

Personal Documentation Notes

Name:

Worksite:

Date	
Who the issue impacts?	○ Students ○ Individual member ○ Multiple members ○ Whole staff
Describe the Issue	
What actions have you already taken?	○ Consulted the contract https://aceamsea.org/resources/agreements/ ○ Spoke to my building rep ○ Spoke with administration (who? _____) ○ Spoke with supervisor (who? _____) ○ Called ACEA
Documentation of Communication	
Next Steps	