



[National Home](#) > [RCMP Manuals](#) > [Career Management Manual](#) > CMM ch. 7. Priority Administration

CMM ch. 7. Priority Administration

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

1. [Policy](#)
2. [Definitions](#)
3. [National Priority List](#)
4. [Priority Status Entitlement Period](#)
5. [Priority Registration](#)
6. [Assessment of Priority Members](#)
7. [Roles and Responsibilities](#)
8. [Priority Placement](#)
9. [Civilian Member National Priority Job Opportunities](#)
10. [Priority Member Applications for Non-Priority Job Opportunities](#)
11. [Over-Ranking of Regular Members and Salary Protection of Civilian Members](#)
12. [Relocation and Travel](#)
13. [Monitoring](#)

App. 7-1 [Order of RCMP Priority Considerations](#)

1. Policy

1. 1. This Directive applies to members as defined in [sec. 2., RCMP Act](#), who have a priority status to transfer within their respective rank or group and level. This includes any member with an existing accommodation requirement, e.g. medical profile 04, who is affected or impacted by an organizational change (see [sec. 3.2.1.](#) and [sec. 3.2.2.](#)), or a qualifying change to his/her personal circumstances (see [sec. 3.2.3.](#)).

EXCEPTION: Members in the rank of Inspector and above, civilian member executives, members who are on assignment as STE Temps, or non-affected or non-impacted members requiring a new or revised accommodation based on certified limitations and restrictions, i.e. a new or revised duty to accommodate situation.

NOTE: Non-affected or non-impacted members requiring a new or revised accommodation will be accommodated in accordance with the provisions outlined in the Workplace Accommodation for Members Directive. See [AM ch. II.36.](#)

1. 2. Priority administration for commissioned officers and civilian members in the executive occupational group levels, i.e. SPS EX-01 to SPS EX-05, will be managed by Executive/Officer Development and Resourcing.

1. 3. This Directive is intended to maximize employment opportunities for impacted and affected members, through ensuring that, wherever available, alternative employment opportunities are provided to them.

1. 4. Affected or impacted members with an existing accommodation requirement as outlined in [sec. 1.1.](#), will receive first consideration for transfers into vacancies where his/her certified limitations and restrictions can be accommodated.

1. 5. Staffing of permanently occupied newly reclassified positions are exempt from the priority administration process. See [sec. 8.1.](#)

1. 6. The following situations will be managed outside of the priority administration process in no particular order, but after organizational change priorities that are work force adjustment situations:

1. 6. 1. duty to accommodate situations of non-affected or non-impacted members that are new or where existing accommodation restrictions are revised according to [AM ch. II.36.](#);

1. 6. 2. members returning from northern posts, isolated posts, limited duration posts, external secondments, International Liaison Officer posts, or missions;

1. 6. 3. placements required as a result of grievance resolutions;

1. 6. 4. voluntary category of employee conversion to another category of employee by regular members impacted by organizational change; and

NOTE: Documented return posting arrangements will be honoured.

1. 7. A staffing action request to fill a vacancy with a member in any of the situations outlined in [sec. 1.6.1. to 1.6.4.](#) along with relevant justification, must be priority cleared by the divisional Career Development and Resourcing Office, or in situations where an organizational change is being managed at the national level, must be submitted to the National Vacancy Management Unit to obtain a priority clearance. In either situation, the vacancy, the name, and Human Resources Management Information System (HRMIS) number of the member to be placed must be identified.

NOTE: For situations pertaining to [sec. 1.6.4.](#), see [ch. 8.](#)

1. 8. The Commissioner has the authority to establish the organizational structure and to assign members to different posts or positions within the RCMP to meet organizational requirements in accordance with [Subsec. 5\(1\), RCMP Act.](#)

1. 9. The Commissioner may delegate to any person under his/her jurisdiction, any of the duties, functions, or responsibilities outlined in this Directive.

1. 10. In order to effectively manage organizational changes that do not result in a work force adjustment situation, the Commanding Officer/delegate of each division, and Deputy Commissioners or civilian member/public service equivalents at National Headquarters have the authority to laterally transfer members to other duties within his/her area of command that

involve a no-cost transfer. Members who are not able to be transferred under this provision will be placed on the National Priority List.

