

## COMPENSATION

HURS6009

### Course Outline (online)

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#### Description:

Gain an understanding of the process, issues and techniques involved in developing and administering a compensation system. The course should enable understanding of (a) the theoretical and applied aspects of the compensation function, (b) the linkage between the compensation function and the organizational management process, and (c) the compensation system design necessary to attract, retain and motivate the required workforce. Topics include: the strategic and behavioural framework of compensation, the various components of compensation, job evaluation, evaluating the labour market and performance, design and development of performance pay plans and indirect pay plans.

The course is designed to rely heavily on active student involvement and will use group and individual discussion and reflection, case-studies and presentations, and individual assignments in the process of learning.

#### Course Goals:

- To introduce students to the theories and principles of compensation
- To increase participant knowledge of the design, development and administration of compensation systems

**Course Learning Objectives:** After completing this course, students will be able to:

- Develop an understanding of the strategic framework of compensation
- Understand the behavioural framework for compensation
- Analyze an organization to identify the components of compensation, including base, indirect and performance pay choices
- Understand how an organization formulates a reward and compensation strategy
- Describe the Pay Equity Act and apply the job evaluation process to develop a compliant compensation system
- Evaluate the labour market by analysing data from compensation surveys and labour supply
- Understand the performance appraisal process
- Design and develop pay for performance models of compensation
- Design and develop indirect pay plans
- Implement and maintain an effective compensation system

#### Text:

TBA

#### Evaluation:

Quizzes (2 x 10%)	20%
Team Assignment	35%
Participation	15%
Final Exam	30%

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## **Team Assignment (35%)**

You will work in teams to create a written report and presentation on a topic, which is outlined in more detail in the **Assignments>Team Assignment** area. The purpose of the team assignment is to apply, analyze and synthesize some of the course theories and concepts.

Some time is allocated during the course for preparation and presentation.

## **Quizzes (20%)**

There will be two multiple choice quizzes. They will be open book, time limited tests which will be completed online. There will be thirty multiple choice questions per quiz, and will serve as good practice for the final exam. The quizzes will measure both definition and application of concepts.

The purpose is to reinforce the learning of key concepts and thinking about their application.

## **Final Exam (30%)**

There will be an online multiple choice final exam with 80 multiple choice questions. The final exam will measure both definition and application of concepts.

**\*Please note: if this course is being taken as part of the Human Resources Professional Association's (HRPA) Certified Human Resources Professional (CHRP) coursework requirement, a minimum grade of 50% or higher is required on this final exam to gain credit for the course.**

## **Notes on written assignments:**

- Must be academic in style and content
- Must have a clear focus
- Must present ideas in a logical and well thought-out flow
- Arguments, analysis and conclusions must be based on clearly identified research and sources
- Must cite all references from other sources

## **Grading:**

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

**\*\*Please note: a minimum overall grade average of 70% is required, with no individual course grade lower than 65% to complete the Diploma in Human Resources. Students must obtain an average of 70% in all ten required courses with no individual course grade below 65% to progress to practicum.**

## **Participation Grading Chart (15%):**

The following chart will act as a guide for assessing student participation in an online course.

<b>Grade</b>	<b>Criteria</b>
12-15	The student participates frequently, providing relevant responses more than 35 times spread evenly over the length of the course.  Replies to discussion questions, instructor comments as well as the responses of other students in a positive and critical manner.  The student responds in a timely manner (allowing enough time for fellow students to respond, and not posting on the last day of the unit).

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	Responses are of a high quality, an obvious effort has been made to research the answer. Responses offer new perspectives on course material and spark discussion amongst the class.
9-11	The student participates consistently, providing relevant responses 30-35 times over the length of the course.  The student responds in a timely manner (allowing enough time for fellow students to respond, and not posting on the last day of the unit).
7-8	The student offers new ideas and responds to the contributions of others. The student provides some relevant contributions, 15-20 times over the length of the course.  The student responds before the end of the unit.
5-6	The student occasionally offers new ideas and responds to others. The student's contributions are inconsistent in both quality and timing, 10-15 times over the length of the course.  The student's responses are not always on time.
4	The student does not offer any new ideas, and responses to fellow students are few. The student rarely provides contributions to the course, 5-10 times.  The student does not always respond on time.
0-3	The student has difficulty understanding the course content, and does not respond to the contributions of the other students. The student provides little or no discussion, less than 5 times.  Information is contributed only when asked to by the instructor, and responses are negative or disagreeable to the instructor/fellow students.  Responses show little in the way of comprehension of course material. The responses are usually limited to "I agree", "Me too" or the like.

## **Policy on Cheating and Academic Misconduct:**

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

## **Plagiarism:**

All required papers **will** be subject to submission for textual similarity review to the commercial plagiarism

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detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com ( <http://www.turnitin.com> ).

