

Subject card

Subject name and code	Labour law and clerk law I - auditorium classes, PG_00136295						
Field of study	Prawo pracy i prawo urzędnicze I - ćwiczenia						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Marek Benio				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	10.0	0.0	0.0	0.0	10
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	10		0.0		15.0	25
Subject objectives	The aim of the course is to familiarise students with the fundamental principles and institutions of labour law and civil service law, with particular emphasis on the specific nature of employment in public administration. Students will learn about the mechanisms governing employment relationships in the public sector, the rights and obligations of public officials, and the principles of ethics and disciplinary responsibility. The course also aims to develop the ability to interpret and apply labour and civil service law in administrative practice.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_WG02] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), as well as the structure of administration and the relationships between various bodies and institutions. He can also describe the process of their appointment, their competencies, and the domains in which they operate.	The student can identify relationships between public administration bodies and apply labour law and civil service law provisions in the context of different levels of administration	[SW1] wypowiedź ustna/rozmowa/dyskusja [SW5] realizacja zadania problemowego
	[ADMINL3_UW01] Using his own knowledge and sources of information, including the ability to use modern digital techniques and professional methods of acquiring information, the student is able to analyze and resolve problems, as well as interpret legal, social, and political phenomena in the field of administration and selected areas of social and economic life.	The student is able to independently analyse cases in labour law and civil service law, using legal acts, case law, academic publications, and digital databases, and to formulate conclusions and proposed solutions.	[SU3] opracowanie tekstowe/praca pisemna [SU6] demonstracja umiejętności praktycznych
	[ADMINL3_KO02] The student is aware of the necessity to take actions that protect the public interest, social welfare, and the legitimate individual interests of a person.	The student is able, in practical exercises, to identify conflicts of interest in employment and civil service relationships and to propose actions consistent with legal and ethical principles that protect public interests and individual rights.	[SK1] wypowiedź ustna/rozmowa/dyskusja [SK5] realizacja zadania problemowego
	[ADMINL3_WG01] At an advanced level, the student is able to define the sciences of law, administration, and politics, as well as knows the concepts and terminology appropriate to them.	The student is able to use basic and specialized terminology of labour law and civil service law in the analysis of documents, practical cases, and classroom discussions.	[SW1] wypowiedź ustna/rozmowa/dyskusja [SW5] realizacja zadania problemowego
Subject contents	1. Case analysis: types of employment relationships in public administration and the private sector 2. Drafting and reviewing employment contracts and HR documents 3. Rights and duties of employees and civil servants case studies 4. Resolving employee disputes and conflict situations in public offices 5. Case analysis concerning working time, leave, and remuneration 6. Procedures in cases of disciplinary responsibility of employees and civil servants 7. Application of civil service pragmatics in administrative practice 8. Interpretation of selected legal acts, case law, and doctrinal opinions in the context of civil service practice 9. Identifying and resolving conflicts of interest in public administration 10. Practical lab using digital resources and databases to analyse labour law and civil service law issues		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Class debates	50.0%	50.0%
	written test	50.0%	50.0%
Recommended reading	Basic literature	Jakub Stelina (red.) Prawo pracy, wyd. 6. C.H. Beck, Warszawa 2023 Jakub Stelina, Prawo urzędnicze, Wyd. 3, C.H. Beck, Warszawa 2017	
	Supplementary literature	Arkadiusz Sobczyk (red.) Kodeks pracy. Komentarz, wyd. 7, Warszawa 2025 Izabela Florczak, Katarzyna Jaworska, Anna Piszczyk, Katarzyna Serafin, Prawo pracy. Przed egzaminem, Wolters Kluwer, Warszawa 2023	
	eResources addresses		

Example issues/ example questions/ tasks being completed	1. What elements should a properly drafted employment contract in public administration contain, and what are the consequences of omitting any of these elements? 2. Analyse a case of a public office employee violating working time regulations what steps should the employer take to remain compliant with law and ethics? 3. Identify the differences between disciplinary and material liability of a civil servant discuss using a concrete example. 4. What actions would you take in a situation of a conflict of interest between the public interest and a civil servants private interest? 5. Using labour court case law, analyse a dispute of a public administration employee over unpaid remuneration and present possible legal solutions.
Work placement	Not applicable

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