
Hours worked by Subs 24.00				
CSBG/CEAP Staff	150.50	39.75	190.25	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:		
Head Start Staff	254.25	67.50	321.75	Unfilled Positions 5
Pay Period 8/2/2020 - 8/15/2020				
Hours worked by Subs 181.00				
CSBG/CEAP Staff	119.50	89.00	208.50	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	575.25	216.00		

LWOP Savings	\$ 2,808.00	\$ 13.00	216.00	\$13.13 average hourly rate
HS Sub Usage Expense	\$ 1,670.75	\$ 8.15	205	\$8.00 average hourly sub rate
Savings for both periods	\$ 1,137.25			

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