

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

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Office hours

Monday, 5:00 pm – 6:20 pm

Tuesday, noon – 12:50 pm

Wednesday, 10:00 am – 10:50 am

Thursday, 5:00 pm – 6:20 pm

Hours of Instruction

Monday, 6:30 pm – 9:20 pm

Required Resources

Strategic Compensation in Canada, 5th Edition, Long, Richard J., (2010), Nelson Thomson Learning, Toronto, Ontario. ISBN-10: 0-17-650968-2.

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 Research Presentation (end of term).....	20%
Group Assignment (Semester long).....	30%
Final Exam	30%
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 & Participation – 20%

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. That said if you are not in class, you would not be eligible to receive marks for that night's assignment. The purpose is to reward those students who participate not to punish those that do not.

Group Research Presentation – 20%

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 or a current issue in Compensation today. Each presentation will be 15 minutes (not including Q&A). The Organization / issue must be approved prior to beginning your research. The specific learning outcomes, expectations, and rubric will be provided to you later in the term.

Group Assignment – Semester long – 30%

Here is an opportunity to apply your learning. You will be expected to, in your groups, read and analyze a case to develop effective recommendations. Format and specific content expectations will be provided to you in the first few weeks of class.

Final Exam – 30%

Final Exam will be open book. The format of this will be developed over the course period and will be shared with the students so that you will have ample time to prepare.

Grading System

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

Proposed Schedule of Topics

Week	Topic
1	Course Introduction & Overview of Expectations
2	Strategic Framework for Compensation
3	Behavioural Framework for Compensation
4	Components of Compensation Strategy
5	Performance Pay Choices, Formulating the Reward & Comp Strategy
6	THANKSGIVING – NO CLASS
7	Job Evaluation Process
8	Point Method of Job Evaluation
9	Evaluating the Market
10	Evaluating Individuals
11	REMEMBRANCE DAY – NO CLASS
12	Designing Performance Pay Plans, Designing Indirect Pay Plans
13	Activating & Maintaining and Effective Compensation System
14	Presentations

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 students 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 students. 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.