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**LABOR AND CIVIL MANAGEMENT**  
**Universidad Católica de Valencia**

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Year 2020/21



## COURSE GUIDE

		ECTS
<b>SUBJECT:</b> Labor and Civil Management		12
<b>FIELD:</b> Labor and Civil Management		12
<b>MODULE:</b> Labor and Civil field		12
<b>Type of Learning<sup>1</sup>:</b> Compulsory	<b>YEAR:</b> 2020/21 <b>Semester:</b> 2 <sup>o</sup>	
<b>Lecturers:</b> Dra. Beatriz Morera Dña. Pilar Gómez Martínez. D. Carlos Cortell		

## MODULE ORGANIZATION

Labor and Civil Management		<b>12 ECTS</b>		
<b>Duration and temporary timing inside the study plan:</b> The module develops on the 2 <sup>nd</sup> semester of the Master.				
		<b>Field and Subjects</b>		
<b>Course</b>	<b>ECTS</b>	<b>Subject</b>	<b>ECTS</b>	<b>Semester</b>
Labor and Civil Management	12	Labor and Civil Management	12	2

<sup>1</sup>. Basic formation (common subject), Compulsories, Optional, External practices, final grade's work.



## COURSE GUIDE OF THE FIELD/SUBJECT: Labor and Civil Management

**Prerequisites:** None

### GENERAL GOALS

- a) Obtain all necessary knowledge to be able to advise in any of the labor areas of the companies and individual. Framing in the different diets, Enterprise-worker relations, Enterprise obligations, worker's rights, liquidation in front of the Social Security's security Treasury, resources, action in front of the work inspectorate, preparation of salary receipts, etc.
- b) Long to obtain in this module that students take in all conscience the importance of the civil law as a necessary and essential instrument for the correct develop of the professional activity of any Administrative advisor by means of the its temporary character.
- c) Pretends the deepening on the classroom of the regulations y civil processes applicable to the administrative advising, acquired previously by the student corp during its university formation on the grade or university studies with the aim of acquiring the skills to apply that theoretical knowledge to the professional own activity.

### BASIC COMPETENCES <sup>2</sup>

**Competence Measuring Scale**  
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 00000000000000000000

1 2 3 4

CB6 - Own and understand knowledge which offer a base or opportunity to be original during the development and/or application of ideas, usually on a resourcing context

CB7 - That students get to know how to apply the acquired knowledge and it decisive capacity of problems around new or few known inside some deeper and extended contexts (or multidisciplinary) related to its study field.

CB8 - That students can be able to integrate that knowledge and to face complexity to draw up trials from the information that, being limited or incomplete, includes reflections about ethic and social responsibilities linked to the application of them thoughts and knowledge.

CB9 - That students get to know to communicate them conclusions and the knowledge and last reasons that support to specialized audience and non-specialized on a clear way also without ambiguities.

CB10 - That students own the traineeship skills that allows to continue studying on a way that would have to be on a big measure autonomous or self-directed.

### GENERAL COMPETENCES <sup>3</sup>

**Competence measuring scale**

1 2 3 4

G1 - That students get to know how to apply the acquired knowledge and it decisive capacity of problems around new or few known inside some

<sup>2</sup> Enumerate consecutively all competences. Each of them should be weighted from 1 to 4 using as criteria the subject/field grade contribution to the acquisition and development of the competence.

<sup>3</sup> Enumerate consecutively all competences. Each of them should be weighted from 1 to 4 using as criteria the subject/field grade contribution to the acquisition and development of the competence.



deeper and extended contexts (or multidisciplinary) related to its study field.				
G2 - That students can be able to integrate that knowledge and to face complexity to draw up trials from the information that, being limited or incomplete, includes reflections about ethic and social responsibilities linked to the application of them thoughts and knowledge				x
G3 - That students get to know to communicate them conclusions and the knowledge and last reasons that support to specialized audience and non-specialized on a clear way also without ambiguities.			x	
G4 - That students own the traineeship skills that allows to continue studying on a way that would have to be on a big measure autonomous or self-directed.		x		
G5 - Promote, apply for and make all kind of processes that don't require the juridical technique application reserved to the law career, relative to those issues that concerning interest of natural or juridical people, and by them own application, be continued in front of any public administration organ, reporting to the clients the condition and difficulties of the process by which it develops.				x
G6 - Promote, apply for and make all kind of processes that don't require the juridical technique application reserved to the law career, relative to those issues that concerning interest of natural or juridical people, and by them own application, be continued in front of any public administration organ, reporting to the clients the condition and difficulties of the process by which it develops.			x	
G7 - Know the regulating normative from the Administrative Advisors Official College of Valencia				x

