

Subject card

Subject name and code	Labour law and clerk law II - auditorium classes, PG_00136297						
Field of study	Prawo pracy i prawo urzędnicze II - 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	4		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Faculty of Management -> 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_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 knows and understands the basic concepts, sources, and principles of labour law and civil service law, including regulations concerning the legal status of employees and officials in public administration.	[SW1] wypowiedź ustna/rozmowa/dyskusja [SW5] realizacja zadania problemowego
	[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 the rights and obligations of the parties to the employment relationship and of civil service officials, and understands their importance for the proper functioning of public 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 use acquired knowledge and legal sources, including digital resources and specialised databases, to analyse and resolve issues in labour law and civil service law, as well as to interpret legal and social phenomena in public administration.	[SU1] wypowiedź ustna/rozmowa/dyskusja [SU2] prezentacja/projekt/referat/raport
	[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 [SK8] obserwacja samodzielnej lub zespołowej pracy studenta
Subject contents	1. Case analysis of modern forms of employment remote work and platform work in public administration 2. Exercises on determining remuneration, functional allowances, and bonuses in public administration 3. Simulations of working time planning, shift schedules, and overtime in public offices 4. Practical exercises on control procedures and audits for compliance with labour law 5. Case studies of civil servants disciplinary proceedings analysis of documents and case law 6. Analysis and resolution of issues related to employee data protection 7. Exercises on promotion procedures and performance evaluation in the civil service 8. Resolving conflicts and problems related to specially protected employees 9. Identifying and eliminating conflicts of interest practical scenarios 10. Using digital resources and databases to analyse labour law and civil service law issues in the context of EU law		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written assignments	50.0%	50.0%
	active participation	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 Piszczek, Katarzyna Serafin, Prawo pracy. Przed egzaminem, Wolters Kluwer, Warszawa 2023	
	eResources addresses		

Example issues/ example questions/ tasks being completed	1. Analyse a case of a public administration employee working remotely who reports issues with working time calculation what actions should the employer take? 2. Prepare a simulation of a civil servants remuneration, including functional allowances, bonuses, and awards which regulations govern these elements? 3. Discuss a case of a violation of employee data protection in a public office and indicate corrective procedures in compliance with the law. 4. Analyse a case of a conflict of interest in public administration and propose actions consistent with ethical and legal principles. 5. Using selected EU legal acts, evaluate the impact of EU regulations on working time and remuneration of public administration employees.
Work placement	Not applicable

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