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## CMM - ch. 3. Transfers and Deployments

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### Directive Amended: 2017-10-17

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### 1. Policy

#### 1. 1. Members

1. 1. 1. The Delegated Manager for HR/delegate has the authority to approve transfers to and within his/her division, provided the transfers do not involve centralized positions or officer/officer equivalent positions.

1. 1. 2. The Delegated Manager for HR/delegate, National Headquarters, approves transfers involving centralized positions.

EXCEPTION: The Delegated Manager for HR/delegate, "Depot" Division, approves transfers for "Depot" Division centralized positions located in Regina.

1. 1. 3. A line officer/delegate has authority to implement intrafunctional transfers of members below the rank of officer/officer equivalent. Intrafunctional transfers are subject to final review by the Delegated Manager for HR.

1. 1. 4. An inter-divisional transfer may not be approved unless both Delegated Managers for HR/delegates, i.e. the sending and receiving divisions, agree.

1. 1. 5. The following positions are identified as centralized positions and must be staffed using an RCMP-wide search:

1. 1. 5. 1. Air Services;

1. 1. 5. 2. Counter-Technical Intrusion;

1. 1. 5. 3. Special I, except LES-IM and SPS-SAT;

1. 1. 5. 4. Security Engineering;

1. 1. 5. 5. Informatics, except SPS-CP-01 and 02, SPS-ETEC-03 to 05 inclusive, and Cst. and Cpl.;

1. 1. 5. 6. CPIC Field Operations;

1. 1. 5. 7. Forensic Identification Services;

1. 1. 5. 8. Police Dog Services;

1. 1. 5. 9. "Depot" Division, ("T" Budget);

1. 1. 5. 10. Canadian Police College;

1. 1. 5. 11. Musical Ride;

1. 1. 5. 12. Explosives Disposal/Technology Services;

1. 1. 5. 13. International Liaison Officers;

1. 1. 5. 14. Canadian Air Carrier Protective Program (CACPP); and

1. 1. 5. 15. all positions at National Headquarters.

1. 1. 6. The responsible Delegated Managers for HR/delegates will identify volunteer members RCMP-wide for transfers into "G", "M", and "V" divisions.

1. 1. 6. 1. The posting preference of a member after he/she has completed a northern tour of duty will be discussed and documented before he/she is selected for transfer to "G", "M", or "V" Division. Every effort will be made to arrange a mutually agreeable transfer.

1. 1. 7. A member completing his/her tenure on the Musical Ride, at "Depot" Division or the Canadian Police College, will normally return to his/her former staffing region.

1. 1. 8. Before being declared a successful candidate for a CM Criminal Intelligence Analyst opportunity abroad, the selected candidate, CDRA, and a representative from the International Liaison and Deployment Centre (ILDC) will discuss and document a return posting arrangement. If the duration of the transfer abroad is extended, the return posting arrangement will be reviewed and agreed to, before the extension is finalized.

1. 1. 8. 1. The successful candidate is deemed releasable from his/her current position and division.

1. 1. 9. The decision to fill a position laterally or by promotion will be made by the Delegated Manager for HR/delegate.

1. 1. 10. When the decision has been made to fill a position by promotion, the staffing action will be concluded by way of promotion unless the lateral member being considered for the position became a priority for placement after the promotion process began, or the transfer of the member being considered will allow the placement of a member who became a priority for placement after the promotion process began.

1. 1. 10. 1. For the purpose of this section, the decision to fill a position by promotion is deemed made when the career manager contacts a candidate to be considered by the selection committee, and the staffing action is deemed concluded when the transfer notice is approved by the Delegated Manager for HR/delegate.

1. 1. 11. Before filling a position laterally or by promotion, consideration will be given to priority members, as outlined in [ch. 7](#).

1. 1. 12. Members with an immediate family/relative relationship to each other will not be posted or located where one holds an immediate supervisory position over the other.

1. 1. 13. If a member is being considered for medical discharge, the RCMP will make every effort to identify alternate employment opportunities within the organization for the member, according to the member's qualifications and medical restrictions. See [AM ch. II.37](#).

1. 1. 14. A member may refuse a transfer if he/she can demonstrate to the Delegated Manager for HR/delegate a valid reason to do so. Valid reasons normally are:

1. 1. 14. 1. a serious medical problem of the member or one of his/her immediate family;

1. 1. 14. 2. inappropriate educational facilities up to and including the secondary level;

1. 1. 14. 3. the absence of schooling facilities in the official language to which the member's dependents are entitled; or

1. 1. 14. 4. serious financial difficulties.

1. 1. 15. The presentation of a grievance or an appeal will not suspend or otherwise delay the transfer process.

1. 1. 15. 1. In such cases, the Career Development and Resourcing office will issue a notification to the member acknowledging receipt of the grievance or appeal, and indicate a report-for-duty date to the new location.

1. 1. 15. 2. Should the transfer involve a cost move, the member will engage Relocation Services in accordance with Integrated Relocation Policy provisions. See [FMM ch. 9.5](#).

1. 1. 15. 3. Should the member fail to report to the new location by the report-for-duty date indicated on the notification, consideration will be given to administrative discharge. See [Part 2, Sec. 6\(b\), Commissioner's Standing Orders \(Employment Requirements\)](#) and [Sec. 20.2\(f\) and \(g\), RCMP Act](#).

1. 1. 16. The cost of a lateral transfer of a member who has served more than three consecutive years in non-contract positions within "N", "S", or "T" budget will normally be funded centrally.

1. 1. 17. The Delegated Manager for HR will consider employee misconduct and other relevant information and determine a member's eligibility to continue in a staffing action, taking into account the expanded disclosure obligations of the police in relation to employee misconduct, in accordance with the Supreme Court of Canada's ruling in R. v. McNeil, 2009 SCC 3.

1. 1. 18. If a transfer has not formed part of the measures imposed in the conduct process in a case dealing with sexual misconduct in the workplace or sexual misconduct in relation to any work-related activities, the Delegated Manager for HR will determine if a transfer of the member is appropriate, taking into account all circumstances and the need to safeguard the health and wellness of all affected employees.

1. 1. 19. A decision to reinstate a suspended member must be submitted in writing and served on the subject member, with a copy provided to the CO and Delegated Manager for HR without delay. The reintegration of the suspended member must be done in consultation with the CO and the Delegated Manager for HR.

## 2. Definitions

2. 1. **Blocked position** means a position reserved for a specific member.

2. 2. **Centralized position** means a member position referred to in [sec. 1.1.5](#), which must be staffed using an RCMP-wide search.

2. 3. **Decentralized position** means a member position which is not referred to in [sec. 1.1.5](#), and is therefore not required to be staffed using an RCMP-wide search.

2. 4. **Delegated Manager for HR** means an officer level/equivalent or senior NCO, who is responsible for the Human Resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 5. **Final review** means an administrative review of employee self-disclosure information, Employee Disclosure for Final Review, [Form 6430](#), and other relevant information, by the Delegated Manager for HR, to determine eligibility of an employee to continue in a staffing action, having regard to R. v. McNeil, 2009 SCC 3, disclosure requirements of [OM ch. 20.1](#), and the factors outlined in [sec. 3.9.2.1. to 7](#).

NOTE: The relevance of any prior finding that the member has contravened the Code of Conduct, to the position in question, will be assessed on a case-by-case basis.