1. 10. 1. Notwithstanding [sec. 1.10.](#), a request for exemptions to [sec. 8.1.](#) and lateral selection provisions in [ch. 3.](#) must be submitted to, and approved by, the Chief Human Resources Officer.

1. 11. 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 impacted or affected members (depending on the situation), 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.

1. 11. 1. To request a copy of the Work Force Adjustment Guide, contact the National Staffing Program at GroupWise address: [NSP Mailbox](#).

1. 12. Notwithstanding the administration of priority transfers within the RCMP, the Commissioner retains the discretion to transfer any member in the interests of ensuring the organization retains the skills necessary to fulfill current and future operational requirements.

1. 13. Members must be willing to be posted anywhere in Canada.

1. 14. In cases of alleged misinterpretation or misapplication of this Directive, the grievance procedure will be in accordance with the [RCMP Act](#) and the [Commissioner's Standing Orders \(Grievances and Appeals\)](#).

2. Definitions

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

2. 1. 1. **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 (WFA) situation.

2. 1. 2. **Commissioner** means the Commissioner of the RCMP or any person as delegated under [Subsec. 20.2\(3\), RCMP Act](#).

2. 1. 3. **Delegated Manager for Human Resources (DMHR)** means an officer/equivalent or senior NCO who is responsible for the Human Resources duties and responsibilities, as delegated by the divisional CO or CHRO.

2. 1. 4. **Departing division** means the division from which the priority member is transferred.

2. 1. 5. **Essential requirements for the position** means the RCMP educational requirements, security profile, medical profile, language requirements of the post/position, and a satisfactory Final Review. Where specialized competencies or certain special requirements or abilities are required to carry out the functions of the position, they may form part of the essential requirements for the position. In the case of dispute, the CO/delegate of the division or D/Commrs. and CM/PS equivalents at National Headquarters will be the decision-making authority.

2. 1. 6. **Final review** means an administrative review of employee self-disclosure information and other relevant information, by the DMHR, 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.](#) The relevance of any previous finding that the

member has contravened the Code of Conduct to the position in question will be assessed on a case-by-case basis. See [ch. 3](#).

2. 1. 7. **Impacted member** means a member impacted by an organizational change that is not a WFA situation, and as a result, has been afforded a priority status.

2. 1. 8. **National Priority List** means the electronic list containing the names of members who possess national priority status. The list is retained in HRMIS. It is designed to facilitate the transfer of priority members.

2. 1. 9. **Organizational change (that is not a WFA situation)** means a situation that occurs when the Commissioner decides that an organizational restructuring is required due to budgetary constraints, realignment of services, government initiatives, or any other organizational or operational requirement that will result in members being transferred to available vacancies, rather than being declared surplus to the RCMP establishment.

2. 1. 10. **Over-ranking** means the situation when an affected or impacted RM is transferred to a post comprised of duties which are classified at a lower rank.

2. 1. 10. 1. Over-ranking of an affected or impacted RM is to be established in exceptional circumstances only, is at the discretion of the CO/delegate of each division, or D/Comms. or CM/PS equivalents at National Headquarters, and is subject to the availability of funds.

2. 1. 11. **Priority administration** means the administrative process used to facilitate the transfer of priority members listed on the National Priority List, to an alternate post or position.

2. 1. 12. **Priority clearance** means the administrative process of obtaining approval from the Career Development and Resourcing (CDR) Office, or in the case of a national vacancy management approach, approval from the National Vacancy Management Unit (NVMU), to fill a post or position through means other than priority administration. See [sec. 8.1](#).

NOTE: When no priority candidate is successfully selected, a priority clearance number is normally issued for a staffing action request.

2. 1. 13. **Priority member** means an impacted or affected member, or a member who is given a priority status as a result of a qualifying change to his/her personal circumstances.

2. 1. 14. **Priority status** means priority consideration for a reasonable job offer given to a priority member in accordance with [App. 7-1](#).

2. 1. 15. **Reasonable Job Offer** means a final formal offer made to a priority member consisting of [Notification of Transfer Planning, Form 1272](#), accompanied by a formal job offer letter. A reasonable job offer for RMs is normally to a post at the same rank. For CMs, a reasonable job offer is normally to a position at an equivalent group and level (see [NCM ch. 2.9.](#)), but does not preclude a voluntary demotion.

