

**HR 64 Course Outline as of Fall 2015****CATALOG INFORMATION**

Dept and Nbr: HR 64 Title: HR SALARY ADMIN  
 Full Title: Human Resource Salary Administration  
 Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

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: HR 65.2

**Catalog Description:**

Fundamentals of salary administration in California, including the impact of financial compensation on recruitment and retention of employees. Emphasis is on determining the market rate, utilizing salary surveys, differentiating between types of salary programs, and determining exempt or non-exempt status according to California and Federal regulations.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Fundamentals of salary administration in California, including the impact of financial compensation on recruitment and retention of employees. Emphasis is on determining the market rate, utilizing salary surveys, differentiating between types of salary programs, and determining exempt or non-exempt status according to California and Federal regulations.  
 (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

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>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Spring 1996	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 salary administration program suitable for today's diverse employment base in the context of the employer's size, industry, and budget.
2. Demonstrate an understanding of exempt and non-exempt status specifications as defined by California and Federal regulations.

**Objectives:**

After completing this course, the students will be able to:

1. Identify and describe the California and Federal wage and hour laws applicable to salary administration in California.
2. Evaluate and differentiate among the various salary surveys and use these surveys to compare market rates with company rates.
3. Describe three different types of salary administration programs and the advantages and disadvantages of each.
4. Formulate and implement a salary administration program with proper internal controls for exempt and non-exempt positions.

**Topics and Scope:**

- I. Current payroll practices and techniques.
- II. Legal requirements of the California Wage & Hour laws.
- III. Federal Fair Labor Standards Act.
- IV. Timecards and other forms used in gathering payroll information.
- V. Salary administration issues
  - A. Hourly pay ranges
  - B. Salary and bonus schemes

- C. Commission plans
  - D. Lump sum payments
  - E. Cost of Living Adjustment (COLA)
  - F. Developing a legally compliant salary administration plan
- VI. Merit systems.
- VII. Types of salary administration programs.
- VIII. Salary surveys
- A. Types of surveys
  - B. Conducting and interpreting surveys

**Assignment:**

1. 2 - 4 quizzes on Salary Administration
2. Analyze salary surveys and compare market wages with company wages.
3. Write a 500 word paper on Salary administrative program or topic to be assigned in class.
4. Analyze a job for exempt classification.
5. Conduct a job analysis on an assigned position and determine its status as exempt or non-exempt.
6. Time Card and other in class exercises on wage and hour laws.

**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 a 500 word paper on Salary administrative program or topic to be assigned in class.

Writing  
15 - 20%

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

Analyze an assigned position for exempt, non-exempt status.

Problem solving  
20 - 25%

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

Analyze salary surveys and compare market wages with company wages; Conduct a job analysis on an assigned position and determine its status as exempt or non-exempt.

Skill Demonstrations  
35 - 40%

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

2 - 4 quizzes on Salary Administration

Exams  
15 - 20%

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

Time Card and other in class exercises on wage and hour laws

Other Category  
5 - 10%

**Representative Textbooks and Materials:**

Instructor prepared materials