

## **HR 64 Course Outline as of Fall 2009**

### **CATALOG INFORMATION**

HR 64 Human Resource Salary Administration Units 1.00

#### **Catalog Description:**

Fundamentals of salary administration in California, including the impact of financial compensation on recruitment and retention of employees. Emphasis is on determining the market rate, utilizing salary surveys, differentiating between types of salary programs, and determining exempt or non-exempt status according to California and federal regulations.

### **COURSE CONTENT**

#### **Student Learning Outcomes:**

1. Develop a comprehensive and legally compliant salary administration plan suitable for today's diverse employment base in the context of the employer's size, industry, and budget.
2. Demonstrate an understanding of exempt and non-exempt status specifications as defined by California and Federal regulations.

#### **Objectives:**

After completing this course, the students will be able to:

- 1) Identify and describe the California and Federal wage and hour laws applicable to salary administration in California.
- 2) Evaluate and differentiate among the various salary surveys and use these surveys to compare market rates with company rates.
- 3) Describe three different types of salary administration programs and the advantages and disadvantages of each.
- 4) Formulate and implement a salary administration program with proper internal controls for exempt and non-exempt positions.

#### **Topics and Scope:**

- I. Current payroll practices and techniques.
- II. Legal requirements of the California Wage & Hour laws.
- III. Federal Fair Labor Standards Act.
- IV. Timecards and other forms used in gathering payroll information.
- V. Salary administration issues
  - A. Hourly pay ranges
  - B. Salary and bonus schemes
  - C. Commission plans
  - D. Lump sum payments
  - E. Cost of Living Adjustment (COLA)
  - F. Developing a legally compliant salary administration plan
- VI. Merit systems.
- VII. Types of salary administration plans.
- VIII. Salary surveys
  - A. Types of surveys
  - B. Conducting and interpreting surveys