



Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 92 as of 12/2/2024

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

Employee Attendance Report	Personal Leave	LWOP	Total Hours Absent	Information
Pay Period 11/3/2024 - 11/16/2024	Used	Used		
Head Start Staff	308.75	175.50	484.25	Unfilled Positions 2
Hours worked by Subs 185.00				
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 11/17/2024 - 11/30/2024	Used	Used		
Head Start Staff	400.75	96.25	497.00	
Hours worked by Subs				
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: 0		Requiring medical attention:	0	

LWOP Savings	\$ 4,529.66	\$ 15.29	296.25	14.15 average hourly rate
HS Sub Usage Expense	\$ 1,850.00	\$ 10.00	185	\$10.75 average hourly sub rate
Savings for both periods	\$ 2,679.66			

Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65