

Course description

Course abbreviation:	KSR/PMVSN	Page:	1 / 3
Course name:	Service and labor relations in the PA		
Academic Year:	2023/2024	Printed:	03.06.2024 08:27

Department/Unit /	KSR / PMVSN			Academic Year	2023/2024
Title	Service and labor relations in the PA			Type of completion	Exam
Long Title	Service and labor relations in the public service				
Accredited/Credits	Yes, 4 Cred.			Type of completion	Combined
Number of hours	Lecture 2 [Hours/Week] Tutorial 1 [Hours/Week]				
Occ/max	Status A	Status B	Status C	Course credit prior to	YES
Summer semester	0 / -	0 / -	0 / -	Counted into average	YES
Winter semester	57 / -	0 / -	0 / -	Min. (B+C) students	10
Timetable	Yes			Repeated registration	NO
Language of instruction				Semester taught	Winter, Summer
Optional course	No			Internship duration	0
Evaluation scale	1 2 3 4			Ev. sc. – cred.	S N
No. of hours of on-premise					
Auto acc. of credit	Yes in the case of a previous evaluation 4 nebo nic.				
Periodicity	K				
Substituted course	KSR/PMVS				
Preclusive courses	KSR/PMVS				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

The aim of the course is to introduce students to the basic concepts, principles and tools in personnel management and its specifics in public administration. Clarify the role of personnel policy in the entire system of public administration.

Requirements on student

essay, oral exam

Content

Introduction, connections, demarcation of basic terms and definitions

The task of man in the process of work. Types and models of personal management (personal management before and after 1989th

External and internal conditions of Personnel Management-legislation (Constitution, the Labour Code, employment law, civil service law, collective agreements-law on local government officials) impact on the labor market corporate personnel policy, differences in the private and public sectors.

Labour relations

- Types of labor relations, forms of employment, types of employment contracts
- Personnel documents and preparation of orders, directives
- Boarding procedures and related documentation
- Output procedures and related documentation
- The Labour code

Tasks and functions of personnel management-planning (staff levels, creating and a job analysis, personal development) recruitment and selection, adoption and deployment, evaluation and control, motivation and stimulation, corporate training, working conditions, rationalization employee jobs

Specifics of personnel management in government

- Civil Service Act
- EU Funds - training opportunities in government
- Law on local government officials

Fields of study

Guarantors and lecturers

- **Guarantors:** JUDr. Tomáš Louda, CSc. (100%)
- **Lecturer:** JUDr. Tomáš Louda, CSc. (100%), Mgr. Helena Sequensová (100%)
- **Tutorial lecturer:** Mgr. Helena Sequensová (100%)

Literature

- **Basic:** ROBBINS, S. P., COULTER, M. *Management..* Praha: GRADA, 2004. ISBN ISBN 80-247-0495-.
- **Basic:** Mayerová, Marie; Raisová, Jaroslava; Růžicka, Jiří. *Personální management.* 1. vyd. Plzeň : ZČU, 1998. ISBN 80-7082-394-1.
- **Basic:** KASPER, H., MAYHOFER, W. *Personální management, řízení.* Praha: Linde, 2005.
- **Basic:** Keller J. *Sociologie organizace a byrokracie.* SLON Praha, 1999.
- **Recommended:** Donnelly, James H.; Gibson, James L.; Ivancevich, John M. *Management.* Praha : Grada Publishing, 1997. ISBN 80-7169-422-3.
- **Recommended:** Weihrich, Heinz; Koontz, Harold. *Management.* Praha : Victoria Publishing, 1993. ISBN 80-85605-45-7.
- **Recommended:** VEBER, J. A KOL. *Management..* Praha: Management Press,, 2000. ISBN 80-7261-029-5.
- **Recommended:** Truneček, Jan. *Management v informační společnosti : učební texty pro bakalářské studium.* 1. vyd. Praha : VŠE, 1997. ISBN 80-7079-201-9.
- **Recommended:** FOTR, J., DĚDINA, J. *Manažerské rozhodování.* Vyd. 1. Praha : Ekopress, 1997. ISBN 80-901991-7-8.
- **Recommended:** MILGROM, P., ROBERTS, J. *Modely rozhodování v ekonomii a managementu.* 1. vyd. Praha : Grada, 1997. ISBN 80-7169-411-8.
- **Recommended:** Tyson, Shaun; Jackson, Tony. *Organizační chování ; z angličtiny přeložil Zeno Veselík.* 1. vyd. Praha : Grada, 1997. ISBN 80-7169-296-4.
- **Recommended:** Bedrnová E., Nový I. a kol. *Psychologie a sociologie řízení.* Management Press Praha, 1998.
- **Recommended:** Drucker, Peter F. *Výzvy managementu pro 21. století.* Vyd. 1. Praha : Management Press, 2000. ISBN 80-7261-021-X.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Contact hours	26
Undergraduate study programme term essay (20-40)	26
Preparation for an examination (30-60)	52
Total:	104

assessment methods

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

- Oral exam
- Seminar work

prerequisite

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

- Not specified

teaching methods

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

Lecture supplemented with a discussion

Seminar

learning outcomes

Knowledge - knowledge resulting from the course:

Students will learn the theory of Personnel Management, history in the most important areas. Students will also gain practical knowledge of the personnel working in the field of public administration. They will be able to extend and apply their knowledge of other disciplines studied (social policy, labor law)

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Legal Specialization	Bachelor	Full-time	Legal Specialisation	1	20	2023	Obligatory subjects - 2nd year	A	2	ZS
Legal Specialization	Bachelor	Full-time	Public Administration	1	18	2023	Obligatory subjects - 2nd year	A	2	ZS
Legal Specialization	Bachelor	Full-time	Public Administration	1	17	2023	Obligatory subjects - 2nd year	A	2	ZS