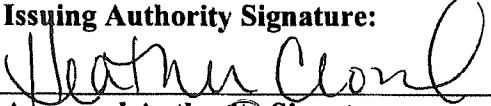





HO-CHUNK NATION POLICY AND PROCEDURE

Title: Waste Management Services	Subject: Policy and Procedure
Scope: Ho-Chunk Nation Enrolled Elders	Effective Date: 8/24/2020
Issuing Authority: Heather Cloud Executive Director – Department of Housing	Issuing Authority Signature: 
Approval Authority: Kimberly Lonetree Executive Director - Department of Personnel	Approval Authority Signature: 
Legislative Authority: Ho-Chunk Nation (HCN) Employment Relations Act (ERA) 6 HCC § 5 Ch. 1. 4. (b) 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.	Policy Number: DOH-DOH-03-11-20-002

1.0 Policy Statement:

- 1.1 This policy and procedure will address how the Department of Housing (DOH) will coordinate Waste Management services, and defines the terms and conditions for Waste Management. This policy supersedes the previous Waste Management Policy and Procedure DOH-03-11-20-001.

2.0 Policy Purpose:

- 2.1 The Waste Management policy and procedure is implemented to assist enrolled Ho-Chunk Nation Elders who are homeowners on Ho-Chunk Nation (HCN) trust lands with Waste Management needs.
- 2.2 The Waste Management policy and procedure also applies to public/cultural sites throughout HCN lands, agencies, and organizations deemed appropriate by the HCN Executive Director of Housing (EDOH).

3.0 Rationale and Background:

- 3.1 The Waste Management policies and procedures provide implementation and compliance to safeguard the sanitary and environmental responsibilities of the Nations' lands.

4.0 Policy:

- 4.1 The HCN Department of Housing reserves the right to deny and/or refuse Waste Management services to:



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- 4.1.1 Extreme or dangerous road and/or weather conditions.
- 4.1.2 Conflicts that cannot be resolved between the Waste Management crew and the homeowner.
- 4.1.3 Homeowners and approved recipients of Waste Management services are prohibited from contacting Waste Management crew members directly for special requests or after-hour Waste Management.
- 4.1.4 Special requests for Waste Management services must be directed to the HCN EDOH or designee.
- 4.2 Applicant(s) living on fee simple or non-trust land that submit an application will be approved at the discretion of the EDOH.
- 4.3 Applications will have to be renewed yearly.

5.0 Procedure:

- 5.1 HCN enrolled Elders in need of assistance with Waste Management must complete and sign a Waste Management Application and Release of Liability form.
- 5.2 The Waste Management Application and Release of Liability forms are available from the HCN Department of Housing, P.O. Box 170, Tomah, WI 54660. Phone: 608-374-1225. Fax: 608-374-1233.
- 5.3 Once the application has been received, the DOH will process the application for services.
 - 5.3.1 A DOH staff member will time stamp the application and create a file for the applicant.
 - 5.3.2 A DOH staff member will verify the address on the application.
 - 5.3.2.1 If the applicant(s) address is located on fee simple or non-trust land, the application will be forwarded to the EDOH for review.
 - 5.3.3 DOH staff will log the application and determine which vendor to contact.
 - 5.3.4 Once the DOH staff member has contacted the vendor to set up delivery of the garbage bin(s) and acquire the first pickup date, they will contact the applicant with the information.
- 5.4 Once the vendor has been contacted, the DOH staff will verify with Accounts Payable the new location and which vendor the applicant will be using.
- 5.5 Applications will have to be renewed yearly.
 - 5.5.1 DOH staff will send new applications to the mailing addresses of our currently enrolled Elders.
- 5.6 Changes to any accounts must receive prior approval from the EDOH.
 - 5.6.1 The vendor must be contacted within 5-7 business days by DOH staff in the case of any cancellations to accounts.
 - 5.6.2 DOH staff will verify and contact Accounts Payable of any changes to the account.



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6.0 References:

6.1 Ho-Chunk Nation Employment Relations Act amended July 23, 2019

<http://ntob-sharepoint:2000/gov/Personnel/Shared%20Documents/Forms/AllItems.aspx>

7.0 Policy History:

03/11/20: Issued by the Executive Director - Department of Housing

03/11/20: Approved by the Executive Director - Department of Personnel

08/18/20: Issued by the Executive Director - Department of Housing

08/18/20: Approved by the Executive Director - Department of Personnel