

Issue: Compliance – Grievance Procedure (5-Day Rule); Ruling Date: May 25, 2012;  
Ruling No. 2012-3353; Agency: Virginia Department of Transportation; Outcome:  
Grievant Not in Compliance.



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

**COMPLIANCE RULING OF DIRECTOR**

In the matter of Virginia Department of Transportation  
Ruling Number 2012-3353  
May 25, 2012

The Virginia Department of Transportation (“VDOT” or “the agency”) seeks to administratively close the grievant’s October 14, 2011 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 the grievance.

FACTS

The grievant initiated a grievance on or about October 14, 2011. The grievance advanced through the management steps, and the agency head’s qualification decision was mailed to the grievant on or about January 23, 2012. Because the grievant did not advance or conclude the grievance, the agency sent the grievant a notice of noncompliance on February 29, 2012 via certified and first class mail. The certified letter appears to have been unclaimed but the first class letter is presumed to have been delivered.<sup>1</sup> Because more than five workdays have elapsed since the agency’s apparent notification of noncompliance, 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>2</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

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<sup>1</sup> The mailing of correspondence, properly addressed and stamped, raises a presumption of receipt of the correspondence by the addressee. *E.g.*, *Washington v. Anderson*, 236 Va. 316, 322, 373 S.E.2d 712, 715 (1988).

<sup>2</sup> *Grievance Procedure Manual* § 6.3.

noncompliance.<sup>3</sup> 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.<sup>4</sup>

In this case, the grievant appears to have failed to advance or conclude the grievance. Moreover, the agency appears to have notified the grievant of the noncompliance, but the grievant has not advanced or concluded the grievance.

As the grievant has apparently failed to advance or conclude the grievance in a timely manner, the grievance is out of compliance with the grievance procedure. This Department therefore orders the grievant to correct the noncompliance **within ten work days of the date of this ruling** by notifying the human resources office in writing of the wish to either: (1) conclude the grievance; or (2) advance the grievance to the next step, which is here a qualification determination by this Department. If the grievant does neither, 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.<sup>5</sup>

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Claudia T. Farr  
Director

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<sup>3</sup> See *id.*

<sup>4</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>5</sup> See Va. Code §§ 2.2-1001(5); 2.2-3003(G).