



ACE Association of Classified Employees of

Foothill-De Anza Community College District 12345 El Monte Rd, Los Altos Hills, CA 94022

ACE STEWARD INTAKE FORM

MEMBER FULL NAME: _____

Department/Division: _____

Telephone Ext.: _____

Email Address: _____

Job Classification: _____

Immediate Supervisor: _____

Who Is Complaint Against? _____

DESCRIPTION OF COMPLAINT:

NATURE OF COMPLAINT:

Contract Violation *Work Environment* *Discipline Action Against Employer* *Other (Reclassification Dispute)*

WHAT WOULD ACE MEMBER LIKE TO SEE HAPPEN OR CHANGE?

NEXT ACTION (s) *Consultation Needed?*

