Human resources administration

STUDENTS ARE EXPECTED TO HAVE COMPLETED
None

COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.
- To understand the overall functioning of institutions and the labor market in determining employment levels and wage formation.
- To understand the evolution and development of the regulation on the labor market and social and labor policies.
- To understand and implement the legislation and recognition of human rights and gender issues.
- To know the general characteristics of social and employment policies, with special attention to the public policy of equality.
- To do analysis and diagnosis, supporting and making decisions regarding employment policies.
- To analyze the legal regime of the various areas that affect employment policies: promotion, unemployment protection, maintenance of employment, job placement, training, etc.
- To know the regulation of the employment programs in the areas of the European Union, the State and the Autonomous Regions, and, in this sense, knowing the distribution of jurisdictions, specifically the legislative one, the legislative development one and the implementation between the territorial political institutions and the administrations that affect employment.
- To discuss the strategic importance of compensation to organizational performance.
- Preparation of payroll and social security.
- To understand the rules to be considered in the development of the wage statement.
- To analyze labor agreements and the importance in determining pay conditions of workers.

DESCRIPTION OF CONTENTS: PROGRAMME
   Lecturer: Ana B. Muñoz Ruiz (UC3M)
   Date: April 4
   Time: 12.15-14.15

   Lecturer: Ana B. Muñoz Ruiz (UC3M)
   Date: April 11
   Time: 9.00 - 11.00

3- Human rights (II). The right to privacy in the workplace.
   Lecturer: Francisco Javier Gómez Abelleira (UC3M)
   Date: April 11
   Time: 11.15-13.15

4-Employment policies. The law of the labour market. Employment agencies. Types of employment contracts.
   Lecturer: Daniel Pérez del Prado (UC3M)
   Date: April 18
   Time: 12.15-14.15

5- Non-competition, retention and confidentiality agreements
   Lecturer: David Díaz (Baker Mckenzie)
   Date: April 25
Lecturer: Luisa Gómez (Baker McKenzie)
Date: April 26
Time: 09.00 ¿ 11.00

7- Work-life balance.
Lecturer: Luisa Gómez (Baker McKenzie)
Date: April 26
Time: 11.15-13.15

Retirement. Termination of fixed-term contracts.
Lecturer: David Díaz (Baker McKenzie)
Date: May 9
Time: 12.15 ¿ 14.15

Lecturer: Francisco Javier Gómez Abelleira (UC3M)
Date: May 10
Time: 11.15-13.15

LEARNING ACTIVITIES AND METHODOLOGY
The course will be based on case studies, readings, some presentations, and, above all, the debate and the exchange of ideas and experiences. Throughout the course, students will be asked to make presentations on the different topics and will be encouraged to bring their insights and thoughts on the materials assigned into class discussion.

ASSESSMENT SYSTEM
Students will be evaluated based on the following criteria:

ORDINARY CALL:
- Class participation and homework: 40%
- Final Exam: 60%

EXTRAORDINARY CALL:
Alternative 1:
- Class participation and homework: 40%
- Final Exam: 60%

Alternative 2:
- Final exam (100%).

Students can choose the alternative that benefits them the most.

% end-of-term-examination: 60%
% of continuous assessment (assignments, laboratory, practicals...): 40%

BASIC BIBLIOGRAPHY

ADDITIONAL BIBLIOGRAPHY
- Jerry N. Newman, Barry Gerhart, George T. Milkovich Compensation, Mc GRAW HILL, 2013