

HR 65 Course Outline as of Fall 2009**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 benefits programs and leaves of absence requirements. Interpretation of California and Federal law to correctly administer employee benefits and leaves of absence. Topics include the administration of group benefits including medical, dental, life insurance, worker's compensation, unemployment, COBRA, stock options, 401(k), 403(k), and retiree benefits, as well as family, medical, and pregnancy leaves of absence.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

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

Description: Fundamentals of employee benefits programs and leaves of absence requirements. Interpretation of California and Federal law to correctly administer employee benefits and leaves of absence. Topics include the administration of group benefits including medical, dental, life insurance, worker's compensation, unemployment, COBRA, stock options, 401(k), 403(k), and

retiree benefits, as well as family, medical, and pregnancy leaves of absence. (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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2009	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Differentiate between the various health plan formats and describe the strengths and weaknesses.
2. Determine and describe the cost to the employer of an employee benefits package, including medical, dental, vision, life, disability, and retirement plans.
3. Describe the steps necessary to administer the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability Accountability Act (HIPAA), Workers Compensation, State Unemployment Insurance (SUI), and other legally mandated entitlement/benefits plans.
4. Identify the most common leaves of absence available to employees in California and describe their mandated and optional characteristics.
5. Demonstrate the ability to select the appropriate leave of absence to an employee's real-life situation.

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 Requirements

- A. Benefits plans
- B. Leaves of absence

III. Costs of Benefits: The Current Dilemma Facing Employers

IV. Benefits Plan Options, Characteristics and Requirements:

A. Medical plans

1. Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), Point of Service (POS), Indemnity Plan
2. Structural options (FSA, HSA, 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. Dental, Life, Long-term Disability (LTD), Vision

D. State Mandated Leaves

1. Domestic violence and sexual abuse
2. Violent crime
3. Kin care
4. California Family Rights Act
5. Pregnancy disability leave

E. Federal Mandated Leaves

1. Family Medical Leave Act (FMLA)
2. Coordination of State and Federal leave provisions

F. COBRA and HIPAA Administration

1. Leave of absence implications
2. Benefits information implications

G. Workers Compensation

V. Voluntary Time Off

- A. Vacation
- B. Holidays
- C. Sick time

VI. Attendance Policies

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

VII. State Run Insurance Programs

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

VIII. Federally-Run Insurance Programs

- A. Social Security
- B. Medicare

Assignment:

1. Complete a multiple choice exam on legally mandated benefits.
2. View a video on health care in the US and write a 1000-word opinion paper on recommended solutions.
3. Develop, outline, and present a simulated employer benefits orientation.
4. Complete a brief essay exam on case studies presented in class regarding leaves of absence options.

5. Participate in a group discussion on leaves of absence issues and practical solutions.
6. Read a total of 100 pages for the course.

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 1000-word paper on the current health care options

Writing
15 - 25%

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

Participate in class discussion on health care problems and potential resolutions.

Problem solving
20 - 30%

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

Present a sample benefits orientation to a class member.

Skill Demonstrations
20 - 30%

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

Objective exam (multiple choice, etc.)
Essay exam

Exams
20 - 35%

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

Participation in analysis of a case study in class

Other Category
10 - 20%

Representative Textbooks and Materials:

Instructor prepared materials

California Chamber of Commerce Text: Leaves of Absence in California (Current Edition as laws change)