



## HO-CHUNK NATION

<b>Subject: Snow Removal Assistance</b>	<b>Title: Snow Removal Assistance Policy</b>
<b>Scope:</b> HCN Department of Housing and Tribal Aging Unit	<b>Effective Date</b> 12-07-18
<b>Issuing Authority:</b> Executive Director Department of Housing	<b>Responsible Issuing Authority Signature:</b> 
<b>Issuing Authority:</b> Executive Director Department of Social Services	<b>Responsible Issuing Authority Signature:</b> 
<b>Approval Authority:</b> Executive Director Department of Personnel	<b>Responsible Approval Authority Signature:</b> 
<b>Legislative Authority:</b> Ho-Chunk Nation Employment Relations Act 6 HCC § 5 4 b. (2)	<b>Policy Number:</b> DOH-TAU-12-07-18-001

### 1.0 Policy Statement:

- 1.1 This policy will address how the Department of Housing and Tribal Aging Units will coordinate Snow Removal requests.
- 1.2 This policy dictates the parameters for snow removal and will be enforced by the Department of Housing and Tribal Aging Unit employees and management.
- 1.3 This policy defines the terms and conditions for applicants who are considered or approved for Snow Removal Services.

### 2.0 Policy Purpose:

- 2.1 Snow Removal assistance was implemented to assist Ho-Chunk Nation enrolled Elders and non-elders with medical need such as; dialysis or chemotherapy, who are homeowners and/or renters of Ho-Chunk Nation owned properties in the currently served communities.

### 3.0 Rationale and Background:

- 3.1 The Snow Removal Program requires policies and procedures for implementation and compliance to safeguard the interests of the Nation to exercise stewardship over those resources committed to serving Ho-Chunk members specified in this policy.

### 4.0 Policy: Applicants are required to fill out and sign the Snow Removal Application and Release of Liability Form

- 4.1 Applicant must currently reside at the address on the Snow Removal Application in order to be considered and approved for snow removal.
- 4.2 It is the applicant's responsibility to provide all required information and documentation concerning the degree and severity of medical condition(s) and/or disability, from the applicant's medical care provider.



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- 4.2.1 Incomplete applications will not be processed, applicants will be notified of missing and/or incomplete information or documents which must be received by the Department of Housing and Tribal Aging Unit in order to proceed.
- 4.2.2 Applicants who have regularly scheduled or re-occurring medical appointments need to provide a schedule in order to be appropriately prioritized (Examples: dialysis or chemotherapy appointments).
- 4.3 Applicants are required to update their application **annually**.
  - 4.3.1 Applicants who do not update their application yearly will not be included on the plow route.
  - 4.3.2 Applications can be obtained from the Department of Housing, any Tribal Aging Unit facility or the HCN website.
- 4.4 Ho-Chunk Nation Housing Department and Tribal Aging Unit plow drivers will not begin snow removal until the county and/or township plows have begun their plowing.
  - 4.4.1 Snow removal will generally begin in the early morning hours when there is at least **three or more** inches of snow after it has stopped snowing.
  - 4.4.2 The Department of Housing and Tribal Aging Unit reserves the right to deny or delay snow removal services due to extreme weather or dangerous road conditions during winter weather advisories, winter weather warnings and/or blizzard conditions that restrict or compromise safe travel.
- 4.5 Special requests for snow removal services must be directed to the Department of Housing or the Tribal Aging Unit Snow Removal Coordinator.
  - 4.5.1 Homeowners, renters, and Elders are prohibited from contacting Snow Removal Crew Members directly for special requests or after hour snow removal.
  - 4.5.2 The Department of Housing does not provide shoveling service.
  - 4.5.3 Requests to shovel the walk to the driveway of Elders and non-elders with disabilities or medical needs can be made to the Tribal Aging Unit Director.
    - 4.5.3.1 This service is not provided if homeowner has someone living with them who is able to do the shoveling.
  - 4.5.4 In the case of a medical emergency call 911.
    - 4.5.4.1 If snow removal is required for emergency medical vehicles access to respond, please call the Department of Housing or the nearest Tribal Aging Unit.
- 4.6 The Snow Removal Crew for each area will determine the snow removal schedule according to the following priorities:
  - 4.6.1 Disabilities or medical needs.
  - 4.6.2 Elders.
  - 4.6.3 The Snow Removal Crews will:
    - 4.6.3.1 Only plow a single drive to the main residence.
    - 4.6.3.2 Plow as close to structures as possible but no closer than 3 feet.
  - 4.6.4 The Snow Removal Crew is prohibited from and cannot:
    - 4.6.4.1 Plow yards or parking areas, except to push snow out of driveway.



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4.6.4.2 Jump start the battery of a stalled vehicle.

4.6.4.3 Tow, pull or push any vehicle that's stuck in snow, a snowbank, ditch, etc.

4.7 Snow Removal Responsibilities of the Elder, Homeowner or Renter.

4.7.1 Move all vehicles and any obstruction(s) from the plow path before the plow truck arrives. It is strongly recommended to have the plow path cleared before the snow first begins to ensure a completely plowed driveway.

