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## CMM - ch. 6. RCMP Work Force Adjustment

Provisions outlined in this policy must be considered in conjunction with the [App. 6-1, TB Approved RCMP Work Force Adjustment Directive](#), which supercedes this policy.

### Directive Amended: 2016-09-02

For information regarding this policy, contact [National Staffing Program](#), Workforce Programs and Services, Human Resources.

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App. 6-1 [TB Approved RCMP Work Force Adjustment Directive](#)

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### 1. Policy

1. 1. This Directive replaces all former RCMP work force adjustment policies and associated bulletins.

1. 2. This Directive applies to members, as defined in [Sec. 2., RCMP Act](#), whose pay is not determined through application of the executive pay plan and whose services may no longer be required because of a work force adjustment situation.

NOTE: For RCMP members whose pay is determined through application of the executive pay plan, apply the Treasury Board Directive on Career Transition for Executives with the exception

that the Public Service Commission priority management system is not available to RCMP members as they do not fall under the [Public Service Employment Act](#).

1. 3. In accordance with the [RCMP Act](#), under the direction of the Minister of Public Safety, the Commissioner is responsible for the control and management of the Force, which includes the authority to establish the organizational structure, its composition, and distribution of the work, including assignment of members to different posts or positions.

1. 4. The RCMP will ensure that, wherever possible, alternate posts within the member ranks or alternate positions within member groups and levels, as applicable, are provided to members affected by a work force adjustment situation in accordance with the provisions set forth in this Directive. This should not be construed as the continuation of a specific post or position, but rather as a continuation of a member's status as a member within the RCMP.

1. 5. The grievance procedure outlined in the [Commissioner's Standing Orders \(Grievances and Appeals\)](#), applies to regular and civilian members.

1. 6. In accordance with the [RCMP Act](#), the Commissioner may delegate to any member, his/her duties, functions, or responsibilities, as outlined in this Directive.

1. 7. Work force adjustment will be applied only when the services of a member are no longer required because of a work force adjustment situation, as defined in [App. 6-1](#).

1. 8. The General Process for work force adjustment situations outlined in [App. 6-2](#) will be adhered to by all parties.

## 2. Definitions

2. 1. **Accelerated discharge** means when an affected member makes a written request to the delegated authority to be discharged at an earlier date than originally indicated on the Notice of Work Force Adjustment, and the delegated authority concurs, i.e. Pay-in-lieu of unfulfilled surplus period. Entitlements, in accordance with [App. 6-1](#), will apply on the actual date of discharge.

2. 2. **Affected member** means a member, as defined in this Directive, who has been informed by the Commissioner, in writing, that his/her services may no longer be required as a result of a work force adjustment situation.

2. 3. **Alternative post or position** means a post or position that offers the likelihood of continued employment within the Force and, where possible, is at an equivalent level to the member's former rank or level.

2. 4. **Commissioner** means the Commissioner of the Royal Canadian Mounted Police or his/her delegate.

2. 5. **Delegated authority** means, for the purposes of this Directive, any person under the Commissioner's jurisdiction, who is subject to any terms and conditions that the Commissioner directs and any of the Commissioner's powers under [Subsection 20.2.\(1\), RCMP Act](#).

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

2. 7. **Departing division** - see [ch. 7., sec. 2.1.4.](#)

