



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 22 as of 11/10/2020

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	102	92	0	10	2 hires, 3 transfers
CSBG/CEAP	17	15	2	0	2 terms, 1 transfer

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	302.75	150.50	453.25	Unfilled Positions 1
Pay Period 10/25/2020 to 11/7/2020				
Hours worked by Subs 283.00				
CSBG/CEAP Staff	129.00	31.75	160.75	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	313.00	166.00	479.00	Unfilled Positions 0
Pay Period 11/8/2020 to 11/21/2020				
Hours worked by Subs 492.50				
CSBG/CEAP Staff	368.25	119.00	142.50	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:		
Total Hours Absent Both Pay Periods	863.75	371.75		

LWOP Savings	\$	4,832.75	\$	13.00	371.75	\$13.13 average hourly rate
HS Sub Usage Expense	\$	6,320.33	\$	8.15	775.5	\$8.00 average hourly sub rate
Savings for both periods	\$	(1,487.58)				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65