



Knik Tribe Emergency Snow Maintenance Program

The Knik Tribe Roads Program has created an Emergency Snow Maintenance Program, to assist elderly/disabled and handicap Alaska Native/American Indians who reside within the KT service area.

Program Guidelines:

- Knik Tribe requires only one (1) phone call per snow maintenance request
- Snow **MUST** be more than **TWO (2) inches** deep for request

Checklist:

- Must be 55 or older and/or handicapped/disabled
- Applicant must provide proof of at least ¼ Alaska Native/American Indian decent
- Applicant must own their home and be living in it
- Completed Emergency Snow Maintenance application with all the required information



Knik Tribe Emergency Snow Maintenance Application

Name: _____ Date: _____

Address: _____

Phone Number: _____ Date of Birth: _____

Is the Applicant a member of Knik Tribe? Yes No Enrollment #: _____

If you are not members of Knik Tribe, please provide information below that proves your Native Heritage:

Tribe: _____ Blood Quantum: _____

Do you have a disability? Yes No

If yes please describe: _____


IMPORTANT: Client/Participant, hereby agrees to save and hold harmless the Knik Tribal Council and any of its employee from all cost, injury and damage incurred by any of the above, and from and other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by Knik Tribal Council.

The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys' fees. This save harmless clause is not intended to indemnify against any cost or damage, or portion thereof, cause by Knik Tribal Council.

In the following space or on the back please draw a map to your house, please include street names, and house number if known. Also state if there are cars or other obstacles that cannot be moved and may be in the way of road maintenance.

Applicant Signature

Date



Knik Tribal Council
Uniform Grievance and Appeals Procedure

This procedure is applicable to both employees and services clients who feel they have not received fair and equal consideration for tribal services or job requirements. An employee, regardless of length of employment (exempt employees who have not yet completed 90 days of probation) is covered by the grievance policy. The employee or service applicant shall not be penalized in any way for submitting a grievance/appeal in good faith.

Procedure:

The employee or client should first discuss the alleged unfavorable decision with their supervisor or the staff member involved and if it cannot be resolved at this time, the following procedure shall be taken:

1. The complaint shall be presented to the Program Manager in writing to provide new and compelling information which may help in rendering a new and favorable decision. Assistance by KTC shall be rendered at this stage and any other stage in the process. The Program Manager shall respond in writing within in five working days. If a favorable decision is not rendered at this stage, the client may proceed to step (2).
2. If the response is not satisfactorily resolved or the Program Manager does not respond in five working days, the employee or aggrieved party may file a formal grievance with the Executive Director. The employee/participant may make a written request to provide new and compelling information which may help in rendering a new and favorable decision which will be reviewed by the Executive Director. A hearing shall be set up within five working days. A decision shall be issued in writing by the Executive Director within five working days. If a favorable decision is not rendered at this stage the client may proceed to step (3).
3. If the response is not satisfactory or the Executive Director does not respond in five days, the employee or aggrieved party may file a formal grievance Independent Appeals Committee. The Independent Appeals Committee consists of no less than three tribal Council Members. The Committee will conduct a thorough and objective review of the grievance and develop a decision. The employee/participant shall be informed of the decision in writing, explaining how the committee came to its conclusion. The decision is final.

All time limits shall be adhered to; however, the time limits may be extended by mutual written consent of both parties in the event of scheduling difficulties. This extension shall not exceed ten (10) working days. In the event the employee/participant does not respond with the time frame established; the grievance shall be considered resolved.

Signature

Date