

**Processes 1. Workplace, Remuneration and
Planning**

Code: 43162
ECTS Credits: 6

2024/2025

Degree	Type	Year
4313788 Management of Human Resources in Organizations	OB	0

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Teachers

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Teaching groups languages

You can view this information at the [end](#) of this document.

Prerequisites

There are no prerequisites.

Objectives and Contextualisation

Objectives and contextualisation

This is the first of three modules that aim to explain the main processes involved in human resource management. Specifically, this module aims to present the initial planning processes and some of the useful support tools which can even condition the processes described in the following modules.

Upon completion of the module the student will be able to:

- Explain the importance of staff planning and the necessary management elements needed to put it into practice.
- Analyse, describe and evaluate the jobs within an organisation.
- Recognise the characteristics and elements of an organisation's remuneration system as well as its remuneration policy.

Competences

- Design operational plans (for training, induction, etc.) in simulated contexts.
- Detect individual and/or group features that affect the members of an organisation.
- Make appropriate use of basic legal and economic concepts associated with the human resources function.
- Plan, organise and monitor one's own professional activity.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.

Learning Outcomes

1. Anticipate the effects of the salary and benefits system on workers' motivation and satisfaction.
2. Design procedures for human resources planning in organisations of different types and sizes.
3. Identify factors determining human resources planning in organisations in different sectors and of different sizes.
4. Plan the steps in a process of job evaluation in a large organisation.
5. Take into account legal precepts and restrictions with regard to salary and benefit systems.

Content

1. The basics of people management

2. Staff planning and HR planning

- Definition, objectives and purposes of the planning
- Planning human resources: advantages and disadvantages
- Manpower planning
- Management of the staff budget

3. Job analysis

- Job position and organisational structure analysis
- Applications, procedures and information sources
- Description questionnaires focused on the job post
- The psychosocial and situational components of the job description Company culture and integration of people in organisations

4. Evaluation of the job posts

- Concept and purpose
- Evaluation methods
- Planning, implementation and execution of the evaluation of the posts
- Presentation and approval

5. Remuneration policies: Remuneration and benefits

- Strategic value of remuneration
- Approaches for establishing the remuneration policy
- Remuneration structure
- Intangible remuneration elements
- Benefits and flexible remuneration

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Master class sessions	20	0.8	1, 3
Performing classroom activities	5	0.2	3, 5
Reflection and case comments	5	0.2	4, 5
Type: Supervised			
Carrying out concrete and cross-cutting activities	60	2.4	2, 3, 4, 5
Tutoring	0	0	
Type: Autonomous			
Reflection and assimilation of the learning performed. Search, select and review bibliography.	60	2.4	1, 3

Lectures. The presentation of the various topics will be done through lectures given by the teaching staff for this module.

Case presentations. Cases related to the various content topics will be analysed in the classroom to review practical actions of professionals and generate reflection and debate. Individual or group presentations on these cases will also be worked on.

Activities. Exercises and problem-solving activities will also be carried out which will allow students to solidify their knowledge and work on the competencies assigned to the module.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Assignment 1: Description of the job	35%	0	0	2, 4
Assignment 2a: Transversal case 1	20%	0	0	1, 2, 3, 4, 5
Assignment 2b: Transversal case 2	30%	0	0	1, 2, 3, 4, 5
Assignment 2c: Cross-sectional case 3	15%	0	0	2, 5

Evidence 1. Description of the job position.

This evidence will have a weight of 35% in the final grade of the module.

It is an individual exercise that starts in the classroom as a practical activity and must be continued in order to obtain the T.P.D. corresponding to the job position analyzed with the group.

Evidence 2. Transversal case

This evidence will have a weight of 65% in the final grade of the module. It is composed by three evidences with different weights in the final grade of the same one

Exercise to be delivered in the virtual classroom.

In it, a case will be worked in a transversal way to put into practice and reflect on the different contents of the module.

*Each of the evidences will have a descriptive card with the instructions for its realization and elements that will be valued in it.

Unique assessment

Article 265. Avaluació única

2. La sol·licitud d'avaluació única suposa la renúncia a l'avaluació continuada, i implica el lliurament en una única data del nombre necessari d'evidències avaluadores per acreditar i garantir la consecució dels objectius i els resultats d'aprenentatge establerts en l'assignatura.

The single evaluation does not imply non-attendance to the face-to-face sessions. During the face-to-face sessions, activities that are necessary to satisfactorily complete the evaluation evidences can be carried out.

Students who choose the single evaluation option will present, once the module is finished, the same evidences foreseen for the continuous evaluation modality.

The same resit system as the continuous assessment will be applied.

Retakes

Students who have not reached the criteria established to pass the module and those who have been evaluated in a set of activities with a minimum weight of 2/3 of the total grade of the module will be eligible for recovery.

The minimum grade to be eligible for recovery is 3.5.

Evaluation Guidelines of the Faculty of Psychology:

https://www.uab.cat/doc/DOC_Pautes_Avaluacio_2023_2024

Bibliography

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Fernández-Ríos, M. (1995). *Análisis y descripción de puestos de trabajo*. Madrid: Díaz de Santos S.A., Ediciones.

Fernández-Ríos, M.; Sánchez, J. C. (1997). *Valoración de Puestos de Trabajo: fundamentos, métodos y ejercicios*. Madrid: Díaz de Santos S.A., Ediciones.

Gan, F. y Triginé, J. (2006). *Manual de instrumentos de gestión y desarrollo de las personas en las organizaciones*. Madrid: Díaz de Santos, S.A. Ediciones.

Labrado, M. (2000). *Misiones y responsabilidades de los puestos de trabajo*. Barcelona: Gestión 2000.

Nelson, B. (2005). *1001 formas de recompensar el trabajo bien hecho*. Madrid: Ed. Gestión 2000

Poels, F. (2001). *Estrategias de Valoración y Remuneración de Puestos de Trabajo*. Madrid: Fundación Confemetal.

Ridao, JM. (2009) *Economía de la empresa*. Sevilla: Algaida.

Saavedra, I. (1997). *Planificación y selección de recursos humanos*. Madrid: Pirámide.

Capital Humano (Review for the integration and development of human resources)
www.capitalhumano.es

Job Analysis Homepage from HR-Guide
www.job-analysis.net

Periódico on-line de recursos humanos
www.rrhdigital.com/

Portal for human resources professionals
www.learningreview.com

Software

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Language list

Name	Group	Language	Semester	Turn
(TEm) Theory (master)	1	Spanish	first semester	afternoon