



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 119 as of 1/20/21

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	102	94	0	8	2transfers
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	288.75	158.50	447.25	Unfilled Positions 1
Pay Period 11/22/2020 to 12/5/2020				
Hours worked by Subs 50.75				
<b>CSBG/CEAP Staff</b>	81.00	56.25	137.25	Unfilled Positions 1
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>	464.50	197.75	662.25	Unfilled Positions 0
Pay Period 11/8/2020 to 11/21/2020				
Hours worked by Subs 201.75				
<b>CSBG/CEAP Staff</b>	368.25	77.00	110.25	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>	911.25	445.75		

<b>LWOP Savings</b>	\$	5,794.75	\$	13.00	445.75	\$13.13 average hourly rate
<b>HS Sub Usage Expense</b>	\$	2,020.00	\$	8.00	252.5	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$	3,774.75				

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