2. 8. **Discharge**, as a result of a work force adjustment situation, means an administrative discharge for the promotion of economy and efficiency of the Force under [Sec. 20.2\(1\)\(k\), RCMP Act](#).
2. 9. **Essential requirements of the position** means the RCMP educational requirements, security and medical profile, and language requirements of the position, and includes a satisfactory Final Review. This definition applies to [sec. 5](#) of this Directive.
2. 10. **Final Review** means an administrative review of Employee Self-Disclosure Documentation and other relevant information, by the Delegated Manager for Human Resources, to determine eligibility of an employee to continue in a staffing action, having regard to the disclosure requirements of [OM ch. 20.1](#) and the factors outlined in [ch. 3, sec. 3.9.2.1. to 3.9.2.7](#).
2. 11. **Notice of Work Force Adjustment** means a written notice which identifies a member as being an affected member as a result of a work force adjustment situation.
2. 12. **Over-ranking** means the reassignment of a member to a post or position which is classified at a lower rank for RMs or classified at a lower group and level for CMs. Salary protection provisions apply to over-ranking situations.
2. 13. **Pay** means the substantive rate of pay.
2. 14. **Priority administration** - see [ch. 7., sec. 2.1.11](#).
2. 15. **Reasonable job offer** means an offer of an alternate post or position made to a priority member. To be a reasonable job offer, a post or position is normally at the same rank for RMs or an equivalent group and level for CMs, but does not preclude a higher or lower level with salary protection provisions. See [sec. 8](#).
2. 16. **Receiving division** means the division that has considered or accepted an affected member for reassignment into the division.
2. 17. **Relocation** means the relocation of a member, and where applicable, his/her spouse and/or dependants and household goods and effects, from the principal residence at the old place of duty to the replacement principal residence. See the [Integrated Relocation Program](#).
2. 18. **Substitution** means the situation when an affected member who wishes to remain with the RCMP, exchanges positions with a non-affected member who is willing to be discharged, in accordance with the provisions outlined in [App. 6-1](#). The non-affected member must be at the same RM rank as the affected RM or an equivalent CM group and level as the affected CM. See [sec. 11](#).
2. 19. **Surplus priority status** means a priority status of an affected member from the time of receiving a Notice of Work Force Adjustment, until the member is appointed or reassigned to another post or position, the member's six-month affected status expires, or the member is discharged.
2. 20. **Training** means on-the-job training or other training intended to enable affected members to qualify for known or anticipated posts within the member ranks or groups and levels as applicable. See [sec. 9](#).

2. 21. **Transition support measure** means one of the allowances outlined in [App. 6-1](#), which is provided to an eligible affected member, consisting of a cash payment up to a maximum of 15 weeks based on the member's years of service in the RCMP.

2. 22. **Work force adjustment situation** - See [App. 6-1, sec. 4.20](#).

### 3. Roles and Responsibilities

3. 1. The Commissioner is responsible for:

3. 1. 1. notifying the Treasury Board Secretariat, in confidence, at the earliest possible date and under no circumstances less than four working days before the work force adjustment (WFA) situation is announced, of any WFA situation which is likely to involve six or more members subject to this Directive. This notification will include:

3. 1. 1. 1. the identity and location of the work unit involved; and

3. 1. 1. 2. the expected date of the announcement, the anticipated timing of the WFA situation, and the number, rank or group and level of the members who are likely to be affected by the decision; and

3. 1. 2. advising:

3. 1. 2. 1. the member, in writing, that his/her services will no longer be required beyond a specified date due to a WFA situation; and

3. 2. The Chief Human Resources Officer (CHRO) is responsible for:

3. 2. 1. in cooperation with the divisions, carrying out effective human resource planning to minimize the impact of WFA situations on members and the divisions where the members serve;

3. 2. 2. ensuring that affected members are treated equitably and given every reasonable opportunity to continue their careers as members of the RCMP where possible;

NOTE: This Directive will be applied to keep involuntary discharges to a minimum.

3. 2. 3. establishing and maintaining systems to facilitate transfers or training of affected members; and

3. 2. 4. approving the terms and conditions of the WFA Committees.