SPECIFIC COMPETENCES <sup>4</sup>	Competence measuring scale			
	1	2	3	4
E1 - Apply the necessary knowledge to act with efficacy in front of the public administration facing any instance of the Public Administration.				x
E2 – Use the necessary notions to solve with the client's issues.				x
E6 - Use the notions and running of the financial market in function of counseling necessities to the potential clients that can appear..			x	
E8 – Control the Spanish regulation concerning non resident citizens, residence and work visas with the Civil Register y and all processes carried out with it.		x		
E9 – Relate the taxable events, taxable base, tax rates. With special reference to the tax of property transfers and juridical acts Documented, the inheritance and donation tax and the vehicle's transfer.			x	
E10 – Use the necessary knowledge to advise the clients in leasing matters. .				x

<sup>44</sup> Follow consecutively with the former numbering. The specific competences will be weighted from 1 to 4 following the same criteria as with the crossed ones..



E12 - Project the Constitution of a commercial society knowing the Administration Council's rights and duties, associates and social creditors as well as know the tax duties and with the tax office administration.			x	
E17 – Use the worker's statute, as rights and duties of the employer and employee, and the relation between them in function of the different kind of employment contract as well as workers representation and the collective bargaining..			x	
E18 – Determine the social security general regulation, duties of employer and employees, the different regimes, registration and settlements, as well as the special regimes, the incapacity for work and its modalities, retirement, unemployment and non-contributory benefits.		x		
E19 – Use the Professional practice Deontological Code with respect to the different actions against the Administration, with the colleagues and with the clients.				x
E20 –Produce neighborhood associations with special relation to the regulation governing the horizontal property.		x		
E21 –Apply the legislation relative to the consumer's defense on the different spheres in which the rights of users and consumers could be affected.				x

LEARNING OUTCOMES <sup>5</sup>	COMPETENCES
R-1 Dominate the company relations with the employees	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-2 Be able to carry out the labor hiring process of the employees	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-3 Know perfectly the employee's position as well as the employer one in front of the different kind of dismissals.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-4 Know perfectly the worker and employer position on business crisis situation.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-5 Know the alien's right from the civil point of view and its connections with the contract of employment	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-6 Know the trade union rights	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)

<sup>5</sup>. Enumerate consecutively the traineeship results following the proposed naming.

**Important note:** The competences are expressed on a generic sense, so it is necessary to include in the teacher's book the traineeship results. Those results constitute a concision of one or more competences, making explicit the grade of dominium or performed that should acquire the student and contains on its formulation the criteria with the one will be evaluate .The traineeship results evidence the aspect that the student will be able to demonstrate at the end of the subject or field and reflects, additionally, the acquisition grade of the competence or gathering of competences.



R-7 Know how to apply the current legislation on the different modifications that are produced along the life of the employment contract	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-8 That the student become with the juridical and labor issue that is presented on a daily basis on the enterprises and with the employees.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-9 Act in front of the labor inspectorate and be able to enable the existent resources in front of the Labor Administration.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-10 To be connoisseur of the Social Security general regulation and put in practice the compliance of the employer and employees obligations, the different regimes, registration and settlement, as well as special regimes, the incapacity for work and its modalities, retirement, unemployment and non-contributive benefits	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-11 Be able to understand the different existent register systems.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-12 Own the capacity to draft written and complete forms on the register.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-13 That students know how to act easily in the Civil Register and its different performances: births, marriages and deaths.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-14 Know the different kind of wills and the acts surrounding the wills.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-15 Capacity to create a leasing contract and its modifications and extinctions	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-16 Know the mortgage contract and its register inscription.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)
R-17 That students know the horizontal property legislation.	(CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)



