

November 1, 2016

**ELECTRICAL CONTRACTORS ASSOCIATION OF ALBERTA  
UNIONIZED ELECTRICAL CONTRACTORS  
ALCOHOL & DRUG ASSISTANCE PROGRAM**

**PLAN RULES AND ELIGIBILITY CRITERIA**

The Alcohol & Drug Assistance Program is an initiative of the ECAA Union Contractors that provides assistance to eligible persons in dealing with substance abuse problems. ECAA Union Contractors may be eligible for the benefits of this Program when they are making contributions to the Rapid Site Access Program (RSAP) Fund.

The Electrical Contractors Association of Alberta (ECAA) provides benefits and service providers for Union Contractors as determined by the ECAA Labour Relations Committee. The Alcohol & Drug Assistance Program provides benefits for Union Contractors and bargaining unit members. Homewood Health, under contract to ECAA, provides Case Management Services, Substance Abuse Expert (SAE) Assessments, Post Assessment Counseling (PAC), Inpatient Treatment and relapse prevention.

This Alcohol & Drug Assistance Program is an initiative of the ECAA Union Contractors that provides assistance to eligible persons dealing with substance abuse problems. Employee's spouse and dependents are not beneficiaries of this Program.

ECAA Union Contractors contribute to the Electrical Industry Insurance Benefit Trust Fund of Alberta (Health Plan). Employees, Employee's spouse and dependents may be eligible for a range of Employee & Family Assistance Program services as determined by the Trustees of the Health Plan. Contact Employee Benefit Funds Administration 780-465-2882 for information.

Revisions in red text.

\*The revised funding eligibility time periods will be implemented over a three month period to grandfather existing files. Implementation date will coincide with CLR and BCA implementation. The current time period a person has to schedule a Substance Abuse Expert Assessment is 120 days from the time of a Canadian Model violation.

- Effective November 1 the time period a person has to schedule a Substance Abuse Expert Assessment is 90 days from the time of a Canadian Model violation.
- Effective December 1 the time period a person has to schedule a Substance Abuse Expert Assessment is 60 days from the time of a Canadian Model violation.
- Effective January 1, 2017 the time period a person has to schedule a Substance Abuse Expert Assessment is 30 days from the time of a Canadian Model violation.

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## **Funding of Services**

### **Substance Abuse Expert (SAE) Assessment**

- A person will be eligible for the funding of a Substance Abuse Expert Assessment if that person is eligible for benefit and has scheduled a Substance Abuse Expert Assessment within 30 days of the time of a Canadian Model violation.
- A maximum of one SAE Assessment will be funded from the program. The second and additional SAE Assessment funding is the responsibility of the person requiring the SAE Assessment(s).

### **Post Assessment Counseling Sessions (PAC)**

- A person will be eligible for the funding of PAC if that person commences PAC within 30 days from the SAE Assessment.
- A maximum of two SAE Assessment recommended PAC sessions will be funded from the program. Additional SAE Assessment recommended PAC sessions requiring funding is the responsibility of the person requiring the PAC(s).

### **In Patient Readiness Counseling**

In Patient Readiness Counseling is funded in any 12 month period only if the person's diagnosis is dependency. A maximum of two In Patient Readiness Counseling is funded.

### **In Patient Treatment**

A maximum of \$850.00 for room & board at an in patient facility in Alberta with Alberta Health funding is funded once in any 12 month period.

### **Out Patient Treatment**

A maximum of \$850.00 for Out Patient Treatment is funded once in any 12 month period.

### **Self Help**

- Provided if the individual is not currently in HCM Case Management.
- Provided if the individual is not requesting self help during the time:
  - any reasonable grounds or post incident investigation under the Canadian Model is underway by the employer, or
  - any request to test under the Canadian Model has been made by the employer.
- The individual must consent to becoming a RSAP Participant.
- When the individual requests self help and does not consent to become a RSAP Participant and Case Management by HCM, the employer may request funding for Case Management. The ECAA may fund the case management. The employer contracting HCM to do the Case management may be required.
- Eligibility for funding for self help may be determined on the same basis as persons referred to case management by Employers.

