



Course Syllabus

HRM230 Introduction to Compensation and Benefits

Syllabus Overview

This syllabus contains all relevant information about the course: its objectives and outcomes, the grading criteria, the texts and other materials of instruction, and weekly topics, outcomes, assignments, and due dates. Consider this your roadmap for the course. Please read through the syllabus carefully and ask questions if you would like anything clarified. Please print a copy of this syllabus for reference.

Course Description

3 Credits

Prerequisite: None

This course explores benefits and compensation systems in a comprehensive manner. Regulatory, legal, social, and market factors and their relationship to benefits and compensation are discussed in detail. Different types of benefit and compensation plans are addressed as well as topics related to contingent workers, expatriates, and globalization.

Course Outcomes

At the completion of this course, students should be able to:

- Explore benefits and compensation issues from regulatory, legal, and social perspectives.
- Examine the features, benefits, potential implications of different compensation systems.
- Analyze the structure and content of various benefits and compensation plans.
- Investigate how influences outside of the organization that impact benefits and compensation programs.
- Explore international issues impacting benefits and compensation.
- Examine benefits & compensation as it relates to human resources and the organization overall.
- Analyze how job analysis, job descriptions, and job evaluation impact benefits & compensation.

Communication with Your Instructor

You will receive a welcome email from your instructor prior to the start of class. This email will contain your instructor's contact information. Your instructor will also be communicating with you via several methods in the course, including:

- **Announcements** – This communication tool, located on the navigation menu within your course in Canvas, contains important updates. Be sure to check for new announcements from your instructor each time you access your course.
- **Q&A** – Use this discussion board, located on the Home screen in your course, to communicate with your instructor and classmates regarding general course questions (i.e. missing links, assignment clarification, etc.).
- **Inbox** – Use the Inbox, located in the top right corner of Canvas, to send a message to your instructor or classmates.

Materials and Resources

Required or Supplemental Text or Resources:

Martocchio, Joseph J. (2017). *Strategic Compensation: A Human Resource Management Approach, 9th Edition*. Upper Saddle River, NJ: Pearson Prentice Hall, 2017.

Students must purchase MyManagementLab

ISBN: 13-978-0-13-432054-0

Bookstore Information

The bookstore can be located in the left-hand navigation of any Canvas course.

Library Services

Detailed information about the eLibrary can be found in the Student Resource Center. This is a course that all students have access to during their academic career.

Canvas Help Desk and Technical Questions

If you experience technical issues in your course, please contact the Canvas Help Desk by clicking the Help link (top right corner within Canvas). There are 3 ways to contact them:

- Phone (888-628-2749)
- Live chat
- Report a problem (submit a ticket)

Be sure to notify your instructor of any technical difficulties you are experiencing.

Additional resources are available in the Student Resource Center and the Canvas Guides website:

<http://guides.instructure.com>

Weekly Schedule

Week 1 Strategic Compensation and Contextual Influences	
Outcomes	<ul style="list-style-type: none"> Describe common compensation concepts and types. Explain the difference between strategic and tactical compensation Describe compensation from legal and social perspectives. Identify the influence of the federal government, labor unions, and market factors on compensation. Analyze the role of compensation and compensation professionals in today's organizations
Readings	<ul style="list-style-type: none"> Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> Chapter 1, Strategic Compensation: A Component of Human Resource Systems Chapter 2, Contextual Influences on Compensation Practice
Multimedia	<ul style="list-style-type: none"> Watch It: Video- Acer vs. HP: Can Acer Surpass HP? – My Management Lab Watch It: Video- Fast-food workers walk out, demanding higher pay: My Management Lab
Activities	Personal Inventory Assessments- MML Crunch The Numbers
Discussion	Influences of Competition
Assignments	Personal Inventory
Quiz	Due Monday (6:00 am, Eastern Time).

