



PRO Care
EMPLOYEE & FAMILY ASSISTANCE PLAN

Rules and Eligibility

A program of CODC Construction Opportunities
Development Council Inc.

Services provided by FSEAP

January 2014



Construction Opportunities
Development Council Inc.





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Introduction

The **PRO Care Plan** is an industry-funded benefit plan for employees and their eligible family members according to the participation of sponsoring organizations and employers as well as Plan eligibility rules. By providing access to confidential personal counselling to build a balance between work and home, the Plan is intended to build health and wellness for workers and their families.

In addition to self-development services, like retirement planning and dietician services, the program provides critical addictions counselling for drugs, alcohol and gambling; and professional services for workers and their families for all kinds of issues that affect every day life, including eating disorders, bereavement, and difficulties within the family. We encourage workers to use the Plan, in accordance with the rules of eligibility as described below.

All services are provided in strict confidence by Family Services Employee Assistance Programs (FSEAP), an independent organization that provides confidential counselling services.

A. Classification of Participants in the PRO Care Plan

1. Bargaining Unit Employees (BEs)

a) Definition

BEs are employees of unionized contractors who are bound to a valid Collective Bargaining Agreement (CBA) for construction, maintenance or specialty between an employer member of CODC Construction Opportunities Development Council Inc. (CODC) and one of the Saskatchewan Building Trades local unions.

b) Eligibility

Employers must contribute the Contract Administration and Industry Development fees required (currently 6¢ per hour worked) by the CBA to CODC.

Employees must be enrolled in the Plan by their employer to become eligible for Plan benefits, subject to the Plan eligibility rules. An individual employee cannot self-enroll in the Plan.

c) Remittances and Reports

i) Employers are required to remit the Contract Administration and Industry Development fees and the monthly **CODC Employer Report Form** to CODC by the 15th of the month following the month in which the hours were worked.

ii) Employers must also submit the monthly **Employee Data Report** to the PRO Care Plan by the 15th of the month following to facilitate the confidential determination of eligibility by FSEAP. There are three ways to submit this data:

- Entering the data directly on our website www.codc.ca/pro-care
OR
- Uploading an excel spreadsheet in the required format to the website (a sample spreadsheet can be downloaded from the website)
OR
- Forwarding an Excel spreadsheet in the required format **electronically** to procare@codc.ca. Please note that hard copies of data will not be accepted.

2. Voluntary Participants

2.1 Non-Bargaining Employees (VNB)

a) **Definition**

VNBs are salaried or hourly-paid staff of either a unionized building trades contractor or Saskatchewan Building Trades local union.

b) **Eligibility**

The employer or local union **can apply** to CODC to have their VNBs enrolled in the Plan and become eligible for benefits, subject to the Plan eligibility rules.

c) **Remittances and Reports**

- i) Upon acceptance as a Voluntary Non-Bargaining Participant in the Plan, the employer or local union is required to submit the amount of three dollars (\$3.00 + GST) per month per employee and the monthly **PRO Care Voluntary Participation Report Form**.
- ii) The employer or local union must also submit the monthly **Employee Data Report** to the PRO Care Plan. (See 1.c) ii) above)

2.2 Union Retirees (RT)

a) **Definition**

RTs are retired members of a Saskatchewan Building Trades local union.

b) **Eligibility**

The local union **can apply** to CODC to have their RTs enrolled in the Plan and become eligible for benefits, subject to the Plan eligibility rules.

c) **Remittances and Reports**

- i) Upon acceptance as a Voluntary Retired Participant in the Plan, the local union is required to submit the amount of fifty cents (\$0.50 + GST) per month per retiree and the **PRO Care Voluntary Participation Report Form** to CODC by the 15th of each month.
- ii) The employer or local union must also submit the monthly **Employee Data Report** to the PRO Care Plan. (See 1.c) ii) above)

2.3 Voluntary Bargaining (VB)

a) **Definition**

Voluntary Bargaining participants are groups of bargaining unit employees not bound to a Collective Bargaining Agreement (CBA) for construction, maintenance or specialty of an employer member of CODC Construction Opportunities Development Council Inc. but are represented by a Saskatchewan Building Trades local union. An example would be employees of a fabrication shop.

b) **Eligibility**

The employer **can apply** to CODC to have their VB employees enrolled in the Plan and become eligible for benefits, subject to the Plan eligibility rules.

