



Human Resources Report

Submitted by: Jim Howard - Human Resources Manager

Total Employee Count 94 as of 02/28/2025

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	76	71	1	4	0 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 01/26/2025 - 02/08/2025				
Head Start Staff	313.50	280.25	593.75	Unfilled Positions 0
Hours worked by Subs	275.75			
Early Head Start Staff	0.00	0.00	0.00	Unfilled Positions 0
Hours worked by Subs	-			
CSBG/CEAP Staff	36.50	0.00	36.50	Unfilled Positions 0
ICP Staff	8.75	0.00	8.75	
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period			0	
Resulting in time lost: 0		Requiring medical attention: 0		

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
Pay Period 02/09/2025 - 02/22/2025				
Head Start Staff	282.00	138.75	420.75	Unfilled Positions 0
Hours worked by Subs				
Early Head Start Staff	3.00	14.00	17.00	Unfilled Positions 0
Hours worked by Subs	-			
CSBG/CEAP Staff	44.50	10.00	54.50	Unfilled Positions 0
ICP Staff	38.00	0.00	38.00	
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	\$ 6,773.47	\$ 15.29	443.00	14.15 average hourly rate
HS Sub Usage Expense	\$ 2,757.50	\$ 10.00	275.75	\$10.75 average hourly sub rate
Savings for both periods	\$ 4,015.97			

Change in Potential

Liability with Leave Earned and Used	\$ 3,653.65
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