2. 6. **Immediate family** means a spouse or cohabiting partner and all children for whom a member is legally responsible.
2. 7. **Immediate relative** means the father, mother, or legal guardian with parental status of the member or of his/her spouse.
2. 8. **Incumbent of a position** means:
2. 8. 1. the member who occupies the position on a permanent basis and who is not under transfer, or
2. 8. 2. the member for whom the position has been blocked.
2. 9. **Intrafunctional transfer** means a lateral no-cost transfer of a member between positions within a line officer's area of responsibility.
2. 10. **Line Officer** means the incumbent of the first commissioned officer/officer equivalent position in the chain of command above the member's position/occupation.
2. 11. **Staffing region** means a geographically defined region, identified by a grouping of specific alphabetic indicators contained within a position's location code. The staffing regions are as follows:
2. 11. 1. Pacific Staffing Region - location codes commencing with the letters E and M.
2. 11. 2. North West Staffing Region - location codes commencing with the letters D, F, G, K, V, and R400.
2. 11. 3. Central Staffing Region - location codes commencing with the letters O, C, and A (except those belonging to collator codes N, S, or T).
2. 11. 4. Atlantic Staffing Region - location codes commencing with the letters B, H, J, and L.

NOTE: Positions with location codes X, R600, or A, which belong to collator codes N, S, or T, do not form part of a specific staffing region. Candidates who occupy these positions must be considered in accordance with [ch. 4, sec. 10.4.2.](#) and [10.4.3.](#)

### 3. General

3. 1. For officers and officer equivalents, see [EOM ch. 1.1.](#)
3. 2. In the lateral transfer planning process, although the member's personal circumstances and aspirations will be considered, the organizational needs of the RCMP take precedence.
3. 3. Before a transfer is ordered, the members affected will be consulted and their views will be recorded. Notification of Transfer Planning, [Form 1272](#), may be used for this purpose.
3. 4. A member must inform his/her Career Development and Resourcing Advisor (CDRA) of any condition affecting his/her mobility.
3. 5. Transfer requests based on compassionate grounds will be evaluated as outlined in [sec. 16.](#) and following the guidelines in [App. 3-1.](#) See also [AM ch. II.37.](#)
3. 6. A member who belongs to a designated group is encouraged to self-identify using the RCMP Workforce Survey Questionnaire, [Form 3501.](#)

3. 7. A member will normally not be considered for a transfer before the expiration of three years unless operational or administrative needs exist.

3. 8. The Delegated Manager for HR will establish divisional directives required to process the transfer of members efficiently and will ensure data is entered on the Human Resource Management Information System (HRMIS) in accordance with established procedures.

3. 9. All RMs, CMs, S/Csts., and S/Cst. members being considered for a transfer will be subject to a final review.

3. 9. 1. Upon request, an employee will submit [Form 6430](#) completed in accordance with [OM Part 20](#).

3. 9. 2. When employee misconduct, or an allegation of misconduct, is disclosed on [Form 6430](#), the employee may include a rationale justifying his/her continuation in the staffing action. When preparing the rationale, the employee should have regard to the Supreme Court decision R. v. McNeil, 2009 SCC 3, disclosure requirements of [OM ch. 20.1](#), and consider addressing the following factors:

3. 9. 2. 1. the seriousness of the allegation or the incident leading to the finding of misconduct;

3. 9. 2. 2. public perception;

3. 9. 2. 3. for an ongoing internal/statutory investigation, the amount of evidence available;

3. 9. 2. 4. the time elapsed between the incident and the selection;

3. 9. 2. 5. any remedial action the member may have taken in the interim;

3. 9. 2. 6. the type and nature of duties to be performed at the new rank/level and in the position being staffed and any relationship with the allegation or finding of misconduct; and

3. 9. 2. 7. any other factor the Delegated Manager for HR deems relevant and appropriate.

3. 9. 3. An employee not advancing in the staffing action as a result of the final review will receive a written decision and rationale from the Delegated Manager for HR. The security classification of the correspondence will normally be Protected B.

3. 9. 4. A copy of the decision and rationale must be retained on the staffing action file in a sealed envelope.

3. 9. 5. When an inter-divisional candidate is not selected due to a final review, the sending Career Development and Resourcing (CDR) office will be advised.

NOTE: A copy of the decision and rationale will not be sent to the CDR office.

3. 9. 6. [Form 6430](#) will be retained on the staffing action file in a sealed envelope.

#### **4. Transfer Planning**

##### **4. 1. General**

4. 1. 1. Consultation with the Delegated Managers for HR/delegates and program managers concerned is part of the staffing process.

4. 1. 1. 1. The Delegated Manager for HR will conduct a final review to determine a member's eligibility to continue in a staffing action, having regard to R. v. McNeil, 2009, SCC 3, disclosure requirements of [OM ch. 20.1.](#), and the factors outlined in [sec. 3.9.2.1. to 7.](#) The relevance of any prior finding that the member has contravened the Code of Conduct, to the position in question, will be assessed on a case-by-case basis.

NOTE: The CDRA may review [Form 6430](#) for the selected candidate. When misconduct or an allegation of misconduct has been disclosed by the member, the form will be forwarded to the Delegated Manager for HR for decision. If no disclosure is made, there is no requirement to forward [Form 6430](#) to the Delegated Manager for HR.

4. 1. 1. 2. The Delegated Manager for HR may consult as necessary, e.g. Professional Standards, Staff Relations Representative, line officer/selecting manager, in considering his/her decision and in the preparation of rationale.

4. 1. 2. When staffing a position, HRMIS is the primary means for identifying interested/qualified members.

4. 1. 2. 1. If the position is advertised, all the members responding to the advertisement will also be considered.

4. 1. 3. Managers will ensure that salary funds are available before submitting a request for staffing.

4. 1. 4. When a member receives [Form 1272](#) and indicates on it his/her acceptance of the proposed plan, it is not a guarantee that he/she will be transferred into the indicated position.

4. 1. 5. In order to eliminate transfers made to the discretion of the receiving CO, the posting will normally be determined before the transfer is ordered.

#### **4. 2. Delegated Manager for HR/Delegate**

4. 2. 1. When considering a member for a position, examine all relevant factors including the job requirements, security level, medical profile, language profile, and final review.

4. 2. 2. When deciding to recommend or to reject a proposed transfer, consider all relevant factors including the:

4. 2. 2. 1. member's personal circumstances;

4. 2. 2. 2. HSO's comments (if applicable);

4. 2. 2. 3. needs of the RCMP;

4. 2. 2. 4. feasibility of transferring the member, e.g. transfer expenses, the availability of salary funds;

4. 2. 2. 5. results of a final review; and

4. 2. 2. 6. results of external consultation, e.g. contracting partner, regarding all transfers of members involved in high profile or egregious circumstances where the reputation of the RCMP may be scrutinized. Once the consultation has occurred, document your actions on the staffing action file.

4. 2. 3. When requested to consider the transfer of a member to your division, if you agree, order the transfer, or if you disagree, reject the proposed transfer and provide your rationale.

4. 2. 4. When an inter-divisional transfer you requested is rejected, and you are of the opinion that the transfer should proceed, refer the matter to the Chief Human Resources Officer (CHRO)/delegate.

## **5. Community Participation**

### **5. 1. General**

5. 1. 1. The provisions of this section and [ch. 4., sec. 11.](#) are exceptions to the normal staffing process and can only be applied at the request of a community representative/contract partner.

5. 1. 2. In accordance with the Provincial/Territorial policing agreements and Community Tripartite Agreement (CTA), when a detachment/district/area commander position is to be filled, a community representative/contract partner may participate in the selection process by identifying policing priorities and cultural sensitivities, recommending qualifications and additional job requirements, and may have direct involvement by identifying one representative to participate as a member of the Community Participation Interview (CPI) Committee.

