



Request for an Independent Third-Party Review (ITPR)

This form must be completed by the requestor and received by the ITPR Coordinator and the manager responsible for the decision within:

- **nine (9) calendar days** following the date of the written response of the Individual Feedback if the request pertains to a permanent promotion from an internal advertised or non-advertised staffing process; or
- **ten (10) working days** after receiving a grievance reply if the request pertains to a grievance presented on certain CRA policies.

Please consult the Procedures for recourse on staffing at:

infozone.omega.dce-eir.net/english/frames/crprt_plcs/brnch04/proc_recourse-e.asp#toc10

OR

The Procedures for handling grievances – Labour Relations at:

infozone.omega.dce-eir.net/english/frames/crprt_plcs/brnch04/proc_hndlng_grvnecs-e.asp.

I – General information required from the requestor

Part 1 – Information on requestor

First name and last name	Daytime telephone number	Alternate telephone number
Mailing address (home)	Personal record identifier PRI	
Work location	Email address	
Name of region or branch	Official language of choice <input type="checkbox"/> English <input type="checkbox"/> French	

Part 2 – Information on representative (if chosen)

First name and last name Manon Desormeaux	Business telephone number
Business address	Email address desormm@ute-sei.org
If you do not know the name of your representative but would like the union to be informed, please tick the appropriate box	
<input type="checkbox"/> Professional institute of the Public Service of Canada (PIPSC) – Audit, Financial and Scientific (AFS)	<input type="checkbox"/> I am not a union member
<input type="checkbox"/> Public Service Alliance of Canada (PSAC) – Union of Taxation Employees (UTE)	<input type="checkbox"/> I do not want the union informed

Part 3 – Information on manager whose decision is the basis for the ITPR request

First name and last name	Name of region or branch	Telephone number
Work address	Email address	

Part 4 – Signature of requestor

_____	_____
Signature	Date

II – To be completed if the request for ITPR is related to a staffing situation

Indicate the type of staffing situation (tick one)

- Eligible but not identified for a permanent promotion during an internal advertised staffing process
- Eligible but not identified for a permanent promotion during an internal non-advertised staffing process

Is the permanent promotion a result of an apprenticeship program?

Yes No

Staffing process reference number (requisition #), if process held

Date of written notification that individual feedback process is completed

Did you also select Decision Review for the same appointment?

Yes No

Describe what in your opinion was arbitrary in the way you were treated with respect to the application of the staffing requirement(s) in question and why you think this was arbitrary. In other words, what was done in an unreasonable manner, done capriciously, not done or acting according to reason or judgement, not based on rationale or on established policy, not the result of reasoning applied to relevant considerations, or discriminatory in the way you were treated.

III – To be completed if the request for ITPR is related to a grievance on certain CRA policies

Type of staff relations situation

- Grievance on certain CRA policies

Date impasse recorded by review committee.
Please attach a copy of final level grievance response.

IV – Where to send your request for ITPR

Please attach any pertinent documents and forward the request to the ITPR Coordinator by email to Independent Third-Party Review / Révision par un tiers indépendant (CRA/ARC).

Please note that all documents sent to the ITPR Coordinator will be forwarded to the external reviewer and the manager if the case proceeds.

Personal information is collected under the authority of the Canada Revenue Agency Act and is collected for the purpose of supporting the staffing recourse or policy grievance process. It will also be used to make appropriate arrangements for an Independent Third-Party Review (ITPR) and will be shared with those who have a need to know for the administration of the ITPR process, such as Human Resources, the ITPR Reviewer, the manager responsible for the staffing decision, and the union representative, where applicable. Failure to provide sufficient information may impact the efficiency and thoroughness of the recourse process.

Personal information is described in the Staffing personal information bank PSE 902, in the Canada Revenue Agency (CRA) Info Source. Under the Privacy Act, individuals have a right of protection, access to and correction or notation of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information. Further details regarding requests for personal information at the CRA and our Info Source can be found at canada.ca/cra-access-information-privacy.