



## Instructions: Grievance Presentation

### RCMP Grievance Process

#### Grievance Process Form

In accordance with subsection 31(1), subject to subsections (1.01) to (3) of the [RCMP Act](#), a member is entitled to present a grievance in writing at each of the two levels of the grievance process to the Office for the Coordination of Grievances and Appeals (OCGA). The Grievance Presentation form 6439 is the approved RCMP form to be used by a grievor to initiate the grievance process.

#### Requirements of a Grievance

In order to present a grievance, the grievor must meet the legislated requirements of the grievance process as per subsections 31(1) and 31(2) of the *RCMP Act*. The following must be established:

- (a) The Grievor must be a member at the time of the impugned decision, act or omission;
- (b) The Grievor must be personally aggrieved;
- (c) There must be a decision, act or omission;
- (d) The decision, act or omission must have been made in the administration of the affairs of the Force;
- (e) There must be no other process for redress under the *RCMP Act*, the *Royal Canadian Mounted Police Regulations, 2014, SOR/2014-281*, or any of the *Commissioner's Standing Orders*;
- (f) The Grievance must have been presented in writing;
- (g) The Grievor must not be precluded from presenting their Grievance based on any of the limitations set out under subsections 31 (1.01) to (1.3) of the *RCMP Act*.

If the decision, act or omission you are grieving is related to the classification of your position, please review the *Commissioner's Standing Orders* (Classification Redress for Members) before completing this form, as there may be another process available for your matter.

If you believe you have been discriminated against, include your allegation of discrimination in contravention of the *Canadian Human Rights Act (CHRA)* in your grievance application. RCMP Grievance Adjudicators can assess human rights issues under the *CHRA*. You will be required to identify the grounds and practices of discrimination, and demonstrate facts to support that the treatment is linked to one or more of the prohibited grounds. This means that there must be a reasonable basis and more than just a statement that the decision, act or omission is discriminatory.

Discrimination is an action or a decision that treats a person or a group negatively for reasons based on one or more of the following grounds under section 3 of the *CHRA*: race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered. To be discriminatory, the treatment must fall under one of the practices of discrimination under sections 5 to 14.1 of the *CHRA*.

For more information about human rights, you may visit the [Canadian Human Rights Commission](#) website, or the [Human Rights Complaints](#) section of the RCMP Infoweb.

#### Instructions

**Please ensure all necessary information is provided by completing all fields contained within this form that are applicable to your matter.**

**The provision of this information is mandatory and will greatly assist the OCGA in the administration of your grievance.**

If this form is filled out by hand, please ensure that it is legible.

Save, print and send the completed form to the OCGA, or grievor's supervisor, by mail (email, regular or internal mail, by courier or registered mail). The email address for the OCGA is [RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca](mailto:RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca).

**Please note that the date of presentation of the grievance is the date it is received at the OCGA, and not the date on which it was mailed, unless the grievor has clear proof of the date it was mailed.** If the grievor (or their representative) sends this form electronically, it must be accompanied by an electronic message identifying the sender as the grievor or representative. The grievor's or representative's email address will replace the signature on the form.

If the grievor or grievor's representative presents a grievance to the initial or final level directly to the OCGA, they do not need to obtain the grievor's supervisor's signature on the form or inform them of the grievance presentation.

At the initial level of the grievance process, the grievor or their representative, must present the form to the OCGA or, when not possible, to the grievor's supervisor, within thirty (30) days after the day on which the grievor reasonably knew or should have known of the decision, act or omission aggrieving them. If a representative has been authorized by the grievor to act on their behalf, include an email or document indicating the authorization. If the representative is an RCMP employee, include their Line Officer's written authorization to represent the grievor.

Exception: If the representative is an RCMP employee working in the capacity of a bargaining agent Shop Steward or Local Workplace Representative (National Police Federation), their Line Officer's written authorization to represent the grievor is not required.

Note that at the time of presenting a grievance, a grievor may object in writing to the provision of the grievance materials to the respondent's line officer. However, the grievor must provide reasons for the objection as part of their submission.

- An adjudicator may request submissions before deciding whether to reject or allow the objection.
- If the objection is allowed, the adjudicator may direct the OCGA to provide the grievance and any related materials to an alternate line officer.

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At the final level of the grievance process, the grievor must complete the section related to the final level and present the form to the OCGA, or the grievor's supervisor, within 14 days from the date of service of the initial level decision.

For additional information on how to present a grievance and complete the form, please consult the [National Guidebook - Grievance Procedures](#).

### Important Notes

This form will be included in the grievance file forwarded to the adjudicator.

Under section 10(1) of the [Privacy Act](#), information written on this form will be collected and used for statistical and internal purposes such as the Personal Information Bank CMP/P-PE-804.

### Definitions

**Final Level:** means the final level in the grievance process.

**Grievor:** means a member who presents a grievance.

**Initial Level:** means the initial level in the grievance process.

**Line Officer:** means the first officer or senior manager above the respondent (grievance) in the respondent's chain of command.

**Office for the Coordination of Grievances and Appeals (OCGA):** means the office responsible for the coordination of administrative matters relating to grievances and appeals in the Force.

