

## Course description

<b>Course abbreviation:</b>	KPP/PERZ	<b>Page:</b>	1 / 4
<b>Course name:</b>	Personnel management		
<b>Academic Year:</b>	2023/2024	<b>Printed:</b>	03.06.2024 07:53

<b>Department/Unit /</b>	KPP / PERZ			<b>Academic Year</b>	2023/2024
<b>Title</b>	Personnel management			<b>Type of completion</b>	Exam
<b>Accredited/Credits</b>	Yes, 3 Cred.			<b>Type of completion</b>	Combined
<b>Number of hours</b>	Seminar 2 [Hours/Week]				
<b>Occ/max</b>	Status A	Status B	Status C	<b>Course credit prior to</b>	NO
<b>Summer semester</b>	0 / -	0 / -	0 / -	<b>Counted into average</b>	YES
<b>Winter semester</b>	0 / -	0 / -	0 / -	<b>Min. (B+C) students</b>	10
<b>Timetable</b>	Yes			<b>Repeated registration</b>	NO
<b>Language of instruction</b>				<b>Semester taught</b>	Winter, Summer
<b>Optional course</b>	Yes			<b>Internship duration</b>	0
<b>Evaluation scale</b>	1 2 3 4				
<b>No. of hours of on-premise</b>	0				
<b>Auto acc. of credit</b>	Yes in the case of a previous evaluation 4 nebo nic.				
<b>Periodicity</b>	K				
<b>Substituted course</b>	None				
<b>Preclusive courses</b>	N/A				
<b>Prerequisite courses</b>	N/A				
<b>Informally recommended courses</b>	N/A				
<b>Courses depending on this Course</b>	N/A				

### Course objectives:

The course focuses on the issues of personnel management, especially with regard to labor-law relations, which arise in this context. Teaching will focus mainly on the legal regulation of human resources management. In connection with the subject of labor law it will be obtained theoretical information and practical experience regarding the role of labor relations in human resources management. During the lessons, students will learn especially the legal regulation of employment policy, administrative possibilities of increasing the supply of job opportunities, the legal status of job seekers, the legal requirements of job vacancies (recruitment), the creation, change and termination of employment, evaluation and employee motivation, education, development and training of employees, collection of personal data on employees (job seekers), new forms of electronic communication with public authorities and personnel audit. The course is recommended as an additional form of study for students taking an examination in labor law or social security law. Graduates of the course will gain theoretical and practical knowledge that will help them in their own selection, management and management of employees. Learning outcomes of the course unit The aim of the course is to provide students with the necessary knowledge to assess the legal aspects of the necessary human resource management activities.

### Requirements on student

Active participation in seminars.  
Elaboration of seminar work.  
Written or oral examination based on questions from the subject matter.

### Content

1. Personalistics, concept of the subject.
2. Equal treatment and access to employment.
3. Determination of employees' needs, job description and competency models, personnel marketing using social networks, recruitment and selection of new employees from the HR perspective. Conducting interviews with applicants. Professional and personality tests. Headhunting. Protection of personality in the selection procedure, actions for protection of personality of unelected candidates.
4. Drafting of basic labor-law documentation: employment contract, wage and salary assessment, information about the content of employment, change the content of employment, termination of employment, agreement on work performed outside the

employment relationship and their particulars, other most used employment documents.

5. Internal regulations of the employer, their importance and content, OSH and risk management management (responsibilities, documentation and annual review), protection of property interests of the employer.

6. Adaptation, professional and personal development of employees, motivation. Employee benefits. Employee evaluation systems. Conducting an evaluation interview. Corporate Culture.

7. Protection of employees' personal data, monitoring of employees (camera systems, monitoring of mail or telephone calls, providing personal data of employees to third parties, records of employees (personal file).

8. Working time and its specifics in relation to the organization and standardization of work.

9. Motivation of employees. Personnel audit. Compliance: creation of key documents and rules (values, vision, mission, strategy, evaluation criteria, code of ethics), management of employees. Risks of unmanaged communication.

