

Issue: Compliance-Resolution steps; Ruling Date: March 12, 2002; Ruling #2002-048;
Agency: University of Virginia; Outcome: In compliance-agency (management)



COMMONWEALTH of VIRGINIA
Department of Employment Dispute Resolution

COMPLIANCE RULING OF DIRECTOR

In the matter of University of Virginia
Ruling Number 2002-048
March 13, 2002

ISSUE:

Is the management step respondent's written reply in compliance with the grievance procedure?

RULING:

Yes. The grievance statutes provide that "upon receipt of a timely written complaint, management shall review the grievance and respond to the merits thereof." (Va. Code § 2.2-3003(D)). Each respondent must provide a written response on the grievance "Form A" or attachment. The response must address the issues and the relief requested and should notify the employee of her procedural options. (See *Grievance Procedure Manual*, §§3.1-3.3, pages 8 and 9). The grievance procedure does not require that a respondent's written reply specifically address each assertion advanced by the grievant. The respondent's reply need only address the issues and relief identified by the grievant on the "Form A".[1]

In this case, the written response addresses both the issues identified and the relief requested by the grievant on her "Form A".[2] The parties are advised that the grievant, within five workdays of receipt of this ruling, has the option to conclude the grievance or advance to the next step. This Department's rulings on matters of compliance are final and nonappealable. (See Va. Code § 2.2-3003(G)).

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Director