



School of Professional Studies

Course No. & Title: MGMT 311 IDDL2, Compensation and Benefits Administration

Semester and Term: Spring 2018

Day and Dates: October 17 – December 10, 2016

Time: online

Campus Location: Distant Learning

Course Description: Students in this course will examine the major foundation programs and skills that undergird the current practice of Human Resource Management. Theory and method used in the design of compensation systems is explored, interviewing method and skill as applied to data gathering for problem solving or personnel selection, surveys for compensation benchmarking or employee attitude measurement and development of performance feedback and goal setting (MBO) programs are intensively reviewed. Student projects in program applications are required.

Instructor & contact information: Susan Pellerin

Email: : spelleri@bridgeport.edu

Required Textbook:

Compensation by Milkovich, Newman and Gerhart 12th Edition. ISBN 9781259532726

To order textbooks, go to the bookstore website at ubcampusstore.com

Learning Outcomes:

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

- Describe the basis of compensation programs related to compensation theory, practice, legal application and benefit plan design.
- Compare and contrast various alternative pay systems.
- Explain the process associated with designing a compensation structure
- Summarize the administrative processes associated with the design of a salary system: i.e. creating a matrix.
- Explain the skills/competencies required for successful design and implementation of such a complex system.
- Explain how organizational compensation structures assist in contributing to an organization's overall effectiveness.
- Measure employee performance and pay for performance strategies
- Identify general requirements of key compensation and benefit laws and regulations.
- Explain issues underlying such national policies as minimum wage and comparable worth.

COURSE REQUIREMENTS:

E-mail correspondence

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, will be sent to you through his e-mail. **The University can no longer correspond to your personal e-mail account(s).**

Have questions about taking an online course? Go to:

http://www.bridgeport.edu/Media/Website%20Resources/documents/continuinged/dl/Taking_online_classes.htm (Links to an external site.)

General Course Directions

General Course Directions:

This course will be completely delivered online via Canvas. There are no "in class" meetings. This may be a new experience for some of you. Carefully consider the following questions as part of your decision to learn in this fashion.

1. Do you have the technical expertise and computer equipment necessary?
2. Do you understand the amount of work required to complete an online course?
3. Do you look forward to working independently without face-to-face interaction?

If you answered no to any of the above questions please reconsider your involvement in this environment.

Please note that online courses are not "easier" than traditional classroom delivered courses. The amount of work may, in fact, be more if you choose to explore all the diverse links and other resources available in the Canvas environment. However, the major benefit to Canvas is precisely this: it provides you, the student, with resources not available in the classroom, in a permanent form (you can "bookmark" the links and print out the information to use throughout your career); and it allows you to interact with the course material 24 hours a day, seven days a week, from ANY location with an Internet connection.

Expect to spend approximately 4-5 hours a week, MINIMUM, at your computer and online, reading what other students have written on the Discussion Board, and contributing your own thoughts; browsing links and reading "Lecture" commentaries; and/or writing assignments. These are activities you would have done had you been in the physical classroom. Therefore, you should make sure you have adequate computer access, and the technical expertise to do things like copy files, download programs, etc.

Thirdly, some students find the classroom, face-to-face environment to be more conducive to their respective learning style. Because it is important to be able to adjust to this new learning environment, I recommend that you "team up" with a learning buddy to supplement the on line experience.

If you have ANY problems, please contact me, **Instructor Name**, by email at **Instructor Email**. Email is preferable, unless you have lost your computer connection! I commit to returning your emails within 24 hours when possible.

If you don't already have one, you should make arrangements to get a UB ID so you can access the Library Proxy Connection, and do research online.

I look forward to meeting you on the Discussion Board!

Course Requirements/grading Information

See assignment listing below

Discussion Board Directions

To receive the best score possible:

| |
|---|
| 1. Post your <u>initial response to the DBF by midnight Wednesday</u> of each week. |
| 2. Read and respond to at least 2 of your classmates under each forum with thoughtful, in depth responses that add value to the discussion <u>by midnight Sunday of each week.</u> |
| 3. Saying I agree isn't a strong enough response without an explanation as to why you agree or disagree with classmates posting. In depth responses means providing additional information, explaining the relevance of that information to the discussion and/or including your experiences/examples |
| 4. Check back frequently to ensure that you respond to any questions or statements from your fellow classmates. |
| 5. Remember to properly cite any supporting research used in support of your theories by following the APA Guidelines |
| 6. Grades in this section are determined by meeting the quantity guidelines described above along with the quality/depth (organization, theory presentation, and properly cited supporting research) of each student's response. |

Private Journal Directions:

Please note that journals, a private conversation between you and the Instructor are worth 25% of your final grade.

