

DEPARTMENT BUSINESS AND OFFICE ADMINISTRATION**COURSE OUTLINE –Winter 2024****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: 11:30am-1:00pm, Thursday: 1:00pm-2:20pm		

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 Limited

Please note this is an E-Text. Should you require assistance with Top Hat at any time please contact their Support Team directly by way of email (support@tophat.com), the in-app support button, or by calling 1-888-663-5491. Their technical support team may require specific user information when troubleshooting issues.

DELIVERY MODE: HR4000 consists of three hours of instructional time weekly. The class work will be comprised of lectures, class discussions, group work, presentations, and examinations. The schedule may be adjusted if necessary.

LEARNING OUTCOMES:

Upon completion of this course students should 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.transferalberta.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:

Smart Book Exercises:	15%
Participation	10%
Total Compensation Portfolio Assignment	25%
Total Compensation Presentation	10%
Mid-Term:	20%
Final Exam:	20%

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. 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:

	Mondays	Wednesdays	Assignments
Jan 8 & 10	Course Introduction	Ch 1: The Pay Model	SB 1 Due
Jan 15 & 17	Ch 2: Totality of Decisions	Ch 3: Internal Alignment	SB 2 and 3 Due, Part 1 Due
Jan 22 & 24	Ch 4: Job Analysis	Ch 4: Job Analysis	SB 4 Due
Jan 29 & 31	Ch. 5: Job Based Pay	Ch. 5: Job Evaluation	SB 5 Due
Feb 5 & 7	Ch: 6 Person Based Pay	Ch: 6 Person Based Pay	SB 6 Due
Feb 12 & 14	Review	Midterm	Part 2 Due
Feb 19 & 21	No Classes Winter Break		
Feb 26 & 28	Ch 7: Defining External Comp	Ch 7: Defining External Comp	SB 7 Due
Mar 4 & 6	Ch 8: Designing levels & Structure	Ch 8: Designing levels & Structure	SB 8 Due
Mar 11 & 13	Ch 9: Employee Benefits	Ch 9: Employee Benefits	SB 9 Due, Part 3 Due
Mar 18 & 20	Ch 10. Appraisal & Design	Ch 10. Appraisal & Design	SB 10 Due
Mar 25 & 27	Ch 11. Pay for Performance	Ch 11. Pay for Performance	SB 11 Due, Part 4 Due
Apr 1 & 3	Ch 12: Role of Govt's	Ch 13: Budgets & Admin	Part 5 Due/Presentation Due
Apr 8 & 10	Group Presentations		
15-Apr	Last day of class/review		

The above schedule may be revised at the discretion of the instructor based on class requirements.

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 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.

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:

- 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 13 exercises. You will only be graded on the highest 11 scores out of the 13.
- Portfolio assignment information will be shared in myclass site including the 5 part due dates. See the schedule for due dates as well.

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.
- The final exam for HR4000 will be a 2-hour exam.