

CATALOG INFORMATION

Dept and Nbr: HR 65

Title: HR BENEFITS ADMIN

Full Title: Human Resource Benefits Administration

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**  
Fundamentals of employee benefit programs and leaves of absence requirements. Content covers interpretation of California and Federal law to correctly administer employee benefits and leaves of absence. Topics emphasize the administration of group benefits including health and survivor insurance, government mandated insurance, defined benefit & defined contribution retirement benefits, as well as family, medical, and pregnancy leaves of absence.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Fundamentals of employee benefit programs and leaves of absence requirements. Content covers interpretation of California and Federal law to correctly administer employee benefits and leaves of absence. Topics emphasize the administration of group benefits including

health and survivor insurance, government mandated insurance, defined benefit & defined contribution retirement benefits, as well as family, medical, and pregnancy leaves of absence. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 OR EMLS 100 (formerly ESL 100) or appropriate placement based on AB705 mandates

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2009	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Develop a comprehensive and legally compliant benefits package suitable for today's diverse employment base, in the context of the employer's size, industry and budget.
2. Determine which leaves of absence apply to specific situations, including describing the limitations and requirements.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Describe the major characteristics of various health plan formats.
2. Determine and describe the cost to the employer of an employee benefits package.
3. Select a health plan that best meets an individual employee's needs.
4. Identify the most common leaves of absence available to employees in California and describe their mandated and optional characteristics.

### **Topics and Scope:**

- I. Best Practices and Current Trends in Benefits Administration
  - A. Developing an appropriate benefits package
  - B. Communicating benefits to employees
- II. Legal Overview

- A. Federal law
- B. California law

### III. Costs of Benefits: The Current Dilemma Facing Employers

### IV. Benefits Plan Administration

- A. Medical plans
  - 1. Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), Point of Service (POS), Indemnity Plans
  - 2. Structural options Flexible Spending Account(FSA), Health Savings Account (HSA), High Deductible Health Plan (HDHP).
- B. Retirement plan options
  - 1. Defined contribution plans
  - 2. Defined benefit plans
  - 3. Retirement plan structural options 401(k), ESOP (Employee Stock Ownership Plan, etc.)
- C. Health & Survivor Insurance
  - 1. Dental
  - 2. Vision
  - 3. Long Term Disability (LTD), Short Term Disability (STD), Life

### V. Voluntary Time Off

- A. Leaves of absence (LOA)
  - 1. Vacation
  - 2. Holidays
  - 3. Sick time
- B. California mandated laws on leaves of absence
  - 1. Domestic violence, sexual abuse and other California mandated leaves
  - 2. Kin care
  - 3. California Family Rights Act
  - 4. Pregnancy Disability Leave
- C. Federal mandated laws on leaves of absence
  - 1. Family Medical Leave Act (FMLA)
  - 2. Coordination of State and Federal leave provisions
  - 3. Benefits information implications

### VI. Attendance Policies

- A. Reasonable accommodations
- B. Employer rights and expectations

### VII. California Mandated Insurance Programs

- A. State Disability Insurance
- B. Paid Family Leave
- C. Unemployment compensation
- D. Workers Compensation

### VIII. Federally-Run Insurance Programs

- A. Social Security
- B. Medicare
- C. Health Insurance Portability and Accountability Act (HIPAA) Administration
- D. Consolidated Omnibus Budget Reconciliation Act (COBRA)

### **Assignment:**

1. Complete a multiple choice/true-false exam (or set of exams) on legally mandated benefits and leaves of absence.
2. View videos on health care in the US and other countries, and write an opinion paper on selecting the best health plan option.
3. Develop, outline, and present a simulated employer benefits orientation.
4. Prepare a premium statement suitable for presentation to a Chief Executive Officer (CEO).
5. Review the website CoveredCA.com and answer questions about its content.
6. Write a paper on retirement plan options.
7. Team presentation comparing health systems

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Write an opinion paper on health plan options. Write a paper on retirement plan options.

Writing  
15 - 25%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Prepare a premium statement suitable for presentation to a CEO. Review LOA scenarios and select the best option to address the circumstances.

Problem solving  
20 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Review the website CoveredCA.com and answer questions about its content; Develop, outline, and present a simulated employer benefits orientation. Team presentation comparing health systems

Skill Demonstrations  
20 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice/true-false exam (or set of exams) on legally mandated benefits and leaves of absence.

Exams  
20 - 35%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

### Representative Textbooks and Materials:

Instructor prepared materials

