



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE OFFICE OF HUMAN RESOURCES**

TO: Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Reduction in Force of Educational Support Staff Hours – Substitute Caller

DATE: January 11, 2016

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This year, Geneva District 304 is implementing an online substitute teacher placement system called Aesop. Through the Aesop system, many of the Payroll and Human Resource functions that are currently being completed manually will now be completed electronically, increasing efficiencies in both departments.

Aesop is not a “stand alone” system – it still needs an employee to manage it. However, the district will not need a full-time employee to manage Aesop in the manner that it has needed a full-time Substitute Caller. Therefore, I am recommending that the Board reduce the number of hours of the Substitute Caller from six hours per day to four hours per day effective March 1, 2016, the anticipated “go live” date for the Aesop system.

I recommend that Board of Education adopt the attached resolution.

Should you have any questions, please contact me.