



Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 96 as of 01/31/2025

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	76	71	1	4	2 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 Used	LWOP Used	Total Hours Absent	Information
Pay Period 12/29/2024 - 01/11/2025				
Head Start Staff	124.50	45.50	170.00	Unfilled Positions 2
Hours worked by Subs 68.50				
Early Head Start Staff	0.00	0.00	0.00	Unfilled Positions 0
Hours worked by Subs				
CSBG/CEAP Staff	42.00	0.00	42.00	Unfilled Positions 0
ICP Staff	1.25	0.00	1.25	
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Pay Period 01/12/2025 - 01/25/2025				
Head Start Staff	419.25	142.50	561.75	
Hours worked by Subs				
Early Head Start Staff	16.00	8.00	24.00	
Hours worked by Subs -				
CSBG/CEAP Staff	25.00	10.00	35.00	
ICP Staff	10.00	0.00	10.00	
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	\$ 3,149.74	\$ 15.29	206.00	14.15 average hourly rate
HS Sub Usage Expense	\$ 685.00	\$ 10.00	68.5	\$10.75 average hourly sub rate
Savings for both periods	\$ 2,464.74			

Change in Potential

Liability with

Leave Earned and Used \$ 3,653.65