



an initiative by Construction Labour Relations – An Alberta Association
203, 236 - 91st Street SW, Edmonton, AB T6X 1W8 (780) 451-5444 (800) 450-7204
Website: www.clra.org E-Mail: cefap@clra.org

CEFAP RULES AND ELIGIBILITY CRITERIA

Edited September 1, 2022

(acronyms referenced on last page)

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

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

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
- 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 worker/employee. Eligibility determination process is as follows:
- **SAE Assessment: initiated** by an e-referral (found at <https://clra.org/form>), **booked** by the worker/employee via telephone by calling 1-877-822-0727.
 - **Bridge, Post Assessment, Inpatient Readiness Counseling: initiated & completed** by either SAET or TPCA, **booked** by the worker/employee.
 - **Intensive Outpatient & Inpatient Treatment:** recommendation of a SAE Assessment, **initiated & completed** by SAET, **booked** by the worker/employee.

B Who Can Access Services?

B-1 EFAP

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

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

A worker/employee who is included on the EFAP Eligibility List is entitled to access EFAP Services funded by CEFAP. A worker/employee 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 worker/employee defined in **B-1 (iii)** or **(iv)** will be eligible for services if the worker/employee defined in **B-1 (i)** or **(ii)** to which that worker/employee is related is on the EFAP Eligibility List.

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

B-2 A&D

B-2.1 A worker/employee defined in **B-1 (i)** or **(ii)** will be eligible for a A&D Services funded by CEFAP if that worker/employee (please refer to **H.** for funding model):

- (i) Was employed with a participating employer in good standing with CEFAP;
- (ii) Appears on the A&D Eligibility List; **OR**
- (iii) That worker/employee was subject to a site access test pursuant to section 4.7 of the *Canadian Model*, and
 - (a) The test result was not negative, and
 - (b) The worker/employee was dispatched to a participating employer in good standing with CEFAP, and
 - (c) That worker/employee would have engaged in employment and become a worker/employee defined in **B-1 (i)** or **(ii)** in the event the test result had been negative, and
 - (d) That worker/employee **attends their assessment** within the timelines listed in **B-2.1 (v)** after the site access test.
- (iv) **The date of the appointment must be within 30 days from date of the violation.** Assessments are booked via telephone by calling the SAE Team at 1-877-822-0727.

B-2.2 To determine eligibility, information establishing the worker/employee's employer or the employer to whom the worker/employee was dispatched, the collective agreement pursuant to which the worker/employee 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 <https://clra.org/form>. The worker/employee seeking assessment shall be required to provide to the SAET and/or TPCA each of the following pieces of evidence that the worker/employee has access to:

- (i) A dispatch slip, indicating the union, employer (must be in good standings), applicable collective agreement (sector & trade) to which a worker/employee seeking assessment was dispatched and the work start date.
- (ii) 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.
- (iii) A copy of a Record of Employment issued to a worker/employee seeking assessment in the wake of a breach of the *Canadian Model*.

C Obligations of Participating Employers and Participating Organizations

C-1 For Bargaining Unit Workers/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 worker/employee e-data via import to www.remap.clra.org, to facilitate both generation of the remittance form and confidential determination of eligibility of worker/employees 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:
 1. Complete and provide the worker/employee a copy of the applicable letter “Contractor Template for Non-Case Managed Aftercare Workers” OR “Contractor Template for Mandatory Case Managed Aftercare Workers”.
 2. Complete and submit the Alcohol & Drug Policy Violation Referral Form found at <https://clra.org/form>.
- (iv) In the event the Employer, or potential Employer in the circumstances of a failed site access test, does not provide the Contractor Template Letter to the worker or submit the referral form in accordance with (iii) above, and the worker/employee, or potential worker/employee, is denied funding solely due to being outside the required time periods referred to in **B-2.1 (iv)**, **the Employer shall be responsible for funding** the SAE Assessment. The assessment costs, as 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 worker/employee 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, to facilitate both generation of the remittance form and confidential determination of eligibility of worker/employees 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:
 - 1. Complete and provide the worker/employee a copy of the applicable letter “Contractor Template for Non-Case Managed Aftercare Workers” OR “Contractor Template for Mandatory Case Managed Aftercare Workers”.
 - 2. Complete and submit the Alcohol & Drug Policy Violation Referral Form found at <https://clra.org/form>.
- (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-2.1 (iv), **the Employer shall be responsible for funding** the SAE Assessment. The assessment costs, as adjusted from time to time, will be invoiced by and payable to CLR.

D When will a Worker/Employee Become Eligible for Service?

- (i) A worker/employee will qualify for CEFAP benefits the month following receipt by CLR of remittance payment and e-data for that worker/employee. A bargaining unit worker/employee will remain on the eligibility lists for approximately 5 months following receipt by CLR of remittance payment and e-data for that worker/employee. Eligibility will be confidentially determined from the eligibility lists compiled by CLR.
- (ii) A worker/employee 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 EFAP Services with the name of that worker/employee’s employer and the collective agreement, if any, under which that worker/employee is employed. To provide further assistance, a worker/employee may also provide a copy of their dispatch slip, payroll slip or a worker/employee ID badge. CEFAP Administration may seek the assistance of the employer to generate an interim worker/employee e-data table. This interim table will be provided directly to the EFAP Services handling that worker/employee’s case for confidential verification of eligibility.
- (iii) A worker/employee will not be eligible for CEFAP benefits if the subject employer or organization is in arrears in respect to remittances or worker/employee e-data until those arrears are cleared. In the event it is e-data arrears, the worker/employee 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 worker/employee who has self-funded their SAE Assessment with SAET 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 Worker/Employee Be Eligible for Service?

- (i) Eligible worker/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 worker/employee can be anywhere.
- (iii) Eligible worker/employees can access CEFAP globally.

F EFAP Benefits:

- (i) Counseling services are provided by EFAP Services without charge to eligible worker/employees or their eligible family dependents. A full listing is found at www.clra.org under the CEFAP tab “Program Services”.
- (ii) If recommended by EFAP Services or SAET, an eligible worker/employee 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 EFAP Services or SAET for possible provision of benefit.]
 - (a) Funding opportunities are explored with the eligible worker/employee. Effective November 2020, the Alberta Government funds addiction recovery for eligible Alberta Residents.
 - (b) For each eligible worker/employee referred to above, CEFAP will cover up to \$850:
 - (1) Where intensive outpatient treatment is deemed appropriate;
 - (2) Where out of province workers attend inpatient treatment or when intensive outpatient treatment is deemed appropriate;
 - (3) Once service accessed in regard to (1) and (2) above, an eligible worker/employee cannot receive clinical rehabilitation again for 365 days from date of previous access.
- (iii) SAET will determine the equivalency of alcohol, drug and gambling treatment programs for purposes of qualifying for the payment per case.

G Confidentiality

- (i) SAET cannot advise any Employer, Union Organization, CLR representative, or any other person, of the name of any person who utilizes this CEFAP.
- (ii) Eligible worker/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.

H Funding of A&D Services

(note: this is not an exhaustive list)

Service/Benefit	1 st A&D Violation with confirmation of eligibility	2 nd A&D Violation with confirmation of eligibility	Subsequent A&D Violations
Substance Abuse Expert (SAE) Assessment	100%	0%	0%
Relapse Prevention Session (RPQ)	NA	100%	0%
Inpatient Readiness *OR* Bridge Counselling	100%	100%	0%
Inpatient *OR* Intensive Outpatient Treatment	Funding provided as per F(ii)		
Post Assessment Counselling (PAC)	100%	100%	0%

Acronyms:

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