

UNIVERSITY OF WATERLOO
HRM 303 –COMPENSATION
Fall 2011

Lecturer:	Vince Di Ruzza Email: thru UW-ACE or vdiruzza@uwaterloo.ca
Office Hours:	By appointment
Text:	Long, Richard J., <u>Strategic Compensation in Canada</u> (Fourth Edition).
Teaching Assistants:	TBA
Lecture Time/Location:	Monday & Wednesdays 4:30 – 5:50, AL 105
Department Contact:	Theresa Bauer, HRM Academic Advisor, Department of Psychology tbauer@uwaterloo.ca
Course Web Page:	Postings on the course ACE page include: the course syllabus, office hours, lecture handouts and PowerPoint slides, announcements, and so forth. On your browser, type in: http://uwace.uwaterloo.ca . Provide your Quest/UWdir userid and password, and then click on HRM-303.
HRM website:	http://www.psychology.uwaterloo.ca/hrm/index.html

INTRODUCTION:

This course deals with the importance of understanding the complexity for the identification and design of compensation systems that add the most value to organizations. It is geared for students who are pursuing their human resources specialization. The purpose of the course is to develop the knowledge and skills to effectively manage the important function of compensation. The course will also assist those wishing to learn how to create effective compensation systems and serve as a useful source of information relating to strategic compensation. The focus will be on:

- The development of compensation strategy and how to transform this into an operating compensation system.
- The technical processes necessary to convert the compensation strategy into a compensation system including those for evaluating jobs, market and individual employees.
- The review of key issues in designing performance pay plan and indirect pay plans. Key issues in implementing a new compensation system and its ongoing operation.

LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

- Understand the purpose and why an effective compensation system is so important to organizations. This includes understanding the strategic and behavioral framework for compensation.
- Understand how to formulate the reward and compensation strategy, the components of the strategy and performance pay choices.
- Appreciate the importance of determining compensation values through job, market and individual evaluation.
- Identify and understand performance and indirect pay plans.
- Gain knowledge and review ways to activate and maintain an effective compensation system.

THE CLASS:

Classes will be a combination of the following:

- 1) Lecture: You will be guided through the information representing the various chapters in the text. Not all text material will be covered in class however you will be responsible for this information for the midterm test and final exam.
- 2) Group Presentations and assignment on Chapter 8, 9, 10, 11 week 8, 9, 10 and 11
- 3) Break out discussion groups

APPRAISING STUDENT PERFORMANCE:

30%	Midterm Test (Chapter 1 to Chapter 6) Monday October 24, 2010
40%	Final Exam (Total course content) Per Exam Schedule
20%	Group Presentation and written assignment (Weeks 8, 9, 10 and 11)
10%	Participation (Peer Evaluation to be handed in last class)

NOTE: Your group will receive a “group mark” for the presentation and written assignment to accompany the presentation. Should the need arise; these marks could be individually adjusted (lowered) if a group member does not equally contribute to the success of the group.

Poor attendance, not participating in discussion and working on other activities during class are a few examples of what will contribute to a 0/10 participation mark.

Group Presentation and Written Assignment

The group assignment will allow you to align yourself with a compensation topic that is of interest to you. First, it is imperative that you review chapters 8, 9, 10 and 11 and decide which chapter is of interest to you. Secondly, during class on September 14 we will formulate groups according to your interest. Third, you and your group members will be responsible for choosing a topic within the corresponding chapter. Once a topic is chosen, you will need to conduct research on this topic to demonstrate understanding. You will also need to identify the challenges and issues in relation to the topic. You will provide recommendations on how to effectively manage the challenge/issues that your research reveals.

To ensure you are on track groups are required to submit an outline to me on Wednesday October 5th. This will ensure your group is on track.

NOTE: Important – If your group is planning to conduct interviews with a particular organization it is imperative this is discussed with me first.

- The presentation and assignment is worth 20% of your final grade.
- Maximum length of written portion is 8 pages not including appendices.
- Characteristics of excellent work: understanding of topic, relevant research and use of outside sources, thorough, practical and creative identification of issues and challenges with logical recommendations.
- The presentation is no longer than 15 minutes. You should be ready to answer questions from the class. Additional evaluation criteria will be discussed in class.