c) **Remittances and Reports**

- i) Upon acceptance as a Voluntary Bargaining participant in the Plan, the employer is required to submit to CODC the amount of two cents (\$0.02 + GST) per hour for each hour worked and the **PRO Care Voluntary Participation Report Form** by the 15th of the month following the month in which the hours were worked.
- ii) The employer must also submit the monthly **Employee Data Report** to the PRO Care Plan. (See 1.c) ii) above)

2.4 Family Members

a) **Definition**

Family members are dependent members of an eligible employee.

b) **Eligibility**

Eligible family members include a legal or common law spouse if living together for six (6) months. Dependent children (includes step-children, adopted children, legal wards, but not foster children) are eligible for benefits up to age twenty-one (21) or if attending full time at a recognized educational institute to age twenty-five (25). Unmarried handicapped children (no age limit) who are living with or financially dependent on a parent(s) are also eligible for benefits.

c) **Accessing the Plan**

To access benefits the family member needs to provide the name and date of birth of the eligible employee and describe the relationship to the eligible employee (ie: son, daughter, spouse, etc.).

B. PRO Care Plan Eligibility Rules

Eligible employees are those who are working in Saskatchewan or retired on whose behalf contributions and data are being received. Residency can be anywhere.

Eligible employees and their eligible family dependents can access the PRO Care Plan globally.

An employee will be eligible for PRO Care Plan benefits the first day of the month following the month in which CODC has received the remittances, the corresponding report forms and the **Employee Data Report** from the employer or union.

For example, for a BE or a VB employee who works in the month of January and the employer provides the remittances, report forms and **Employee Data Report** to the PRO Care Plan within the required time of the 15th of the month following the month in which the hours were worked (February 15), the employee will become eligible for benefits at the first day of the following month: March 1.

An employee who has recently become employed by a participating PRO Care Plan employer and fails a test for cause or requires access to services within the first six weeks of employment, and therefore does not show on the eligibility list, will provide FSEAP with the name of the employer to allow PRO Care Plan Administration to collect an interim **Employee Data Report** from that employer for the present month. This report will then be provided directly to the specific intake person only for verification of eligibility.

Employees will remain eligible for benefits for five (5) months after the last month that CODC has received the remittances and the required reports from the employer.

NOTE: Refer to Section D – page 9 – for Pre-Access Alcohol & Drug Tests.

C. PRO Care Plan Benefits

Eligible employees and their dependents can access benefits for a broad range of personal problems that may be causing distress.

Counselling services are provided by FSEAP, an independent organization, without charge to the eligible employee or their eligible family dependents.

Should FSEAP recommend that an eligible employee or their dependent participate in a clinical rehabilitation program for an alcohol, drug or gambling problem, the PRO Care Plan will pay up to eight hundred and fifty dollars (\$850) per case for an employee and their dependents to receive the recommended services.

This payment will be made for participating in a Saskatchewan Alcohol and Drug Abuse Commission (SADAC) or equivalent program in Saskatchewan or an equivalent program in other Provinces of Canada. FSEAP will determine the equivalency of alcohol, drug and gambling treatment programs for purposes of qualifying for the payment per case.

D. Pre-Access A&D Tests

Several Employee and Family Assistance plans in the construction industry provide for Alcohol and Drug Assessment. FSEAP needs to ensure that the appropriate plan is responsible for the assessment costs of an individual.

FSEAP, on initial contact, will schedule an Alcohol and Drug Assessment for an employee or new employee who has failed a pre-access A&D test and the employer is on the list of employers submitting monthly remittances, report forms and the **Employee Data Report** to the PRO Care Plan.

When the employer does not show up on the list of employers submitting monthly remittances, report forms and the **Employee Data Report** to the PRO Care Plan, FSEAP will contact CODC to confirm that the individual can be assessed under the PRO Care Plan and will then schedule an assessment.

In both instances the employee must provide a copy of the union dispatch slip to FSEAP to ensure confidentiality. The employee must access A&D services within four months/one hundred and twenty (120) days of being dispatched.



E. PRO Care Plan Confidentiality

The PRO Care Plan is in no way a means for Employers to look into the personal lives of employees. In fact, the PRO Care Plan ensures that eligible employees and their family members can contact and use the services of this program confidentially.

FSEAP, the independent organization that administers the counselling services for the PRO Care Plan, cannot and will not advise any employer, union organization, CODC representative, or any other person, of the names of people who utilize this Plan except where there is a legal requirement for disclosure or written consent has been obtained.