<b>ACTIVITIES TO BE CARRIED OUT FOR THE ACQUISITION OF THE ANTICIPATED COMPETENCES</b>			
<b>ACTIVITY</b>	<b>Teaching-Learning Metodology</b>	<b>Relationship with Learning Outcomes</b>	<b>ECTS<sup>6</sup></b>
IN-PERSON CLASS	Content exposition by the professor, analysis of competences, explanation and demonstration of skills, skills and knowledge in the classroom.	All (1-17)	1.2
PRACTICAL CLASSES	Group working sessions supervised by the professor. Study of cases, diagnosis analysis, problems, field's study, computer's classroom, visits, data searching, libraries, on the net, internet, etc. Significant construction of the knowledge through the interaction and activity of the students.	All (1-17)	2.4
SEMINAR	Monographic sessions supervised with shared participation	All (1-17)	0.3
EXPOSITION OF GROUP WORK	Application of interdisciplinary knowledge.	All (1-17)	0.4
TUTORING	Customized attention and in slight group. Education period and/or orientation made by a tutor with the objective of revising and discussing the materials and topics introduced in the classes, seminars, readings and fulfillment of works.	All (1-17)	0.4

<sup>6</sup> The subject and/or field, organized by in-person works training activities and by student's autonomous work inside the training activities, with a valued percentage in ECTS. A suitable distribution is the following: 35-40% for the in-person training activities and 65-60% for the autonomous work ones. (For a subject of 6 ECTS: 2,4 and 3,6 respectively).

The traineeship-teaching methodology is describe don this guide on a generic mode, gathering on the didactic units in which is organized the subject and/or field.



ASSESSMENT	Set of oral and/or written tests used during initial, formative or additive assessment of the student.	All (1-17)	0.1
Total			4.8

<b>TRAINING ACTIVITIES OF THE STUDENT'S AUTONOMOUS WORK</b>			
ACTIVITY	Teaching-Learning Methodology	Relationship with Learning Outcomes	ECTS
GROUP WORK	Preparation in groups of readings, essays, problem resolutions, seminars, works, memories, etc. To expose or handle on theoretical classes, practical classes and/or tutorial of small groups. Work fulfilled on the university platform ( <a href="http://www.plataforma.ucv.es">www.plataforma.ucv.es</a> )	All (1-17)	1.8
INDEPENDENT WORK	Student's study: Reading's individual preparation, essays, problem resolutions, seminars, works, memories, etc. To expose or handle on theoretical classes, practical classes and/or tutorial of small groups Work fulfilled on the university platform ( <a href="http://www.plataforma.ucv.es">www.plataforma.ucv.es</a> )	All (1-17)	5.4
Total			7.2

**ASSESSMENT SYSTEM OF THE ACQUISITION OF THE COMPETENCES AND QUALIFICATION SYSTEM**





Assessment tools <sup>7</sup>	LEARNING OUTCOMES ASSESSED	Allocated Percentage
Written tests on which will be exposed the acquired theoretical knowledge.	All (1-17)	40%
Practical tests through written tests and with the assistance and presentation of the different practices that will be suggested to the student all along the academic year.	All (1-17)	40%
Assistance and active participation to the class sessions and seminars.	All (1-17)	20%

**CRITERIA FOR GRANTING A MARK OF DISTINCTION:**

*Specify concrete criteria agreed for the subject and faculty to the one that title is assigned and in accordance with the general regulation that indicates that only can be given one mark of distinction per each 20 students with the exception of the case of groups composed of at least 20 students in total, on where can be given a mark of distinction.*

DESCRIPTION OF THE CONTENTS	COMPETENCES
<p>Obtain all the necessary knowledge to be able to advise in every enterprise labor field and also to individuals, framework on the different regimes, enterprise-employee relations, company duties, worker's rights, settlements in front of the Social Security's Treasury, resources, actions facing the labor inspectorate, making of salary receipts, etc.</p> <p>It's yearned to obtain on this module that the students take conscience of the importance of the civil law as a necessary instrument and essential for the correct running of the professional activity of every administrative adviser, by means of the residuary character of it. Its pretended the deepness on the classroom of the normative and civil procedures applicable to the administrative</p>	All (CB6-CB10; G1-G7; E1-E2, E6, E8-E10, E12, E17-E19)

<sup>7</sup>Assessment techniques and tools: Oral exam-exposition, written tests (objective proofs, of development, conceptual maps.), directed works, projects, cases study, observation notebooks, briefcase, etc.



management, acquired previously by the student union during the university traineeship on the grade or university studies with the aim of acquiring the ability of applying those theoretical knowledge to the activity of the professional worker.

