BUS 276 E, Benefits and Compensation Management

3 Credits, 16 weeks, 3 hours

Official course description

This course takes a detailed look at the methods used to determine fair and competitive wage and salary levels (i.e. Job Evaluation); provides an extensive critical survey of performance-based and knowledge-based compensation systems; and provides an in-depth treatment of the complex topic of supplemental benefits.

Prerequisites and/or co-requisites
BUS 271 or permission of the Program Chair

Instructor
Gerri Rondot
Office – S113E
Gerri.Rondot@keyano.ca
780-791-4978

Office Hours
Monday, 5:00 pm – 6:20 pm
Tuesday, 5:00 pm – 6:20 pm
Wednesday, Noon – 12:50 pm
Thursday, 5:00 pm – 6:20 pm

Hours of Instruction
Tuesday, 6:30 pm – 9:20 pm

Required Resources

Course Outcomes

Upon completion of this course, the student should be able to:

1. Understand the complex role that reward and compensation systems play in organizational success and be able to build strategic recommendations based on what the goals are.
2. Explain the various Managerial Strategies and Reward Systems to assist in designing a compensation strategy and be able to apply strategies and systems to different organizational structures.
3. Describe the relevance of each of the fundamental components in the Compensation Mix and be able to build an appropriate plan to promote organizational success.
4. Learn and practice the different methods of determining pay, i.e. job evaluation and Point Method
5. Learn about and design cost-effective and strategic Benefits packages that help the organization achieve their goals.
Evaluation
In-Class Assignments ................................................................. 25%
Group Project/Presentation (end of term) ...................................... 30%
Individual Assignment (end of term) .................. ......................... 20%
Final Exam ................................................................................ 25%
Total .......................................................................................... 100%

A grade of C- is required for progression.
The minimum standard for passing this course is a grade of D (50%).

In-Class Assignments

Each week, we will be working on different exercises, cases and applications of Strategic Compensation and Benefits in order to give you an opportunity to practice what you’ve learned. Exercises and/or cases will be assigned either individually and in groups depending on the topic. The specific learning outcomes and expectations will be presented each class and cannot be done ahead of time.

Group Project/Presentation

In groups of up to four, you are expected to research, analyze, prepare, and present to the class your findings of a Canadian, for-profit, non-union organization that uses a strategic compensation system. Each presentation will be 15 minutes (not including Q&A). The Organization must be approved prior to beginning your research. The specific learning outcomes, expectations, and rubric will be provided to you later in the term.

Individual Assignment

Here is an opportunity to showcase your learning. You will be expected to research a current issue as it relates to Compensation & Benefits and to discuss its implications for future HR professionals and organizations. Freedom to find and choose a topic of interest is yours but must be approved by me prior to commencing. Outcome should provide 3 pages, single spaced, of the issue then implications. This requires a higher level of understanding of Compensation & Benefits so I am looking for substantive analysis.

Final Exam

Since this is an advanced Human Resources course, the nature of the final exam will be analytic (not multiple choice or any means of reciting information). I will look for your ability to create solutions using Compensation & Benefits methods learned in this course. You will have your textbook and use of the computer as aids in preparing your responses.
Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
<th>Rubric for Letter Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 92.9</td>
<td>Work shows in-depth and critical analysis, well developed ideas, creativity, excellent writing, clarity and proper format.</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85 – 92.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84.9</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
<td>Work is generally of high quality, well developed, well written, has clarity, and uses proper format.</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>74 – 76.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
<td>Work has some developed ideas but needs more attention to clarity, style and formatting.</td>
</tr>
<tr>
<td>Progression</td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>55 – 59.9</td>
<td>Work is completed in a general way with minimal support, or is poorly written or did not use proper format.</td>
</tr>
<tr>
<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 54.9</td>
<td></td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0.0</td>
<td>&lt; 50</td>
<td>Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.</td>
</tr>
</tbody>
</table>

Please Note: Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.

Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student’s learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Student’s who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.
The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered student’s, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where student’s can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano student’s. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chairperson.

__________________________________________
Gerri Rondot, Instructor

Gina Jackson, Chair                                    Date Authorized

Guy Harmer, Dean                                    Date Authorized

Signed copies to be delivered to:
Gerri Rondot
Registrar’s Office
<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>CHAPTERS / SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A Road Mad to Effective Compensation</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>2</td>
<td>A Strategic Framework for Compensation</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>3</td>
<td>A Behavioural Framework for Compensation</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>4</td>
<td>Components of Compensation Strategy</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>5</td>
<td>Performance Pay Choices</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>6</td>
<td>Formulating the Reward and Compensation Strategy</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>7</td>
<td>Evaluating Jobs: The Job Evaluation Process</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>8</td>
<td>Evaluating Jobs: The Point Method</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>9</td>
<td>Evaluating the Market</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>10</td>
<td>Evaluating Individuals</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>11</td>
<td>Designing Performance Pay &amp; Indirect Plans</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>12</td>
<td>Designing Indirect Pay Plans</td>
<td>Chapter 12 &amp; 13</td>
</tr>
<tr>
<td>13</td>
<td>Presentation Preparation</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Research Presentations</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Course Wrap up and Review</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Final Exam (Cumulative)</td>
<td></td>
</tr>
</tbody>
</table>