

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:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Spring 1996	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and 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 plans.
- VIII. Salary surveys

- A. Types of surveys
- B. Conducting and interpreting surveys

Assignment:

1. Complete an objective exam on wage and hour regulations.
2. Use salary surveys in class and use them to compare market wages with company wages.
3. Write a 1000-word paper that describes three different types of salary administration programs.
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.

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 salary administration programs.

Writing
20 - 30%

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

Analyze a position for exempt, non-exempt status.

Problem solving
25 - 35%

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

Analysis of a job description to determine recommended salary range.

Skill Demonstrations
20 - 30%

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

Objective exam on wage and hour regulations.

Exams
20 - 30%

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