BUS 276 E, Benefits and Compensation Management

3 Credits, 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
S113E
780-791-4978
Gerri.Rondot@keyano.ca

Office hours

Monday, 5:00 pm – 6:20 pm
Tuesday, 9:00 am – 9:50 am
Wednesday, noon – 1:50 pm
Thursday, 9:00 am – 9:50 am

Hours of Instruction

Monday, 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 & Participation .......................................................... 20%
Group Project/Presentation (end of term) ...................................................... 30%
Group Assignment (end of term) ................................................................. 25%
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>
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</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</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>85 – 92.9</td>
<td>writing, clarity and proper format.</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 84.9</td>
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<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</td>
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<tr>
<td></td>
<td>B</td>
<td>3.0</td>
<td>74 – 76.9</td>
<td>uses proper format.</td>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
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<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</td>
</tr>
<tr>
<td>Progression</td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
<td>formatting.</td>
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<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
<td></td>
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<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</td>
</tr>
<tr>
<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 54.9</td>
<td>not use proper format.</td>
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<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>
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Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Course Introduction &amp; Overview of Expectations</td>
</tr>
<tr>
<td>2</td>
<td>Strategic Framework for Compensation</td>
</tr>
<tr>
<td>3</td>
<td>Behavioural Framework for Compensation</td>
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<tr>
<td>4</td>
<td>Components of Compensation Strategy</td>
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<tr>
<td>5</td>
<td>Performance Pay Choices</td>
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<td>6</td>
<td>Formulating the Reward &amp; Comp Strategy</td>
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<td>7</td>
<td>Job Evaluation Process</td>
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<td>8</td>
<td>Point Method of Job Evaluation</td>
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<td>9</td>
<td>Evaluating the Market</td>
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<td>10</td>
<td>Evaluating Individuals</td>
</tr>
<tr>
<td>11</td>
<td>Designing Performance Pay Plans</td>
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<tr>
<td>12</td>
<td>Designing Indirect Pay Plans</td>
</tr>
<tr>
<td>13</td>
<td>Activating &amp; Maintaining and Effective Compensation System</td>
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<tr>
<td>14</td>
<td>Course wrap up and Review</td>
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Please Note:
Date and time allotted to each topic is subject to change.

Performance Requirements

Student Responsibilities

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College 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.
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. Students 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.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

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

Business Chair    Date Authorized

Guy Harmer, Dean  Date Authorized

Signed copies to be delivered to:
Gerri Rondot
Registrar’s Office