Week 2 Bases for Pay: Seniority, Merit, Incentive, and Person-Focused Pay Plans	
Outcomes	<ul style="list-style-type: none"> Describe seniority and longevity compensation strategies and pay plans. Explain performance and merit compensation programs and strategies. Analyze incentive compensation strategies and programs. Describe different variations of person-focused pay plans and strategies. Contrast person-focused pay plans to other types of compensation plans.
Readings	<ul style="list-style-type: none"> Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> Chapter 3: Traditional Bases for Pay: Seniority and Merit Chapter 4: Incentive Pay Chapter 5: Person-Focused Pay <i>Employee recognition survey: Spring 2013 Report.</i>
Multimedia	<ul style="list-style-type: none"> Watch It: Video- Weather Channel Appraising Watch It: Video- Joie de Vivre Hospitality: Pay for Performance and Financial Watch It: Video- Wilson Learning: Training
Activities	Personal Inventory Assessment- MML Crunch The Numbers

Discussion	Merit pay plans
Assignment	Job Appraisals
Quiz	Due Monday (6:00 am, Eastern Time).

Week 3	Designing Compensation Systems
Outcomes	<ul style="list-style-type: none"> • Describe seniority and longevity compensation strategies and pay plans. • Explain performance and merit compensation programs and strategies. • Analyze incentive compensation strategies and programs. • List different variations of person-focused pay plans and strategies. • Contrast person-focused pay plans to other types of compensation plans.
Readings	<ul style="list-style-type: none"> • Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> ○ Chapter 6: Building Internally Consistent Compensation Systems ○ Chapter 7: Building Market-Competitive Compensation Systems
Multimedia	<ul style="list-style-type: none"> • Watch It: Video-Patagonia: Employee Testing and Selection • Watch IT: Video- Weather Channel- Talent Management
Activities	Crunch the Numbers
Discussion	Internal consistency and market competitiveness
Assignment	Compensation Plan Assignment
Quiz	Due Monday (6:00AM, Easter Time)

Week 4	Strategies for Compensating Special Employee Groups
Outcomes	<ul style="list-style-type: none"> • Describe how different pay structures are designed. • Describe executive compensation and benefit packages and the process used to create them. • List disclosure rules associated with executive compensation. • Explain compensation and benefits concepts related to contingent workers. • Recognize potential implications and controversies associated with different compensation and programs.
Readings	<ul style="list-style-type: none"> • Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> ○ Chapter 8: Building Pay Structures That Recognize Employee Contributions ○ Chapter 11: Compensating Executives
Multimedia	<ul style="list-style-type: none"> • Watch It: Video- HauteLook: Appraising • Watch It: Video- Microsoft's Nadella Takes Charge
Activities	Crunch The Numbers

Discussion	Compensating Executives- It's in the news. Initial discussion post due <u>Thursday</u> (6:00AM, Eastern Time). Discussion closes <u>Sunday</u> (6:00AM, Eastern Time).
Assignment	Job Evaluations- Job Descriptions
Quiz	Due Monday (6:00 am, Eastern Time).

Week 5 Discretionary Benefits	
Outcomes	<ul style="list-style-type: none"> • Explain the role of discretionary benefits in strategic compensation. • List different type of discretionary benefits offered by organizations today. • Analyze considerations related to designing and planning discretionary benefits programs. • Explain the impact of generational differences on designing benefits. • Explain the pertinent concepts for quantifying important economic elements in the discussion of pay and benefits outside the US
Readings	<ul style="list-style-type: none"> • Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> ○ Chapter 9: Discretionary Benefits ○ Chapter 14: Pay and Benefits Outside the US
Multimedia	<ul style="list-style-type: none"> • Watch It: Video- Best Boss Ever Pays Employees to Go on Vacation • Watch It: Video- Born Global
Activities	Crunch The Numbers
Discussion	Discretionary employee benefits
Assignments	Company Benefits Program Brochure
Quiz	Due Monday (6:00AM, Easter Time)

Week 6 Laws and Legislation That Impact Benefits	
Outcomes	<ul style="list-style-type: none"> • List laws and regulations associated with benefit programs. • Describe the implications for managing legally required benefits. • Explain the key differences in state and federal law pertaining to benefits. • Discuss proposed legislation that could impact benefits.
Readings	<ul style="list-style-type: none"> • Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> ○ Chapter 10: Legally Required Benefits

Multimedia	<ul style="list-style-type: none"> • Watch It- Video: The California Healthcare Foundation Safety
Activities	Crunch The Numbers
Discussion	Employer restrictions
Assignments	Applying Laws and Legislation
Quiz	Due Monday (6:00 am, Eastern Time).