3. 3. The Commanding Officer (CO) is responsible for:

3. 3. 1. ensuring the division appoints or reassigns as many affected members as possible, or identifies alternate reassignment opportunities (both actual and anticipated) for which members can be trained according to the provisions outlined in [sec. 9](#);

3. 3. 2. ensuring the division cooperates with Career Development and Resourcing Offices, or where applicable, Executive/Officer Development and Resourcing (E/ODR), to facilitate the appointment or reassignment of affected members as quickly and efficiently as possible;

3. 3. 3. ensuring the division maintains the National Priority List of names, in HRMIS, of affected members as a result of a WFA situation;

EXCEPTION: When circumstances warrant a national approach, a National Vacancy Management Unit will be responsible for maintaining a National Priority List.

3. 3. 4. ensuring the division accesses the established National Priority List before filling vacancies in the member ranks or groups and levels as applicable through other means, e.g. the use of private temporary agency personnel, consultants, contractors, or the RCMP Reserve Program;

3. 3. 4. 1. Where practicable, the division will also refrain from re-engaging such temporary personnel, consultants, contractors, or RCMP reserve members when the transfer of an affected member could occur.

3. 3. 5. ensuring nothing in the foregoing will restrict the right of the RCMP to transfer affected members to meet short-term, non-recurring operational requirements within the member ranks or groups and levels as applicable;

NOTE: Affected members will maintain their surplus priority, even for these short-term work opportunities.

3. 3. 6. ensuring, unless otherwise directed by the Chief Financial Administrative Officer, the receiving division is responsible for any relocation costs an affected member who is appointed or reassigned to another division, unless the departing division is willing to absorb these costs in whole or in part;

3. 3. 7. ensuring the departing division is responsible for the cost of affected members travelling to interviews for possible appointment or reassignment within the RCMP, unless the receiving division is willing to absorb these costs in whole or in part. Such costs will be consistent with [FMM ch. 9.8.](#); and

3. 3. 8. ensuring that during the surplus period, the departing division will pay the salary, salary protection, and/or discharge costs, as well as other authorized costs such as training for affected members, unless the receiving division is willing to absorb the training costs in whole or in part.

3. 4. The Delegated Manager for Human Resources (DMHR) is responsible for:

3. 4. 1. establishing a WFA Committee within the affected staffing region when a WFA situation is forecast by the Commissioner for a division or staffing region, and where appropriate. See [sec. 4.](#) of this Directive regarding WFA Committee responsibilities;

EXCEPTION: When circumstances warrant a national approach, a WFA Committee will be established by the Commissioner. See [sec. 4.](#) regarding WFA Committee responsibilities.

3. 4. 2. overseeing any WFA situation occurring in the divisions for which he/she is responsible for the human resources function, and provide guidance to the CO concerning adherence to relevant human resources policies and procedures;

3. 4. 3. ensuring the departing division's Career Development and Resourcing Office, or where applicable, E/ODR, in collaboration with the division's Compensation Advisors, inform and counsel affected members as early and as completely as possible. Such counselling is to include explanations and assistance concerning:

3. 4. 3. 1. the WFA situation and its affect on that member;

3. 4. 3. 2. the [WFA Directive](#) and associated policy;

3. 4. 3. 3. the [Priority Administration](#) process and how staffing priority considerations work from the member's perspective;

3. 4. 3. 4. the member's rights and obligations, as outlined in this Directive;

3. 4. 3. 5. the member's current situation, e.g. pay, benefits such as severance pay (if applicable) and pension (providing contact information to third-party provider as may be requested), confirmation of current classification, language profile, security profile, medical profile, and years of service;

3. 4. 3. 6. options that might be available to the member, e.g. substitutions, appointments or reassignments, relocation, training, over-ranking, pension entitlements pursuant to the provisions contained in the [Royal Canadian Mounted Police Superannuation Act \(RCMPSA\)](#), allowances as applicable, or accelerated discharge;

NOTE: For more information regarding pension entitlements and allowances, the DMHR can refer members to National Compensation Services.