10. Keeping of the employee's personal file, its content and archiving.

## Fields of study

## Guarantors and lecturers

- **Guarantors:** Mgr. Miroslav Hromada, Ph.D. (100%)
- **Seminar lecturer:** Mgr. Michal Dittrich, Ph.D. (100%), Mgr. Miroslav Hromada, Ph.D. (60%), JUDr. et PaedDr. Jana Lindová, Ph.D. (40%)

## Literature

- **Basic:** Lapák, Č, T., Štefko, M. *Praktický personální management: Řízení lidských zdrojů v pracovněprávních souvislostech.* Praha, 2015.
- **Recommended:** *Antidiskriminační zákon.*
- **Recommended:** *Nařízení EU 2016/679, o ochraně osob v souvislosti se zpracováním osobních údajů a o volném pohybu těchto údajů.*
- **Recommended:** *Občanský zákoník.*
- **Recommended:** Kotous, J., Munková, G., Štefko, M. *Obecné otázky sociální politiky.* Praha, 2013.
- **Recommended:** *Úmluva Rady Evropy o ochraně osob se zřetelem na automatizované zpracování osobních dat.*
- **Recommended:** *Zákon o některých službách informační společnosti.*
- **Recommended:** *Zákon o ochraně osobních údajů.*
- **Recommended:** *Zákon o zaměstnanosti.*
- **Recommended:** *Zákoník práce.*

## Time requirements

### All forms of study

Activities	Time requirements for activity [h]
Preparation for an examination (30-60)	52
Contact hours	26
<b>Total:</b>	<b>78</b>

## assessment methods

**Knowledge - knowledge achieved by taking this course are verified by the following means:**

- Seminar work
- Written exam
- Oral exam

**Skills - skills achieved by taking this course are verified by the following means:**

- Seminar work

Written exam

Oral exam

**Competences - competence achieved by taking this course are verified by the following means:**

Oral exam

Written exam

Seminar work

**prerequisite**

**Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:**

basic knowledge of related fields, especially labor law of the Czech Republic is recommended, but it isn't a condition

**Skills - students are expected to possess the following skills before the course commences to finish it successfully:**

to express clearly and understandably in spoken and written language; to present himself in a suitable way in front of a known or unknown audience; to use professional language; to make hypotheses, to propose solution, to use different methods to solve the problems

**Competences - students are expected to possess the following competences before the course commences to finish it successfully:**

N/A

N/A

**teaching methods**

**Knowledge - the following training methods are used to achieve the required knowledge:**

Seminar classes

Individual study

Discussion

**Skills - the following training methods are used to achieve the required skills:**

Seminar classes

Individual study

Discussion

**Competences - the following training methods are used to achieve the required competences:**

Seminar

Practicum

**learning outcomes**

**Knowledge - knowledge resulting from the course:**

- to remember the basic terms of personnel management and employment that they can apply and use in their future legal practice
- to identify the basic principles of human resources management and employment policy setting in the company
- to specify basic generally legal regulations concerning labor relations and employment policy in human resources management in the company
- to define the role and functions of the Ministry of labor and social affairs, its subordinate organizations and social care institutions
- to make a timeline of the historical development of employment policy, including in relation to the other member states of the European Union
- to apply theoretical knowledge for model situations
- partly to compare different legal regulations concerning this issue in other European countries
- to put into context labor relations and processes concerning to the material security of persons working in other member states
- to understand the basic importance of employee policy in relation to the human resource management from the company perspective

**Skills - skills resulting from the course:**

- to analyze the importance of labor relations that arise in the section of human resources management and employment policy in the company

- to understand the basic application principles within of legislation concerning to employment policy and human resources management in the Czech Republic and member states of the European Union
- correctly to assess and to interpret the position, organization and activities of the Ministry of labor and social affairs and other institutions within the EU
- to propose practical methods and procedures that will be applied in the implementation of the employment relationship in the company
- to make the basic documentation to claim the rights of an employee or employer in the labor relations

**Competences - competences resulting from the course:**

N/A

N/A

**Course is included in study programmes:**

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Law and Legal Science	Undergraduate Master	Full-time	Law	1	19	2023	Elective subjects	B	3	
Law and Legal Science	Undergraduate Master	Full-time	Law	1	18	2023	Elective subjects	B	3	
Law and Legal Science	Undergraduate Master	Full-time	Law	1	17	2023	Elective subjects	B	3	
Law and Legal Science	Undergraduate Master	Full-time	Law	1	16	2023	Elective subjects	B	3	