

## **28545 - State Employment: People Working for the Public Administrations**

### **Syllabus Information**

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**Academic year:** 2024/25

**Subject:** 28545 - State Employment: People Working for the Public Administrations

**Faculty / School:** 108 - Facultad de Ciencias Sociales y del Trabajo

**Degree:** 428 - Degree in Labour Relations and Human Resources

**ECTS:** 6.0

**Year:**

**Semester:** First semester

**Subject type:** Optional

**Module:**

### **1. General information**

The main goal of the subject is to transmit the legal-administrative knowledge that is part of it in a systematic and applied way, so that students can identify the framework of public employment in Spain, especially that which governs the civil service relationship.

As an instrumental goal, it is intended to clarify a professional opportunity valued by a significant percentage of the student body. It also aims to complement the rest of the legal subjects that explain the private employment regime, providing the global vision of the labor market required of anyone graduating in Labor Relations and Human Resources.

### **2. Learning results**

For those graduating in Labor Relations and Human Resources it is of great importance to know the contents studied in this subject.

The main asset of public administrations is their human capital, and those who aspire to develop their profession in this field the legal regime applicable to the different groups of public employees, both in terms of access to this type of employment and the performance and development of their service relationship.

Upon passing this subject, the following results will be obtained:

- Understanding a key sector of the labor market: public administrations.
- Be familiar with the regulatory framework of this sector and the personnel in its service, particularly civil servants.
- Understand the specific regime of public employees and its management, in particular of civil servants.
- Know how to solve real cases and problems that arise in administrative relations in public employment.
- Know and be able to correctly use the appropriate terminology, categories and techniques in the field.
- Being able to adapt to new situations arising from regulatory changes.
- Learn to consult and handle practical documentation on a pre-professional basis, and improve in the oral and written presentation of legal topics.

### **3. Syllabus**

The following units will be reviewed in the subject program:

- General legal framework for public employment.
- Definition and types of public employees. In particular, the civil service.
- Management of the professional activity
- Access to the civil service
- Career and professional promotion of civil servants.
- Administrative situations
- Civil servants' rights
- Duties of public servants
- Incompatibilities regime
- Disciplinary regime

### **4. Academic activities**

The teaching-learning methodology is based on the active participation of the students, guided by the teaching staff. will deepen the criteria of active learning and critical attitude in legal subjects.

The learning activities are articulated around two models:

- Presentation/discussion of the contents of the program (T1 and T6): explanation by the teaching staff of the theoretical

contents and deepening of the same from the perspective of the autonomous work of the students, under the supervision of the teacher.

- Analysis and resolution of problems and specific cases (T2): resolution by the students of practical cases through the application of the relevant.

## 5. Assessment system

The following evaluation tests must be passed:

- Theoretical exam (C1): test that will evaluate the knowledge of the contents of activities T1 and T6.
  - Global test:
  - Composed of questions with one or more valid answers precisely stated, to assess the clarity, conceptual rigor and ability to relate the contents of the program.
  - 50% of the final grade (5/10). It will be passed with 2.5 points or more.
- Practical exam (C2): it will be used to evaluate the competences acquired in the T2 activities.
  - Global test:
  - It will consist of solving a case by applying the corresponding regulations.
  - 50% of the final grade (5/10). Will pass with 2.5 points or more

The final grade will be the sum of the grades obtained in the two tests (C1+C2), provided that C1 and C2 are greater or equal to 2.5. Otherwise, the final grade will be the minimum between C1+C2 and 4.

The subject will be passed with a final grade higher or equal to 5 out of 10.

In order to be eligible for an Honors Degree, those who obtain an Outstanding must pass an oral test that will evaluate the precision and depth of the knowledge and their verbal presentation.

Grades are not saved between sessions.

## 6. Sustainable Development Goals

- 4 - Quality Education
- 5 - Gender Equality
- 8 - Decent Work and Economic Growth