<b>TEMPORAL ORGANIZATION OF LEARNING(Students of first registration):</b>		
	<b>BLOBLOCK CONTENT/TEACHING UNIT</b>	<b>Nº OF SESSIONS</b>
<b>1</b>	<p><b>LABOR LAW AND SOCIAL SECURITY.</b> System composition SS, structure, competences, regulation governing, general and special regime. Natural persons and its inclusion on the RETA, special assumptions of inclusion, coverage, quotation, variation, cessation. Exemptions, reductions and bonus. Cessation of activities. Contribution. Dependent self-employed workers. Company inscription on the Social Security general regime. Its main obligations in the labor legislation. Works registration, variations, drops, enterprises merger, absorption, extinction. Participation. Registration, drops, modifications in the Social Security general regime, ways of practicing the participation, effects. Alien's participation. Special agreement, labor effects, quotation and extinction. Employment Labor regulations, formalization and requisites, length, bonuses y grants, transformation, formalization, extinction, invalidity, probationary period. Wage, concept, wage compensations, computable quantities as wage. Kind of compensation (modalities) non-wage compensations, locomotion spending, diets, indemnities. Labor incapacity and work accidents, length, I.T payment. quotation, compensation, permanent incapacity, non-conformity occurrences, contesting procedure. CENAE, Premium quotation fares. Quotation general regime. Quotation base termination, percentage types, bonus applications, IT and accident quotation, vacations, temporary employment, training, overtime hours, other quotations. Net system, topic aims, membership, quotation. Telematic notification system. Labor relation extinction, by decision of the worker, by decision</p>	



2	<p>of the company. Disciplinary dismissal, objective dismissal, fair dismissal, unfair dismissal, null, readmission. Closure, compensation, FOGASA, unemployment. Collective dismissal, stoppage or working day reduction, regulation, procedure, causes develop, paperwork, unemployment situation. Retirement, requisites, regulatory bases, early retirement, transitional partial regime, compatibility of the pension, retirement and work.</p> <p><b>CIVIL LAW.</b> The subject of the civil-juridical. Natural person and juridical person. The juridical capacity. Capacity's extinctive and modifying circumstances. The mandate contract. Doctrine of the representation. Regional civil law. Its basis. Territories where is obeyed. Civil Code and regional specialties concurrency. La nationality and alien's situation. Special provisions about aliens. Juridical regimes of authorization, visa and residence and work permission. Civil and regional vicinity. The marriage: Forms of celebration. Inscription in the civil register. The parental authority: Concept. Character and content. The adoption and inclusion. The absence. Interim measures in case of absence. Attestation of absence and good's administration. The guardianship: Its structure and classes. The emancipation. The age majority. The Civil Register: Its aims and character. Disposals that regulates it. Real rights. Concept and classes. Ways to acquire the dominium. The possession. The good's community. The Law 4911960, of horizontal property. Reforms introduced by law 8/1999, 6th of April. Intangible properties: Intellectual and industrial. The anticipated succession. La inheritance. Testamentary and legal succession. Capacity to inherit. The intestate succession. The right of representation. Regional legislation. Testate succession. The will: Concept. Characters. Interpretation. The Will forms. Regional rights. The registry of last Wills. The civil society contract. Concept, importance, content, consummation and extinction. Association and foundations. Law of urban leasing 29/1994, 24<sup>th</sup> of November; imperative and regulatory. Rustic leasing law.</p>	
		<b>25 sessions</b>



## REFERENCES

- Worker's general statute
- Law of Social jurisdiction
- General Law of Social Security
- Social Security General Regulation
- Quotation General Regulation
- Law 3/2012
- Law 27/2011
- Law 20/2007
- Law 40/2007
- Royal Decree 1483/ 2012
- Royal Decree 1484/ 2012
- Royal Decree 1/1995
- Royal Decree 20/ 2012
- Royal Decree 4/ 2013
- Royal Decree 5/ 2013
- Urban leasing Law 29/1994, 24th of November
- Civil Code

### ADDITIONAL INFORMATION:

#### TEACHING COURSE IN SECOND AND SUBSEQUENT REGISTRATION:

. There will be a specific group for students that aren't part of the first registration and a professor in charge of that group.

In this group will be made an established number by the UCV of monitoring session and tutor guidance (6 of 2 hours each other) in which will be reinforced the work in the competences that the students of the group needs to acquire to approve the subject.

Those sessions are included in the attached timetable on this guide and are detailed in the description of the didactic units of the subject

#### TEMPORALLY SCHEDULE (Second and subsequent registration students):

	BLOCK CONTENT/TEACHING UNIT	Nº OF SESSIONS (6 Total)



<b>1</b>		
<b>2</b>		
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<b>N</b>		