

CASCAIS

CÂMARA MUNICIPAL

# CASCAIS WORKLAB

EMPLOYABILITY PROGRAM

FOR REFUGEES

GENERAL RULES FOR PARTICIPATION

**2022**



## I – FRAMEWORK

The dimension of life that frames the employability of any person sometimes has specific challenges that require the design of strategies focused on a more urgent response.

In the case of a war, such as the one that has broken out in Ukraine, and the mission of solidarity in which the municipality of Cascais has been involved, there is an urgent need to find actions that welcome and integrate the Ukrainian population that is currently living in our municipality.

Cascais has several employability programs implemented and considering that the organic units of the municipality of Cascais can and should set an example, a new program has been created, tailored to the specific needs of this population.

In addition to responding to the Ukrainian population, the Cascais WorkLab Programme (CWL) offers the possibility of integrating anyone with refugee status, regardless of their country of origin.

The Cascais WorkLab program relies on the services of Camara Municipal de Cascais (CMC) and other entities of the Municipal Universe that, due to its diversity and vast technical and operational experience, presents spaces with enormous potential for experimentation, which can provide opportunities for curricular enhancement and previously acquired experience, but also the acquisition of new skills such as Portuguese language training or cultural habits of our country.

This program aims to provide experiences in a work context, to develop skills, oriented towards subsequent insertion in the labour market or enhance the capacity to develop a new project or professional path.

## II – PROMOTION AND RECIPIENTS

**Cascais WorkLab - Employability Programme** is promoted by Cascais Municipality, through the Employability and Talent Promotion Division (Divisão de Empregabilidade e Promoção do Talento -DEPT) of Talent Promotion Department.

This initiative is aimed at people accepted under the actions of the support programmes for refugees from Ukraine, or another country, with refugee status, aged over 18 (at the date of the activity's start).

## III – OBJECTIVES

The Objectives of Cascais WorkLab are:

- 1) To enable contact experiences with the Portuguese labour market;
- 2) To provide an opportunity for experimentation in a real work context, stimulate the development of skills essential for a return to activity, namely in terms of the transfer of knowledge already acquired and adaptation to the methods presented;
- 3) Facilitate the transition to the global labour market, namely through the enrichment of the *curriculum*;
- 4) Promote active and effective attitudes in the construction of their personal and professional future.

## IV – ACTIVITIES

Cascais Worklab - Employability Programme includes three areas of activities:

- 1) Work Experience in a work context - referred to as Experience(s)  
Activities in a work context, carried out in organic units of the CMC universe, supported by a Tutor from the respective service.
- 2) Thematic Training Actions  
Training actions on relevant themes for the development of the participants' Employability and Entrepreneurship.
- 3) Professional Path Consultancy

Individualised support to participants by a DEPT technician to enhance their training experience in a work context, in the scope of Cascais WorkLab, and to support the definition and implementation of their professional project.

## **V – WORK EXPERIENCE - SCOPE AND WORKLOAD**

The Cascais WorkLab - Employability Programme includes Work Experiences in a dynamic context in organic units of the CMC universe, referred to as Framework Entities.

Work Experience in a work context is developed in 3 ways:

- In-person;
- Mixed: In-person and/or teleworking
- Exceptional Telework Regime - exclusive for the eventual need for social isolation and only in the case of functional contents feasible for the preferred modality.

If it is not possible to apply this regime, the participant will have to suspend the activity and may return to the regime in which he/she was framed, as soon as conditions allow.

The workload to be practised is as follows:

Part-time - minimum of 10 hours and maximum of 20 hours per week.

## **VI – FRAMEWORK ENTITIES**

### **VI. A – FRAMEWORK OF THE EXPERIMENT**

1) Depending on the functional profile of the candidates, it is up to the DEPT to assess which of CMC's organic units are available and can provide relevant experience to each candidate.

2) If the organic units of CMC are interested in collaborating, the entity should present the most relevant functional content of the activity to be developed. It is up to the DEPT, in collaboration with the entity, to ensure its adequacy according to the participant's profile.

## VI. B – DUTIES

The Entity must ensure:

- 1) Work context experience appropriate to the profile of the participant facilitating the development of skills, transfer of knowledge and adequacy of techniques;
- 2) Mentoring, appointing a person with the appropriate profile, namely with a command of English, Ukrainian or Russian language, responsible for monitoring and supervising the participant in all activities;
- 3) Collaboration in the monitoring and evaluation meetings (Tutor/Participant/DEPT Technician) until the end of the program;
- 4) Registration of the participant's attendance, verifying the attendance, punctuality or follow-up in the accomplishment of the objectives outlined for tasks in a telework regime;
- 5) Adequate conditions for participation in the training included in the program, which includes thematic training according to the participants' profiles.

## VII – PARTICIPANTS

### VII. A – APPLICATIONS

- 1) The candidates must deliver the respective documents:
  - a) SEF document proving the refugee status;
  - b) Certificate of qualifications <https://www.dges.gov.pt/pt/noticia/estudantes-em-situacoes-de-emergencia-humanitaria-nacionais-da-ucrania> (dispensable when there is no possibility of access to it);
  - c) Curriculum Vitae;
- 2) Participation implies acceptance of the general rules and conditions of the programme and the respective Experience proposal;
- 3) After the end of the programme, participants cannot apply to other programmes with a monthly grant, for activities in the same context where they carried out the Cascais WorkLab Programme activity.

