

[INSERT CONTRACTOR LETTERHEAD]



A comprehensive program 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**:

A. 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

B. 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]

[CONTACTOR LETTERHEAD]

- 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 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]