EXCEPTION: In the case of affected members, this includes a higher or lower rank or group and level with salary-protection provisions.

2. 1. 16. **Relocation** means the physical movement of a priority member (and, where applicable, spouse and/or dependant), and household goods and effects from the principal residence at the former place of duty to the replacement principal residence. See the [Integrated Relocation Program](#).

2. 1. 17. **Salary protection** means an affected member appointed to a lower rank (RM), or reassigned to a lower-level position (CM) will, for pay-administration purposes, be deemed to have retained his/her former rank or group, sub-group and/or level. The member's priority status is amended to one of Salary Protection until such time as he/she is normalized.

2. 1. 18. **STE Perm** means a type of priority under this Directive wherein an RM whose surplus to establishment transfer to an operational or administrative function has been concluded and the transfer (a) did not involve the designation of the member to a position number in HRMIS; and (b) upon conclusion of the transfer, the member cannot return to his/her substantive post or position because it is no longer available.

2. 1. 19. **STE Temp** means an RM whose temporary surplus to establishment assignment to an operational or administrative function has been concluded and the transfer (a) did not involve the designation of the member to a position number; and (b) upon conclusion of the assignment, the member can return to his/her substantive post or position. Members who are STE Temp are not priority members under this Directive.

2. 1. 20. **Work force adjustment (WFA) situation** - see [App. 6-1, sec. 4.19.](#)

3. National Priority List

3. 1. A National Priority List of the names of priority members will be maintained on HRMIS and administered by each divisional CDR Office.

EXCEPTION: When a NVMU is established by the CHRO.

3. 2. The National Priority List contains the names of the members within the RCMP who have been given a priority status entitlement due to an organizational change, or a qualifying change to the member's personal circumstances identified below. The placement of priority members in posts or positions within the member ranks or levels, as applicable, will be considered in the following order:

3. 2. 1. a member who has been affected as a result of a WFA situation who meets the essential requirements of the position (see [sec. 2.1.5.](#)), and if deemed necessary, any required training can be provided. See [ch. 6.](#);

3. 2. 2. a member who has been impacted by an organizational change that is not a WFA situation (considered in no particular order):

3. 2. 2. 1. an organizational change that is not authorized by the Commissioner as a WFA situation;

3. 2. 2. 2. when the post an RM is occupying changes to a CM or PS category, and the RM refuses a presented option to change category of employee, or when the position a CM is occupying changes to a PS category, and the CM refuses a presented option to change category of employee;

EXCEPTION: This provision will not apply when CMs are impacted by the [Enhancing Royal Canadian Mounted Police Accountability Act](#) Category of Employee (COE).

3. 2. 2. 3. a member who is an STE Perm as defined in [sec. 2.1.18.](#);

3. 2. 2. 4. an RM in an over-ranking situation or a CM in a salary-protection situation;

3. 2. 2. 5. a member who is displaced as a result of an upward or downward reclassification of the position that he/she is occupying;

NOTE: The effective date of such priorities is the date of the reclassification decision.

3. 2. 2. 6. a member who is returning from leave without pay due to the relocation of a spouse or common-law partner who is an RCMP member or employee; or

3. 2. 2. 7. a member who is displaced as a result of another member's return from a leave of absence.

3. 2. 3. A qualifying change to a member's personal circumstances (considered in the following order, and after placement or consideration of priority members due to an organizational change, who meet the priority status entitlement criteria):

3. 2. 3. 1. a member who receives approval for a compassionate transfer (see [App. 3-1](#)); or

3. 2. 3. 2. a member who returns from leave without pay where the position the member formerly occupied is no longer available. See [NCM ch. 3.2.](#)

4. Priority Status Entitlement Period

4. 1. The entitlement period for each priority type is limited and is subject to certain conditions as specified in this section. The entitlement period for members given priority status as a result of an organizational change start and end as follows:

4. 1. 1. A priority status entitlement period given to a member as a result of a WFA situation is governed by the Work Force Adjustment Directive. See [App. 6-1](#).