3. 4. 3. 7. the availability of ongoing counselling as long as the member is entitled to a staffing priority and has not been appointed or reassigned elsewhere within the organization;

3. 4. 3. 8. the possibility of training to facilitate an appointment or reassignment; and

3. 4. 3. 9. benefits which flow from other sections in this Directive which are separate from and in addition to those listed in [App. 6-1](#);

3. 4. 4. ensuring the Career Development and Resourcing Advisor (CDRA) acts as the liaison between the member and the National Vacancy Management Unit, when a national approach to a WFA situation is undertaken;

3. 4. 5. protecting the affected priority status of an affected member who has been reassigned to short-term duties under this Directive;

3. 4. 6. in concert with the CDRA, ensuring that feedback from the Line Officer who is considering an affected member for placement, is provided to the affected member when he/she is not offered an appointment or reassignment for which the affected member was referred;

3. 4. 7. consulting with the appropriate stakeholders to determine if a recommendation for ordering an appointment or reassignment in dispute should be submitted to the CHRO for approval, as outlined in [sec. 6.7.2.](#); and

3. 4. 8. notifying, in writing, non-affected members who offer to substitute, as to whether or not their offer for substitution has been approved.

3. 5. An affected member is responsible for:

3. 5. 1. immediately entering his/her career preferences in HRMIS, in order to assist with locating an alternate post or position in a six-month surplus priority period;

3. 5. 2. if he/she is a CM, applying to priority job advertisements that would be considered reasonable job offers in accordance with [sec. 2.15.](#);

3. 5. 3. actively participating in seeking alternate appointment or reassignment opportunities to retain his/her status as a member in cooperation with his/her CDRA, or where applicable, E/ODR;

3. 5. 4. seeking information about the WFA and priority administration processes, and his/her entitlements and obligations;
3. 5. 5. providing timely information to his/her CDRA, or where applicable, E/ODR;
3. 5. 6. ensuring that he/she can be easily contacted by his/her CDRA, or where applicable, E/ODR;
3. 5. 7. attending appointments made for referrals;
3. 5. 8. seriously considering opportunities presented by his/her CDRA, or where applicable, E/ODR, including opportunities for training, relocation possibilities, and over-ranking;
3. 5. 9. in situations where a valid reason exists to refuse an opportunity in accordance with [ch. 3., sec. 1.1.14.](#), providing documented evidence on [Notification of Transfer Planning, Form 1272](#), upon receipt; and
3. 5. 10. being available for training.

#### **4. Work Force Adjustment Committee**

4. 1. A WFA Committee will be established by the DMHR, and will normally include the divisional CO/delegate, divisional staffing OIC/IC, as well as any other resources appointed by the DMHR, where appropriate.

EXCEPTION: When circumstances warrant a national approach, a national WFA Committee will be established by the Commissioner and will normally include the DMHR responsible for the division, a senior representative from the National Staffing Program

4. 2. If the WFA situation involves a member at the officer rank/equivalent, the DG, E/ODR, will form part of the WFA Committee.

4. 3. A WFA Committee is responsible for developing detailed terms of reference to manage a WFA situation within a division. The terms of reference will include the development of systems to facilitate the transfer and training (as required) of affected members, and the monitoring of the status of affected members. Such terms will be approved by the CHRO.

EXCEPTION: When circumstances warrant a national approach, Workforce Programs and Services will be responsible for developing detailed terms of reference to manage a nationwide WFA situation. The terms of reference will be approved by the CHRO and include the items outlined in [sec. 4.3.](#)

#### **5. Identification of an Affected Member**

5. 1. Where the services of some, but not all, of the members in any part of the affected unit are no longer required, the determination of which members are to be retained versus those to be declared affected members will be made by the Line Officer, through a Selection for Member Retention Process (SMRP), based on merit criteria according to rank or group and level. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: [NSP Mailbox](#).

5. 2. The merit-based selection criteria are based on the combination of the essential requirements of the position, e.g. RCMP educational requirements, security and medical profile, language requirements, and includes a satisfactory review, competencies, desirable

qualifications, i.e. special experience, special training, and licenses/certificates, any future operational requirements of the RCMP, and any future needs of the RCMP. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: [NSP Mailbox](#).

