



MEMBERSHIP GRIEVANCE FORM

Please complete the top two portions of the form
Return to: 58620 Sink Road, PO Box 180,
Dowagiac, MI 49047

Name: _____

Date: _____

Address _____

Telephone: _____

Tribal ID# _____

Complaint or Concern: _____

I would consider this grievance resolved if: _____

For Office Use Only

I forwarded this concern to: _____ on (date): _____

_____ Government Manager

I (respondent) _____ responded to this concern (see attached) on (date): _____

I reviewed the options with the complainant and reached the following resolution of this matter: _____

No resolution could be reached and this matter will go before Tribal Council on (date): _____

_____ Government Manager

Date: _____

Grievance Procedure for Tribal Members

The intent of this process is to have a forum for Tribal Members of the Pokagon Band of Potawatomi Indians to use in resolving disputes with the delivery of Tribal Services and programs and in their interaction with various other aspects of Tribal Government.

Since all grants and contracts have rules and regulations that are imposed by the funding agency as a condition of accepting the award, this process will be in addition to any other process used by any funding agency. If a conflict arises between the two processes, the process of the respective funding agency shall supersede this process.

In addition to the above limitations, this process shall not apply to situations governed by applicable Pokagon Band law or policy. For example, employees may only use this process when the situation does not arise out of their relationship with the Tribe as an employee. Any conflict related to their position and the performance of their job shall be handled by the Employee Grievance Policy. Also, this process will not be used as an appeal process for the employee grievance process. Other examples of matters not grievable under this process include, but are not limited to, election results and membership disenrollment.

The procedure under this policy is:

1. The Member completes the form---taking the time to state the entire problem as clearly and concisely as possible.
2. The Member mails or delivers the form in person to the Government Manager at the address on the form.
3. The Government Manager will open a file, and the form will be sent to the head of the proper department or in the case of a concern with a committee---to the chairperson of the respective committee, within three (3) business days.
4. The department head or committee chairperson will respond, in writing, to the Government Manager, within five (5) business days of receiving the grievance, on the circumstances and the alternatives, if any, for resolving the concern.
5. The Government Manager shall contact the member and review the alternatives with him/her, within three (3) business days of receiving the department or committee response.
6. The Member shall have three (3) business days to either accept or reject the alternative or response of the staff and/or committee. If a member accepts the alternative or the response, or if the Member does not respond within the required time, the process ends and the Government Manager shall close the file.
7. If the Member does not accept the alternative or the response, or if a timeline is not met by the staff or the committee, the Government Manager shall notify the Tribal Chairperson within two (2) business days of the need for Council review on the matter. The Chairperson shall call for Council review of the matter at the next regularly scheduled meeting or at any duly called meeting to discuss the issue, whichever occurs first. At the review hearing, the Council shall provide all parties equal opportunity to be present and to be heard.
8. The Tribal Council shall review the issue and render a decision based upon applicable laws and/or policies within fifteen (15) business days of the review. The Government Manager will notify the Tribal Member of the Council decision and close the file.