Recommendations:

| |
|---|
| 1. All journals have a set due date for an initial statements related to the question. |
| 2. Students are expected to write their thoughts, ideas, theories showing critical thinking and analysis. |
| 3. Students are expected to support those ideas through the use of examples, readings, experiences, other course work, or online resources that pertain to the topic. |

| |
|---|
| 4. Any and all outside resources must be properly cite by using APA 6th edition. |
| 5. While the ‘conversation’ will be mostly graded on critical thinking, theory presentation and proof thereof, it is still important to check the spelling and grammar to ensure that the reader doesn’t misunderstand a theory or idea due to inappropriate grammar and/or incorrect spelling. |
| 6. Students are expected to check back frequently throughout the semester to see if the Instructor has added comments and/or questions to any of the journals and response accordingly. |

Final Paper : Due by Thursday of week 8

| |
|---|
| 1. Choose a topic from the list below. |
| 2. <u>State choice of topic on forum under the discussion board by the end of Module 1.</u> |
| 3. Write a 2-4 page paper (not including a title page and/or reference page) using TimesNewRoman Font size 11 or 12 and 1.5 spacing, taking particular care to validate the information and properly cite each source |
| 4. The paper will be graded on the content: presentation of theory, properly cited proof using the APA guidelines provided as well as writing ability: organization of information, grammar, and spelling. |
| 5. All papers should be submitted through the CANVAS learning system in the appropriate location under Module 8. |
| 6. Note: All papers will be submitted to TurnItIn for a plagiarism check. Any paper that comes Back from that analysis with more than 40% plagiarized is an automatic F |
| 7. If you are experiencing technical difficulties please contact the help line. |

Final Paper Topic Choices:

| |
|---|
| 1. How to conduct a compensation market analysis to determine a proper salary for a particular position. |
| 2. The relevance of performance reviews to raises/bonus systems. |
| 3. Why companies are moving toward defined contribution plans (e.g. 401 K) as opposed to defined benefit plans (standard, traditional pension plans). |
| 4. A typical benefit package offered in manufacturing in the US. |

| |
|--|
| 5. Why the cost of health care premiums continues to increase. |
| 6. Impact of the new ACA (“Obama Care”) plan on small business |

| Module | Title | Required Readings | Required Assignments |
|----------|--|---|---|
| Module 1 | Fundamentals of Compensation and Benefits | Textbook Readings Chapter 1 – The Pay Model: See page 4-5 “Compensation: Does it matter?” <u>Information Provided online:</u> Overview and Chapter summary | DBF 1.1 (Ungraded) DBF 1.2 DBF 1.3 Journal |
| Module 2 | Strategic planning/decision making models Compensation Plan Design fundamentals | Textbook Readings Chapter 2 – Strategy Information Provided online: Overview and Chapter summaries (3, 7) | DBF 2.1 DBF 2.2 Journal |
| Module 3 | Talent Management and Total Rewards | Textbook Readings Chapter 9, 10, Information Provided online: Overview and Chapter summaries (9, 10) | DBF 3.1 DBF 3.2 |
| Module 4 | Job Analysis, Job Evaluation and Job Descriptions | Textbook Readings Chapters 4, 5 and 6 Information Provided online: Overview Chapter Summaries (4,5,6) | DBF 4.1 DBF 4.2 Journal |
| Module 5 | 1. Federal and State Law governing 2. Compensation and Benefits 3. FLSA | Textbook Readings Overview and Chapter Summary (17) | DBF 5.1 DBF 5.1 Journal |
| Module 6 | 1. Compensation of special groups 2. Unions and Compensation 3. Executive and International Compensation | Textbook Readings Chapters 14, 15, 16 Information Provided online: Overview and Chapter summaries (14,15,16) | DBF 6.1 DBF 6.2 |
| Module 7 | 1. Employee Benefits 2. Benefit Administration 3. ERISA | Textbook Readings Chapters 12, 13 Information Provided online: Overview | DBF 7.1 DBF 7.2 Journal |

| | | | |
|----------|---|--|---------------------------------------|
| Module 8 | 1. Thinking Profit and Total Rewards 2. "Making it work" | Textbook Readings Chapter 18 and other readings TBD Information Provided online: Overview | DBF 8.1 DBF 8.2 Final Paper |
|----------|---|--|---------------------------------------|

Letter Grading Scale:

% of Points Earned Letter Grade % of Points Earned Letter Grade

| | | | |
|---------------|-----------|-----------------|-----------|
| <u>100-94</u> | <u>A</u> | <u>76-74</u> | <u>C</u> |
| <u>93-90</u> | <u>A-</u> | <u>73-70</u> | <u>C-</u> |
| <u>89-87</u> | <u>B+</u> | <u>69-67</u> | <u>D+</u> |
| <u>86-84</u> | <u>B</u> | <u>66-64</u> | <u>D</u> |
| <u>83-80</u> | <u>B-</u> | <u>63-60</u> | <u>D-</u> |
| <u>79-77</u> | <u>C+</u> | <u>Below 60</u> | <u>F</u> |

| Group | Weight |
|--------------|-------------|
| Discussion | 40% |
| Assignments | 25% |
| Final Paper | 35% |
| Total | 100% |