



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 5/11/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	91	0	6	1 new hire, 1 term
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Head Start Staff	365.50	113.00	478.50	Unfilled Positions 1
Pay Period 3/14/21 to 3/27/21				
Hours worked by Subs 158.25				
CSBG/CEAP Staff	90.25	9.25	99.50	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	405.75	187.75	593.50	Unfilled Positions 1
Pay Period 3/28/21 to 4/10/21				
Hours worked by Subs 226.00				
CSBG/CEAP Staff	55.75	103.50	159.25	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	917.25	413.50		

LWOP Savings	\$	5,375.50	\$	13.00	413.50	\$13.13 average hourly rate
HS Sub Usage Expense	\$	3,074.00	\$	8.00	384.25	\$8.00 average hourly sub rate
Savings for both periods	\$	2,301.50				

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65