Week 7 The Flexible Workforce	
Outcomes	<ul style="list-style-type: none"> • Describe the four groups of contingent workers • Discuss pay and benefit issues for contingent workers • Summarize the categories of flexible work schedules • Identify strategic issues and choices companies have regarding the use of contingent workers
Readings	<ul style="list-style-type: none"> • Strategic Compensation: A Human Resource Management Approach <ul style="list-style-type: none"> ○ Chapter 12: Compensating the Flexible Workforce: Contingent Employees and Flexible Work Schedules
Multimedia	<ul style="list-style-type: none"> • Watch It: Video- Patagonia: Human Resource Management
Activities	Crunch The Numbers
Discussion	<p>Flexible workplace.</p> <p>Initial discussion post due <u>Thursday</u> (6:00AM, Eastern Time).</p> <p>Discussion closes <u>Sunday</u> (6:00AM, Eastern Time).</p>
Assignments	Compensation and benefits presentation
Quiz	Due Monday (6:00 am, Eastern Time).

Week 8 Compensating Expatriates and Future Challenges	
Outcomes	<ul style="list-style-type: none"> • Discuss competitive advantage and how it relates to international activities • Describe repatriation issues • Explain the issues associated with the changing minimum wage. • Explain the influences of changing workforce demographics on employee benefit practices

Readings	<ul style="list-style-type: none">• Strategic Compensation: A Human Resource Management Approach<ul style="list-style-type: none">○ Chapter 13: Compensating Expatriates○ Chapter 15: Challenges Facing Compensation Professionals
Multimedia	<ul style="list-style-type: none">• Watch It: Video- CH2M Hill: Management in the Global Environment• Watch It: Video- Yongshua USA, LLC: Value of Yuan in China
Discussion	Changes to the Fair Labor Standards Act
Quiz	Due Thursday (11:59pm, Eastern Time).

Grading and Evaluation

Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities.

Be sure to review the discussion and assignment rubrics in the course for specific grading criteria.

The various graded activities are weighted as follows:

Course Element	% of Final Grade
Assignments	
Discussions	
Quizzes	
Interactive Learning Activities	
Total	100%

Students will be expected to meet all the deadlines of the class as indicated throughout the course and in the syllabus. This is primarily so we don't get behind in the course. In addition, discussions cannot overlap from one week to the next. This is to ensure that all discussions and submissions take place within the week they are scheduled in order to be of value to the entire class as well as to help you not get behind. If there are extenuating circumstances, you will need to communicate that to the instructor and make arrangements accordingly, if appropriate.

Late Assignments: Exceptions are to be determined by the instructor on a case-by-case basis. There will be no opportunities for extra credit.

Learner Success Guidelines

These guidelines are provided to help you succeed in your coursework:

- Participate in the class introduction activity on the first day of class.
- Submit ALL assignments by the posted due dates and times.
- Check your emails daily.
- Contact Portal Help for logon problems or Canvas Help for technical issues with Canvas.
- Participate fully in all threaded discussions.
- Contact your instructor if you have questions about an assignment or need additional help completing your work successfully. Academic dishonesty is grounds for dismissal from the program.

Academic Policies

The following Academic Policies can be found in the [Student Resource Center](#).

- Grading Criteria
- Reasonable Accommodations Policy
- Student Attendance Policy

- Academic Honesty and Integrity Policy
- Student Engagement and the Granting of Academic Credit
- Copyright Policy

Caveat

The above schedule, content, and procedures in this course are subject to change. All policies are superseded by the latest College Catalog available on our website:

<https://www.cambridgecollege.edu/student-rights-complaints-grievances/student-code-conduct>