4. 1. 2. Members impacted by an organizational change that is not classified as a WFA situation (see [sec. 3.2.1.](#)) – the priority entitlement period is normally for six months and commences the day the member is advised that he/she is impacted by an organizational change and ends on the date of one of the following events, whichever occurs first:

4. 1. 2. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS. See [sec. 2.1.15.](#);

4. 1. 2. 2. the member refuses a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see [sec. 2.1.15.](#)) without a valid reason according to [ch. 3., sec. 1.1.14.](#);

4. 1. 2. 3. the priority status entitlement period expires without a placement, at which time the member's situation will be reviewed; or

4. 1. 2. 4. the member submits his/her [Discharge Request, Form 1733](#).

EXCEPTION: An RM who is over-ranked or a CM who is salary protected as a result of a WFA situation retains the priority status of salary protection to transfer within the member's substantive rank or group and level as applicable, commencing on the date the RM is over-ranked or CM is salary protected and ends on the date of one of the events listed above, whichever occurs first, or subsequent to the initial placement, the priority RM/CM chooses to leave the position where he/she is over-ranked/salary protected.

4. 1. 3. A member who is displaced as a result of another member's return from a leave of absence has priority status, commencing the day on which the returning member returns, and ends on the date of one of the events listed in [sec. 4.1.2.1. to 4.1.2.4.](#), whichever occurs first.

4. 2. The priority status entitlement period for members given priority status as a result of a qualifying change in his/her personal circumstances start and end as follows:

4. 2. 1. Compassionate transfers – priority status entitlement commences on the date the request for a compassionate transfer is approved, for a 12-month period, and ends on the date of one of the following events, whichever occurs first:

4. 2. 1. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS. See [sec. 2.1.15.](#);

4. 2. 1. 2. the member refuses a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see [sec. 2.1.15.](#)) without a valid reason according to [ch. 3., sec. 1.1.14.](#);

4. 2. 1. 3. the 12-month priority period expires without a transfer;

4. 2. 1. 4. the member submits his/her [Discharge Request, Form 1733](#); or

4. 2. 1. 5. the compassionate transfer is no longer required.

4. 2. 2. Leave Without Pay (LWOP) – members who are going on LWOP will be placed on the National Priority List, but will not be activated for referrals until such time as the member has notified the Career Development and Resourcing Advisor (CDRA) of his/her desire to return to work. As a result, the LWOP priority status entitlement commences the first day on which the member notifies the CDRA of his/her desire to return to work, in accordance with [NCM ch. 3.2.](#), and ends on the date of one of the following events, whichever occurs first:

4. 2. 2. 1. the member accepts a reasonable job offer approved by the OIC/ic, CDR, in HRMIS (see [sec. 2.1.15.](#)) during the specified leave period;

4. 2. 2. 2. the member refuses a reasonable job offer initiated in HRMIS (see [sec. 2.1.15.](#)) without a valid reason according to [ch. 3., sec. 1.1.14.](#);

4. 2. 2. 3. the specified leave period expires without a transfer; or

4. 2. 2. 4. the member submits his/her [Discharge Request, Form 1733](#).

4. 3. If the priority period expires without an appointment, the member's situation will be reviewed and appropriate action will be taken.

5. Priority Registration

5. 1. All priority members listed in [sec. 3.2.1.](#), [3.2.2.](#), and [3.2.3.](#) must be registered on the National Priority List by the CDRA.

EXCEPTION: In situations where a NVMU has been established, registration of priority members on the National Priority List will be conducted by the NVMU.

5. 2. Only priority members who are within the categories outlined in [sec. 3.2.1.](#), [3.2.2.](#), and [3.2.3.](#) can be registered on the National Priority List.

5. 3. The OIC/ic of the respective CDR Office is responsible for verifying the validity and dates of each new registration received from the division.

5. 4. Once designated a priority, the priority member is responsible for contacting the CDRA to receive confirmation and explanation of the priority status entitlement and related obligations and procedures.

6. Assessment of Priority Members

6. 1. When filling posts or positions, qualified members will typically be considered in accordance with the order outlined in [App. 7-1](#).

6. 2. All involved parties responsible for the referral, assessment, and placement of a priority member must be guided by the core values of the RCMP when contacting and assessing priority members.

