



Steps for using the AESOP call-off system:

Step #1 an employee must call off to the AESOP system no later than **8:00am**. In order to have a sub assigned, the employee must use the call system

Step #2 Employee calls off to their building manager; please confirm with your building manager which phone numbers are to be used

Step #3 Anita will check AESOP each morning by 8: 00 am. And assign a sub

Step #4 Avoid late call offs if at all possible, if the situation arises that you do need to call off after 8:00 am. Immediately call (1) your building manager (2) Anita @ Central Office, 330-493-5569, Anita will go into the AESOP System and report you off

Protocol for calling off:

Anita will only contact a manager if there is no sub available

Each building manager is responsible for staggering the time of their employee, if desired

No employee, except managers, should be assigning extra time or changing staff times

All head cooks call off to Jen's cell phone # 330-418-2034