## 6. Reasonable Job Offer

6. 1. Within the six-month surplus priority period, the CDRA, or where applicable, E/ODR, will work with the affected member to identify reassignment opportunities for a reasonable job offer.

6. 2. Unless otherwise directed by the CHRO, opportunities for a reasonable job offer will be identified and administered on a divisional basis. The CDRA will endeavour to respect the preferences of affected priority members, and if practicable, will attempt to identify opportunities as follows:

6. 2. 1. opportunities that do not involve a relocation, i.e. less than 40 km from the member's current work site;

6. 2. 2. opportunities within the division;

6. 2. 3. opportunities within the geographic staffing region; and

6. 2. 4. opportunities nationally.

6. 3. As a result, there will be situations where a relocation of the affected member may be required as outlined in the RCMP's [Integrated Relocation Program](#).

6. 4. The effective date of a transfer as a result of a reasonable job offer must be established in consultation with the DMHR/delegate, and must be within the six-month surplus priority period.

6. 4. 1. When an affected member accepts a transfer to a post or position classified at a lower maximum rate of pay than the post or position from which he/she was declared affected, the member will be salary protected. See [sec. 8](#).

6. 5. The affected member has:

6. 5. 1. 48 hours to accept a reasonable job offer that does not involve a cost-move transition; or

6. 5. 2. seven working days to accept a reasonable job offer that involves a cost-move transfer.

6. 6. The affected member is expected to accept the reasonable job offer unless he/she has a documented valid reason for refusing the offer presented, in accordance with [ch. 3., sec. 1.1.14](#). See [sec. 3.5.10](#).

6. 7. If an affected member receives a reasonable job offer for which he/she disagrees is a reasonable job offer, as defined in [sec. 2.15.](#), he/she can request, through his/her CDRA, or where applicable E/ODR, that the DMHR review the job offer to determine if the job offer should be deemed reasonable, and as a result, a transfer should be ordered.

6. 7. 1. Upon review, if the DMHR decides that the job offer is not reasonable, as defined in [sec. 2.15.](#), the CDRA will be notified and the affected member will be placed back on the National Priority List until a reasonable job offer is provided, or the end of the affected member's surplus priority period, whichever is first.



6. 7. 2. Upon review, if the DMHR decides that the job offer is reasonable, as defined in [sec. 2.15.](#), he/she will consult with the divisional OIC, Career Development and Resourcing, along with the Director, National Staffing Program, or where applicable the DG, E/ODR to determine if a recommendation for ordering the transfer should be submitted to the CHRO/delegate for approval.

6. 7. 2. 1. The CHRO/delegate will take into consideration, any recommendations received and determine whether or not the transfer should be ordered, and notify the CDRA of his/her decision accordingly.

6. 7. 2. 1. 1. If the CHRO/delegate decides that the recommended transfer:

6. 7. 2. 1. 1. 1. is not a reasonable job offer as defined in [sec. 2.15.](#), the CDRA will be notified through the DMHR, and the affected member will be placed back on the National Priority List until a reasonable job offer is provided, or the end of the affected member's surplus priority period, whichever is first; or

6. 7. 2. 1. 1. 2. meets the definition of a reasonable job offer as defined in [sec. 2.15.](#), the CHRO/delegate will order the transfer, and the affected member will have up to 14 working days, or the end of the affected member's surplus priority period, whichever is earlier, to accept the transfer for continued employment.

6. 7. 2. 1. 1. 2. 1. If the affected member does not accept the order for transfer as prescribed in [sec. 6.7.2.1.1.2.](#) within 14 working days from the CHRO's decision or before the expiration of the surplus priority period (as applicable), whichever is earlier, the DMHR will refer the matter to the Employee/Management Relations Office.

6. 8. For greater certainty, once the DMHR agrees to conduct the requested review, the review process must be completed within the requesting member's six-month surplus priority period.