5. 1. 2. 1. When required, a 2285 committee will be convened. See [ch. 4., sec. 10.5.1.](#)

5. 1. 3. "Direct Involvement" means that a community representative/contract partner participates as a member of the CPI Committee.

5. 1. 4. All detachment/district/area commander positions can be staffed in accordance with the provisions in this section.

5. 1. 5. All expenses related to direct involvement, including the cost of the CPI, will be borne by the communities.

5. 1. 6. The line officer will consult with the community representative/contract partner and determine the desired number of candidates, between three and seven, to be advanced to the short list. If fewer than the desired number of candidates is available, the process will go forward with those candidates identified. If the process yields only one candidate, no CPI is required.

5. 1. 7. Normal staffing processes, including the Priority Administration process, will be used to identify interested and qualified lateral candidates.

5. 1. 8. The job advertisement will advise members that a CPI will be required and that a community representative/contract partner will have direct involvement.

5. 1. 8. 1. If a position is not advertised, candidates will be advised of the selection process through direct communication.

### **5. 2. Community Participation Interview**

5. 2. 1. Candidates' personnel files, service files, and application documents, i.e. applications, CVs, competency résumés, covering letters, employee conduct disclosure forms, will not be made available to the CPI Committee.



5. 2. 2. The CPI Committee will consist of the appropriate line officer/delegate, one community representative/contract partner, and one Subject Matter Expert at or above the rank of the position being staffed. A SRR may sit as an observer.

5. 2. 3. Candidates will be provided with the names of the Committee members. If a candidate objects to the participation of any of these members, the reasons must be submitted, in writing, to the CDR office. If the Delegated Manager for HR/delegate agrees, an alternate member will be named.

5. 2. 4. When evaluating the candidates, the Committee members will consider only the information obtained during the CPI.

5. 2. 5. All candidates will be rank-ordered by the Committee.

5. 2. 6. The Committee members must attain majority agreement concerning the rank-ordering of candidates.

5. 2. 7. The CPI will not be recorded. Notes made by the Committee members during the interview and the candidate comparison process will be retained on file.

5. 2. 8. A Committee member who has a concern about the rank-ordering of candidates and who wishes to inform the Delegated Manager for HR/delegate accordingly, will submit his/her comments, in writing, at the same time the CPI Committee results are submitted.

### **5. 3. Line Officer/Delegate**

5. 3. 1. Before initiating the staffing process, liaise with the community representative/contract partner to:

5. 3. 1. 1. obtain, in writing, their policing priorities, cultural sensitivities, and any qualifications and/or additional job requirements they may desire in addition to those required by the job code;

5. 3. 1. 2. explain the regular RCMP staffing process;

NOTE: If you are not fully familiar with the process, consult with CDR first.

5. 3. 1. 3. inform them that if they wish to have direct involvement, only one individual representing all the communities involved may participate as a member of the CPI Committee;

5. 3. 1. 3. 1. obtain, in writing, from the community representative/contract partner requesting direct involvement, the name of the individual they choose to represent them on the CPI Committee, when more than one community is involved for one position.

5. 3. 1. 4. inform them that if they wish to have direct involvement in the process, they may be required to participate in a subsequent CPI, e.g. need for redress.

5. 3. 1. 5. advise them that they are responsible for paying for all expenses related to their direct involvement, including the cost of the CPI and, if necessary, any subsequent CPI; and

5. 3. 1. 6. provide them with a copy of [sec. 5.2.](#)

5. 3. 2. Indicate on Request for Staffing a Member Position, [Form 2285](#), that a CPI will be held and the desired number of candidates to be advanced to the short list. See [sec. 5.1.6.](#)

5. 3. 3. Develop the CPI questions and benchmarks. Consult with the community representative/contract partner and CDR, as required.

5. 3. 4. Consider the recommendation of the CPI Committee together with information from the candidates' application documents, and identify the recommended candidate whom you have determined as being the right fit.

#### **5. 4. OIC/IC, Career Development and Resourcing/delegate**

5. 4. 1. Assist the line officer/delegate in developing the CPI questions and benchmarks in consultation with the community representative/contract partner.

5. 4. 1. 1. Ensure the questions and benchmarks are appropriate before approving.

5. 4. 2. Monitor the transferability and promotability of the candidates throughout the process and take the appropriate action when necessary.

5. 4. 3. Identify potential Committee members and provide them, including the community representative /contract partner, with an information package including the Structured Interview Guide, and a copy of [sec. 5.](#) and [ch. 4., sec. 11.](#)

5. 4. 4. Ensure that Confidentiality Agreement, [Form 5182](#), is signed by all Committee members.

5. 4. 5. Upon conclusion of the CPI, ensure all documents and notes from the Committee members, including the interview questions and answers, are maintained securely on the staffing action file.

#### **5. 5. Delegated Manager for HR/Delegate**

5. 5. 1. Ensure the rationale provided by the CPI Committee is sound, defensible, and clearly supports the recommendation and, if applicable, review any concerns raised.

5. 5. 2. Reconvene the Committee to address any concerns, if necessary.

5. 5. 3. Approve the recommendation of the line officer.

### **6. Transfer Implementation**

#### **6. 1. General**

6. 1. 1. Unless otherwise specified, the proposed implementation date (PID) of a transfer will be:

6. 1. 1. 1. 30 days from the day the transfer notice is issued; or

6. 1. 1. 2. when the member must relocate, 90 days from the day the transfer notice is issued.

6. 1. 2. When the circumstances warrant, the Delegated Manager for HR/delegate may cancel or delay the transfer of a member.

6. 1. 3. Before cancelling a transfer where costs have been incurred by the member, the Delegated Manager for HR/delegate will consult with the financial authorities of the divisions concerned.

6. 1. 4. When a member arrives in a position as a result of a transfer and the incumbent (outgoing member) is still in the position, the incoming member is deemed the rightful incumbent of the position.

6. 1. 4. 1. The outgoing member will be granted a 60-day extension, beyond the 90-day relocation allowance, only if the unsold residence is judged to have been reasonably priced and there are no other valid reasons why a sale has not occurred.

6. 1. 4. 2. The outgoing member will physically relocate as soon as the residence is sold or at the expiration of the 60-day period, whichever occurs first.

6. 1. 5. A temporary transfer must be recorded in HRMIS through the staffing transaction process. See [App. 3-3](#).

6. 1. 5. 1. The member will be informed of the expected duration of a temporary transfer.

6. 1. 5. 2. A member on temporary transfer to a location outside his/her headquarters area will be in travel or extended travel status.

6. 1. 6. The permanent position of a member on temporary transfer, maternity leave, or under suspension, will normally be blocked.

6. 1. 7. Leave that takes effect after the departure date must be approved by the CO/delegate of the receiving division.

## **6. 2. Delegated Manager for HR/Delegate**

6. 2. 1. Do not transfer a member to a blocked position or to a position where the rank/level is inconsistent with his/her rank/level.

6. 2. 2. You may order the transfer of a member to a position where the incumbent has been ordered permanently transferred out.

6. 2. 3. Distribute the transfer notice as required.

## **6. 3. Member**

6. 3. 1. Do not start any relocation procedures if you have not received written notification of your permanent transfer, or if your transfer is temporary.

6. 3. 2. Notify the commanders of both your old and new units of any court commitments before finalizing your transfer.

