

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

Wednesday, 4:00 pm – 6:20 pm

Thursday, 5:00 pm – 6:20 pm

Hours of Instruction

Wednesday, 6:30 pm – 9:20 pm

Required Resources

Strategic Compensation in Canada, 6th Edition, Long, Richard J., (2010), Nelson Thomson Learning, Toronto, Ontario. ISBN-10: 0-17-665716-1.

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

Weekly Cases	50%
Canada Chemicals Case.....	20%
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

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.

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	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.
Minimum Pass	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

6	Formulating the Reward & Comp Strategy
7	Job Evaluation Process
8	Point Method of Job Evaluation
9	Evaluating the Market
10	Evaluating Individuals
11	Designing Performance Pay Plans
12	Designing Indirect Pay Plans
13	Activating & Maintaining and Effective Compensation System
14	Course wrap up and Review

Please Note:

Date and time allotted to each topic is subject to change.

Required Skills & Abilities

Enrolment in the Business Administration program and courses, requires the following skills and abilities:

Behavioural

- Ability to work independently or as a member of a group or team
- Engage with self and others to create a safe environment.
- Respond appropriately in situations that are stressful or that involve conflict
- Ability to listen and follow instructions
- Ability to manage time and meet deadlines

Cognitive

- Remember and recall information over a brief period of time.
- Remember and recall information over an extended period of time.

Environmental Ability

- _to function in the presence of each of the following commonly encountered and unavoidable environmental factors:
 - distractions
 - noise
 - unpredictable behaviour of others

Psychomotor

- perform repetitive movements and tasks
- perform complex sequences of hand-eye coordination

Technical

- Ability to use a desktop/laptop computer
- Ability to navigate the college's online Learning Management System(Moodle) and other publisher-specific LMS.

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

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre, Wellness Services and Student Life Department work together to support student success at Keyano College.

Accessibility Services (CC167) supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

Skill Centre (CC119) provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 8:30 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

Wellness Services (CC260) offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Test Anxiety. Individual appointments can be made by calling 780-791-8934.

Student Life Department (CC210) is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don't know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.