



*an initiative by Construction Labour Relations – An Alberta Association*  
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## PLAN RULES AND ELIGIBILITY CRITERIA

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(acronyms referenced on last page)

CEFAP is an initiative of CLR that provides assistance to eligible employees and their families in dealing with problems that may be causing distress. HH, under contract to CLR, provides the EFAP and A&D services.

### A CEFAP consists of the following services:

- A-1 EFAP.** Comprehensive services initiated by the client seeking the services, establishing a direct and private relationship between the client and the counselor. A full listing of services can be found at [www.clra.org/p/program+services](http://www.clra.org/p/program+services)
- A-2 A&D.** Arise in respect to a breach of the *Canadian Model* or a reference pursuant to 4.2.4(d)(iii) of the *Canadian Model*. Diagnoses and recommendations may be shared with the referring party, whether an employer, a case manager, or a union authorized by CLR to refer a person. Eligibility determination process is as follows:
- **SAE Assessment: initiated** by an e-referral (found at [www.clra.org](http://www.clra.org)) and **completed (via telephone)** with the **booking** of the service by the client.
  - **Bridge, Post Assessment, Residential Readiness Counseling: initiated & completed** by either HH-SAET or HH-TPCA, **booked** by the client.
  - **Intensive Outpatient & Residential Treatment: recommendation of a SAE Assessment, initiated & completed** by HH-SAET, **booked** by the client.

### B Who Can Access Services?

#### B-1 EFAP

An EFAP “client” means a person who meets one or more of the below criteria:

- (i) An employee on whose behalf a Participating Employer has made timely remittances and filed employee e-data, pursuant to a collective agreement or voluntary participation agreement with CEFAP.
- (ii) A person affected by an agreement entered into by a multi-employer benefit plan with CEFAP.
- (iii) A spouse or common law partner of a person defined in (i) or (ii) above.
- (iv) A dependent child of a person defined in (i) or (ii) above.
- (v) A person respecting whom the CEFAP Administrator has confirmed to the Provider as deemed eligible.

A client who is included on the EFAP Eligibility List is entitled to access EFAP Services funded by CEFAP. A person defined in **B-1 (i)** or **(ii)** above, respecting whom contribution to CEFAP has been made and e-data imported for the previous 5 months, will be on the EFAP Eligibility List. A person defined in **B-1 (iii)** or **(iv)** will be eligible for services if the person defined in **B-1 (i)** or **(ii)** to which that person is related is on the EFAP Eligibility List.

With the request or authorization of a client that has sought assistance pursuant to 4.2 of the *Canadian Model*, the HH-SAET will confirm for the employer of the client that assistance has been accessed.

## **B-2 SAE Assessment**

A person defined in **B-1 (i)** or **(ii)** will be eligible for an SAE Assessment, funded by CEFAP if that person:

- (i) Was employed with a participating employer in good standing with CEFAP;
- (ii) Has violated the Canadian Model or an Owner/Employer Camp or Transportation A&D policy;
- (iii) Appears on the A&D Eligibility List;
- (iv) **Books their assessment (via telephone)** within 30 days from date of violation;
- (v)
  - (a) That person was subject to a site access test pursuant to section 4.7 of the *Canadian Model*, and
  - (b) The test result was not negative, and
  - (c) The person was dispatched to a participating employer in good standing with CEFAP, and
  - (d) That person would have engaged in employment and become a person defined in **B-1 (i)** or **(ii)** in the event the test result had been negative, and
  - (e) That person **books their assessment (via telephone)** within the timelines listed in **B-2 (iv)** after the site access test.

To determine eligibility, information establishing the person's employer or the employer to whom the person was dispatched, the collective agreement pursuant to which the person was dispatched, and the date of the violation or failed site access test is required and received via the referral form completed and submitted at [www.clra.org](http://www.clra.org). The person seeking assessment shall be required to provide to HH each of the following pieces of evidence that the person has access to:

- (vi) A dispatch slip, indicating the union, employer (must be in good standings), applicable collective agreement (sector & trade) to which a person seeking assessment was dispatched and the work start date.
- (vii) A copy of the "Drug Testing Custody and Control Form" referred to in Appendix A, sections II and III, of the *Canadian Model*, indicating the date on which the test sample was collected or the result issued.
- (viii) A copy of a Record of Employment issued to a person seeking assessment in the wake of a breach of the *Canadian Model*.

***No representative of a participating employer, participating organization, or union shall contact HH directly in respect to a question of third-party eligibility.***

## C Obligations of Participating Employers and Participating Organizations

### C-1 For Bargaining Unit Employees Affected by a Collective Agreement or a Voluntary Participation Agreement:

Participating Employers shall:

- (i) When required to do so by a collective agreement, make timely CEFAP payments each month based on hours worked (+ GST) in the amount set from time to time by the CLR Board of Directors.
- (ii) Enter Employee e-data via import to [www.remap.clra.org](http://www.remap.clra.org), to facilitate both generation of the remittance form and confidential determination of eligibility of persons seeking services. For complete requirements and details see the Data Export Guide on our website.
- (iii) Immediately following a violation, but in any event no more than **10 calendar days** following a violation, complete and submit the Alcohol & Drug Policy Violation Referral Form found at [www.clra.org](http://www.clra.org).
- (iv) In the event the Employer, or potential Employer in the circumstances of a failed pre-access test, does not submit the referral form in accordance with (iii) above, and the employee, or potential employee, is denied funding solely due to being outside the required time periods referred to in **B-2 (iv)**, **the Employer shall be responsible for funding** the SAE Assessment. The assessment costs, as determined for the “Pathways to Better Outcome” launch in November 2016 and adjusted from time to time, will be invoiced by and payable to CLR.