6. 3. Priority RMs will be selected ahead of all others when filling an RM lateral transfer requirement, provided the priority RM meets all of the essential requirements for the post/position, as defined in [sec. 2.1.5](#), and where any training for competencies or special requirements can be provided.

6. 3. 1. In cases where no priority RM meets all of the essential requirements for the RM post/position, secondary consideration may be given to priority RMs who meet the security, medical, and language requirements, and have education credentials deemed relevant and sufficient by the hiring manager, in consultation with the divisional OIC, CDR, or, where training can be provided in a reasonable period of time for competencies or special requirements that are not met.

6. 4. Priority CMs will be selected ahead of all others when filling a CM lateral transfer requirement (see [NCM ch. 2.9](#)), including by voluntary demotion, provided the priority CM meets all of the essential requirements for the position, as defined in [sec. 2.1.5](#).

6. 4. 1. In cases where no priority CM meets all of the essential requirements for the position, secondary consideration may be given to priorities who meet the security, medical, and language requirements, and have education credentials deemed relevant and sufficient by the hiring manager, in consultation with the divisional OIC, CDR, or, where training can be provided in a reasonable period of time for competencies or special requirements that are not met.

6. 5. The Line Officer/manager and the CDRA of the post/position for which the priority member is being assessed, must consider requests for assessment accommodations from persons with disabilities in his/her assessment process, as in any other staffing process.

6. 6. In situations where a priority RM was referred to the Line Officer for consideration for a post, or a priority CM applies for a position, but was not selected for the transfer, the Line Officer/manager in charge of the post/position must provide a clear, written justification for the reasons the priority member was not selected, to the DMHR/delegate, for furtherance to the priority member.

6. 6. 1. In situations where the DMHR/delegate does not support the justification provided by the Line Officer, the situation will be discussed further, and if necessary, with the CO, for resolution. Once the situation is resolved, the DMHR/delegate will provide the appropriate feedback to the CDRA for furtherance to the priority member.

7. Roles and Responsibilities

7. 1. A delegated authority is responsible for:

7. 1. 1. ensuring fairness, transparency, and adherence to policy provisions when carrying out delegated responsibilities related to administration of priorities across the Force;

7. 1. 2. ensuring divisions access the established National Priority List through CDR when filling member posts and to advertise available CM vacancies through the CM national priority job opportunity process as applicable;

7. 1. 3. where practicable, refraining from engaging RCMP Reservists when the transfer of a priority member could occur; and

7. 1. 4. working with the appropriate delegated authorities to resolve any issues pertaining to the placement of priority members.

7. 2. A priority member is responsible for:

7. 2. 1. entering his/her career preferences in the Career Preferences module in HRMIS;

7. 2. 2. in the case of CMs, applying to a national priority lateral job opportunity that would be considered a reasonable job offer, according to [sec. 2.1.15.](#);

EXCEPTION: Applying to a national priority job opportunity that would be considered a voluntary demotion is strictly voluntary.

7. 2. 3. providing timely information to effect his/her transfer;

7. 2. 4. providing accurate information about the availability of his/her geographic preferences, interest in job type within the member's rank or level as applicable, and any other information pertinent to the transfer;

7. 2. 5. immediately informing the departing division of any updates to his/her information;

7. 2. 6. contacting the divisional Employee and Management Relations Office, in cases where he/she has certified medical limitations and restrictions, or is certified as ready to return to work;

7. 2. 7. actively participating in the RM priority referral process or for CMs, the priority candidate job advertisement process, whichever is applicable, by seriously considering all priority placement opportunities to retain his/her status as a member within the RCMP;

7. 2. 8. responding quickly when contacted about a potential placement;

7. 2. 9. being readily available and prepared for assessments by divisions to whom he/she has been referred;

7. 2. 10. in the case of a CM, applying to lateral CM national priority job opportunities or regular job advertisements posted on the RCMP Infoweb;

7. 2. 11. advising the CDRA of his/her division when he/she has applied to a particular job advertisement, within his/her member category of employee; and

7. 2. 12. being available to accept a reasonable job offer anywhere in Canada.

