



CONTINUING EDUCATION

Course Outline

Compensation and Benefits

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 Total Rewards
- 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 Total Rewards

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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

Certificates of Completion for Certificate Programs

To receive a Certificate of Completion for the HR Generalist Certificate, you must attend* 80 percent of the entire certificate program (calculated by total number of sessions). If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

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

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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.