6. 9. An affected member who refuses a reasonable job offer without a valid reason (see [ch. 3.](#), [sec. 1.1.14.](#)) will not be eligible for any allowances outlined in [sec. 7.](#)

## **7. Allowances**

7. 1. See [App. 6-1](#) for allowances pertaining to a WFA situation.

7. 2. Existing severance pay and other statutory discharge benefits are separate from, and in addition to, those prescribed in [App. 6-1](#).

7. 3. Upon the request of an affected member, he/she will be provided with financial assistance up to the maximum established by the Commissioner for services such as:

7. 3. 1. professional job counselling,

7. 3. 2. preparation of a curriculum vitae or resume, or

7. 3. 3. placement agency services.

7. 4. If a reasonable job offer is made at any time during the six-month surplus priority period, the member is not eligible for any allowances prescribed in [App. 6-1](#).

## **8. Over-Ranking or Salary Protection**

8. 1. This section applies within member ranks or member groups and levels as applicable.
8. 2. An affected member who agrees to be placed in an over-ranking situation, or placed in a lower group and level, will retain the rank or group and level he/she held before the placement and will be considered salary protected.
8. 3. Over-ranking or salary protection commences the day on which an affected RM is transferred to a post where the RM is over-ranked, or an affected CM is transferred to a position which is classified at a lower group and level. Over-ranking or salary protection ends the earliest of the day on which:
  8. 3. 1. the affected member is transferred back to a post or position at the rank or group and level he/she held before the transfer;
  8. 3. 2. subsequent to the initial placement, the affected member voluntarily chooses to leave the post or position where he/she was over-ranked or salary protected;
  8. 3. 3. the affected member refuses, without a valid reason, a priority placement offer, which would have restored the member to his/her rank or equivalent group and level; or
  8. 3. 4. the affected member resigns, retires, or is discharged.
8. 4. Over-ranked or salary protected members should refer to [ch. 7., Priority Administration](#), regarding reinstatement priority provisions.

EXCEPTION: Over-ranked and salary protected Inspectors and Superintendents or CM equivalents should consult with their DMHR/delegate regarding reinstatement priority provisions applicable to these ranks or groups and levels.

## 9. Training

9. 1. To facilitate the transfer of an affected member, every reasonable effort will be made to train an affected member for existing or anticipated posts or positions within the member ranks or groups and levels as applicable, if training is required.
9. 2. The DMHR/delegate will be responsible for identifying situations where training can facilitate the transfer of an affected member.
9. 3. Training may be afforded to an affected member provided:
  9. 3. 1. the training is needed to facilitate the transfer of an affected member to a specific post or position, or will enable the member to qualify for an anticipated post or position for which there are no other qualified affected members available; and
  9. 3. 2. the training costs are aligned with and approved in accordance with the provisions outlined in [LTDM, ch. 3.2.](#)
9. 4. The receiving division will ensure that a training plan is prepared and agreed to, in writing, by the departing division, the affected member, and the receiving division.
  9. 4. 1. In cases where retraining is only required within the division, only the member and the divisional representative are required to prepare and agree to a training plan, in writing.
  9. 4. 2. The training plan will include a scheduled completion date.

9. 5. Once a training plan has commenced, continuation and completion are subject to satisfactory performance by the affected member.
9. 6. While in training, an affected member is entitled to be paid in accordance with his/her current rank or group and level.
9. 7. When an affected member is offered a transfer conditional on successful completion of training, he/she may be temporarily redeployed to a different or the same position (depending on the training required), pending completion of the training.
9. 8. When a training plan has been approved and the affected member continues to be employed by the departing division, the proposed discharge date will be extended to the end of the training period, subject to [sec. 9.5.](#)
9. 9. An affected member deemed to be unsuccessful in training may be discharged at the end of the surplus priority period, provided the RCMP has been unsuccessful in making the member a reasonable job offer within the member ranks or member levels as applicable.
9. 10. When a training opportunity has been identified pursuant to [sec. 9.3.](#), the Commissioner may approve up to two years of training.

