



**Course Prefix/Number/Title:**

HRM160-Compensation Administration  
*Fall2024*

**Number of Credits:**

3

**Course Description:**

The role of wage and salary administration is studied. This course covers basic knowledge and understanding of employee compensation, payroll process and regulations, and related federal and state laws related to compensation and benefits.

**Pre-/Co-requisites:**

None

**Course Objectives:**

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

1. Recognize the different elements and terminology of compensation including monetary and non-monetary compensation (wage, hour, and privacy (ERISA, COBRA, FLSA, USERRA, HIPPA, PPACA, tax treatment)) and benefit programs (health care plans, flexible benefits, retirement plans, wellness programs, and disability benefits).
2. Explain the government and legal issues in compensation and benefits.
3. Explain job classifications (exempt, non-exempt, contractor).
4. Review the different forms of pay.
5. Explain the motivating value of compensation and total rewards statement.
6. Identify the elements of the pay model, including the objectives of efficiency, fairness and compliance.
7. Explain payroll process (pay schedule, leave, and time-off allowances).
8. Examine the importance of job analysis, job descriptions/specifications, and job evaluation in administering a compensation plan.
9. Explain linking compensation to organizational objectives.
10. Identify the role of performance appraisals in compensation decisions.
11. Critique the decisions involved in designing a competitive pay policy including pay levels, mix, and structure (variable, merit, bonus, incentives, non-cash compensation, pay scale/grades).
12. Explain payroll regulations (FLSA).
13. Explain uses for salary and benefits survey.

**Instructor:**

Deidre Pugh, Social Sciences & Human Resources Instructor

**Office:**

Online: Please don't hesitate to email, call, or text with questions/concerns or to set up an appointment.

On-Campus (DCB): Thatcher Hall, Room 207

**Office Hours:**

Online: By appointment

On-Campus (DCB): Wednesdays (9:30am-5:00pm), Thursdays (10:30am-3:30pm)

**Phone:**

Cell: 701-840-8975

Office: 701-228-5621

**Email:**

Deidre.Pugh@dakotacollege.edu

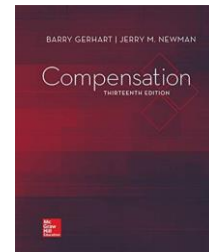
**Lecture/Lab Schedule:**

Online

**Textbook(s):**

**Textbook IS REQUIRED**

Compensation, 13<sup>th</sup> Edition, Barry Gerhart and Jerry Newman  
ISBN # 1260486184



**Course Requirements:**

**Distance learning is self-directed learning! It requires a high level of responsibility, dedication, and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress, and your own grade.**

\* Attendance is determined by your keeping up-to-date with discussion threads and assignments. You are required to participate in threaded discussions and to turn in assigned work when due. You are also required to contact me, in advance, if you know you will be “missing” an assignment so we can make arrangements to makeup the work.

**DISAPPEARING:** No communication from you for several weeks, or not completing your work, for whatever reason means I may initiate an administrative withdrawal. You can contact me via voice mail, text, email or by contacting the DCB Distance Education Department.

**Discussions:** For each chapter, you will have a discussion question. You need to submit 2 responses per discussion, on **SEPARATE DAYS**, with at least one of the responses to another student’s comments.

It is important to stay current with your discussion submissions. All the discussions for a section must be completed by the last day of the chapter and time specified. There will be no points awarded for the discussions after the due date and time.

**Participation:** Participating in discussions is an important means of achieving the course’s objectives. Some of the topics we cover are controversial and/or sensitive, ***I would like each of you to keep an open mind and give other students the same courtesy that you expect to be given! Respect always goes a long way. If you choose to attack another student in my course, there will be consequences.***

**Purpose:** The purpose of the assigned threaded discussion questions is to have you participate in class discussions in much the same way as would occur in the classroom.

**Criteria:** Respond twice during the chapter, on SEPARATE DAYS within each topic, to the question in order to receive full credit. One of your responses, within each topic, must be to another student's post. The purpose of having you respond on different days is so you "attend" class throughout the week! If you're only responding at the beginning of the week and not logging into the course again during that chapter, you may miss out on very educational discussions.