6. 3. 3. Following divisional directives, notify your career manager of your date of departure.

6. 3. 4. Relocate as close as possible to the PID.

6. 3. 5. If you cannot depart on the PID, notify the Delegated Managers for HR and both your old and new unit commanders. Give the reasons and request an extension.

6. 3. 6. Upon arrival at your new post, notify your new career manager and update your HRMIS information using HRMIS/HR Online Self Service.

## **7. Reporting Transfers and Other Changes**

## **7. 1. General**

7. 1. 1. The HRMIS staffing transaction process must be used to initiate transfers and other changes. See [App. 3-3](#).

7. 1. 2. The appointment date shown on HRMIS refers to the date of departure from the old post.

7. 1. 3. The information referred to in [sec. 7.2](#). must be entered in HRMIS.

7. 1. 3. 1. Extended medical leave and suspensions will be entered in HRMIS on the 31<sup>st</sup> day of the extended medical leave or suspension.

## **7. 2. Member**

7. 2. 1. Immediately inform your career manager:

7. 2. 1. 1. for transfers in excess of 30 days or for which you received a transfer notice, of your departure date from your old post and your arrival date at your new post;

7. 2. 1. 2. when proceeding to discharge; and

7. 2. 1. 3. when starting and finishing:

7. 2. 1. 3. 1. training in excess of 30 days;

7. 2. 1. 3. 2. leave without pay;

7. 2. 1. 3. 3. maternity, parental, or adoption leave;

7. 2. 1. 3. 4. pension retirement leave;

7. 2. 1. 3. 5. sick leave in excess of 30 days;

7. 2. 1. 3. 6. suspension in excess of 30 days; or

7. 2. 1. 3. 7. acting appointment in excess of 30 days.

## **7. 3. Manager**

7. 3. 1. Ensure the member complies with [sec. 7.2](#). and, in the member's absence, immediately provide the career manager with the required information.

## **7. 4. Career Manager**

7. 4. 1. Ensure that a staffing transaction is completed in HRMIS with regard to any change mentioned in [sec. 7.2](#).

## **8. Interviews**

### **8. 1. General**

8. 1. 1. A member or management may request an interview. The interview may be conducted by phone.

8. 1. 2. If an interview is documented on Personnel Interview Report Data Update, [Form A-323](#), the applicable interview code will be recorded and the comments of the line officer and the Delegated Manager for HR/delegate will normally be included. See [App. 3-2](#).

8. 1. 3. The Delegated Manager for HR will inform the CHRO of all complaints about RCMP policy made by a member during an exit interview.

## **8. 2. Member**

8. 2. 1. Request an interview if you need to discuss any issues that relate to your career aspirations, transfer request, or personal problems for which you feel your career manager could be of assistance.

8. 2. 2. Review the contents of the interview report and if you disagree, submit your concerns, in writing, to the Delegated Manager for HR through channels.

## **8. 3. Career Manager**

8. 3. 1. Before ending an interview, inform the member of the results.

8. 3. 2. When applicable, instruct the member to update his/her HRMIS information using HRMIS/HR Online Self Service.

## **9. Technical Assessments**

### **9. 1. General**

9. 1. 1. A technical assessment using Technical Assessment, [Form 1740](#), may be done when the career manager does not possess the expertise to determine if a candidate meets the job requirements.

9. 1. 2. A staffing action will not be delayed by a grievance of the results of a technical assessment.

9. 1. 3. When an assessor requests the assistance of a second assessor, one will be appointed by the career manager.

### **9. 2. Career Manager**

9. 2. 1. When arranging for a technical assessment using [Form 1740](#):

9. 2. 1. 1. Complete parts A, B, and C of the form.

9. 2. 1. 2. Arrange for the services of an assessor.

9. 2. 1. 2. 1. The assessor will be thoroughly familiar with the work area and will normally be at least one rank/level above the rank/level of the candidate being assessed.

9. 2. 1. 3. Forward the partially completed form to the assessor along with the personnel and service files of the member.

9. 2. 1. 4. Instruct the assessor to complete part D of the form and to limit his/her comments to the technical skills directly related to the position.

9. 2. 2. When [Form 1740](#) is returned to you and the member meets the selection criteria of the position, proceed with the staffing action.

9. 2. 3. If the member does not meet the selection criteria of the position:

9. 2. 3. 1. forward a completed copy of [Form 1740](#) to the member;

9. 2. 3. 2. inform the member that he/she has seven days to request a review of the technical assessment; and

9. 2. 3. 3. if the member requests a review of the technical assessment, proceed with the staffing action only after having received the assessment review, or the approval of the Delegated Manager for HR/delegate.

### **9. 3. Member**

9. 3. 1. If you wish to challenge information on your technical assessment:

9. 3. 1. 1. inform the Delegated Manager for HR/delegate within seven days of being informed of the assessment result, and

9. 3. 1. 2. provide the rationale for your request and any information which you feel should be considered for reassessment.

### **9. 4. Delegated Manager for HR/Delegate**

9. 4. 1. If you agree with the requested assessment review, ensure it is conducted by a different qualified assessor.

## **10. Limited-Duration/Isolated Posts**

10. 1. The Delegated Manager for HR will publish a list of division limited-duration/isolated posts, including the recommended tenure at each location.

10. 2. A member serving at a limited-duration/isolated post, excluding "G", "M", and "V" Divisions, will be considered for a subsequent transfer to a location not designated as such, in his/her staffing region, according to the member's preferences.

10. 3. The following guidelines will be used to establish limited-duration/isolated posts:

10. 3. 1. Location: distance of the post from major centres.

10. 3. 2. Access: the means of travel that must be used to gain access to communities having more goods, facilities, and services.

10. 3. 3. Population: the relative size of the population in which a post is located.

10. 3. 4. Post Size: the number of police personnel at the post, and the impact of that number on local working conditions.

10. 3. 5. Lack of Amenities: the availability/lack of shopping, entertainment, and recreational facilities at or near the post.

10. 3. 6. Educational Facilities: the availability of educational facilities to the families of members.

10. 3. 7. Medical Facilities: the availability of medical facilities to the families of members.

10. 3. 8. Quality of Life: the general quality of life for members at the post in relation to other communities in the division.

10. 4. The guidelines outlined in [sec. 10.3.](#) may also be used when establishing limited-development posts for officers/officer equivalents.

## **11. Cadets/Newly Engaged Members**

11. 1. A newly engaged RM will not be ordered transferred to a locale where his/her first official language is not in general use, unless the member has been deemed functional in his/her second official language.

11. 2. When a newly engaged member is transferred to a division, the Delegated Manager for HR must send the member, without delay, to a suitable location.

## **12. Medically Restricted Members**

### **12. 1. General**

12. 1. 1. A member being considered for medical discharge is under no obligation to accept alternate employment which requires him/her to change status.

12. 1. 1. 1. A change of status includes a resignation of rank/level.

12. 1. 2. A search for employment opportunities for a member being considered for a medical discharge will include all categories of positions regardless of the rank/level of the member concerned. See [AM ch. II.37.](#)

12. 1. 3. A position will be blocked for a member on medical leave.

### **12. 2. Delegated Manager for HR/Delegate**

12. 2. 1. When advised that a member is being considered for medical discharge, arrange to have the member interviewed and ensure that the interviewer informs the member:

12. 2. 1. 1. that he/she is being considered for a medical discharge and he/she may consult the HSO,

12. 2. 1. 2. of the ramifications of being medically discharged,

12. 2. 1. 3. of the steps that will be taken on his/her behalf to find alternate employment within the RCMP, and

12. 2. 1. 4. that he/she is under no obligation to accept alternate employment that would require a change of status or resignation of rank/level.

