

Employee Management Relations (EMR)

Portuguese Civilians

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Leave, MY BIZ, Incentive Awards, Grievances/Fair Employment Practices, Disability Benefits, Worker's Compensation, Benefits, Work Schedules and Discipline Procedures.

Leave – Art. 53 – 60 [Work Regulation, LFI 36-101](#), Chapter 12

- Scheduled by mutual agreement between employer and employee
- Earned and credited in hour increments (192 hrs max)
- Leave should be taken during calendar year in which it is earned
- Leave schedules approved/posted by 15 Apr

Leave Postponement/Interruption/Denial

- Please contact EMR specialist before taking action

Absences – Art. 61 – 68 [Work Regulation, LFI 36-101](#), Chapter 12, Section E & F

- Justified/Unjustified – employee is required to provide notice/justification
- Justified Illness – More than 3 days but less than 30: employee is required to provide medical certificate upon return
 - o If employee cannot return after 30 days, due to reasons beyond his control, contract needs to be suspended IAW Art. 67 WR – immediately contact EMR Specialist

Overtime – Art. 43, 44 & 48 WR, LFI 36-101 Chapter 9, Section C

- In cases of foreseen overtime – written request to CPO at least 15 workdays prior and copy of AF 428
- If not foreseen – notification to CPO the following day or as soon as possible

Compensatory Time-Off – Art. 46 WR, LFI 36-101, Chapter 9, Section E

- Time off resulting from work performed during employee's scheduled days off
- Compensatory time-off cannot be offered in lieu of overtime payment

Work Schedules – Art. 38 – 42 [Work Regulation, LFI 36-101](#), Chapter 9, Section A

- Lajes regular duty hours are 0800 to 1700
- All employees with a schedule outside regular hours need to have their work schedule approved by Portuguese authorities

Maternity Leave – Art. 69 [Work Regulation, LFI 36-101](#), Chapter 12, Section E

Performance Management – [LFI 36-101](#), Chapter 6, Section A

- Evaluation cycle: 01 Apr – 31 Mar
- Evaluation effective: 01 Jun

Incentive and Honorary Awards – [LFI 36-101](#), Chapter 12, Section B & C

On the job accidents and Occupational Diseases – Art. 89 & 90 [Work Regulation, LFI 36-101](#), Chapter 16

- Contract with Portuguese Insurance Company
- Injury report within 24 hrs of accident (USAFE BASE IMT 50)

Disciplinary/Adverse Actions – Art. 79 – 85 [Work Regulation, LFI 36-101](#), Chapter 14

- Oral Admonishment – Letter of Reprimand – Suspension – Removal
- Should be proportionate to the degree of the seriousness of the offense and degree of guilt of the violator
- Cannot be applied more than once for the same infraction
- Must be taken during 60 days subsequent to the date management learned of the offense

Complaint Process – Art. 86 [Work Regulation, LFI 36-101](#), Chapter 15

- Employees have the right to submit verbal or written complaint to supervisor within 30 days of the event or at any time in case of a continuing occurrence
- Complaint response time frames vary from level to level:
 - o Supervisor – 7 calendar days
 - o Commander – 14 calendar days
 - o Wing/HAAZ – 21 calendar days
- Employee has 7 calendar days to elevate complaint from one level to the other, except when:
 - o Complaint is elevated to the Labor Committee or Standing Bilateral Commission – 14 calendar days
 - o Court – 60 calendar days

For additional information regarding Portuguese Civilian Employees please contact Carla Leal in the Civilian Personnel office at 535-4160.