

Staffing and Human Resources Specialist

Portuguese Civilians:

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The Staffing and Human Resource Specialist provide detail on New Hires, Promotions, Reassignment, Change to Lower Grade, and Termination for Portuguese employees.

Portuguese Civilian Positions:

- Internal Recruitment – Job announcements open Monday-Friday on base only for current employees.
 - o CPF reviews application and issues a list of qualified candidates. The supervisors review records and/or interviews candidates and make a selection.
- External recruitment – Requests send for off-base applicants ([Off-Base Recruiting](#)).
 - o Supervisors may request, by name, a former employee with a good work record who has performed the same type of work. (Article 23 of the [Work Regulation](#)).

Type of Employment (Temporary/Permanent):

- Employees can be hired for permanent or temporary work as full-time, part-time or on hourly rate. Hourly rate workers are only allowed for NAF positions. (Article 30 of the [Work Regulation](#))
 - o An initial contract of less than 6 months is not renewable. Temporary contracts of 6 months or more can be renewed twice. Temporary contracts cannot exceed 3 consecutive years. (Article 30 of the [Work Regulation](#))
 - o Permanent employees selected to replace an absent employee who has return rights also have return rights to his/her position upon absent employee’s return to duty. (Article 30 of the [Work Regulation](#))

Promotion Selection /Probation:

- An employee selected for promotion will normally be released at the beginning of the pay period that most nearly approximates the two-week notice period. (Article 5.5.3.5 of [LFI 36-101](#))
- All new employees must serve a probationary period upon first appointment and are not eligible for promotion during that period. (Article 32 of the [Work Regulation](#))

Detail of Assignment:

- Temporary assignment of an employee without change in status or pay to another position or details are appropriate only when necessary services cannot be obtained by other means, when there is a shortage of personnel, a special project ,or emergency work. Details should be coordinated with CPF. (Article 11 of WR and Article 5.6 of [LFI 36-101](#))