



an initiative by Construction Labour Relations – An Alberta Association
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CEFAP Plan Rules and Eligibility Criteria

Construction Employee & Family Assistance Program [CEFAP] is an initiative of Construction Labour Relations – Alberta [CLR] that provides assistance to eligible employees and their families in dealing with problems that may be causing distress. Homewood Human Solutions [HHS] is the service provider of the Employee and Family Assistance Program services and Substance Abuse Expert Assessments under contract to CLR.

A The Construction Employee and Family Assistance Program consists of:

1. **Employee and Family Assistance Services.** These comprehensive services are initiated by the client seeking the services, and in respect to which there is, in the first instance, a direct and private relationship between the client and the counselor or adviser.
2. **Substance Abuse Expert Assessment.** These assessments only arise:
 - i. in respect to a breach of the *Canadian Model*, result only from a referral, and respecting which diagnoses and recommendations are shared with the referring party, whether an employer, or a case manager, or a union authorized by CLR to refer a person, or
 - ii. a reference pursuant to 4.2.3(c)(iii) of the *Canadian Model*

B Who Can Access Services?

B-1 Employee and Family Assistance Program Services [EFAP]

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

- i. An employee of a Participating Employer affected by a collective agreement requiring CEFAP contributions to CEFAP, or a 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 (b) 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 eligibility list is entitled to access Employee and Family Assistance Program Services, funded by CEFAP. A person defined in B-1 (i) or (ii) above respecting whom contribution to CEFAP has been made and data respecting that person has been imported to CEFAP in the previous six months will be on the eligibility list. A person defined in (iii) or (iv) above will be eligible for services if the person defined in (i) or (ii) above to which that person is related is on the eligibility list.

With the request or authorization of a client that has sought assistance pursuant to 4.2.3(b) of the *Canadian Model*, the Substance Abuse Expert will confirm for the employer of the client that assistance has been accessed.

B-2 Substance Abuse Expert [SAE] Assessment

A person defined in B-1 (i) or (ii) above will be eligible for Substance Abuse Expert Assessment, funded by CEFAP, if that person has, within the previous 120 days, violated section 3.1 of the *Canadian Model*, and if that person appears on the eligibility list.

A person will also be eligible for Substance Abuse Expert Assessment funded by CEFAP if

- (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) That person would have engaged in employment and become a person defined in (i) or (ii) above in the event the test result had been negative,

if that person is assessed by the Substance Abuse Expert within 120 days of the site access test.

To determine eligibility, the person seeking assessment shall provide 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. The person seeking assessment shall provide to HHS each of the following pieces of evidence that the person has access to:

- i. A dispatch slip, indicating the employer, site, and applicable collective agreement to which a person seeking assessment was dispatched.
- ii. A copy of a relevant alcohol and drug test result, 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 person seeking assessment in the wake of a breach of the *Canadian Model*.
- iv. A copy of the "Drug Testing Custody and Control Form" referred to in Appendix A, sections II and III, of the *Canadian Model*.
- v. Documentation from the employer that indicates the date of the breach.

If none of the above are available to the person seeking assessment, HHS will contact CEFAP Administration to ascertain whether there are other ways of confidentially determining eligibility.

No representative of a participating employer, organization, or union shall contact HHS directly in respect to a question of eligibility. Eligibility is determined by CLR, not by HHS.

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. Remittance information is entered at <http://remittance.clra.org>.
- ii. Submit employee e-data each month, via import to www.cefap.org, to facilitate confidential determination of eligibility of persons seeking services. For complete requirements and details see the Data Export Guide on our websites.

C-2 For Non-Bargaining Unit Employees:

An Employer, who has a collective bargaining relationship with one 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 union 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 respecting non-bargaining unit staff and retirees shall:

- i. Make timely CEFAP payments each month for each person affected by an approved application, the monthly CEFAP fee (+ GST) in the amounts set from time to time by the CLR Board of Directors. Remittance information is entered at <http://remittance.clra.org>.
- ii. Submit employee e-data each month, via import to www.cefap.org, to facilitate confidential determination of eligibility of persons seeking services. For complete requirements and details see the Data Export Guide on our websites.

D When will a Person Become Eligible for Service?

- i. A person will qualify for CEFAP benefits the month following CLR's receipt of remittance and e-data for that person. A bargaining unit employee will remain on the eligibility list for five months following CLR's receipt of remittance and e-data for that employee. Eligibility will be confidentially determined from a list compiled by CLR for use by HHS.
- ii. A person that has recently come into the employ of a participating CEFAP employer and that requires emergency access to services within the first six weeks of employment, and does not show on the eligibility list, will provide HHS with the name of that person's employer and the collective agreement, if any, under which that person is employed. A dispatch slip would be of assistance, as would a copy of a payroll slip or an employee ID badge. CEFAP Administration may then seek the assistance of the employer to generate

- an interim employee e-data table. This interim table will be provided directly to the HHS 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 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 List is generated and forwarded to HHS.

E Where will a Person Become Eligible for Service?

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

F Benefits:

- i. Counseling services are provided by HHS without charge to the eligible persons or their eligible family dependents. A full listing is found at www.clra.org: "Description of Professional Services", under the CEFAP tab.
- ii. If recommended by HHS, an eligible person can participate in a clinical rehabilitation program for an alcohol, drug or gambling problem. CEFAP will cover up to eight hundred & fifty dollars (\$850) once per twelve (12) months.
- iii. HHS will determine the equivalency of alcohol, drug and gambling treatment programs for purposes of qualifying for the payment per case.

G Confidentiality

- i. HHS cannot advise any Employer, Union Organization, CLR representative, or any other person, of the name of any person who utilize 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 has been obtained.