



Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 106 as of 9/13/2021

| | Total Employees | Full Time Includes alloc | Part Time Regular Emp | Sub/Temp | Information |
|------------|-----------------|-----------------------------|--------------------------|----------|---|
| Head Start | 94 | 87 | 0 | 7 | 2 new hires, 3 terms, 1 transfer from FT to sub |
| CSBG/CEAP | 16 | 14 | 2 | 0 | |

| Employee Attendance Report | Personal Leave Used | LWOP Used | Total Hours Absent | Information |
|--|------------------------|---|--------------------|----------------------|
| Head Start Staff Pay Period 7/18/2021 to 7/31/2021 | 71.00 | 80.00 | 151.00 | Unfilled Positions 5 |
| Hours worked by Subs | - | | | |
| CSBG/CEAP Staff | 111.75 | 10.75 | 122.50 | Unfilled Positions 1 |
| Number of Employer's Initial Report (DWC-1) Forms filed during this pay period | | | | |
| Resulting in time lost: <input type="text"/> | | Requiring medical attention: <input type="text"/> | | |
| Head Start Staff Pay Period 8/1/21 to 8/14/21 | 356.25 | 18.75 | 375.00 | Unfilled Positions 5 |
| Hours worked by Subs | 173.00 | | | |
| CSBG/CEAP Staff | 74.25 | 71.25 | 145.50 | Unfilled Positions 1 |
| Number of Employer's Initial Report (DWC-1) Forms filed during this pay period | | | | |
| Resulting in time lost: <input type="text" value="0"/> | | Requiring medical attention: <input type="text"/> | | |
| Total Hours Absent Both Pay Periods | 613.25 | 180.75 | | |

| | | | | |
|--------------------------|-------------|----------|--------|--------------------------------|
| LWOP Savings | \$ 2,349.75 | \$ 13.00 | 180.75 | \$13.13 average hourly rate |
| HS Sub Usage Expense | \$ 1,384.00 | \$ 8.00 | 173 | \$8.00 average hourly sub rate |
| Savings for both periods | \$ 965.75 | | | |

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