### C-2 For Non-Bargaining Unit Employees:

An Employer, who has a collective bargaining relationship with 1 or more of the traditional building trade unions in Alberta, can apply to have their non-bargaining unit staff participate in CEFAP.

A Union, multi-employer benefit plan, employers’ organization or other related organization may apply to have their non-bargaining unit staff, non-construction staff and/or retired staff participate in CEFAP.

All applications for voluntary participation shall be filed with CLR. Applications will be approved or rejected by the Board of Directors of CLR.

An Employer or other organization whose application for voluntary participation has been accepted shall:

- (i) Make timely CEFAP payments each month for each person affected by an approved application, based on the monthly CEFAP fee (+ GST) set from time to time by the CLR Board of Directors.
- (ii) Enter Employee e-data via import to [www.remap.clra.org](http://www.remap.clra.org), to facilitate both generation of the remittance form and confidential determination of eligibility of persons seeking services. For complete requirements and details see the Data Export Guide on our website.

- (ii) Immediately following a violation, but in any event no more than **10 calendar days** following a violation, complete and submit the Alcohol & Drug Policy Violation Referral Form found at [www.clra.org](http://www.clra.org).

- (iv) In the event the Employer, or potential Employer in the circumstances of a failed pre-access test, does not submit the referral form in accordance to (iii) above, and the employee, or potential employee, is denied funding solely due to being outside the required time periods referred to in B-2 (iv), **the Employer shall be responsible for funding** the SAE Assessment. The assessment costs, as determined for the “Pathways to Better Outcome” launch in November 2016 and adjusted from time to time, will be invoiced by and payable to CLR.

## **D When will a Person Become Eligible for Service?**

- (i) A person will qualify for CEFAP benefits the month following receipt by CLR of remittance payment and e-data for that person. A bargaining unit employee will remain on the eligibility lists for approximately 5 months following receipt by CLR of remittance payment and e-data for that employee. Eligibility will be confidentially determined from the eligibility lists compiled by CLR for use by HH.
- (ii) A person that has recently come into the employ of a participating CEFAP employer and requires emergency access to services within the first 6 weeks of employment, and does not show on the eligibility list(s), will provide HH with the name of that person’s employer and the collective agreement, if any, under which that person is employed. To provide further assistance, a person may also provide a copy of their dispatch slip, payroll slip or an employee ID badge. CEFAP Administration may seek the assistance of the employer to generate an interim employee e-data table. This interim table will be provided directly to the HH Intake personnel handling that employee’s case for confidential verification of eligibility.
- (iii) A person will not be eligible for CEFAP benefits if the subject employer or organization is in arrears in respect to remittances or employee e-data until those arrears are cleared. In the event it is e-data arrears, the person will not gain eligibility until the beginning of the month following the date the e-data is brought current, as this is when the next current Eligibility Lists are generated.
- (iv) A person who has self-funded their SAE Assessment with HH and requires services offered by CEFAP (PAC, follow-up testing, etc.) may be eligible for services provided that they meet the established criteria for that service. The individual’s eligibility for such CEFAP services is to be determined in the same manner as an individual whose SAE Assessment was funded by CEFAP.

## **E Where will a Person Be Eligible for Service?**

- (i) Eligible employees will be those who are working in Alberta, and on whose behalf contributions and e-data are being received.
- (ii) The residence of an eligible person can be anywhere.
- (iii) Eligible persons can access CEFAP globally.

## **F EFAP Benefits:**

- (i) Counseling services are provided by HH without charge to eligible persons or their eligible family dependents. A full listing is found at [www.clra.org](http://www.clra.org) under the CEFAP tab “Program Services”.
- (ii) If recommended by HH, an eligible person can participate in a clinical rehabilitation program for an alcohol, drug or gambling problem. [Service requests for other rehabilitation programs will be reviewed by the CEFAP Administrator in consultation with HH for possible provision of benefit.] CEFAP will, for each eligible person referred to above, cover up to \$850 once per 12 month calendar time period.
- (iii) HH will determine the equivalency of alcohol, drug and gambling treatment programs for purposes of qualifying for the payment per case.

## **G Confidentiality**

- (i) HH cannot advise any Employer, Union Organization, CLR representative, or any other person, of the name of any person who utilizes this CEFAP.
- (ii) Eligible employees and their family members can contact this program confidentially.
- (iii) The only exceptions to this are where there is a legal requirement for disclosure, or written consent / signed Release of Information form has been obtained.

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## **Acronyms:**

- Alcohol & Drug – A&D
- Construction Employee & Family Assistance Program - CEFAP
- Construction Labour Relations – Alberta - CLR
- Homewood Health Inc. - HH
- Employee and Family Assistance Program - EFAP
- Substance Abuse Expert - SAE
- Substance Abuse Expert Team - SAET
- Third Party Case Administration - TPCA