

Academic Year: ( 2019 / 2020 )

Review date: 19-04-2018

Department assigned to the subject: Business Administration Department

Coordinating teacher: MUÑOZ RUIZ, ANA BELEN

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

None

**OBJECTIVES**

- 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**

1-Human Resources and the Law. Introduction. Sources. Collective agreements: types, structure, content and effects.

Lecturer: Ana B. Muñoz Ruiz (UC3M)

Date: April 4

Time: 12:15-14.15

2-Human rights (I). Equality and non-Discrimination in the workplace.

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  
Time: 12.15-14.15

6-Working time and the law. Limits. Rest periods. Annual leave.  
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

8-Modes of termination of employment. Dismissal. Redundancy. Constructive dismissal. Employee resignation. Retirement. Termination of fixed-term contracts.  
Lecturer: David Díaz (Baker Mackenzie)  
Date: May 9  
Time: 12.15 ¿ 14.15

9- Information and consultation rights for workers¿ representatives. Freedom of association. Right to strike.  
  
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.

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

#### BASIC BIBLIOGRAPHY

- L. Dean Webb, M. Scott Norton Human Resources Administration: Personnel Issues and Needs in Education, Pearson, 2013

#### ADDITIONAL BIBLIOGRAPHY

- Jerry N. Newman, Barry Gerhart, George T. Milkovich Compensation, Mc Graw Hill, 2013