



# Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 98 as of 12/2/2024

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	78	72	1	5	0 Termination
Early Head Start	5	3	0	0	
CSBG/CEAP	8	10	0	0	0 Terminations
ICP	7	7	0	0	0 Termination

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Pay Period 12/1/2024 - 12/14/2024</b>				
Head Start Staff	318.75	92.75	411.50	Unfilled Positions 3
Hours worked by Subs	-			
Early Head Start Staff	11.00	24.00	35.00	Unfilled Positions 0
Hours worked by Subs	-			
CSBG/CEAP Staff	29.50	0.50	30.00	Unfilled Positions 0
ICP Staff	12.50	0.00	12.50	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 Used	LWOP Used	Total Hours Absent	Information
<b>Pay Period 12/15/2024 - 12/28/2024</b>				
Head Start Staff	101.25	0.00	101.25	
Hours worked by Subs				
Early Head Start Staff	0.00	0.00	0.00	
Hours worked by Subs	-			
CSBG/CEAP Staff	16.00	0.00	16.00	
ICP Staff	0.25	0.00	0.25	
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	\$	1,792.75	\$	15.29	117.25	14.15 average hourly rate
HS Sub Usage Expense	\$	-	\$	10.00	0	\$10.75 average hourly sub rate
Savings for both periods	\$	1,792.75				
Change in Potential Liability with Leave Earned and Used	\$	3,653.65				