WILMINGTON UNIVERSITY
COLLEGE OF BUSINESS
BASIC COURSE INFORMATION

COURSE TITLE: Compensation Administration

COURSE NUMBER: HRM 405

I. RATIONALE:

The field of Human Resources has several specialties. Compensation Administration is the specialty of developing and maintaining a company's salary structures that match a company's strategic goals. Compensation is a quantitative as well as a qualitative approach to human resources, by developing compensation strategies that will keep in line with company's budgetary requirements. Research and forecasting are fundamental skills required of compensation professionals.

II. MAJOR INSTRUCTIONAL GOALS:

GOAL A:
The student will identify the behavioral science theories that have an impact on compensation programs.

Learning Outcomes: The student will:

A-1 Define motivational theories as developed by behaviorists Maslow, Hertzberg, MacGregor and McClelland.
A-2 Differentiate between motivational theories depending upon the employee and industry and their impact on compensation programs.
A-3 Identify which incentive programs best matches each behavior theory.

GOAL B:
The student will explain the impact organized labor and government has on compensation programs.

Learning Outcomes: The student will:

B-1 Define federal laws such as FLSA, Equal Pay Act, ADA, FMLA, Civil Rights Act and Title VII.
B-2 Explain how each federal law impacts the administration of compensation and benefits.
B-3 Differentiate between which laws impact compensation and which laws impact benefits.
B-4 Research Government websites as to updates and changes in federal laws in relationship to compensation and benefits.
GOAL C:
Student will explain how to use job evaluations methods to determine relative worth within the organization.

**Learning Outcomes:** The student will:

- C-1 Identify the different methods of performance evaluations such as BARS, MBO, Paired Comparison.
- C-2 Describe the steps involved in developing performance measures such as job analysis, job descriptions, and performance evaluations.
- C-3 Identify the different employees/positions involved in job evaluations.
- C-4 Research different evaluation tools such as questionnaires, surveys that are available for use by compensation professionals.

GOAL D:
Student will analyze and prepare compensation survey data to design and adjust an organizations pay structure.

**Learning Outcomes:** The student will:

- D-1 Research government websites such as the Bureau of Labor Statistics for current and forecasted salary information.
- D-2 Research and develop competitor analysis in regards to compensation using NAICS and BLS published data.
- D-3 Researches other published sites for local and national competitor compensation policies.

GOAL E:
Establish compensation policies and standards.

**Learning Outcomes:** The student will:

- E-1 Explain and develop the basics of compensation structures such as pay grades, pay steps, statistical analysis such as mean median, percentiles, quartiles.
- E-2 Evaluate different pay policies such as skill based pay pay –for- performance.
- E-3 Define and evaluate different pay structures such as salary, commission etc.
- E-4 Differentiate between job classifications such as exempt, non exempt, administrative, technical, executive etc.
- E-5 Explain different pay strategies such as benchmarking, market leader and market lag and analyze the impact on a company’s recruitment and retention.
E-6 Develop pay policies for a corporation including compensation for employees at international sites.