HR 64 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: HR 64   Title: HR COMPENSATION ADMIN
Full Title: Human Resource Compensation 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 compensation administration at the Local, State and Federal levels, including the impact of salaries, hourly wages, benefits and other rewards on recruitment and retention of employees. Emphasis is on determining the market rate for pay, utilizing salary surveys, differentiating between types of salary programs, wage and hour calculations, benefits packages, and determining exempt or non-exempt status according to California and Federal regulations.

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 compensation administration at the Local, State and Federal levels, including the impact of salaries, hourly wages, benefits and other rewards on recruitment and retention of employees. Emphasis is on determining the market rate for pay, utilizing salary

surveys, differentiating between types of salary programs, wage and hour calculations, benefits packages, 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 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:

			Effective:	Inactive:
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

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1. Develop comprehensive and legally compliant compensation strategies and 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:
At the conclusion of this course, the student should be able to:
1. Identify and describe the Local, California and Federal wage and hour laws applicable to compensation administration in California.
2. Evaluate and differentiate among the various compensation surveys and use these surveys to compare market rates with company rates.
3 .Describe three different types of compensation administration programs and the advantages and disadvantages of each.
4. Formulate and implement a compensation 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. Compensation 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 Compensation Administration Programs
VIII. Compensation Surveys
    A. Types of surveys
    B. Conducting and interpreting surveys

Assignment:

1. Quizzes on compensation administration (2 - 4)
2. Write a 500 word paper on compenation administrative program or topic to be assigned in class.
3. Analyze a job for exempt classification.
4. Analyze a job for correlation with the applicable Industrial Wage Order(s).
5. Conduct a job analysis on an assigned position and determine its status as exempt or non-exempt.
6. Time Record 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 compensation 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 a job for correlation with the applicable Industrial Wage Order(s)	Problem solving 20 - 25%

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

Conduct a job analysis on an assigned position and determine its status as exempt or non-exempt.	Skill Demonstrations 25 - 30%

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

Quizzes on compensation administration		Exams 20 - 30%

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

Time Record and other in-class exercises on wage and hour laws		Other Category 5 - 10%

Representative Textbooks and Materials:
Instructor prepared materials