

Academic Year/course: 2021/22

29013 - Labour Relations and Social Protection

Syllabus Information

Academic Year: 2021/22

Subject: 29013 - Relaciones laborales y protección social

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 12.0

Year: 3

Semester: Annual

Subject Type: Compulsory

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. In the learning process, different teaching methodologies will be used depending on whether the modality of face-to-face or distance learning is used. The indicated teaching methodologies allow the involvement of the student in their learning process and allow the teachers to solve the problems and doubts that may arise.

The teaching methodologies for the face-to-face students are the following:

1. **Theory and practice sessions.** The presentation of contents by the teacher, including practical exercises on the blackboard.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

The teaching methodologies for distance students are the following:

1. **The study materials prepared by the faculty,** which will consist of at least one didactic guide for the preparation of the theoretical contents, the elaboration of the continuous assessment tests, the offer of training activities on the Moodle platform and evaluation systems.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

4.2. Learning tasks

This course is organized as follows:

A. Training activities for the face-to-face students:

Teaching sessions. This part consists on the 40% of the workload of this course. It includes the interaction of students with teaching teams through:

- Lectures. The teacher or external experts explain the contents to the students.
- Practice sessions. Practical exercises, problems and cases solved by the students.
- Assignments.
- Face-to-face tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.

Autonomous work. This part consists on the 60% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments.
- Preparation of activities to present or hand in in the practice sessions or assessment sessions
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment. Assessment tasks and exams.

B. Training activities for distance students:

Distance learning activities. This part consists on the 20% of the workload of this course. It includes the interaction of students with teaching teams through:

- Working sessions with Zoom, Google Meet and Microsoft Teams Videoconferencing platforms that allow classes, lectures and expository techniques to be carried out through the internet. In addition, it allows all the participants to share the desktop, so they can see the screen e.g. presentations, software, etc.
- Face-to-face/online tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.
- Virtual work in networks or activities on the Moodle platform. Collaborative work that starts from a virtual space (Teaching Digital Ring, specifically Moodle platform), designed by the teacher and of restricted access, in which documents can be shared to work on them simultaneously and new ones can be added. It also contains the classes and lectures, both theoretical and virtual practical activities. It also allows the student to communicate in a synchronous and asynchronous manner, and participate in all the discussions.

Autonomous work training activities. This part consists on the 80% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments.
- Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

4.3. Syllabus

The course will address the following topics:

FIRST SECTION. PUBLIC SERVICE FORMAL LABOUR RELATIONSHIP

- **Topic 1. Introduction:** Labour Law: concept and functions. Labour contract.
- **Topic 2. Employment at the Public Service. Contract Basis:** Introductory remarks about the Public employees. Contract basis at Spanish public sector.
- **Topic 3. Employment contract in the Public Service (I):** Contractual staff in the Public Service. Public Administration as a labour employer. Legal regime of labour contract in the Public Service. Access to public employment.
- **Topic 4. Employment contract in the Public Service (II):** Determination of contractual conditions and job classification system. Rights and duties of contractual staff: peculiarities. Career development. Working time. Employee benefits.
- **Topic 5. Employment contract in the Public Service (III):** Contractual arrangements. Temporary contract.
- **Topic 6. Employment contract in the Public Service (IV):** Amendments and vicissitudes of labour contracts. Disciplinary regime: peculiarities
- **Topic 7. Employment contract in the Public Service (V):** Labour contracts termination regime

- **Topic 8. Employment contract in the Public Service (VI):** Special rules for some employees.

SECOND SECTION. PUBLIC EMPLOYEES SOCIAL PROTECTION

- **Topic 9. Social Protection of public employees (I).** Social Security General Regime and public employees: Subjects included. Social Security status. Funding resources. Protective action.
- **Topic 10. Social Protection of public employees (II).** Social Security General Regime and public employees: protective action and benefits.
- **Topic 11. Social Protection of Public Employees (III):** General Social Security System and Public Employment: Protective Action: Benefits.
- **Topic 12. Social Protection of public employees (IV):** Special Social Security Schemes for public employees: Civil servants of the State. Armed Forces. Administration of Justice.
- **Topic 13. Social Protection of public employees (V).** Passive Class Regime. Non-contributory benefits. Complementary social protection.

THIRD SECTION. OCCUPATIONAL RISK PREVENTION IN THE PUBLIC SERVICE

- **Topic 14. Occupational Risk Prevention for public employees (I):** Health and work. Occupational risk and prevention. Preventive obligations of the Public Administrations.
- **Topic 15. Occupational Risk Prevention for public employees (II):** Organization of preventive activity. Participation and representation of public employees in matters of occupational risk prevention. Responsibilities in the prevention of occupational hazards.
- **Topic 16. Prevention of occupational hazards of public employees (III):** Preventive obligations of public employees and responsibilities. Special preventive regimes.

4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

Training activities for the face-to-face students:	Hours
1.a. Face-to-face training activities: Lectures	60
1.b. Face-to-face training activities: Practice sessions	40
1.c. Face-to-face training activities: Assignments	10
1.e. Face-to-face training activities: Face-to-face tutorials	10
2.a. Autonomous work training activities: Individual study	80
2.b. Autonomous work training activities: The preparation of team and individual works	30
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	60
2.e. Autonomous work training activities: Assessment tasks and exams	10
Training activities for distance students	Hours
1.a. Distance learning activities: Working sessions with videoconferencing platforms	30
1.b. Distance learning activities: Face-to-face tutorials and / or online tutorials	10
1.c. Distance learning activities: Virtual work in networks or activities in the Moodle platform	20
2.a. Autonomous work training activities: Individual study	100
2.b. Autonomous work training activities: The preparation of team and individual works	40
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	90