**Grading:** **Superficial reflections are not acceptable!** Although it is important to thoroughly explain the ideas and concepts you are learning, merely paraphrasing or restating the concepts, definitions, or ideas is not acceptable. You should try to become more reflective and strive to improve the quality of your thought and writing as the course progresses. Remember, your discussions are your opportunity to demonstrate your learning in this course!

**Online Participation** – 10 points possible for each separate discussion topic

**Quizzes:** A quiz will be completed for each chapter (unless there is an exam that week). The quizzes will be worth 10 points.

**Exams:** There are 4 exams throughout the course. Exams are due when the due date is indicated. There will be no late submissions, unless arrangements were made ahead of time and there is an acceptable excuse to missing.

**Bonus Points:** You will have periodic opportunities to earn bonus points throughout the course by finding supplemental information on what we are discussing at the time.

**Final Project:** There will be a Final Project at the end of this course. This project will be a PPT presentation related to Compensation. You will have your entire "finals week" to work on this project.

## Course Outline:

### Week 1

Monday, August 26<sup>th</sup>-Sunday, September 1<sup>st</sup>

### Week 2

Monday, September 2<sup>nd</sup>-Sunday, September 8<sup>th</sup>

### Week 3

Monday, September 9<sup>th</sup>-Sunday, September 15<sup>th</sup>

### Week 4

Monday, September 16<sup>th</sup>-Sunday, September 22<sup>nd</sup>

**\*QUARTER 1 EXAM\***

### Week 5

Monday, September 23<sup>rd</sup>-Sunday, September 29<sup>th</sup>

### Week 6

Monday, September 30<sup>th</sup>-Sunday, October 6<sup>th</sup>

### Week 7

Monday, October 7<sup>th</sup>-Sunday, October 13<sup>th</sup>

### Week 8

Monday, October 14<sup>th</sup>-Sunday, October 20<sup>th</sup>

**\*MIDTERM EXAM\***

### Week 9

Monday, October 21<sup>st</sup>-Sunday, October 27<sup>th</sup>

### **Week 10**

Monday, October 28<sup>th</sup>-Sunday, November 3<sup>rd</sup>

### **Week 11**

Monday, November 4<sup>th</sup>-Sunday, November 10<sup>th</sup>

### **Week 12**

Monday, November 11<sup>th</sup>-Sunday, November 17<sup>th</sup>

### **\*QUARTER 3 EXAM\***

### **Week 13**

Monday, November 18<sup>th</sup> -Sunday, November 24<sup>th</sup>

### **Week 14**

Monday, November 25<sup>th</sup>-Sunday, December 1<sup>st</sup>

### **Week 15**

Monday, December 2<sup>nd</sup>-Sunday, December 8<sup>th</sup>

### **Week 16**

Monday, December 9<sup>th</sup>-Sunday, December 15<sup>th</sup>

### **\*FINAL EXAM\***

### **FINALS WEEK**

### **Final Project**

Monday, December 16<sup>th</sup>-Friday, December 20<sup>th</sup>

## **General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

The student learning competencies of career and technical education degree programs are as follows:

- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

## **Relationship to Campus Focus:**

### **Campus Focus: Nature, Technology, and Beyond**

This course will emphasize communication and technology to enhance “human” nature in the work environment.

## **Classroom Policies:**

Regular participation is mandatory.

- All assignments can be completed on any computer with Internet access.
- Students need to set up or select an environment conducive for getting work done/testing (e.g. distraction free area at home, a computer lab at a library, etc.)
- Students can complete their weekly work at any time between the given dates and times.
- Classroom weeks will run from Monday at 12:00 a.m. to Sunday at 11:59 p.m.
- A discussion is only a discussion if everyone is participating together. Therefore, no points will be given for forum posts once the week is over.
- Grades are based on total points earned.

**Grading:** 90+A; 80-89B; 70-79C, 60-69D, 59 and below F.

**Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.