12. 2. 2. Ensure all information gathered is documented on [Form A-323](#) including the member's:

12. 2. 2. 1. rank/level,

12. 2. 2. 2. résumé of service,

12. 2. 2. 3. curriculum vitae if available,

12. 2. 2. 4. receptivity to relocation,

12. 2. 2. 5. posting preference, and

12. 2. 2. 6. willingness to change status or resign his/her rank/level should an alternate employment opportunity require such action.

12. 2. 3. Conduct an RCMP-wide search to locate a position for which the medically restricted member is qualified. If a position is found, arrange to transfer the member.

12. 2. 4. Where the medical discharge is imminent, arrange to have the member interviewed and document any concerns the member may have.

### **13. Staffing of Bilingual Positions**

#### **13. 1. General**

13. 1. 1. In accordance with the Treasury Board of Canada Secretariat (TBS) [Directive on Official Languages for People Management](#):

13. 1. 1. 1. A position or function designated as bilingual must be filled by a candidate who meets the language requirements of that position. In the RCMP, such member positions are staffed as Priority I. See [sec. 13.1.2.4](#).

13. 1. 1. 2. In exceptional cases, a position or function may be filled by a candidate who does not possess the required language skills. The RCMP then provides language training to allow the employee to acquire these skills and takes measures to ensure that the bilingual functions of the position are carried out in the interim. In the RCMP, such member positions are staffed as Priority IS or Priority II. See [sec. 13.1.2.5](#) and [sec. 13.1.2.6](#).

13. 1. 2. For the purposes of this section, the following definitions apply:

13. 1. 2. 1. **Proficiency level** means the member's level of proficiency in his/her second official language as measured by the Public Service Commission Second Language Evaluation (SLE).

13. 1. 2. 2. **Linguistic profile** means, for bilingual positions, the level of proficiency required in the two official languages for each of the three language skills: reading, writing, and oral interaction, e.g. CBC.

13. 1. 2. 3. **Language requirements** means the position's language designation, e.g. bilingual, together with the linguistic profile.

13. 1. 2. 4. **Priority I** means the position is designated bilingual, requiring the immediate use of both official languages, and must be staffed with a member who meets the language requirements.

13. 1. 2. 5. **Priority IS** means the position is designated as bilingual and its linguistic profile requires a "C" level in one or more abilities. The member does not have to meet the linguistic profile at the appointment date, but must have valid SLE results at the BBB level at the time of application. If the selected member does not meet the language requirements of the position, he/she must commit to undergo language training in order to attain the required proficiency level within one year from the date of transfer/appointment. The member will be required to sign Statement of Agreement to Become Bilingual, [Form 2164](#).



13. 1. 2. 6. **Priority II** means the position is designated as bilingual and if the selected member does not meet the language requirements, he/she must commit to undergo language training in order to attain the required proficiency level within two years from the date of transfer/appointment. The member will be required to sign [Form 2164](#).

13. 1. 3. For staffing purposes, a member's SLE results are valid for five years, unless his/her line officer believes the member no longer meets his/her proficiency level and has requested he/she be re-tested.

13. 1. 4. A member will not be considered for a Priority I or Priority IS staffing action unless his/her SLE results are valid on the closing date of the job advertisement, or when the lateral candidate is selected from HRMIS, and remain valid until the transfer notice/appointment is approved by the Delegated Manager for HR/delegate.

13. 1. 5. Priority I staffing is the norm and must be used in the following circumstances:

13. 1. 5. 1. A transfer/appointment for a specified period, e.g. a Full-time Equivalents Exempt from Classification (FTEEC) assignment.

13. 1. 5. 2. A transfer/appointment to a bilingual position requiring technical or specialized language skills, i.e. level P.

13. 1. 5. 3. The position or function is indispensable for providing services to the public or to employees in both official languages, such as:

13. 1. 5. 3. 1. the bilingual position is one of the very few in an office that provides services to the public or employees;

13. 1. 5. 3. 2. the bilingual position is the only one that provides certain services;

13. 1. 5. 3. 3. the bilingual position is one of several providing similar services but, there are not enough incumbents who meet language requirements to ensure service in both official languages at all times; or

13. 1. 5. 3. 4. the functions of the position require the capacity to communicate promptly and accurately in both official languages in situations where the communication has a direct bearing on the health, safety or security of the public or the occupants of the office, e.g. a position responsible for communicating instructions within the context of internal security services or for the management of emergency situations. See the TBS [Directive on Official Languages for People Management](#).

13. 1. 6. Priority IS staffing may be used when:

13. 1. 6. 1. the criteria for Priority I staffing do not apply, or when Priority I staffing has been attempted and has failed to identify a qualified candidate;

13. 1. 6. 2. appropriate administrative arrangements are in place to ensure that the bilingual functions of the position are carried out until the new incumbent meets the language requirements;

13. 1. 6. 3. the unit manager is committed to sending the member on second language training to enable the member to attain the proficiency level required for the position within one year from the date of the transfer/appointment; and

13. 1. 6. 4. the unit is able to provide an environment in which the member will have the opportunity to use and develop his/her second language skills.

13. 1. 7. Priority II staffing may be used when:

13. 1. 7. 1. the criteria for Priority I staffing do not apply, or when Priority I or Priority IS staffing has been attempted and has failed to identify a qualified candidate;

13. 1. 7. 2. appropriate administrative arrangements are in place to ensure that the bilingual functions of the position are carried out until the new incumbent meets the language requirements;

13. 1. 7. 3. the unit manager is committed to sending the member on second language training to enable the member to attain the proficiency level required for the position within two years from the date of the transfer/appointment; and

13. 1. 7. 4. the unit is able to provide an environment in which the member will have the opportunity to use and develop his/her second language skills.

13. 1. 8. If a member is transferred or appointed as a result of a Priority IS or Priority II staffing action and is unsuccessful in attaining the required proficiency level within the prescribed timeframe, he/she will be transferred to a position for which he/she meets the language requirements, and other criteria. See [ch. 5., sec. 1.2.](#)

13. 1. 9. A member may be exempted from meeting the language requirements of a Priority II staffing action if he/she is granted an exclusion:

13. 1. 9. 1. as a result of an agreement to become bilingual (also applies to Priority IS),

13. 1. 9. 2. on medical grounds, or

13. 1. 9. 3. for persons eligible for an immediate annuity.

NOTE: The terms and conditions for exclusions are outlined in [AM ch. II.6., sec. 10.](#)

### **13. 2. Line Officer/Delegate**

13. 2. 1. In accordance with [AM ch. II.6.](#), identify the language requirements of the position in consultation with CDR and the Divisional Official Languages Coordinator.

13. 2. 2. A request for Priority IS or Priority II staffing must include:

13. 2. 2. 1. a rationale for proceeding with a Priority IS or Priority II staffing action;

13. 2. 2. 2. confirmation that the line officer is committed to releasing the member to undergo language training within the prescribed period, or if the member is already selected, the signed [Form 2164](#); and

13. 2. 2. 3. a description of the administrative measures in place to ensure that the bilingual functions of the position will be carried out.

13. 2. 3. When a member is transferred/appointed to your area on a Priority IS or Priority II basis, provide all necessary documentation to the Divisional Official Languages Coordinator.

13. 2. 4. When a member is transferred/appointed to your area on a Priority IS or Priority II basis, ensure that he/she undergoes language training as soon as possible to enable the member to meet the required proficiency level within the prescribed timeframe, according to [Form 2164](#).

