

Canada Revenue Agency Staffing Program

A new staffing program came into effect November 1, 2013.

All staffing started **prior** to November 1, 2013, must be completed in accordance with the **2007 Staffing Program**.

All staffing started **after** November 1, 2013, must be completed in accordance with the **2013 Staffing Program**.

To ensure you are using the appropriate corporate policy instruments please visit the [Staffing Program](#) site or contact your [resourcing advisor](#).

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1.0 Introduction

The purpose of the Staffing Program is to set the overall directions for staffing decisions in the Canada Revenue Agency (CRA), for both EC and non-EC positions.

1.1 Legal Authorities

1.1-1 The CRA authority to develop its Staffing Program is set out in the Canada Revenue Agency Act (s.c. 1999, ch.17, s54) hereafter referred to as CRAA.

1.1-2 The CRA is subject to other legislation, including the Official Languages Act, Employment Equity Act, Canadian Human Rights Act, Access to Information Act, Privacy Act and Public Service Staff Relations Act.

1.1-3 The Canada Revenue Agency Act (CRAA s53) provides the Commissioner with authority to make appointments and to delegate this authority to managers or other appropriate persons (CRA s37).

1.1-4 The Board of Management may amend the Staffing Program as appropriate. However, the Board of Management authorizes the Commissioner to establish and amend directives as part of the Staffing Program.

1.2 Scope of the Staffing Program

1.2-1 Part I of the Staffing Program applies to staffing activities for all nonEC positions and is comprised of the following:

1. Program Components (Delegation and Accountability; Staffing Plan; Staffing Processes; Recourse for Staffing; Special Considerations; Official Languages Requirements; Post-appointment Situations; Fraudulent Practices; Monitoring and Evaluation)
2. Any staffing Directive established or amended by the Commissioner.
3. This document deals with staffing for non-EC positions.

1.2-2 Part II of the Staffing Program applies to EC positions and is referred to in Chapter 5 of the Policy Framework for the Executive Cadre.

1.3 CRA Staffing Principles

1.3-1 The Staffing Program is governed by Staffing Principles outlined in the Summary of the Corporate Business Plan (C-43, s49). The CRA is authorized to appoint individuals whom it considers necessary for the proper conduct of business (C-43, s53). The Staffing Program is guided by the following Staffing Principles:

CRA Staffing Principles

Non-partisanship: The workforce must conduct itself in a manner that is free from political and bureaucratic influence. Staffing decisions must be free from political and bureaucratic influence.

Representativeness: The composition of our workforce reflects the available labour market.

Competency: The workforce possesses the attributes required for effective job performance.

Fairness: Staffing decisions are equitable, just and objective.

Transparency: Communications about staffing are open, honest, respectful, timely and clearly understood.

Efficiency: Staffing processes are planned and conducted having regard to time and cost, and linked to business requirements.

Adaptability: Staffing processes are flexible and responsive to the changing circumstances and to the unique or special needs of the organization.

Productiveness: Results in appointment of the necessary number of competent people for the proper conduct of business.

1.4 Review/Reporting Requirements

1.4-1 The extent to which staffing activities are conducted in accordance with the Staffing Program and the Principles will be reviewed periodically, as outlined in the CRA's Monitoring and Evaluation Framework.

1.4-2 The Commissioner will seek, as required, a report on the conduct of staffing under the CRA.

1.4-3 The CRA's Annual Report to Parliament will include any reports made by the Public Service Commission on the consistency of the Staffing Program with the Staffing Principles set out in the Summary of the CRA's Corporate Business Plan (CRAA, s. 88(2(b))).