**Delegate Agency Human Resources Report**

***Due to DFSS the 7th of each Month***

**Name of Agency**  **Month/ Year Reporting**

**Completed by Page \_\_\_\_\_ of \_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF STAFF****TITLE OR POSITION****SALARY SOURCE(S)** | **TYPE OF PERSONNEL ACTION** | **DATE** **OF** **PERSONNEL** **ACTION** | **CRC** **CLEARANCES****OBTAINED BEFORE HIRE** | **STAFF****MARKED****INACTIVE** **IN COPA** | **STAFF** **DEACTIVATED** **FROM COPA/TSGOLD**  | **KEY POSITION APPROVED** **BY POLICY COMMITTEE AND THE BOARD &****DATE OF APPROVAL** | **COMMENTS** |
| **Policy Committee** | **Board** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |   |
| **# of volunteers**  | **# of volunteers w/ CRCs** | **# of PD Trainings** | **#of Board Trainings** | **#of Policy Committee Trainings** |
|  |  |  |  |  |
| **Staff Vacancies** |
| **TITLE** | **LENGTH OF VACANCY** | **SITE AND CLASSROOM** **OR** **AGENCY LEVEL**  | **PLAN TO HIRE/HIRING PROCESS STATUS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Are there any vacancies from the previous month’s report? Please explain:**  |