

CATALOG INFORMATION

HR 65 Title: Human Resource Benefits Administration Units : 1.50

Catalog Description:

Fundamentals of employee benefits programs and leaves of absence requirements. Content covers interpretation of California and Federal law to correctly administer employee benefits and leaves of absence. Topics emphasize the administration of group benefits including health and survivor insurance, government mandated insurance, defined benefit & defined contributor retirement benefits, as well as family, medical, and pregnancy leaves of absence.

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Develop a comprehensive and legally compliant benefits package suitable for today's diverse employment base, in the context of the employer's size, industry and budget.
2. Determine which leaves of absence apply to specific situations, including a description of the limitations and requirements.

Objectives:

Upon completion of the course, students will be able to:

1. Describe the major characteristics of various health plan formats.
2. Determine and describe the cost to the employer of an employee benefits package.
3. Select a health plan that best meets an individual employee's needs.
4. Identify the most common leaves of absence available to employees in California and describe their mandated and optional characteristics.
5. Develop and present a benefits package suitable for new employee orientation.

Topics and Scope:

I. Best Practices and Current Trends in Benefits Administration

- A. Developing an appropriate benefits package
- B. Communicating benefits to employees

II. Legal Requirements

- A. Benefits plans
- B. Leaves of absence

III. Costs of Benefits: The Current Dilemma Facing Employers

IV. Benefits Plan Options, Characteristics and Requirements:

- A. Medical plans
 1. Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), Point of Service (POS), Indemnity Plans
 2. Structural options (FSA, HSA, HDHP)
- B. Retirement plan options
 1. Defined contribution plans

- 2. Defined benefit plans
- 3. Retirement plan structural options (401(k), ESOP (Employee Stock Ownership Plan, etc.)
- C. Dental, Life, Long-term Disability (LTD), Vision

V. Voluntary Time Off

- A. Leaves of absence
 - 1. Vacation
 - 2. Holidays
 - 3. Sick time
- B. State mandated leaves of absence
 - 1. Domestic violence, sexual abuse and other California mandated leaves
 - 2. Kin care
 - 3. California Family Rights Act
 - 4. Pregnancy disability leave
- C. Federal mandated leaves
 - 1. Family Medical Leave Act (FMLA)
 - 2. Coordination of State and Federal leave provisions
- D. COBRA and HIPAA Administration
 - 1. Leave of absence implications
 - 2. Benefits information implications

VI. Attendance Policies

- A. Reasonable accommodations
- B. Employer rights and expectations

VII. State Run Insurance Programs

- A. State Disability Insurance
- B. Paid Family Leave
- C. Unemployment compensation
- D. Workers Compensation

VIII. Federally-Run Insurance Programs

- A. Social Security
- B. Medicare