

**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – Winter 2025**

**HR4000(A3): Compensation and Total Rewards – 3(3-0-0) 45 Hours for 15 Weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Mandy Ingraham                      **PHONE:** (780)539-2846  
**OFFICE:** C416    **E-MAIL:** aingraham@nwpolytech.ca  
**OFFICE HOURS:** Monday 11:30-12:50pm, Wednesday 1:00pm-2:20pm, or by appointment

**CALENDAR DESCRIPTION:** An organization cannot be as successful if they do not have the tools and resources to develop, measure, and reward employee performance. Developing and administering compensation and total rewards systems are key as employees expect fair and equitable compensation. Students will leave the course with an understanding of allocating financial and non-financial rewards (including learning and development) to employees. They will learn about different forms of pay models, aligning compensation with the organizational goals and strategies, and the internal and external pressures on compensation. Specifically, the subjects of job analysis, job evaluation, wage and salary structures, and types of compensation plans will be addressed as well as issues in compensation.

**PREREQUISITES:** BA2240 and BA1380

**REQUIRED TEXT/RESOURCE MATERIALS:** Yap, M., Gerhart, B., & Newman, J. (2021) Compensation (6th ed.), McGraw-Hill Ryerson Limitedteen, Sandra, et al., Human Resource Management (Sixth Canadian Ed.). Toronto: McGraw Hill/Ryerson, 2023.

A financial calculator

**NOTE:** This is an e-text with an online subscription to the Connect website, which has several different study tools that can help you with your learning process. You will need access to the e-text in order to do your assignments. Instructions to access the etext are available under the Getting Started Module on D2L.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

**DELIVERY MODE(S):** On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to attend in person. HR4000 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations.

**LEARNING OUTCOMES:**

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

- Explain the objectives of effective compensation and total rewards management including consistency, fairness, equity, and completeness in the market
- Develop and propose pay levels and pay structures
- Research different options for employee benefits and the value they offer to organizations
- Examine legislation that applies to compensation and total reward systems in organizations
- Distinguish the differences in compensation and retirement and pension benefit plans
- Differentiate between individual and group-based pay and when to use what pay structure

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferralberta.alberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

**Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Smartbooks	10%
Quizzes	10%
Compensation Portfolio	25%
Presentation	10%
Midterm Exam	20%
Final Exam	25%
<b>Total</b>	<b>100%</b>

You are strongly encouraged to complete all exercises, assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Accepted late assignments will have a 10% reduction per day. Turnitin plagiarism-detecting software may be used in this course. Unexcused

absences for the midterm will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor’s discretion. No re-writes will be granted for missed exams or unsuccessful attempts.

**GRADING CRITERIA:**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

HR 4000 A3			
	Mondays	Wednesdays	Assignments
Jan 6 & 8	Course Introduction	Ch 1: The Pay Model	
Jan 13 & 15	Ch 2: Totality of Decisions	Ch 3: Internal Alignment	Quiz #1, Part 1 Due
Jan 20 & 22	Ch 4: Job Analysis	Ch 4: Job Analysis	
Jan 27 & 29	Ch. 5: Job Based Pay	Ch. 5: Job Evaluation	Quiz #2
Feb 3 & 5	Ch: 6 Person Based Pay	Ch: 6 Person Based Pay	
Feb 10 & 12	Review	Midterm	Part 2 Due
Feb 17 & 19	No Classes Winter Break		
Feb 24 & 26	Ch 7: Defining External Comp	Ch 7: Defining External Comp	SB 7 Due
Mar 3 & 5	Ch 8: Designing levels & Structure	Ch 8: Designing levels & Structure	Quiz #3
Mar 10 & 12	Ch 9: Employee Benefits	Ch 9: Employee Benefits	Part 3 Due
Mar 17 & 19	Ch 10. Appraisal & Design	Ch 10. Appraisal & Design	
Mar 24 & 26	Ch 11. Pay for Performance	Ch 11. Pay for Performance	Quiz #4, Part 4 Due
Mar 31 & Apr 2	Ch 12: Role of Govt's	Ch 13: Budgets & Admin	Part 5 Due/Presentation Due
Apr 7 & 9	Group Presentations		

**Course schedule subject to change based**

**STUDENT RESPONSIBILITIES:**

**Attendance:** Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam.** For more information, please refer to the Academic

Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

**Time Management:** Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in required readings and exercises.

**Cell Phones:** The personal use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. Cell phones must be either turned off or set to silent mode and placed out of sight.

**Email:** Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

#### **Connect:**

Students must manage and maintain access to the McGraw Hill Connect platform to complete required coursework by the due date. See the policy below regarding late or missed assignments. Students should access support for the Connect platform at: <https://www.mheducation.com/highered/support/student/connect.html>

#### **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

#### **ADDITIONAL INFORMATION:**

##### **Assignments, Quizzes, and Exams**

- Smart Book Exercises will be completed in Connect. The assignments will be automatically submitted on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. There are 11 exercises.
- There will be 4 quizzes dispersed throughout the semester (see schedule for dates). The student will be allowed 1 attempt for each quiz.

- All quizzes must be completed before the due date expires or the student will receive a mark of zero (0) for any missed quizzes. Once the quiz has been started, you must complete the entire quiz within the set time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is important to have a reliable internet connection when attempting an exam.
- Compensation portfolio assignment information will be shared in myclass site including the 5-part assignment due dates. See the schedule for due dates as well.
- You must contact the instructor to make arrangements if you anticipate missing an evaluation BEFORE the evaluation date. Valid reasons include conflict with religious beliefs, domestic problems, bereavement, or illness. In the case of illness (physical, mental, or emotional), medical documentation may be required.
- Late assignments will have a 10% reduction per day, with no acceptance after 9 days late.
- Turnitin plagiarism-detecting software will be used in this course.
- Midterm and Final Exams will be in person and closed book.

### **Final Exam**

- Final examinations will be scheduled by the Registrar's office. Do not plan any activities during examination week (April 14-23).
- The final exam for HR4000 will be a 2-hour exam.