***A comprehensive program provided by CLRA on behalf of its participating contractors***

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**[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 Non-Industrial Construction Collective Agreement for one of the following trades:***

* *Bricklayers Refractory Maintenance, Local 1*
* *Carpenter, Local 1325 & 2103*
* *Cement Masons, Local 222*
* *Insulators, Local 110*
* *Ironworker Reinforcing, Local 720 & 725*
* *Ironworker Structural, Local 720 & 725*
* *Labourers, Local 92*
* *Labourers Refractory Maintenance, Local 92*
* *Mechanical, Local 488 & 496*
* *Millwrights, Local 1460*
* *Operating Engineers General, Local 955*
* *OE Crane Rental, Local 955*
* *Plasterers, Local 222*
* *Refrigeration Construction, Local 488*
* *Refrigeration Maintenance, Local 488*
* *Roofer Carpenter, Local 1325*
* *Roofer Sheet Metal, Local 8 & 92*
* *Sheeters, Deckers, Cladders, Local 8*
* *Sheet Metal, Local 8*

1. ***CLR Industrial Construction Collective Agreement for one of the following trades:***

* *Bricklayers Refractory Construction, Local 1*
* *Bricklayers Refractory Maintenance, Local 1*
* *Labourers Refractory Maintenance, Local 92*
* *OE Crane Rental, Local 955*
* *Refrigeration Construction, Local 488*
* *Refrigeration Maintenance, Local 488*
* *Roofer Carpenter, Local 1325*
* *Roofer Sheet Metal, Local 8 & 92*

this letter outlines the processes that must be followed due to your recent A&D violation as required under our CEFAP program 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 CEFAP.
* Provide you with a company contact that will help facilitate your return to work:
  + **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[NOTE: These fields cannot be blank]*

* 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 Substance Abuse Expert (SAE) Team and your union.

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

* 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 to determine 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.
* Provision of the assessment report to the employer/potential employer for case management purposes.

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]