### **13. 3. Delegated Manager for HR/Delegate**

13. 3. 1. When staffing a bilingual position:

13. 3. 1. 1. verify that members being considered meet the language requirements of the position, taking into consideration the priority, e.g. Priority IS of the staffing action. See [sec. 13.1.2.](#), [sec. 13.1.2.4.](#), [sec. 13.1.2.5.](#), and [sec. 13.1.2.6.](#); and

13. 3. 1. 2. for a Priority IS or Priority II staffing action, consider members who have been exempted from meeting second language requirements. See [sec. 13.1.2.](#)

13. 3. 2. When a member is being considered for Priority IS or Priority II staffing, ensure that he/she signs [Form 2164](#) before the transfer/appointment is approved.

### **13. 4. Member**

13. 4. 1. If you believe your proficiency in your second language has improved, request to be re-tested by completing Second Language Evaluation Test Request, [Form 2612](#), and submitting it to the Divisional Official Languages Coordinator.

13. 4. 2. If you wish to be considered for Priority I or Priority IS staffing, ensure your SLE results are valid.

13. 4. 3. If you are transferred/appointed on a Priority IS or Priority II basis, request to go on language training as soon as possible in order to fulfill your agreement to become bilingual. See [Form 2164](#).

### **13. 5. Divisional Official Language Coordinator**

13. 5. 1. Monitor and ensure compliance with the terms and conditions of these directives and [AM ch. II.6.](#)

13. 5. 2. Make the necessary language training and SLE testing arrangements.

## **14. Unit Residency Requirements**

### **14. 1. General**

14. 1. 1. Residency restrictions may be required in some areas, and are determined on an individual basis.

14. 1. 2. Residency requirements are not intended to include the family of the member.

14. 1. 3. The CO will approve unit residency requirements.

14. 1. 4. Unit residency requirements will not affect mandatory residency requirements for locations where government quarters have been provided for the incumbent of a specific position.

14. 1. 5. Residency requirements will be supported by reasonable rationale that addresses the following:

14. 1. 5. 1. community recommendations containing identifiable and practical justification,

14. 1. 5. 2. constantly recurring hazards likely to impede response and reasonable response to emergency situations,

14. 1. 5. 3. other factors that would impede reasonable response to emergency situations,

14. 1. 5. 4. local commuting customs,

14. 1. 5. 5. road conditions, and

14. 1. 5. 6. traffic density.

14. 1. 6. Recommendations for changes to residency requirements will be reviewed by a divisional committee comprised of management representatives and SRRs, as determined by the CO.

14. 1. 7. Existing or new residency requirements will be reviewed when the need is identified to the CO.

#### **14. 2. Commander**

14. 2. 1. When required, discuss and seek the advice of government officials and community consultative groups in your jurisdiction.

14. 2. 2. Ensure that government officials and community consultative groups can help in finding housing for members.

14. 2. 3. Forward your recommendations and those of the community to the CO through channels.

#### **14. 3. Divisional Committee**

14. 3. 1. Review existing and new residency requirements and if necessary, obtain additional information.

14. 3. 2. Provide the CO with recommendations and rationale.

#### **14. 4. Career Manager**

14. 4. 1. Discuss unit residency requirements with the member during transfer planning and document your conversation.

### **15. Pregnant Members**

#### **15. 1. General**

15. 1. 1. To ensure the health and safety of the member or that of the fetus or child, pregnancy may require accommodation of temporary limitations and restrictions of duties.

#### **15. 2. Responsibilities**

##### **15. 2. 1. Member**

15. 2. 1. 1. Upon confirmed diagnosis of pregnancy, have your physician complete Part B of Medical Certificate, [Form 2135](#), identifying any temporary restrictions and limitations of duties (Occupational Restrictions).

15. 2. 1. 2. Instruct your physician to provide the completed Part B of [Form 2135](#) and future updates to the HSO. Regularly review and discuss the assignment of duties that can be performed according to your restriction and limitations.

15. 2. 1. 3. Regularly review with your physician, any limitations and restrictions that will be required in addition to the basic limitations and restrictions established with the HSO.

### **15. 2. 2. HSO**

15. 2. 2. 1. Consult with the attending physician and discuss temporary duty restrictions and limitations to reduce risk to the member and pregnancy, as outlined in [HSM ch. II.1., sec. M.](#)

### **15. 2. 3. Line Officer/Manager/Supervisor**

15. 2. 3. 1. Upon a member's disclosure of a pregnancy, ensure the member has followed the directives outlined in [sec. 15.2.](#)

15. 2. 3. 2. Consult with the HSO for direction, if limitations or restrictions are unclear.

15. 2. 3. 3. Ensure the member adheres to her duty limitations and restrictions.

15. 2. 3. 4. Meet regularly with the member to ensure assigned duties are appropriate to her abilities.

NOTE: Members and management should also familiarize themselves with [AM ch. II.36.](#) and the [Canada Labour Code](#).

## **16. Compassionate Transfers**

### **16. 1. General**

16. 1. 1. Members with personal circumstances which affect them, their immediate family, or immediate relatives, that are not covered by [AM ch. II.36.](#), may be eligible to submit a request for a compassionate transfer.

16. 1. 1. 1. Only a limited number of situations warrant a compassionate transfer. See [App. 3-1](#) for examples and guidelines.

16. 1. 1. 2. Compassionate transfer situations are not considered a duty to accommodate. As such, an approved compassionate transfer is not a guarantee of placement. See [AM ch. II.36., sec. 2.1.4.](#)

16. 1. 1. 2. 1. It is important that members remain flexible throughout the process with respect to geographic location and job type.

16. 1. 2. The Priority Administration Directive, [ch. 7.](#), will be used to place any member approved for a compassionate transfer.

16. 1. 2. 1. Any provisions in the Priority Administration Directive, [ch. 7.](#), will apply.

16. 1. 3. A Compassionate Review Committee will be created for all inter-divisional transfer requests, and may be used for requests within the same division.

16. 1. 4. The Compassionate Review Committee is usually composed of the following members:

16. 1. 4. 1. The sending division's Delegated Manager for HR, who chairs the Committee, hears recommendations from the Committee members, and approves or denies the request in concurrence with the receiving division's Delegated Manager for HR.

16. 1. 4. 2. The receiving division's Delegated Manager for HR, who hears recommendations from the Committee members and approves or denies the request in concurrence with the sending division's Delegated Manager for HR.

16. 1. 4. 3. The HSO/delegate, who reviews relevant medical information and, in an advisory role, presents options, limitations, and solutions for requests involving medical reasons (if applicable).

16. 1. 4. 4. The sending division's CDRA, who arranges meetings, takes notes, records decisions, and conveys information gathered from the requesting member.

16. 1. 4. 5. The SRR, who sits as an impartial Committee member and offers his/her recommendations.

16. 1. 5. The Compassionate Review Committee will meet in person or by teleconference or videoconference to discuss the merits of the request.

16. 1. 6. If the request for a compassionate transfer is approved by both the sending and receiving divisions, the member's name will be placed on the National Priority List as a qualifying change to a member's personal circumstances, and he/she will be considered for placement within the receiving division at the earliest available opportunity. See [ch. 7., sec. 3.2.2.1.](#)

## **16. 2. Responsibilities**

### **16. 2. 1. Member**

16. 2. 1. 1. Review this policy, complete a compassionate transfer request, and submit it to the line officer/delegate.