**Representative:** means a person authorized by a grievor or respondent, to act on behalf, and have the full authority, of a grievor or respondent during the grievance process.

**Respondent:** (a) in the case of a grievance that has not been consolidated with any other grievance, the person who made the decision, did the act or made the omission that is the subject of the grievance or, if that person is absent or unable to act, the person who replaces them or, in the absence of a replacement, the person designated by the adjudicator who is considering the grievance; or (b) in the case of a grievance that has been consolidated with another grievance, the person designated under paragraph 10(c) or (d) of the *Commissioner's Standing Orders (Grievances and Appeals)*.

### OCGA Contact Information

#### Mailing Address:

Office for the Coordination of Grievances and Appeals  
73 Leikin Drive  
Building M5-1-118B  
Mailstop 162  
Ottawa, ON  
K1A 0R2

#### Email Address:

[RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca](mailto:RCMP.RecourseOCGA-RecoursBCGA.GRC@rcmp-grc.gc.ca)



## Grievance Presentation

### RCMP Grievance Process

Grievance File No. \_\_\_\_\_

#### Grievor

Surname	Given Names	HRMIS No.	Regimental No.
Rank/Group and Level	Division/Directorate		
Detachment/Sector/Unit			Preferred Language <input type="radio"/> English <input type="radio"/> French

#### Contact Information

##### Work

Street Name and Street Number	City	Province or Territory	Postal Code (A9A 9A9)
Telephone Number (include area code)	Email Address		

##### Home

Street Name and Street Number	City	Province or Territory	Postal Code (A9A 9A9)
Telephone Number (include area code)	Email Address		

#### Initial Level Grievance Presentation

Please select grievance type from the drop down menu. (decision, act or omission)

Indicate the date on which you learned of the decision, act or omission (yyyy-mm-dd; this is the date on which you reasonably knew or should have known of the decision, act or omission aggrieving you)

Do you have a copy of the decision, act, or omission?  
 Yes (append the copy of the decision, act or omission to this form.)       No (clearly indicate the decision, act or omission in the following field.)

Clearly describe the decision, act or omission that you are grieving, and if you have a copy, please append it to this form.

Is the decision, act or omission you are grieving inconsistent with a Treasury Board, RCMP policy/legislation and/or the CHRA?       Yes       No

Identify the Treasury Board, RCMP policy sections or legislation, and/or the CHRA grounds and practices, which is the basis of your grievance. **You are required to specifically identify the policy or legislation title, along with the sections or subsections relevant to your grievance** (you are not required to provide a full copy of the policy, nor the legislative document).

Describe how you have been aggrieved (negative effect or impact) as a result of this decision, act or omission (this could include, but not limited to, financial or health related implications, loss of opportunity for promotion or developmental opportunities).

# Grievance Presentation

## RCMP Grievance Process

Protected A  
once completed

Clearly Specify the Redress Requested (the redress/remedy you believe you are entitled to)

### Respondent

Identify the person who made the decision, act or omission that is the subject of your grievance

Title	Surname	Given Names	Rank/Group and Level
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### Line Officer

Identify the Respondent's Line Officer

Title	Surname	Given Names	Rank/Group and Level
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### Initial Level Grievance Presentation Signatures

#### Grievor or Grievor's Representative

Signature from  Grievor  Representative

Surname	Given Names
Telephone Number (include area code)	Email Address

\_\_\_\_\_  
Signature Date (yyyy-mm-dd)

#### Grievor's Supervisor

Identify, if presented directly to Grievor's Supervisor

Surname	Given Names
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\_\_\_\_\_  
Signature Date (yyyy-mm-dd)

#### Initial Level OCGA Use Only

Method of Presentation to OCGA is <input type="radio"/> Mail/Courier <input type="radio"/> E-mail	Date of Presentation (yyyy-mm-dd)
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Surname of OCGA Employee	Given Names
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\_\_\_\_\_  
Signature Date (yyyy-mm-dd)

# Grievance Presentation

## RCMP Grievance Process

Protected A  
once completed

### Final Level Grievance Presentation

Specify the reasons for presenting the grievance to the final level (check all that apply). The initial level decision was	Date You Were Served With the Initial Level Decision (yyyy-mm-dd)
<input type="checkbox"/> reached in a manner that contravened the applicable principles of procedural fairness; <input type="checkbox"/> based on an error of law; <input type="checkbox"/> clearly unreasonable.	

Provide a concise statement of how the initial level decision contravened the applicable reasons for presenting the grievance to the final level.

Clearly specify the redress requested.

### Final Level Grievance Presentation Signatures

#### Grievor or Grievor's Representative

Signature from  Grievor  Representative

Surname	Given Names	Date (yyyy-mm-dd)
Telephone Number (include area code)	Email Address	
_____		_____
Signature		Date (yyyy-mm-dd)

#### Grievor's Supervisor

Identify, if presented directly to Grievor's Supervisor

Surname	Given Names
_____	
Signature	
Date (yyyy-mm-dd)	

#### Final Level OCGA Use Only

Method of Presentation to OCGA is <input type="radio"/> Mail/Courier <input type="radio"/> E-mail	Date of Presentation (yyyy-mm-dd)
Surname of OCGA Employee	Given Names
_____	
Signature	
Date (yyyy-mm-dd)	