4.7.2 Keep pets indoors or tied up while the plow truck is present. The Department of Housing and Tribal Aging Unit and Snow Removal Crew employees are not responsible for injury or death to unattended pets.

4.7.3 Remove all personal property from the area of plowing to include the area where snow will be plowed.

4.7.4 Mark all items of concern such as well casing, septic vents, utility boxes, water pipes and personal property.

4.7.5 Remove or open all gates, chains, or cables across driveways prior to the plow truck arrival.

4.8 The Housing Department and Tribal Aging Unit would like a courtesy call if the applicant has chosen to have someone else plow their driveway to inform the Snow Removal Crew that services will not be needed.

The Department of Housing or Tribal Aging Units are not responsible to pay for any charges when an applicant has chosen to call an outside company.

4.9 The Ho-Chunk Nation Department of Housing and Tribal Aging Unit reserves the right to deny snow removal services due to:

4.9.1 Conflicts that cannot be resolved between the Snow Removal Crew and the homeowner.

4.9.2 When applicant does not currently reside at address on application.

4.9.3 When applicant misrepresents information or medical need on application.

### 5.0 Related Document(s):

5.1 Ho-Chunk Nation Employment Relations Act as amended May 23 2017, Page(s) 5,

### 6.0 Attachments/Forms:

6.1 Snow Removal Application and Release of Liability Form.

### Policy History:

12/07/18: Issued by the Executive Director Department of Housing

12/07/18: Issued by the Executive Director Department of Social Services

12/07/18: Approved by the Executive Director Department of Personnel

b. Departments and Units.

(1) Each department, division, or unit of the Nation, with the prior approval and consultation of the Executive Director of the Department of Personnel, may develop, implement, and revise as necessary internal procedures, operating rules and policies pertaining to the unique operational requirements of the work unit for efficient and effective performance. Advance notice of internal unit procedures and rules shall be provided to employees and must be posted in public places to serve as notice to all employees.

(2) Internal unit procedures, rules and policies shall not conflict with this Act. Where conflicts may arise between internal rules and procedures, this Act will govern.

**5. Employment Clause.**

a. Equal Employment Opportunity. With the exception of Ho-Chunk and Native American Preference in Employment as set forth in paragraph (b), below, it will be a violation of this Act to discriminate based on an individual's sex, race, religion, national origin, pregnancy, age, marital status, sexual orientation, or disability.

b. Ho-Chunk Preference in Employment Clause. The Nation exercises Native American Preference in employment and shall exercise Ho-Chunk Preference in employment under limited circumstances, which furthers a legitimate governmental purpose, including the goal of employing Ho-Chunk members at a rate to meet or exceed a majority (50% plus 1) total employees.

(1) The Nation will exercise Ho-Chunk and Native American Preference in Employment, prioritized as follows:

- (a) Enrolled Hocak Wazijaci member.
- (b) Spouse or Parent of a dependent Hocak Wazijaci member.
- (c) Enrolled Native American of a federally recognized tribe.

When the Ho-Chunk Nation is the Employer providing funding, it shall give preference in Equal Opportunities first to Ho-Chunk Members, then to Spouses or Parents of Ho-Chunk Members, and then to other Native Americans; provided, that the Tribal Member, Spouse or Parent of a Tribal Member, or Native American, as the case may be, meets the minimum necessary qualifications. If no candidate for an Employment Opportunity meets the Minimum Necessary Qualifications, then preference shall be given first to Ho-Chunk Members, then to Spouses or Parents of Ho-Chunk Members, and then to other Native Americans, who are capable of being trained to the Minimum Necessary Qualifications of the position. Thereafter, the Employment Opportunity shall be open to any other candidate who meets the Minimum Necessary Qualifications of the position.



## Snow Removal Application and Release of Liability Form

The Ho-Chunk Nation provides snow removal under the Snow Removal Policy No.: DOH-TAU-12-06-18-001.

The undersigned hereby acknowledges that they were provided a copy of the Snow Removal Policy, and that they have read and understand the Snow Removal Policy.

The undersigned further acknowledges that this Snow Removal Application and Release of Liability Form releases the Ho-Chunk Nation, the Nation's employees and agents from all liability due to loss or damage to any person or property arising from or related to snow removal services provided by The Ho-Chunk Nation. If the Release of Liability form is not signed snow removal services will not be provided. Any snow plowing activity that is un-authorized in violation of the Snow Removal Policy by any Snow Removal Crew person maybe subject to legal and/or disciplinary action. The Nation shall not be held liable.

I, the undersigned Elder and/or property owner, renter, or authorized resident, possess the authority to execute and enter into this agreement with the Ho-Chunk Nation Department of Housing and/or the Ho-Chunk Nation Department of Social Services Tribal Aging Unit for snow removal under the Snow Removal Policy set forth by the Ho-Chunk Nation Department of Housing and Tribal Aging Units. This agreement will remain in force for six months from date signed.

Name: \_\_\_\_\_  
(Print first and last name)

Enrollment #: 439A00 \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Fire #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ District: (circle one) one / two / three / four

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Applicant

Mark this box if you have medical needs. \*\* MUST attach documentation from your medical provider including any appointments that are scheduled.