

Issue: Compliance/grievance procedure/5-day rule; Ruling Date: October 6, 2006,  
Ruling #2007-1450; Agency: Department of State Police; Outcome: grievant not in  
compliance- grievant ordered to correct non-compliance within 10 days of the date of this  
ruling



***COMMONWEALTH of VIRGINIA***  
***Department of Employment Dispute Resolution***

**COMPLIANCE RULING OF DIRECTOR**

In the matter of the Department of State Police  
Ruling No. 2007-1450  
October 6, 2006

The Department of State Police (VSP or the agency) seeks to administratively close the grievant's June 29, 2006 grievance. The agency alleges that the grievant has failed to comply with the time limits set forth in the grievance procedure for advancing or concluding his grievance.

**FACTS**

The grievant is employed as a Communications Technician with VSP. On June 29, 2006 the grievant initiated a grievance challenging VSP's requirement that he reimburse the agency for the breakfast portion of his 2005 travel claims. On or about August 15, 2006, the third management resolution step response was sent to the grievant. Because the grievant never advanced or concluded his grievance within five work days of receiving the third management resolution step response, on August 25, 2006, the agency sent to the grievant a notice of noncompliance via regular U.S. Mail. Because more than five work days have elapsed since the alleged notice of noncompliance was allegedly mailed to the grievant, and the grievant has not yet cured the non-compliance, the agency seeks a compliance ruling.

**DISCUSSION**

The grievance procedure requires both parties to address procedural noncompliance through a specific process.<sup>1</sup> That process assures that the parties first communicate with each other about the noncompliance, and resolve any compliance problems voluntarily, without this Department's (EDR's) involvement. Specifically, the party claiming noncompliance must notify the other party in writing and allow five workdays for the opposing party to correct any noncompliance.<sup>2</sup> If the opposing party fails to correct the noncompliance within this five-day period, the party claiming

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<sup>1</sup> *Grievance Procedure Manual*, § 6.3.

<sup>2</sup> *Id.*

noncompliance may seek a compliance ruling from the EDR Director, who may in turn order the party to correct the noncompliance or, in cases of substantial noncompliance, render a decision against the noncomplying party on any qualifiable issue. When an EDR ruling finds that either party to a grievance is in noncompliance, the ruling will (i) order the noncomplying party to correct its noncompliance within a specified time period, and (ii) provide that if the noncompliance is not timely corrected, a decision in favor of the other party will be rendered on any qualifiable issue, unless the noncomplying party can show just cause for its delay in conforming to EDR's order.<sup>3</sup>

In this case, the grievant has failed to advance or conclude his grievance within five work days of receiving the third management resolution step response. Moreover, the agency appears to have notified the grievant of his noncompliance, but the grievant has not advanced or concluded his grievance.

As the grievant has failed to advance or conclude his grievance in a timely manner, he has failed to comply with the grievance procedure. This Department therefore orders the grievant to correct his noncompliance **within ten work days of the date of this ruling** by either concluding his grievance or requesting that the agency head qualify his grievance for hearing. If he does not, the agency may administratively close his grievance without any further action on its part. The grievance may be reopened only upon a timely showing by the grievant of just cause for the delay (for example, a serious illness, or other circumstances beyond the grievant's control).

This Department's rulings on matters of compliance are final and nonappealable.<sup>4</sup>

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Claudia T. Farr  
Director

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<sup>3</sup> While in cases of substantial noncompliance with procedural rules the grievance statutes grant the EDR Director the authority to render a decision on a qualifiable issue against a noncompliant party, this Department favors having grievances decided on the merits rather than procedural violations. Thus, the EDR Director will *typically* order noncompliance corrected before rendering a decision against a noncompliant party. However, where a party's noncompliance appears driven by bad faith or a gross disregard of the grievance procedure, this Department will exercise its authority to rule against the party without first ordering the noncompliance to be corrected.

<sup>4</sup> See Va. Code § 2.2-1001(5).