

Issue: Compliance – Grievance Procedure (5-Day Rule); Ruling Date:
November 2, 2007; Ruling #2008-1838; Agency: Department of Conservation
and Recreation; Outcome: Grievant Not in Compliance.



COMMONWEALTH of VIRGINIA
Department of Employment Dispute Resolution

COMPLIANCE RULING OF DIRECTOR

In the matter of the Department of Conservation and Recreation
Ruling No. 2008-1838
November 2, 2007

The Department of Conservation and Recreation (the agency) seeks to administratively close the grievant's August 20, 2007 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

On August 20, 2007, the grievant initiated his grievance to challenge a Group III Written Notice with termination. The first step-respondent mailed his response to the grievant on August 30, 2007. However, the grievant has failed to return the grievance package to the agency to advance or conclude the grievance. Because the grievant never advanced or concluded his grievance within five workdays of receiving the first step-response, the agency e-mailed the grievant a notice of noncompliance on September 17, 2007. The agency again sent a notice of noncompliance by certified mail on September 28, 2007. The letter was signed for at the recipient's address on September 29, 2007. Because more than five workdays have elapsed since the receipt of the notice of noncompliance letter, and the grievant has not yet cured the noncompliance, the agency seeks a compliance ruling.

DISCUSSION

The grievance procedure requires both parties to address procedural noncompliance through a specific process.¹ 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

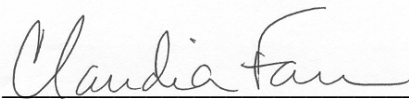
¹ *Grievance Procedure Manual* § 6.3.

workdays for the opposing party to correct any noncompliance.² If the opposing party fails to correct the noncompliance within this five-day period, the party claiming 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 the delay in conforming to EDR's order.³

In this case, the grievant has failed to advance or conclude his grievance within five workdays of receiving the first resolution step response. Moreover, the agency appears to have notified the grievant of his noncompliance, but the grievant has not advanced or concluded the 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.⁴ This Department therefore orders the grievant to correct his noncompliance **within ten workdays of the date of this ruling** by notifying his agency human resources office in writing that he wishes to either conclude the grievance or continue to the second step of the grievance process. If he does not, the agency may administratively close the 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.⁵



Claudia T. Farr
Director

² *Id.*

³ 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.

⁴ See *Grievance Procedure Manual* § 3.1.

⁵ See Va. Code § 2.2-1001(5), 2.2-3003(G).