8. Priority Placement

8. 1. Unless otherwise directed by the CHRO, all staffing actions require priority clearance. See [sec. 2.1.12.](#)

EXCEPTION: Constable rank promotions and lateral transfers within the Constable rank.

8. 1. 1. If the possible transfer of a priority member will result in a non-priority member becoming a priority, the priority placement process may not apply, e.g. reclassification of occupied positions.

8. 2. The CDRA, or NVMU, whichever is applicable, will refer a priority RM for lateral job opportunities and, CMs will apply to CM national priority job opportunities, wherein, in either case, accepted transfers will be approved for the member in the following order:

8. 2. 1. in accordance with the order of consideration as outlined in [App. 7-1](#); and

8. 2. 2. in the following order of consideration:

8. 2. 2. 1. placement opportunities not involving a cost-move transfer; followed by

8. 2. 2. 2. placement opportunities involving a cost-move transfer.

8. 3. As a result, there may be situations where a relocation of the priority member may be required as defined in the [Integrated Relocation Program](#).

8. 4. All issues related to discipline or performance must be made known to the priority member's DMHR at the time of consideration for priority placement.

8. 5. The priority member has 48 hours to accept a reasonable job offer that does not involve a cost-move transfer.

8. 6. The priority member has seven working days to accept a reasonable job offer that involves a cost-move transfer.

8. 7. If a priority member receives a job offer for which he/she disagrees is reasonable, he/she can request, through his/her CDRA, that the DMHR review the job offer to determine if it should be deemed reasonable.

8. 7. 1. Upon review, if the DMHR concludes that the job offer is not reasonable, the CDRA will be notified and the job will be placed back on to the National Priority List, as outlined in [sec. 4.](#)

NOTE: The effective date of the priority member's entitlement period remains unchanged.

8. 7. 2. Upon review, if the DMHR decides that the job offer is reasonable, he/she will consult with the divisional OIC/ic, CDR, the Dir., National Staffing Program, and advise the priority member of the outcome.

8. 8. If required, the CHRO will order the transfer.

8. 9. Should the member fail to report to the new location by the report-for-duty date, consideration will be given to initiating an Employment Requirements Process. See [Sec. 20.2](#) and [22, RCMP Act](#) and [para. 6\(b\), CSO \(Employment Requirements\)](#).

8. 10. Should the transfer involve a cost-move, the priority member is expected to engage Relocation Services in accordance with Integrated Relocation Policy provisions.

9. Civilian Member National Priority Job Opportunities

9. 1. Civilian Member national priority job opportunities will be posted on the RCMP Infoweb.

NOTE: CMs who have confirmed their return from LWOP according to policy, will be informed of any CM national priority job opportunities through their divisional CDR Office.

9. 2. To be considered for the position, the priority candidate must meet the essential requirements of the position as defined in [sec. 2.1.5.](#)

9. 3. There is no priority consideration given to those who have applied as a lateral priority candidate versus a voluntary demotion priority candidate. For order of consideration, see [sec. 6.1.](#), [sec. 6.4.](#), and [App. 7-1.](#)

9. 4. A File Review Summary and Employee Profile Information Sheet will be submitted to the hiring manager for consideration should the priority candidate meet the essential requirements of the position and have a satisfactory Final Review.

9. 5. The transfer of the successful priority candidate must be a lateral transfer, or a voluntary demotion. As such:

9. 5. 1. the appointment of the successful priority candidate cannot result in a salary protection situation of a priority member, therefore the selected candidate will assume the group and level of the position being advertised, and any compensation attached thereto; and

EXCEPTION: Members afforded salary-protection rights as a result of WFA situation. See [CMM 6-1, sec. 7.](#)

9. 5. 2. a priority member cannot be promoted as a result of a CM national priority job opportunity process.

9. 6. When a priority candidate is selected through the CM national priority job opportunity process, the job opportunity will be considered the reasonable job offer of the successful candidate, therefore the provisions outlined in this Directive pertaining to reasonable job offers will apply.

9. 7. It is the responsibility of the priority candidate to ensure that all applicable diplomas, certificates, and academic accreditation are submitted for filing to his/her service file for reference and verification of educational requirements for CM priority opportunities.

9. 8. It is the responsibility of the priority candidate to advise the CDRA responsible for filling the position should his/her priority status change.

