

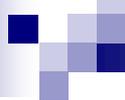
MINISTRY OF LABOR

**"COMPUTERIZED INSPECTION
SYSTEM"**

MR. ANDRES VALENTIN HERRERA

Registry System

- The Ministry of Labor (SET) has a case management system that enables it to keep a register of Labor Inspections. The Integrated Labor System (SIT), as it is called, is 90% operational at present.



THE INTEGRATED LABOR SYSTEM (SIT)

The system covers all inspection activities carried out in liaison with other Departments, for the purpose having a computerized case management control system for of cases connected with the services offered by the Ministry of Labor (SET) through the Inspection Department.



SIT MODULES

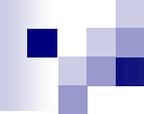
1. PLATFORM
2. INSPECTION
3. EMPLOYEE TABLES
4. CORRESPONDENCE
5. CORPORATE

SIT PLATFORM

- The SIT Platform supports public assistance activities and registration of information and complaints received by Labor Inspectors. Inspection requests are initiated through this module, to which end a special service order is generated.

SIT PLATFORM

- Labor Inspectors can access other types of investigation request forms, including: pregnancy dismissal authorizations, employment contract suspensions, and business closures, which are normally submitted by employers and lawyers.



SIT PLATFORM

It allows both the Supervisor and the Local Representative to monitor orders assigned to Labor Inspectors as well as the results thereof.

It also contains a work agenda by which the Inspector and the Supervisor can keep track of assigned tasks.



TYPES OF SERVICE ORDERS

1. Regular: Which are planned
2. Special: On user request



REGISTRY SYSTEMS

Employee Tables and Correspondence Modules

Companies are registered in the system through:

- 1.- Permanent Employee Tables
- 2.- Correspondence received



REGISTRY SYSTEM

Both modules enable saving of service data, information recovery, and data maintenance and integrity.

PENALTIES

- The following conduct, inter alia, gives rise to penalties: neglect in the performance and quality of work, unauthorized suspension of labors, fraudulent management of state funds, receipt of financial benefits from third parties, insinuation or receipt of gifts, etc.

PENALTIES

- The State has in place Law 41-08 and the Labor Code, which provide disciplinary penalties for civil servants who commit faults in the performance of their work. These penalties range from a warning to dismissal.

PENALTIES

- The law provides for the creation of a staff commission for the imposition of penalties, which is composed of a representative of the Public Administration Secretariat, a representative of the SET, and the employee concerned.

Participation of Inspectors in Best Practices

- Labor Inspectors have made a valuable contribution in this regard. Since 1992, in order to hold the post of Inspector, apart from taking a public competitive examination, the candidate must be a Lawyer.

Participation of Inspectors in Best Practices

- Inspectors have understood the policy that the SET has pursued for a number of years, which is to prioritize preventive or regular inspections over requested or special ones, thereby changing the police-like image that existed of the Labor Inspectorate.

Feedback

- As part of the labor standards dissemination program, the SET plans to carry out training activities that basically target labor unions and employers, as well as to use other mechanisms to divulge these regulations, including radio, television, magazines, etc.

Feedback

- Both labor unions and employers also prepare training programs, so that SET experts, basically from the Inspectorate, can interact with employees and management.



THANK YOU!