## VII.B – DUTIES

- 1) Attend the project activity sites with assiduity and punctuality or comply with the objectives foreseen for telework tasks;
- 2) Participate in the programme's training sessions;
- 3) Fulfil with zeal the tasks assigned to them;
- 4) Actively participate in the activities promoted in the scope of the project;
- 5) Use with care and ensure the proper conservation of the equipment and other goods entrusted to them within the scope of the project activities;
- 6) Maintain confidentiality regarding the information obtained in the scope of their functions, namely acting by the General Data Protection Regulation, the rules of operation and the legislation applicable to the public service regime.

## VII.C - CONDITIONS OF PARTICIPATION

- 1) Participation will have a maximum duration of 552 hours in the on-the-job training experience.
- 2) Each person can only have one participation in the Programme.
- 3) The weekly workload is a minimum of 10 and a maximum of 20 hours (part-time) and, in the case of telework, the schedules should be followed according to the objectives previously set for the completion of the tasks associated with it, with monitoring and follow-up by both tutors and DEPT consultants;
- 4) Participants will receive a monthly grant according to the number of hours worked, based on the value of 3.50 euros per hour. The maximum monthly amount is 322€.
- 5) The monthly grant payment will be made monthly until the fifth working day of the month following that to which the activity relates (except if any unforeseen situation occurs).
- 6) In the month in which the participation in the Programme ends, the monthly grant payment will be made after the 15th day of the following month, for reasons of assiduity.

## **VIII – DUTIES OF TALENT PROMOTION DEPARTMENT (DEPT)**

- 1) Ensure the payment of the amount referring to the monthly grant, on the foreseen dates;
- 2) Stimulate initiatives to evaluate and monitor the participation of people in the project;
- 3) Disseminate the training, providing the participants and the supervising entity with all the information and making the schedule of the training available;
- 4) Promote initiatives and activities that facilitate the personal development of the participants and their subsequent integration into the labour market, according to the needs that may be identified;
- 5) To issue a certificate of participation in the Programme to all participants who complete the minimum period of one month;
- 6) To support participants in the definition of a Development Goal Plan covering the duration of the Programme.

## **IX – COMMUNICATION AND DISSEMINATION**

The communication and dissemination of this Programme is the responsibility of Câmara Municipal de Cascais (Cascais Municipality), through Employability and Talent Promotion Division (DEPT).

## **X – ABSENSE REGIME**

- 1) The non-attendance of the participant on the first day may lead to his/her replacement according to the selection order (1 day for unjustified absences and 5 consecutive days for justified absences).
- 2) Excused Absences (Unpaid)  
Absences given for the following reasons may be justified:
  - (a) Accident occurring in the performance of the programme activity (exception referred to from XIII- Insurance);
  - b) Illness;
  - c) Death of a family member;

- d) Attendance at court services or similar (with justification document);
- e) Attendance to foreign services;
- f) Marriage;
- g) In serious situations to be considered;

The limit of justified absences, per programme working time, is five days of consecutive absences or ten interpolated.

### 3) Unjustified absences

- a) Absences not foreseen in point 2) shall be considered unjustified;
- b) Only 3 unjustified absences in a row or in between are allowed throughout the Programme.

### 4) Suspension of participation

The participant may suspend his/her participation in the Programme, for a period with a maximum limit of 10 consecutive or interpolated days, for the purpose of a trial period in a new job, or to carry out personal activities of the participant, duly proven.

During this period, the transport and food allowance will not be paid or replaced.

Once the suspension is over, the participant will complete the remaining period of the respective edition of the programme.

## **XI – CESSATION OF PARTICIPATION AND WITHDRAWALS**

- 1) Participants who do not comply with the obligations of punctuality and the tasks defined in the experience may have their participation terminated, after analysis of the situation and joint decision of the promoter service and the supervising service;
- 2) In case of suspension of the programme (as provided for in item 4), the participant must inform the supervising service and the host service as soon as possible;
- 3) The suspension without a duly justified reason implies the impossibility to apply to other employability programmes, for a period of one year.

## **XII – INSURANCE**



Participants in the Programme are covered by a Personal Accident insurance policy (reimbursement of expenses arising from an accident at work), which will cover accidents occurring during activity hours and the 3 or 6-month period of participation.

The days that the participant may have to miss, as a result of an accident during an activity of the programme, will be paid in full, up to a limit of 92 hours.

### **XIII – DOUBTS AND OMISSIONS**

Doubts and omissions will be resolved by the Municipality of Cascais, which will analyse any situation not covered by these rules, ensuring their application and compliance. Respect for the rights granted in the temporary protection of this population will enforce this regulation, through the framework of Dec. Lei 24/B/2022, stressing the Municipality of Cascais that participation in the project does not imply any continuity of collaboration or contractual relationship.

Similarly, the Câmara Municipal de Cascais (Municipality of Cascais), in compliance with the guidelines issued by Public Health authorities, the Ministry of Health or occupational health and safety plans, reserves the right to adjust procedures, framework and change any activity provided for in the programme, to safeguard the well-being of all, given the pandemic reality that still exists.