## **10. Relocation and Travel**

10. 1. Upon acceptance of a reasonable job offer within the RCMP, relocation benefits at RCMP cost will be offered in accordance with the RCMP [Integrated Relocation Program](#).
10. 2. Travel costs of an affected member required to travel to attend interviews for a possible transfer within the RCMP will be pursuant to [FMM ch. 9.8.](#), and reimbursement of travel expenses will be according to the rates and allowances listed in the appendices of the [National Joint Council \(NJC\) Travel Directive](#).
10. 3. An affected member who is discharged for the promotion of economy and efficiency in the Force may only be eligible for relocation benefits in accordance with the [Integrated Relocation Program](#).
10. 4. The provisions of [sec. 10.1.](#) and [10.2.](#) do not apply to substitute members.

## **11. Substitution**

11. 1. The Commissioner/delegate has the authority to decide when a substitution program may take place.
11. 2. A non-affected member interested in a substitution must indicate his/her interest for consideration in HRMIS Career Preferences.
11. 3. Career Development and Resourcing must identify members in the division who wish to be substitute members using HRMIS reports generated from information based on [sec. 11.2.](#)
11. 4. A substitution occurs when an affected member who wishes to remain with the RCMP, is approved for a lateral transfer to a position occupied by a non-affected member within the same category of employee. The non-affected member (substitute) must agree to being discharged voluntarily from the RCMP under the terms and conditions provided in this Directive and [App. 6-1.](#)

11. 5. Career Development and Resourcing, E/ODR, or the National Vacancy Management Unit, whichever is applicable, will manage the member-substitution process.
11. 6. The substitution must take place as early as possible during the six-month surplus priority period. There is no provision in substitution for a "domino" effect or for "future considerations".
11. 7. Not all requests for substitution will be approved. A substitution may only be approved if:
  11. 7. 1. the proposed substitution will result in retaining the skills required to meet the operational needs of the RCMP;
  11. 7. 2. the proposed substitution permanently eliminates a function or a position; or
  11. 7. 3. the proposed substitution is between the affected member and the substituting member, wherein the non-affected member is at the same RM rank as the affected RM, or the non-affected member is at an equivalent CM group and level as the affected CM.
11. 8. The intradivisional substitution of a member to be discharged in lieu of an affected member can only be approved by:
  11. 8. 1. the DG, E/ODR, for a member at the officer rank or equivalent level;
  11. 8. 2. the member's CO, for a member suspended from duty or a member for whom procedures have been initiated pursuant to [Sec. 20.2\(1\), RCMP Act](#) (except for voluntary retirement); and
  11. 8. 3. the divisional OIC, Career Development and Resourcing, for any other member.
11. 9. Interdivisional substitution should only be considered when all possibilities of intradivisional substitution have been examined.
11. 10. Substitution involving an interdivisional application can only be approved by:
  11. 10. 1. the DG, E/ODR, for a member at the officer rank or equivalent group and level; and
  11. 10. 2. the CO of the receiving division.
11. 11. A substitute member is discharged for the promotion of economy and efficiency of the Force.
11. 12. Allowance reimbursement provisions outlined in [App. 6-1](#) will apply.
11. 13. Following the substitution, the departing member will be discharged within five working days of the substitution date. See [App. 6-1](#) for exceptions to eligibility for allowances.
11. 14. Any member who completes the HRMIS Career Preferences by indicating his/her interest in a possible substitution will be notified, in writing, by the DMHR/delegate, as to whether or not his/her offer for substitution has been approved.

## 12. Notifications

12. 1. The Commissioner/delegate will advise the member, in writing, using a Notification of Affected Status, that his/her services may no longer be required beyond a specified date due to a WFA situation.

