



# Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 92 as of 11/2/2024

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	78	73	1	4	1 Termination
Early Head Start	3	3	0	0	
CSBG/CEAP	10	10	0	0	2 Terminations
ICP	7	7	0	0	1 Termination

Employee Attendance Report	Personal Leave	LWOP	Total Hours Absent	Information
Pay Period 10/6/2024 - 10/19/2024	Used	Used		
Head Start Staff	331.25	156.25	487.50	Unfilled Positions 3
Hours worked by Subs 211.00				
Early Head Start Staff	13.25	24.00	37.25	Unfilled Positions 0
Hours worked by Subs				
CSBG/CEAP Staff	34.75	0.50	35.25	Unfilled Positions 0
ICP Staff	22.50	0.00	22.50	
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 10/20/2024 - 11/2/2024	Used	Used		
Head Start Staff	400.75	96.25	497.00	
Hours worked by Subs 165.25				
Early Head Start Staff	13.75	0.00	13.75	
Hours worked by Subs				
CSBG/CEAP Staff	24.25	0.00	24.25	
ICP Staff	13.75	0.00	13.75	
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	

Resulting in time lost:

Requiring medical attention:

<b>LWOP Savings</b>	\$	4,235.33	\$	15.29	277.00	14.15 average hourly rate
<b>HS Sub Usage Expense</b>	\$	2,110.00	\$	10.00	211	\$10.75 average hourly sub rate
<b>Savings for both periods</b>	\$	2,125.33				
<b>Change in Potential Liability with Leave Earned and Used</b>	\$	3,653.65				