10. Priority Member Applications for Non-Priority Job Opportunities

10. 1. A priority member is entitled to apply to advertised opportunities within his/her respective category of employee.

EXCEPTION: A non-commissioned, priority RM can only apply within the non-commissioned, RM equivalent ranks, as a priority member.

10. 2. When a priority member applies on an advertised job opportunity of equal rank or group and level, the hiring manager will assess the priority member in advance of all others, according to [sec. 6.](#)

10. 2. 1. In such cases, [ch. 3.](#) will apply.

10. 3. When a priority member applies on an advertised job opportunity at a higher rank or group and level, the provisions of [ch. 4.](#) will apply.

EXCEPTION: The priority member will be deemed an identified staffing region candidate. For a definition of Staffing Region, see [ch. 4., sec. 10.2.15.](#)

10. 4. When a priority member applies on an advertised job opportunity that would result in a voluntary demotion, he/she will be deemed an identified staffing region candidate.

10. 5. When a priority member applies to a non-priority job advertisement, he/she must advise the NVMU and his/her divisional CDRA by sending a notification to the applicable Centralized Mailbox Transfer Repository (CMTR) mailbox.

11. Over-Ranking of Regular Members and Salary Protection of Civilian Members

11. 1. Affected RMs and CMs who agree to be placed in an over-ranking/salary-protection situation, as a result of being referred to or applying to the post/position through priority administration, will retain the rank or group and level he/she held before the placement and will be converted to an over-ranked/salary-protection priority status.

11. 2. Over-ranked/salary-protection priority entitlements commence the date on which an affected RM/CM is transferred to a post/position having a lower rank or group and level, and ends the earliest of the date on which:

11. 2. 1. the affected RM/CM is transferred to a post/position at the rank or group and level he/she held before the over-ranking/salary-protection situation;

11. 2. 2. subsequent to the initial placement, the affected RM/CM voluntarily chooses to leave the post/position where he/she is over-ranked/salary protection;

11. 2. 3. the affected RM/CM refuses a formal reasonable job offer without a valid reason, which would have returned the affected RM/CM to his/her rank or group and level; or

11. 2. 4. the affected member submits his/her [Discharge Request, Form 1733.](#)

12. Relocation and Travel

12. 1. A priority member who is required to travel to attend interviews for possible transfer within the RCMP must obtain pre-approval from his/her Line Officer if he/she intends to seek reimbursement for travel expenses. Approval of the request for travel expenses will be assessed pursuant to [FMM ch. 9.8.](#), and according to the rates and allowances outlined in the [National Joint Council \(NJC\) Travel Directive.](#)

12. 2. Relocation expenses incurred as a result of accepting a reasonable job offer will be managed according to the [Integrated Relocation Program.](#)

13. Monitoring

13. 1. Divisions will retain a central repository of information on all priority administration cases occurring under the governance of this Directive, including the:

13. 1. 1. reasons for the action;

13. 1. 2. number of members given priority status entitlements;

13. 1. 3. occupational groups and levels of priority members;

13. 1. 4. date the priority status was given;

13. 1. 5. number of priority members placed without retraining;

13. 1. 6. number of priority members retrained, including the number of salary months used in such training;

13. 1. 7. levels of posts/positions to which priority members were transferred;

13. 1. 8. cost of any salary protection; and

13. 1. 9. the number and group and level of job opportunities and outcomes that a priority CM applied for during his/her priority period.

EXCEPTION: When circumstances warrant a national approach, the National Staffing Program will be responsible for establishing a NVMU to retain a central repository of information on all priority management cases occurring under this Directive, as outlined in [sec. 13.1.](#)

13. 2. For monitoring and oversight purposes, the CDRA must retain the priority clearance number on the staffing files and other written information about the assessment process, including the results for each priority member considered.

EXCEPTION: When circumstances warrant a national approach, the NVMU will be responsible for [sec. 13.2.](#)

References

- [Part III, IV, and V, RCMP Act](#)
- [RCMP Regulations, 2014](#)
- [Commissioner's Standing Orders \(Employment Requirements\)](#)
- [Public Service Employment Regulations, Paragraph 8](#)
- [Workplace Accommodation for Members](#)

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