16. 2. 1. 2. Provide necessary information in a timely manner.

16. 2. 1. 3. Keep the CDRA apprised of any changes to your situation throughout the approval phase of the compassionate transfer, and if approved, until you have been physically transferred to your new post.

### **16. 2. 2. Line Officer/Delegate**

16. 2. 2. 1. Forward the request with your comments to the CDRA responsible for your division/section.

### **16. 2. 3. CDRA**

16. 2. 3. 1. Review the request against the requirements listed in [App. 3-1](#). If the request does not meet the requirements, advise the line officer/delegate and the member.

16. 2. 3. 2. If the request warrants review, meet with the member and record all necessary information on [Form A-323](#), including the situation, supporting documentation, and comments of support or non-support from the member's line officer/delegate.

16. 2. 3. 3. Seek advice or request supporting documentation from the HSO if required.

16. 2. 3. 4. Bring [Form A-323](#) and supporting documentation forward to the sending division's Delegated Manager for HR, and establish the Compassionate Review Committee, if applicable.

16. 2. 3. 5. If the request is approved, advise the line officer/delegate, the member, and the receiving division (if applicable), and place the member's name on the National Priority List.

16. 2. 3. 6. If the request is denied, advise the line officer/delegate, the member, and the receiving division, (if applicable).

16. 2. 3. 7. If you receive notification that the member's situation has changed, evaluate the impact of the change on an existing or previously approved compassionate transfer request and take appropriate action.

#### **16. 2. 4. Sending and Receiving Delegated Managers for HR**

16. 2. 4. 1. On behalf of your respective COs, jointly approve or deny the request based on the information given.

16. 2. 4. 2. In cases where you cannot agree, refer the decision to your respective CO.

16. 2. 4. 3. If the COs cannot agree, forward the request with the receiving division's comments and supporting documentation to the CHRO for a final decision.

### **17. Secondments**

#### **17. 1. General**

17. 1. 1. The RCMP supports the use of secondments for RCMP members going to external organizations, and for individuals coming to the RCMP to fill RM or CM positions on a temporary basis.

17. 1. 2. A secondment is established through a formal agreement that is signed by the secondee and the appropriate approval authority of the home and host organizations.

17. 1. 3. Secondments will be used to:

17. 1. 3. 1. facilitate the achievement of the professional and developmental needs of the RCMP, and provide personal career and development opportunities for RCMP members;

17. 1. 3. 2. provide an opportunity to build or develop strong relationships with other organizations; or

17. 1. 3. 3. support local or national policing priorities or initiatives both within and outside of the RCMP.

17. 1. 4. Secondments can vary in type, circumstance, and duration.

17. 1. 5. The RCMP *Conflict of Interest Directive*, including the *Interpersonal Workplace Relationship* policy will apply to all secondment arrangements. See [AM ch. XVII.1.](#)

17. 1. 6. All secondment provisions outlined in this section apply to RM positions within the NCO ranks and CM positions below the SPS-EX occupational group.

17. 1. 7. For secondments governed by Interchange Canada, see the TBS [Policy on Interchange Canada.](#)

NOTE: The authorities of the RCMP Interchange Canada Liaison Officer for Public Service employees and members of the RCMP are delegated to resources in the Public Service Policy and Programs unit in Workforce Programs and Services.

## 17. 2. Definitions

17. 2. 1. For the purposes of this section, the following definitions apply:

17. 2. 1. 1. **Home organization** means the organization for which the employee works before the beginning of the secondment.

17. 2. 1. 2. **Host organization** means the organization for which the employee works during the term of the secondment.

17. 2. 1. 3. **Memorandum of Understanding** means a written record of understanding between the RCMP and any other participant that describes arrangements to provide or receive services, information, assets, assistance, or engage in cost-shared projects.

17. 2. 1. 3. 1. There are two levels of MOUs. See [AM ch. VIII.3.](#)

17. 2. 1. 4. **Other Agency Employee** means a person coming to the RCMP on secondment, in an RM or CM role, as outlined in [sec. 17.1.6.](#)

17. 2. 1. 5. **Return posting arrangement** means a pre-established agreement between the RCMP and the secondee, to establish a geographical location where the secondee will return to the RCMP.

17. 2. 1. 6. **Secondment** means, for the purposes described in [sec. 17.1.3.](#), the temporary transfer of:

17. 2. 1. 6. 1. an RM or CM to an external organization, or

17. 2. 1. 6. 2. an employee from an external organization into an RM or CM position within the RCMP.

17. 2. 1. 7. **Secondee** means a member of the RCMP being seconded outside of the RCMP, or an Other Agency Employee (OAE) who is being seconded into the RCMP.

17. 2. 1. 8. **Secondment agreement** means a written, legally binding agreement between the host organization, the home organization, and the secondee, that outlines the terms and conditions relevant to the secondment arrangement.

17. 2. 1. 9. **Substantive position** means the secondee's position within the home organization.

## 17. 3. Considerations



17. 3. 1. The following factors must be considered before moving forward with a secondment:

17. 3. 1. 1. the operational efficiency of the RCMP must be maintained;

17. 3. 1. 2. the number of RCMP members allowed to be seconded from the RCMP must not reach levels that would have a negative impact on established funding arrangements; and

17. 3. 1. 3. the secondment must have demonstrated benefits to the RCMP.

17. 3. 2. The period of the secondment must not exceed three consecutive years, including extensions.

17. 3. 3. After completing a secondment, the RCMP member will normally wait one year before starting a new secondment.

17. 3. 4. If the proposed secondee is in a FTEEC position, the provisions of the FTEEC plan will apply. See [AM ch. II.21.](#)

17. 3. 5. Secondment agreements involving international organizations or governments must be reviewed and approved by the Department of Foreign Affairs, Trade and Development (DFATD), and consultation must take place with the International Peace Operations Branch. See [AM ch. VIII.3.](#)

17. 3. 6. The substantive position of an RM or CM on secondment can only be backfilled on a temporary basis, unless special circumstances dictate a requirement for permanent backfill, as determined by the CO. In such cases, a Return Posting Arrangement must be established.

#### **17. 4. Advertising of External Secondment Opportunities**

17. 4. 1. Secondment opportunities outside the RCMP should be advertised:

17. 4. 1. 1. nationally where relocation funding is available; or

17. 4. 1. 2. locally (within the geographic area of the secondment opportunity), where relocation funding is not available.

NOTE: In certain situations, an exception to the advertising requirement may be granted by the DG, Workforce Programs and Services.

17. 4. 2. If the proposed secondment is for a FTEEC position, the provisions of the FTEEC plan will apply. See [AM ch. II.21.](#)

17. 4. 3. Interested applicants will submit a detailed cover letter outlining how he/she meets the secondment position requirements.

17. 4. 4. Candidates will be assessed by the CDRA responsible for staffing the requirement, in consultation with the OIC/IC of CDR.

17. 4. 5. Selection will be based on:

17. 4. 5. 1. meeting the position requirements of the secondment,

17. 4. 5. 2. releasability of the member,

17. 4. 5. 3. the candidate having a satisfactory final review, and

17. 4. 5. 4. the best interest of the RCMP.

17. 4. 6. Before confirming the selected candidate, if the potential successful candidate's position cannot be blocked, a Return Posting Arrangement will be mutually agreed to by all parties concerned.

17. 4. 7. A candidate can withdraw from the secondee selection process at any time.

17. 4. 8. Upon request or in response to a job advertisement, employees will submit [Form 6430](#). See [sec. 3.9.1](#).

