

KNOW YOUR WORKPLACE RESOURCES

ADVICELINE: All Commonwealth employees, including agency managers and human resource professionals, may call the Office of Equal Employment and Dispute Resolution's (EEDR's) toll-free AdviceLine for confidential, cost-free guidance on preventing, managing and resolving workplace conflict, as well as information on the rights and responsibilities of employees and agency management. Employees can reach the AdviceLine by calling 1-888-23-ADVICE (232-3842) during normal business hours.

MEDIATION: Mediation is a confidential and voluntary process through which neutral third persons (mediators) assist employees in conflict with exploring their differences and developing their own solutions to their concerns. A decision to mediate a dispute does not prevent an employee from initiating a grievance later, but a written agreement is required to extend the 30-day grievance filing deadline.

CONFLICT COACHING: EEDR's conflict coaching is designed to help an employee better understand the way s/he typically responds to workplace conflict. EEDR's conflict coach utilizes either the individual or the 360 Conflict Dynamic Profile assessment tool to identify the employee's most problematic areas. The conflict coach then helps the employee create an action plan outlining goals and setting target dates.

TRAINING: Preventing and resolving conflict at the earliest opportunity and lowest possible level saves agencies both time and money. EEDR offers a variety of training options for agencies to assist with this mandate, including sessions on conflict management, communication skills, best practices in disciplinary actions, and the grievance procedure for all supervisors and employees.

EQUAL EMPLOYMENT SERVICES: State policy and the Governor's Executive Order prohibit discrimination against state government employees and applicants for state government employment. A Discrimination Complaint may be filed with EEDR within 180 days of the last alleged discriminatory act.

GRIEVANCE PROCEDURE: Non-probationary classified employees may use the Commonwealth's grievance procedure to bring their work-related concerns to upper-level management, and in some cases, to an independent hearing officer. Generally any issue that relates directly to your own employment can be grieved, at least through the management steps in your agency, but rules must be strictly followed. More key points:

- All grievances must be initiated on the Grievance Form A within 30 calendar days of the challenged action, unless the parties agree in writing to an extension.
- State law prohibits retaliation against employees who participate in a grievance.
- Employees and agency management are responsible for knowing their grievance rights and responsibilities.
- Information on the grievance procedure is available from consultants via the toll-free AdviceLine and on EEDR's Website, including copies of the *Grievance Procedure Manual* and Grievance Form A.

**Department of Human Resource Management
Office of Equal Employment and Dispute Resolution**

Website: www.dhrm.virginia.gov/edr E-mail: edr@dhrm.virginia.gov

Toll-free: 888-232-3842 (888-23-ADVICE); Fax: 804-786-1606



I have received and read the above information: _____ **Date:** _____