

Issue: Compliance – Grievance Procedure (5-Day Rule); Ruling Date: October 2, 2012; Ruling No. 2013-3441; Agency: Department of Juvenile Justice; Outcome: Grievant Not in Compliance.



*COMMONWEALTH of VIRGINIA*  
*Department of Human Resource Management*  
*Office of Employment Dispute Resolution*

**COMPLIANCE RULING**

In the matter of the Department of Juvenile Justice  
EDR Ruling Number 2013-3441  
October 2, 2012

The Department of Juvenile Justice (“agency”) has requested a compliance ruling related to the grievant’s August 6, 2012 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 6, 2012, the grievant initiated a grievance with the agency. The agency held the second resolution step meeting with the grievant on August 16, 2012. On August 20, 2012, the agency issued its second resolution step response to the grievant. The agency indicates that it sent this response to grievant, with an accompanying Memorandum dated August 21, 2012, requesting that he respond by indicating whether he wished to advance or conclude his grievance. On September 6, 2012, the agency sent a letter of noncompliance to the grievant, indicating that the agency had not received a response from the grievant. Additionally, the agency requested a response from the grievant by September 12, 2012, and indicated the agency would administratively close the August 6<sup>th</sup> grievance if no response was received by that date.

Since more than five workdays have elapsed since the agency’s notification to the grievant of his alleged noncompliance, and the grievant has not yet advanced or concluded his grievance, the agency seeks a compliance ruling allowing it to administratively close the grievance.

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 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

---

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

<sup>2</sup> *See id.*

opposing party fails to correct the noncompliance within this five-day period, the party claiming noncompliance may seek a compliance ruling from EDR, 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>3</sup>

In this case, the grievant appears to have failed to advance or conclude his grievance within five workdays of receiving the agency's second resolution step response, as required by the grievance procedure.<sup>4</sup> Moreover, the agency notified the grievant of his noncompliance, but the grievant has not advanced or concluded his grievance.

As the grievant has apparently failed to advance or conclude his grievance in a timely manner, he has failed to comply with the grievance procedure. The Office of Employment Dispute Resolution (EDR) at the Department of Human Resource Management therefore orders the grievant to correct his noncompliance **within ten work days of the date of this ruling** by notifying his human resources office in writing that he wishes either to conclude or advance the grievance to the third resolution step. 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).

EDR's rulings on matters of compliance are final and nonappealable.<sup>5</sup>



---

Christopher M. Grab  
Senior Consultant  
Office of Employment Dispute Resolution

---

<sup>3</sup> While in cases of substantial noncompliance with procedural rules the grievance statutes grant EDR the authority to render a decision on a qualifiable issue against a noncompliant party, EDR favors having grievances decided on the merits rather than procedural violations. Thus, EDR 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, EDR will exercise its authority to rule against the party without first ordering the noncompliance to be corrected.

<sup>4</sup> See *Grievance Procedure Manual* § 3.2.

<sup>5</sup> See Va. Code §§ 2.2-1202.1(5); 2.2-3003(G).