17. 4. 9. The Delegated Manager for HR will conduct a final review to determine a member's eligibility to continue in a staffing action. See [sec. 1.1.17](#) and [4.1.1.1](#).

### **17. 5. Status of the Secondee**

17. 5. 1. The secondee will remain an employee of the home organization during the secondment and will be entitled to the regular rate of pay of his/her substantive position, and all applicable related benefits, e.g. annual leave, sick leave.

17. 5. 2. When an RCMP member is seconded to an outside organization, his/her substantive position may not be guaranteed upon his/her return. See [sec. 17.3.6](#).

17. 5. 2. 1. Each case will be considered by the CO on its merits, and the secondee will be advised by the CO as soon as possible whether his/her position will be kept open for his/her return.

17. 5. 3. While on secondment, an RCMP member may apply to any promotion process for which they are eligible.

17. 5. 3. 1. Should the secondee be deemed the successful candidate for a promotional opportunity, the DG, Workforce Programs and Services, will determine whether or not to terminate the secondment.

17. 5. 3. 1. 1. Should the DG, Workforce Programs and Services, decide to continue the secondment, an addendum to the original secondment agreement will be prepared, confirming that the successful candidate will receive the promotion, however, will remain in the host organization until the end date of the original secondment agreement.

### **17. 6. Obligations**

17. 6. 1. All secondments must be preceded by a signed agreement which documents the details of the secondment.

17. 6. 1. 1. RCMP-approved [templates](#) are to be used.

17. 6. 2. The secondee will carry out all duties necessary to achieve the objectives of the secondment, in accordance with the principles provided in the host organization's policies and procedures and the RCMP's core values.

17. 6. 3. The host organization will have supervisory control and will provide specific directions to the secondee that are reasonable and necessary for carrying out the objectives of the secondment.

17. 6. 4. The home organization will retain disciplinary control over the secondee.
17. 6. 5. Leave approved by the host organization will be submitted to the home organization.
17. 6. 6. The host organization will provide yearly performance appraisal reports to the home organization and the secondee.
17. 6. 7. The home organization will remain responsible to pay the secondee at his/her substantive rate of pay, including approved overtime, as well as all contributions to all applicable work-related benefits.
17. 6. 7. 1. Before the secondment begins, it will be determined to what extent, if at all, the host organization will reimburse the home organization during the secondment.
17. 6. 7. 2. The host organization will be responsible for all work-related expenses during the secondment, in accordance with the host organization's policies and procedures.
17. 6. 8. When an RM or CM is seconded to a position that is of a higher rank or group and level and is compensated accordingly, upon return to the RCMP, he/she will immediately revert to his/her substantive rank or grade, regardless of the length of the secondment, unless they have, in the meantime, been promoted.
17. 6. 9. The home organization will remain responsible for dealing with all claims related to any injury, disability, or death which may befall the secondee during the secondment.
17. 6. 9. 1. The host organization will promptly inform and provide details to the home organization of any incident that may lead to an injury, disability, or death which may befall the secondee.
17. 6. 9. 2. The TBS [Policy on Legal Assistance and Indemnification](#) will apply to all secondments.
17. 6. 10. The secondee will undergo a security screening if deemed necessary to carry out the duties of the secondment.
17. 6. 11. All information and documents resulting from the secondment remain the property of the host organization, and are to remain classified at the appropriate level. They may only be disclosed with expressed written consent of the host organization.

### **17. 7. Relocation**

17. 7. 1. RCMP members going on secondment may be eligible for a refund of relocation/accommodation expenses, but not exceeding the maximum permitted by RCMP policy. See [FMM App. 9-5-1](#) and [App. 9-5-2](#).
17. 7. 2. Other Agency Employees coming to the RCMP may be eligible for a refund of relocation/accommodation expenses, but not exceeding the maximum permitted by the provisions of Interchange Canada. See TBS [Commuting Assistance, Foreign Service, Isolated Posts and Government Housing, Relocation and Travel](#).

### **17. 8. Training**

17. 8. 1. Secondees must ensure all mandatory training requirements/operational skills maintenance of the home organization are met during the secondment.

17. 8. 2. The host organization will be responsible for ensuring the secondee is trained to undertake the duties required while on secondment.

### **17. 9. Termination**

17. 9. 1. The secondment may be terminated by either the home or host organization, upon giving a minimum of 30 days notice to the other party, except in extreme circumstances, e.g. urgent operational need, medical.

### **7. 10. Roles and Responsibilities**

17. 10. 1. The line officer/delegate is responsible for:

17. 10. 1. 1. drafting the secondment agreement based on the available templates;

17. 10. 1. 2. coordinating the review and approval of all secondment documents that deviate from the RCMP-approved template, involving positions covered by this policy, or upon request;

17. 10. 1. 3. sending secondment documents to the appropriate CO or Deputy Commissioner/delegate for approval;

17. 10. 1. 4. consulting with the Legal Services Unit or another policy centre if the drafted secondment agreement deviates from the template requested by the CO or Deputy Commissioner/delegate;

17. 10. 1. 5. initiating an assignment/acting entry, with the reason selected as "secondment" in the HRMIS Manager Self-Service Change Report Module, for the entry of the member going on secondment as Paid Leave of Absence (PLA) in HRMIS;

17. 10. 1. 6. initiating a Return from Leave staffing transaction in the HRMIS Manager Self-Service Change Report Module for the entry of the member returning from secondment, into HRMIS;

17. 10. 1. 7. providing CDR with the original signed secondment document;

17. 10. 1. 8. supervising the secondee coming into the RCMP, including providing any necessary training; and

17. 10. 1. 9. completing a performance evaluation for the secondee coming to the RCMP as outlined in [ch. 2.](#), [sec. F.2.](#) and [F.3.](#)

17. 10. 2. Financial Management and Corporate Accounting, Policy and Control are responsible for:

17. 10. 2. 1. reviewing and commenting on any secondment documents before its approval.

17. 10. 3. National Headquarters MOU Coordination Unit is responsible for:

17. 10. 3. 1. consulting with DFATD about secondments with a foreign entity.

NOTE: If DFATD recommends the proposed secondment, or the continuation of an existing secondment is not in the interest of Canada's foreign policy, the originator will advise the appropriate COs or Deputy Commissioners/delegates.

17. 10. 4. Career Development and Resourcing is responsible for:

17. 10. 4. 1. providing advice and guidance on completing secondment documents to originators, on the content and format, e.g. templates, quality assurance review;

17. 10. 4. 2. confirming with the line officer/delegate that the appropriate consultation has taken place with Legal Services, when an RCMP-approved secondment template is not used;

17. 10. 4. 3. providing advice and guidance related to staffing questions, and referring the member to his/her compensation advisor for advice and guidance related to compensation questions;

17. 10. 4. 4. forwarding signed originals and related documents to Records Management for file creation and retention;

17. 10. 4. 5. tracking and maintaining a repository of all divisional secondments to and going outside of the RCMP; and

17. 10. 4. 6. entering the member going on secondment as Paid Leave of Absence (PLA) in HRMIS, upon receipt of HRMIS transaction notification.

17. 10. 5. Divisional Personnel Security Units are responsible for:

17. 10. 5. 1. conducting security clearances for employees coming to the RCMP; and

17. 10. 5. 2. entering of employee information into HRMIS for employees coming to the RCMP on a secondment.

NOTE: These employees are considered contingent workers.

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## References

- [AM ch. I.3.](#), [ch. II.1.](#), and [ch. II.4.](#)

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