12. 2. The official notifications involved in a WFA situation are as follows:

12. 2. 1. Notification of Affected Status;

12. 2. 2. Notification of Member Retention Process Results (which is served when a member is being retained as a result of an assessment conducted as part of a Selection of Member Retention Process, as applicable);

12. 2. 3. Notice of Work Force Adjustment;

12. 2. 4. Confirmation of Request for Substitution;

12. 2. 5. Confirmation of Acceptance for Substitution;

12. 2. 6. Confirmation of Rejection for Substitution;

12. 2. 7. [Notification of Transfer Planning, Form 1272](#); and

12. 2. 8. Request for Accelerated Discharge.

12. 3. The Notice of Work Force Adjustment must be served to the affected member at least six months before the tentative discharge date, along with a copy of this Directive and [App. 6-1](#).

### **13. Discharge Process**

13. 1. An affected member who resigns as a result of a WFA situation will be deemed, for the purposes of severance and any retroactive remuneration if applicable, to be discharged on the date specified by the Commissioner, in writing, on accepting the resignation, or in the case of Inspectors and Superintendents, the date the Governor in Council accepts the Commissioner's recommendation for discharge.

13. 2. The DMHR may refer the WFA matter to the Employee/Management Relations Office to initiate a discharge process at any time during the affected member's WFA notice period, i.e. eligible surplus priority period, but no later than one month before the end of the same period.

NOTE: Regardless of the date of the initiation of the process, the affected member's actual discharge date will not be before the end of the six-month WFA notice period.

13. 3. The discharge proceedings outlined in the [Commissioner's Standing Orders \(Employment Requirements\)](#), are applicable to an affected member who is discharged as a result of a WFA situation.

13. 4. The discharge proceedings applicable to [Sec. 20.2\(1\), RCMP Act](#), will be initiated when an affected member:

13. 4. 1. voluntarily resigns from the Force as a result of a WFA situation;

13. 4. 2. does not secure a reasonable job offer within the six-month surplus priority period;

13. 4. 3. is not afforded with training or does not successfully complete a training plan to secure a reasonable job offer; or

13. 4. 4. refuses a reasonable job offer without a valid reason.

NOTE: Members who request and are approved for pay-in-lieu of unfulfilled surplus priority period, who have been approved for substitution, will be discharged through the process using [Discharge Request, Form 1733](#).

13. 5. A substitute member must submit his/her resignation to the designated officer. For purposes of determining pension entitlement under the [RCMP Superannuation Act](#), the resignation will be deemed to be a discharge for the promotion of economy and efficiency of the Force. See [Sec. 20.2\(1\), RCMP Act](#).

13. 6. An affected member may request, in writing, that the discharge takes effect before the date set out in the Notice of Work Force Adjustment. The delegated authority is responsible for approving the request for an accelerated discharge date. In such cases, see [sec. 7](#).

13. 6. 1. The delegated authority will make his/her decision within five working days as to whether or not a request for an accelerated discharge is approved for an affected member.

#### **14. Monitoring**

14. 1. Divisions will retain a central repository of information on all WFA cases occurring within their respective division under this Directive, including the:

14. 1. 1. reasons for the action;

14. 1. 2. number of affected members;

14. 1. 3. occupational groups and levels and ranks of affected members;

14. 1. 4. dates of notice given;

14. 1. 5. number of members placed without retraining;

14. 1. 6. number of members retrained, including number of salary months used in such training;

14. 1. 7. ranks or levels of positions to which members were transferred and the cost of any salary protection;

14. 1. 8. number, types, and amounts of lump sums paid to members; and

14. 1. 9. a list of positions each affected CM applied to, and the results of each staffing process.

EXCEPTION: When circumstances warrant a national approach, the Commissioner will be responsible for establishing a National Vacancy Management Unit to retain a central repository of information on all WFA cases as outlined in [sec. 14.1](#).

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#### **References**

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