## Statement on Professionalism:

Students enrolled in this program are expected to maintain standards of professionalism consistent with those in the workplace. This includes absenteeism and lateness, appropriate attire, use of technology during class, and your overall demeanour, especially when giving presentations, going on site visits, or hearing from guest speakers. Please consult your instructor if you require clarification on these standards and their interpretation for a specific course.

## Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

## How often will the instructor communicate with me?

E-mails received through OWL will be responded to within 48 hours.

## Policy on Late Assignments:

10% per day deduction, including weekends, up to a maximum of 5 days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

## Tests and Exams:

Tests and examinations in this course will be conducted using the remote proctoring service, Proctortrack. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. More information about this remote proctoring service is available in the Online Proctoring Guidelines at the following link: <https://www.uwo.ca/univsec/pdf/onlineproctorguidelines.pdf>.

Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. Information about the technical requirements are available at the following link: <https://www.proctortrack.com/tech-requirements/>.

## Requesting Academic Accommodation:

We recognize that, from time-to-time, and for varied reasons, students may require accommodation for assignments, tests, or other academic responsibilities. The following information should be used as a guideline for you to balance fairness with personal accountability as you work to fulfill course and program requirements. If you have any questions about these details, please contact the Program Manager.

- If you have disability-related accommodation needs, [Services for Students with Disabilities \(SSD\)](#) plays a central role in Western's efforts to ensure that its academic programs are accessible for students with disabilities at the graduate and undergraduate levels. SSD arranges academic accommodation for classes, exams, internships and other course or program activities. To request academic accommodation for medical/disability-related needs, contact SSD to meet with a counsellor to discuss your accommodation needs as soon as possible. SSD can be reached at 519-661-2147 or [ssd@uwo.ca](mailto:ssd@uwo.ca). *Note that accommodation from previous studies does not transfer*

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to Diploma/Certificate programs.

- If you require accommodation for other human-rights based needs, please contact your instructor directly with your accommodation request.
- Approval of non-medical or non-human rights based accommodations is at the discretion of course instructors, who may consult with the Program Manager in some circumstances.
- If you require accommodation for a short-term medical issue, please follow the [Accommodation for Illness – Undergrads](#) policy available through the Academic Policies section of the [University Secretariat website](#). You may also contact the Program Manager directly for assistance with this policy.

## When will I receive my grades?

Assignments will be marked, and the grades available, as soon as possible after they are due. Final grades will be available within two weeks after the last scheduled day of the course and can be viewed through the Student Centre account <https://student.uwo.ca>.

Students taking this course for professional development or as a sample course prior to apply to the program can print a grade report from [myWCS](#).

## How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor and arranging an alternate method of delivery (e.g. e-mail attachment) for the assignment.

## Course Schedule:

Unit	Topic	Required Reading	Weekly Assignments/Forums
1	Class orientation and introduction A Road Map to Effective Compensation	Chapter 1	Review course outline, weekly lesson plans, and assignment requirements  Complete discussion forums by Sunday night
2	A Strategic Framework for Compensation .	Chapter 2	Complete discussion forums by Sunday night  <b>Zoom Meeting</b>
3	A Behavioural Framework for Compensation	Chapter 3	Complete discussion forums by Sunday night
4	Components of a Compensation Strategy	Chapter 4	Complete discussion forums by Sunday night

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			<b>Team names submitted for team assignment</b>
5	Performance Pay Choices	Chapter 5	Reflection journal #1 due Sunday night  Complete discussion forums by Sunday night
6	Formulating the Reward and Compensation Strategy	Chapter 6	Complete discussion forums by Sunday night  Complete Quiz #1 (Units 1 – 6, Long chapters 1-6); 30 M/C Questions
7	The Job Evaluation Process & The Point Method of Job Evaluation	Chapters 7 & 8	Complete point method job evaluation assignment by Sunday night  <b>Zoom meeting</b>
8	Evaluating the Market	Chapter 9	Complete discussion forums by Sunday night
9	Evaluating Individuals	Chapter 10	Complete discussion forums by Sunday night  Complete online Quiz #2 (Units 7 – 9, Long Chapters 7-10); 30 M/C Questions (make sure you are comfortable with unit 9 content before completing quiz)
10	Designing Performance Pay Plans & Indirect Pay Plans	Chapters 11 & 12	Team Assignment due Sunday night  Complete discussion forums by Sunday night
11	Team Presentations		<b>Online Zoom Presentations</b>
12	Activating & Maintaining an Effective Compensation System	Chapter 13	Complete discussion forums by Sunday night  Reflection journal #2 due Sunday night
13	<b>Online Final Exam</b>	Final Exam	<b>80 Multiple Choice questions from all units</b>

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