

**College of San Mateo  
Official Course Outline**

1. **COURSE ID:** MGMT 151    **TITLE:** Compensation and Benefits  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours  
**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)  
**Recommended Preparation:**
  
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU
  
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
Introduction to compensation and benefits development and administration. Compliance with pay regulations, assessing benefit plans and pension systems. Incentive pay and wellness program components and considerations.
  
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
Upon successful completion of this course, a student will meet the following outcomes:
  1. Analyze compliance with pay regulations.
  2. Assess how institutional base pay structures are developed.
  3. Evaluate how employee benefits programs are designed.
  4. Distinguish pay strategies and processes that employers can use to engage employees.
  
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
Upon successful completion of this course, a student will be able to:
  1. Discuss how benefits and compensation are tied to employee satisfaction.
  2. Identify and compare similar jobs in the labor market to assess competitiveness.
  3. Identify compensation systems that aligns with an organization's values.
  4. Discuss key considerations when evaluating pay structures.
  5. Identify incentive pay opportunities for employees.
  6. Understand the role of compensation and its value in the total rewards philosophy.
  
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Introduction to Compensation
    - A. Employee Motivation Can Be Intrinsic or Extrinsic
    - B. External Factors That Determine Compensation
    - C. Elements of Total Rewards
    - D. Relationship Between Performance and Rewards
    - E. Equity Issues and Transparency
  2. Base Pay Structure Development
    - A. Employer Philosophy: Lead, Match or Lag
    - B. Researching Comparable Jobs in Labor Market
    - C. Purpose of the Job Value Analysis
    - D. Evaluation Methods: Point Method and Ranking Method
    - E. Job Family Identification
    - F. Ranking Jobs Based Upon Job Responsibilities
    - G. Creating Job Grades and Salary Ranges
  3. Incentive Compensation
    - A. Theory Behind Incentive Pay
    - B. Target Bonuses
    - C. Piecework System
    - D. Commissions
    - E. Merit Pay
    - F. Recognition Based Rewards
    - G. Profit Sharing Plans
    - H. Stock Options

4. Legislation: Fair Labor Standards Act (FLSA)
  - A. Who is Covered Under the FLSA
  - B. How is Minimum Wage Paid
  - C. Compliance with Overtime Pay Under FLSA
  - D. How is Work Defined
  - E. Meal and Rest Periods
  - F. Travel Time, Waiting Time and On-call Time
  - G. Deductions
  - H. White Collar Exemptions
5. Addressing Equal Pay
  - A. The Gender Pay Gap
  - B. Exceptions to the Equal Pay Act
  - C. California Wage and Equality Act of 2016 (S.B. 1063)
6. Introduction to Benefits
  - A. Types of Benefits
  - B. Benefits Required by Law
  - C. Reasons Why Organizations Offer Benefits
  - D. Flexible Benefits
7. Designing Employee Benefits Programs
  - A. Tying Benefits to Employer Mission and Values
  - B. Analyzing Current Plans and Determining Benefit Plan Eligibility
  - C. Methods for Identifying Needs
  - D. Communication Strategies
  - E. Evaluation Phase
8. Pension Plans
  - A. Defined Benefits
  - B. Deferred Compensation
  - C. Cash Balance Plans
9. The Affordable Care Act (ACA)
  - A. Current Eligibility Requirements
  - B. Developments Under Present Day Administration
10. Wellness Programs
  - A. Wellness Initiatives
  - B. Organizational Outcomes of Employee Wellness Programs
  - C. Privacy Concerns
  - D. Difference Between Wellness Programs Offered by Employer and Those Offered Through Employer Health Plans

#### 7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Critique
- D. Discussion
- E. Guest Speakers

#### 8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

##### **Writing Assignments:**

1. Weekly 2-3 paragraph discussion questions on topics pertaining to compensation and benefits.
2. (Once) Design an 8-10 page pay structure based on a provided case. Students will create a job description, analyze pay survey data, create pay grade and establish pay ranges.

##### **Reading Assignments:**

15-20 pages of weekly assigned reading

#### 9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work

- C. Exams/Tests
- D. Group Projects
- E. Homework
- F. Oral Presentation
- G. Papers
- H. Projects
- I. Quizzes
- J. Research Projects
- K. Written examination

10. **REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Newman, Jerry M. *Compensation*, 12 ed. McGraw-Hill Education, 2016

**Origination Date:** April 2021  
**Curriculum Committee Approval Date:** September 2021  
**Effective Term:** Fall 2022  
**Course Originator:** Peter von Bleichert