



Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 94 as of 03/28/2025

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	76	71	1	4	3 Termination
Early Head Start	4	4	0	0	
CSBG/CEAP	9	9	0	0	0 Terminations
ICP	7	7	0	0	0 Termination

Employee Attendance Report	Personal Leave	LWOP	Total Hours Absent	Information
Pay Period 02/23/2025 - 03/08/2025	Used	Used		
Head Start Staff	339.25	188.50	527.75	Unfilled Positions 0
Hours worked by Subs				
Early Head Start Staff	19.00	0.00	19.00	Unfilled Positions 0
Hours worked by Subs	-			
CSBG/CEAP Staff	21.75	0.00	21.75	Unfilled Positions 0
ICP Staff	30.50	0.00	30.50	Unfilled Positions 0
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost:	0	Requiring medical attention:	0	

Employee Attendance Report	Personal Leave	LWOP	Total Hours Absent	Information
Pay Period 03/09/2025 - 03/22/2025	Used	Used		
Head Start Staff	282.00	137.75	419.75	
Hours worked by Subs	108.5			
Early Head Start Staff	5.75	0.25	6.00	
Hours worked by Subs	-			
CSBG/CEAP Staff	8.00	7.50	15.50	
ICP Staff	14.75	0.00	14.75	
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost:	0	Requiring medical attention:	0	

LWOP Savings	\$	5,106.86	\$	15.29	334.00	14.15 average hourly rate
HS Sub Usage Expense	\$	-	\$	10.00	0	\$10.75 average hourly sub rate
Savings for both periods	\$	5,106.86				
Change in Potential Liability with Leave Earned and Used	\$	3,653.65				