



Business Administration

Course Number:	BUAD 376
Course Title:	COMPENSATION AND BENEFITS
Credits:	3
Calendar Description:	This course provides an in-depth study of compensation and benefits. Legislation, union and non-union environments, direct and indirect compensation systems, and current topics are included.
Semester and Year:	Winter 2015
Prerequisite(s):	BUAD 269 and third year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Required – BBA, Human Resources Management Specialty area
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	Students who have received credit for BUAD 245 cannot take BUAD 376 for further credit.
Development Date:	November 2012
Revision Date:	December 2014

Chair's Approval:

Professors

Name	Phone number	Office	Email
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Learning Outcomes

Upon completion of this course students will be able to:

- Describe the strategic purpose of compensation and reward systems.
- Determine a best fit for compensation with organizational strategy and behavioural needs.
- Formulate and evaluate a mix of reward and compensation strategies.
- Assess and evaluate appropriate compensation values for a range of jobs and skill sets.
- Design performance pay and indirect pay plans for an organization.
- Plan for the implementation, evaluation and adaptation of a compensation system.

Course Objectives

This course will cover the following content including:

See the Course Schedule for weekly details regarding content and deliverables.

This course integrates a learning simulation as a major team project, worth 50% of the course mark. The simulation, used in conjunction with course theory, provides students with an opportunity to enrich their understanding of the compensation process by applying course concepts to a simulated organization. Student teams will design a compensation system from start (assessing organization strategy) to finish (planning an implementation of the system).

See *Strategic Compensation: A Simulation (5th ed.)*, a required resource for this course.

The simulation is used to help students:

- Identify problems caused by an ineffective compensation system.
- Understand how structural and strategic variables are related to compensation.
- Identify a compensation strategy that best fits a given organization.
- Design effective performance pay plans and benefit systems.
- Use market data to calibrate a compensation structure.
- Design effective processes for compensation system implementation & evaluation.

Evaluation Procedure

Team Simulation Project (Phase I, II & III – 15% each)	45%
Chapter Quizzes	5%
Class Participation	10%
Final Exam	40%
Total	100%

Notes

To receive a passing grade, students must pass the Simulation Project and the Final Exam.

The first part of the course involves heavy reading that is essential for the background that is required to use the simulation. Readings are to be completed prior to attending class.

Due to the nature of this class, class participation and professionalism is essential. Class participation grades will be assessed as follows:

- Anyone who attends all classes and appears to make a conscious effort to contribute to class discussions will receive a minimum of 60% of the available participation marks.
- Positive class participation, such as regular attendance and consistent contributions to in-class discussions and exercises will increase the grade.
- Online Moodle discussion with other class teams is required for certain components of this course, and it will be considered in the assessment of your participation mark.

To facilitate active participation, it is important that the criteria for participation, contribution and professionalism is transparent. The criteria will be discussed and developed in class early in the course, and documented for evaluation purposes.

Required Texts/Resources

Strategic Compensation in Canada, Long, R.J. 5th ed., Toronto: Nelson Education Ltd., 2014.

Strategic Compensation: A Simulation, 5th ed. *Access card & code bundled with textbook.

Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 5 Classes begin Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes Tues. Apr 14 Last day of regularly scheduled classes	
Jan	6 & 8	A Road Map to Effective Compensation Evaluating Individuals <i>Team Formation and Performance Management</i>	Ch 1 Ch 10
	13 & 15	A Strategic Framework for Compensation A Behavioural Framework for Compensation Team List Due	Ch 2 Ch 3
	20 & 22	Components of Compensation Strategy Performance Pay Choices Simulation Phase I – Briefing <i>“Formulating the Compensation Strategy”</i> Team Peer Rating Form Due	Ch 4 Ch 5 Simulation
	27 & 29	Formulating the Reward and Compensation Strategy Evaluating Jobs: The Job Evaluation Process	Ch 6 Ch 7
Feb	3 & 5	Evaluating Jobs: The Point Method of Job Evaluation	Ch 8
	9 - 13	READING BREAK (<i>Feb 9 to 13 – no classes</i>)	
	17 & 19	Simulation Phase I Report Presentation & Submission Feedback & Discussion	Simulation
	24 & 26	Evaluating the Market <i>Simulation Phase II – Briefing</i> <i>“Aligning the Compensation System with the Market”</i>	Ch 9 Simulation
Mar	3 & 5	Designing Performance Pay Plans	Ch 11
	10 & 12	Simulation Phase II Report Presentation & Submission <i>Simulation Phase III – Briefing</i> <i>“Operationalizing the Compensation System”</i>	Simulation
	17 & 19	Designing Indirect Pay Plans	Ch 12
	24 & 26	Activating and Maintaining an Effective Compensation System	Ch 13
Apr	31 2	Simulation Phase III Report Presentation & Submission	
	7 & 9	Feedback and evaluation (Peer & Self)	
	14	Summary and Exam Review	
Apr	17 - 25	Final Exam Period	

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.