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### **Case Management & Administration**

Case Management and Administration costs will be funded for the first and second Canadian Model violations. Additional Case Management and Administration costs required as a result of further Canadian Model violations is the responsibility of the person requiring the Case Management and Administration.

### **Case Management Testing**

For the first time in Case Management the Return to Duty and Follow Up Tests will be funded. For the second or more times in Case Management the Return to Duty and Follow Up Test funding is the responsibility of the person requiring the test(s).

### **Members in Case Management Becoming Unemployed**

An 'Active' person in Case Management and unemployed will not be tested for six months, their Case Management Condition Time is suspended, they remain on 'Active Status' and Post Assessment Recommendation may apply.

Case Management Condition Time may continue if the person and union sign an 'Offsite Follow Up Testing for Case Managed Aftercare Letter'.

Follow Up Testing and Case Management Service funding under a Case Managed Aftercare Letter is the responsibility of the person requiring the test(s).

### **Rapid Site Access Program (RSAP)**

Enrollment Tests and Random On Site Tests are funded.

### **Medical Diagnosis (SAE Assessment) Valid for One Year**

New SAE Assessment required if off work for 6 months and SAE Assessment is older than 1 year. Medical professionals base their diagnosis on information from sources such as findings from a physical examination, interview with the patient, medical history of the patient and family, and clinical findings as reported by laboratory tests. After a one year period the diagnosis may not be legally relied upon due to factors such as lack of contact with the patient, lack of recommended treatments, changes in information, etc. When a person ceases employment with the Participating RSAP Contractor the person is covered for 152 calendar days from the date employment ceases.

### **Obligations of Employers and Organizations**

For Bargaining Unit Employees Affected by a Collective Agreement Employers shall immediately following a violation complete and submit the Alcohol & Drug Policy Violation Referral Form found on the ECAA website (Home Page>Forms>Alcohol & Drug Policy Violation Referral Form). The Referral Form must be completed with all relevant information including current contact information and a copy of the A+D Test results or indication of a refusal to test.

If the Employer is negligent in completing and submitting the Alcohol & Drug Policy Violation Referral Form to the Case Manager resulting in the person being unable to

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schedule a Substance Abuse Expert Assessment within 30 days of the Canadian Model the Employer might be responsible to fund the Substance Abuse Expert Assessment.

Notification (not a copy of the Referral) will be automatically sent to the union when the Referral Form is submitted to the Case Manager.

### **Eligibility for Benefits**

A person is eligible when the person has been dispatched by Local 424 to a Participating RSAP Contractor to work in Alberta provided the Canadian Model v 5.0 is applicable.

The residence of an eligible person can be anywhere.

When a person ceases employment with the Participating RSAP Contractor the person is covered for 152 calendar days from the date employment ceases.

A person employed by a Union Contractor and such Contractor is in arrears of payments to the Rapid Site Access Program (RSAP) may not be eligible for benefits.

### **Missed Appointments**

Persons who late cancel or who do not show for SAE Assessment appointments or Post Counseling Sessions may have eligibility cut off and may have to pay for no show and late cancel costs.

### **Persons in violation of Camp Rules and Client Off-Site Transportation Rules**

Normally these are not considered violations of the Canadian Model v 5.0. Persons in violation of Camp Rules and Client Off-Site Transportation Rules may request funding for an SAE Assessment. Funding decisions will be contingent on: the nature of the violation, and the willingness of the person to become an RSAP Participant, and the Assessment is intended to be used to provide evidence to the client or camp operator to rescind a site or camp ban. A maximum of one SAE Assessment will be funded from the program. Additional SAE Assessment funding is the responsibility of the person requiring the SAE Assessment(s).

### **Confidentiality**

Access to information and protection of privacy must be in compliance with any and all privacy legislation in effect in Alberta, Canada, and any other jurisdiction where services may be performed from time to time.

### **General**

This summary is intended as a general guide to provide eligibility and coverage provisions.

Please note, this Summary of Benefits does not create or confer any rights.

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Benefits, eligibility and coverage provisions may change from time to time as the ECAA Labour Relations Committee deems prudent and necessary. Should any question arise as to the exact nature of coverage or how to process a claim please contact Local 424 IBEW for clarification 780-462-5076.

