

Academic Year: ( 2019 / 2020 )

Review date: 05/10/2017 12:43:34

Department assigned to the subject:

Coordinating teacher: QUINTERO LIMA, MARIA GEMA

Type: Compulsory ECTS Credits : 3.0

Year : 1 Semester : 1

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

LABOUR LAW  
SOCIAL SECURITY LAW  
HEALTH AND SAFETY LAW  
LITIGATION LAW  
ADMINISTRATIVE LAW

**OBJECTIVES**

That students have the learning skills that enable them to continue studying.

Recognizing the growing importance of teamwork in the workplace and demonstrate adaptability and integration into different groups, sometimes with conflicting interests, maintaining fluid relations and communications, respecting ideas and solutions provided by other cooperative attitude and tolerance, sharing responsibilities and giving and receiving instructions.

Accept the need for constant self-learning and lifelong learning as instruments that facilitate the continuous updating in the field of labor relations resulting from the need to adapt to changes in the labor market and the dizzying legislative modifications and variations of legal criteria.

Ability to apply knowledge acquired in the tasks of counseling and consulting work, in order to solve particularly complex and currently within the scope of Labour and Social Security.

Express a high sense of personal responsibility and right to intervene in the processes related to professional practice and own activities of lawyers, social graduates colleges, consultants and labor consultants ethical behavior counseling.

Ability to prepare texts and reports with precise terminology to avoid unnecessary litigation and promote effective communication.

Capacity for individual and collective bargaining between private and public administrations.

Identify, interpret, relate and apply all relevant rules and case law in any case that may arise in the workplace and social security, even in the most complex and most difficult cases.

Propose and provide solutions to real problems (present) referring to legal or contractual obligations on labor and social security matters in all types of organizations, with or without profit, both public and private.

Identify, assess and weigh risks for potential liabilities stemming from the total or partial breach of obligations in labor and social security.

Design strategies or plans to prevent future problems related to legal or contractual obligations on labor and social security matters in all types of organizations, with or without profit, both in public and in private.

Draft documents of any complexity (contracts, plans, programs, policies, letters, notices, etc.) in any

area of labor relations and social security.

All administrative, judicial and extrajudicial systems with competence in the enforcement of labor legislation and social security or the resolution of disputes arising in this area; as well as its operating and application procedures.

## DESCRIPTION OF CONTENTS: PROGRAMME

### ADMINISTRATIVE PROCEDURES IN SOCIAL LAW FIELDS.

1. THE PUBLIC ADMINISTRATION BODIES.: CENTRAL STATE ADMINISTRATION AND BODIES Regional governments.

1.1 distribution of powers between the state and autonomous regions. 1.2.-The various labor authorities and bodies of the Central Government and the regional governments. 1.3.- Functions Administrations. A) surveillance and control in compliance with the regulations. B) Other functions: authorization, registration, mediation, etc. 1.4.-The Inspectorate of Labour and Social Security: Organization. Functions and powers. The administrative proceedings. 1.5.- The competent organizations, public services and employment services.

### 2. GENERAL ADMINISTRATIVE PROCEDURE.

2.1. Subjects. 2.2. The principles of administrative procedure. 2.3 The phases of the procedure. 2.4. The administrative act: concept, classes, validity and effectiveness, annulment and revocation, enforcement. 2.5. @ Electronic Administration and access to public administrations by electronic means.

### 3. TYPES OF PROCEDURES.

3.1. SANCTIONS PROCEEDINGS IN SOCIAL ADMINISTRATION. 3. 1.1. Considerations: Principles. offenders subject. 3.1.2 Previous performances. Infringement proceedings and liquidation. 3.1.3. The sanctions procedure: RD 928/1998. Principles and phases.

### OTHER ADMINISTRATIVE PROCEDURES 3.2.-

3.2.1. Ex officio. 3.2.2 At the request of the employee or employer. A) In labor matters: authorization, registration, claims. B) In terms of employment. C) On Social Security.

### 4. PRE- JURISDICTION ACTIONS.

## LEARNING ACTIVITIES AND METHODOLOGY

### LEARNING ACTIVITIES

lecture  
practical classes  
tutorials  
Workgroups  
Individual student work

### TEACHING METHODOLOGIES

Exhibitions in class with teacher support and audiovisual media, in which the main concepts of the subject are developed and the literature is provided to supplement student learning.

Critical reading recommended by the subject teacher texts:

Newspaper articles, reports, manuals, and / or academics, good items for subsequent class discussion, either to expand and consolidate the knowledge of the subject.

Solving practical cases, problems, etc..? Posed by the teacher individually or in group

Presentation and discussion in class, under teacher moderation issues related to the content of the material and case studies

Preparation of papers and reports individually or in group

## ASSESSMENT SYSTEM

**% end-of-term-examination/test:** 60

**% of continuous assessment (assignments, laboratory, practicals...):** 40

Ordinary call:

Continuous evaluation form those activities proposed for implementation in the classroom or outside it (case studies, workshops, consultations)

the overall evaluation system includes a written proof (exam, test...) with or without oral presentation, on nuclear issues on the academic program

Extraordinary

It replicates the previous regime.

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

#### BASIC BIBLIOGRAPHY

- FERNANDEZ SCALIUSI, M.A. La reforma del procedimiento administrativo : la nueva Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas , REVISTA DE LA UNIVERSIDAD DE DEUSTO, 2015
- MERCADER UGUINA, J.M. DERECHO ADMINISTRATIVO LABORAL, TIRANT LO BLANCH, 2000
- MERCADER UGUINA, JESUS R. LOS PROCEDIMIENTOS ADMINISTRATIVOS EN MATERIA DE SEGURIDAD SOCIAL, TIRANT LO BLANCH, 2017