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***Comprehensive programs provided by CLRA on behalf of its participating contractors***

**[DATE]**

**[WORKER NAME & ADDRESS]**

**[WORKER TELEPHONE & CELL NUMBERS]**

**RE: Canadian Model and/or A&D Policy Violation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(mmm/dd/yy)***

As a worker/potential worker employed under one of the following collective agreements listed in **A** or **B**:

1. ***CLR Industrial Construction, NMA Maintenance, GPMC Maintenance Collective Agreements for one of the following trades:***

* *Carpenter, Local 1325 & 2103*
* *Cement Masons, Local 222*
* *Insulators, Local 110*
* *Ironworker Reinforcing, Local 720 & 725*
* *Ironworker Structural, Local 720 & 725*
* *Labourers Construction General, Local 92*
* *Mechanical, Local 488 & 496*
* *Millwrights, Local 1460*
* *Operating Engineers General, Local 955*
* *Plasterers, Local 222*
* *Sheeters, Deckers, Cladders, Local 8 (for Industrial Construction only)*
* *Sheet Metal, Local 8*

1. ***Other Trades/Jurisdictions for one of the following trades:***

* *Shop Fireproofer, Local 222*
* *UA Fab Shop, Local 488*

this letter outlines the processes that must be followed due to your recent A&D violation as required under our contractor CEFAP and CMAC programs with the collective goal of returning you to active status as quickly as possible.

**As your employer/potential employer, we are required to:**

* Provide you with effective worker/potential worker assistance services through our CEFAP & CMAC Programs.
* Within 10 days from date of violation:
  + Provide you with this letter to ensure you understand who does what to assist your ability to return to work.
  + Submit an electronic referral via [www.clra.org](http://www.clra.org) that is automatically forwarded to the Third Party Case Administrator (TPCA) and your union.

**As TPCA managing CMAC, they are required to:**

* Upon receipt of a contractor referral, assign you a case manager that contacts you within 1 business day at the number you provided to us.
* If the number you provided us is no longer accurate, notify the undersigned immediately, **failing to do so will cause delays that could affect your funding eligibility**.
* Complete a second review of the assessment report with you once report received from SAE Team.

**As our worker/potential worker, you are required to:**

* If you have not received a call from TPCA within 1 business day of your notification of violation, call 780-493-0725 and engage with CMAC, they are your advocate and provide support to return you to work.
* Book and attend your SAE Assessment by calling the SAE Team at 1-877-822-0727 within 30 days from the date of violation. *[If you are not eligible for full funding, your case manager or SAE Team can provide you with your funding/costing breakdown.]*
* If dispatched in the last 60 days, be prepared to provide a copy of your dispatch slip.
* Provide a copy of your “Drug Testing Custody and Control Form” received from the testing facility.
* Promptly attend your SAE Assessment and, if applicable, post assessment counselling sessions.
* When services are attended virtually, contact Client Services for connectivity technical support at 1-877-822-0727 if you are having technical difficulties.

**NOTE: If you choose not to participate or meet the required timelines, YOU MAY BE REQUIRED TO FUND ALL OR A PORTION OF SERVICES.**

**As the SAE Team managing CEFAP, they are required to:**

* Determine eligibility status and A&D services funding model.
* Provide an assessment appointment with 3-5 business days of date of eligibility confirmation.
* If services, or a portion thereof, are offered virtually, provide prompt connectivity technical support at 1-877-822-0727 if a worker is having trouble accessing the online platform.
* Standard Case - Complete the assessment report & worker debrief within 5 business days of assessment date.
* Complex/Repeat Case - Complete the assessment report & worker debrief within 10 business days of assessment date.
* Release assessment report to workers’ case manager for second worker debrief.

For further information on our contractor provided A&D programs, please use the following link:

* <https://clra.org/initiatives/>

Regards,

**[COMPANY NAME]**

[WRITERS NAME]

[WRITERS EMAIL & TELEPHONE]