The ECAA may elect to provide benefits to ineligible persons in special circumstances. Members please contact Local 424 IBEW with any questions 780-462-5076. Joining RSAP may be required. Being an RSAP Participant provides additional help via random testing.

### **Definitions**

#### **Participating RSAP Contractor Participating RSAP Union.**

Collective Agreements which include provisions of:

- The Canadian Model, and
- Rapid Site Access Program (RSAP), and
- Mandatory Case Management

are the

- Electrical General Construction Agreement, and
- National Maintenance Agreement, and
- General Presidents Agreement for Maintenance, and
- The Local Maintenance Agreement between some contractors and Local 424.

When people are employed under these Collective Agreements the Employer is a Participating RSAP Contractor and Local 424 is a Participating RSAP Union.

When Collective Agreements do not include provisions of:

- The Canadian Model, and
- Rapid Site Access Program (RSAP), and
- Mandatory Case Management

such as the Powerline & Utility Collective Agreement between some contractors and Local 424 the Employer is a Non Participating RSAP Contractor and Local 424 is a Non Participating RSAP Union.

If you are a Non Participating RSAP Contractor you manage Alcohol & Drug issues according to your company's policies and procedures.

If you are a Participating RSAP Contractor you manage Alcohol & Drug issues according to Collective Agreement provisions. A document you will find helpful for this is found on the ECAA website titled A+D Reference Document.

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For Non Participating RSAP Contractors contributing to the RSAP Fund and have adopted the Canadian Model as a Work Rule such contractors can receive the following benefits from the RSAP Fund:

- (1) 3<sup>rd</sup> Party Case Management [Homewood Case Management (HCM)] for employees who are in non compliance with the Work Rule, if the employee and union consent to have the employee join RSAP and be case managed by HCM.
- (2) Funding for the Case Management Services, Substance Abuse Expert (SAE) Assessments, Post Assessment Counseling (PAC) and Inpatient Treatment may be on the same basis as provided to Participating RSAP Contractors.

### **Active Status**

An Active Status Person is someone deemed Active by the Case Manager and is able to work for a Participating RSAP Contractor and be dispatched by the union to a Participating RSAP Contractor.

### **Inactive Status**

An Inactive Status Person is someone deemed Inactive by the Case Manager and is neither able to work for a Participating RSAP Contractor nor be dispatched by the union to a Participating RSAP Contractor.

### **Cost of Benefits**

Persons responsible to fund the following benefits/services must provide funding in advance at the listed costs plus administrative fees.

Service/Benefit	Cost
Substance Abuse Expert Assessment	\$1,360.00 per assessment
In Patient Readiness Counseling (applicable to dependent diagnosis only)	\$197.00 per session
Post Assessment Counseling	\$197.00 per session
Case Management and Administration	\$135.00 per hour
Return to Work & Follow-up Testing	\$175.00 per test

Persons providing funding for benefits/services when the person has a second Canadian Model violation can expect to provide the following funding at the beginning of the months:

Month #1	\$2160.00
Months #2 thru 6	\$700.00
Subsequent months	\$320.00

### **Clarifications**

#### **Post Assessment Counseling Sessions.**

Funding for two PAC Sessions are provided.

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The first PAC Sessions is started by a SAE Assessment, when the Assessment recommends PAC Sessions, regardless of what triggered the SAE Assessment. The number of Sessions is determined by the SAE.

Regardless of the number of Sessions completed, the person moves to the second PAC Sessions funded when the person has a new SAE Assessment and this new SAE Assessment recommends PAC Sessions.

### **Employer Obligation**

If the Employer is negligent in completing and submitting the Alcohol & Drug Policy Violation Referral Form to the Case Manager resulting in the person being unable to schedule a Substance Abuse Expert Assessment within 30 days of the Canadian Model the Employer might be responsible to fund the Substance Abuse Expert Assessment. For the employer to be responsible for funding the Substance Abuse Expert Assessment the person with the violation must notify the employer in writing either personally or thru the union of their obligation to submit the Referral. Such notification must be done within a reasonable time after the violation.