



## Compensation and Benefits

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Compensation and benefit programs are key factors in attracting and retaining the right talent for your organization. They are also one of the highest costs of doing business and offer an opportunity for HR to make a valuable contribution to the organization's bottom line. We'll review different types of compensation systems, compliance with the FLSA and other employment laws, how to determine exempt vs. non-exempt status and various benefits as part of a total compensation package.

### Who Should Take This Course?

This course is designed for anyone who is interested in understanding the general purpose, structure, and definition of compensation and benefit systems that exist in the workplace.

### Course Objectives

- Explain the HR Generalist's role in compensation and benefits.
- Describe the employment laws that pertain to compensation and benefits.
- Identify factors to be considered in setting an overall compensation and benefits strategy.
- Recognize the general purpose and structure of compensation and benefits systems that commonly exist in the workplace.
- Know the requirements for classifying jobs as exempt or non-exempt.
- Define at least 25 compensation and benefits-related terms and acronyms.

### Course Info

- Length: 6 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: None

### Course Content

**Explain the HR Generalist's role in compensation and benefits.**

**Describe the employment laws that pertain to compensation and benefits.**

- Fair Labor Standards Act/Washington Minimum Wage Act
- Equal Pay Act/Lily Ledbetter Fair Pay Act
- Independent contractor regulations
- Legally mandated benefits
- Family and Medical Leave Act/Washington Family Leave Act
- Affordable Care Act
- COBRA/HIPAA/ERISA

**Identify factors to be considered in setting an overall compensation and benefits strategy.**

- Purpose of total compensation programs
- Overall compensation and benefits strategy



**Recognize the general purpose and structure of compensation and benefits systems that commonly exist in the workplace.**

- Common compensation and benefits systems
- Variable pay
- Compensation administration
- Insurance, paid-time-off and retirement benefits
- Other common benefits
- Open enrollment

**Know the requirements for classifying jobs as exempt or non-exempt.**

- Administrative, Executive, Professional, Sales and Computer Exemptions
- Salary basis test

**Define at least 25 compensation and benefits-related terms and acronyms.**

- Most common compensation and benefits terms

## **Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## **Course Completion Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.\* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

## **Certificates of Completion for Certificate Programs**

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance\* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.



## CONTINUING EDUCATION Course Outline

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm). The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).