Note: To be fair to everyone the dates for the presentation and written assignment, midterm and final examination are final. In accordance with UW regulations, supportive documentation is required should you be faced with a medical or compassionate dilemma (see next section).

Students who are requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: http://www.healthservices.uwaterloo.ca/Health_Services/verification.html
- submit that form to the instructor within 48 hours.
- (preferably) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.

In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam which will typically be written as soon as possible, but no later than the next offering of the course.

In the case of a missed assignment deadline or midterm test, the instructor will either

1. waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
2. provide an extension.

In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.

Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.

The Official Version of the Course Outline

If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on ACE, the outline on ACE will be deemed the official version. Outlines on ACE may change as instructors develop a course, but they become final as of the first class meeting for the term.

Students with Disabilities

The Office for Persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Concerns About the Course or Instructor (Informal Stage)

We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Dr. Colin Ellard) is available for consultation and to mediate a resolution between the student and instructor. Dr. Ellard's contact information is as follows:

Email: cellard@uwaterloo.ca
Ph 519-888- 4567 ext 36852

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. See Policy 70 and 71 below for further details.

Academic Integrity, Academic Offenses, Grievance, and Appeals

To protect course integrity, as well as to provide appropriate guidance to students, course outlines in the Faculty of Arts must include the following note on avoidance of academic offenses:

Academic Integrity: in order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offenses, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offense, or who needs help in learning how to avoid offenses (e.g., plagiarism, cheating) or about 'rules' for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 - Student Discipline. For information on categories of offenses and types of penalties, students should refer to Policy 71 - Student Discipline, <http://www.adm.uwaterloo.ca/infosec/Policies/policy71.htm>

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70 - Student Petitions and Grievances, Section 4, <http://www.adm.uwaterloo.ca/infosec/Policies/policy70.htm>

Appeals: A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://www.adm.uwaterloo.ca/infosec/Policies/policy72.htm>

Academic Integrity website (Arts): http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html

Academic Integrity Office (UW): <http://uwaterloo.ca/academicintegrity/>

HRPA EDUCATION REQUIREMENT:

Students taking this course for credit towards HRPAs' CHRP education requirement must achieve a minimum grade of 65% as required by the Human Resources Professionals Association (HRPA). See the HRPA website (<http://www.hrpa.ca/OfficeOfTheRegistrar/Pages/certification.aspx>) for further information.

COMPENSATION – Fall 2011 Weekly Agenda

Week	Date	Chapters	Topic/Activity
1	Sept 12 Sept 14	Chapter 1	Introduction, Review course outline and expectations Assignment of groups & class administration Chapter 1: A Road Map to Effective Compensation
2	Sept 19 Sept 21	Chapter 2	Chapter 2: A Strategic Framework for Compensation
3	Sept 26 Sept 28	Chapter 3	Chapter 3: A Behavioural Framework for Compensation
4	Oct 3 Oct 5	Chapter 4	Chapter 4: Components of Compensation Strategy Presentation and Assignment outline due Wed Oct 5, 2011
5	Oct 10 Oct 12	Chapter 5	No Class On Thanksgiving Monday October 10 Chapter 5: Performance Pay Choices
6	Oct 17 Oct 19	Chapter 6	Chapter 6: Formulating the Reward and Compensation Strategy Midterm Review at end of class on Oct 19, 2011
7	Oct 24 Oct 26	Midterm Chapter 7	Midterm: Monday October 24 Chapter 7: Evaluating Jobs: The Job Evaluation Process
8	Oct 31 Nov 2	Chapter 8	Chapter 8: The Point Method of Job Evaluation **Group 1 Presentation and Assignment Due (Wednesday Nov 2)
9	Nov 7 Nov 9	Chapter 9	Chapter 9: Evaluating the Market **Group 2 Presentation and Assignment Due (Wednesday Nov 9)
10	Nov 14 Nov 16	Chapter 10	Chapter 10: Evaluating Individuals **Group 3 Presentation and Assignment Due (Wednesday Nov 16)
11	Nov 21 Nov 23	Chapter 11	Chapter 11: Designing Performance Pay Plans **Group 4: Presentation and Assignment Due (Wed Nov 23)
12	Nov 28 Nov 30	Chapter 12 Chapter 13	Chapter 12: Designing Indirect Pay Plans Chapter 13: Activating and Maintaining an Effective Compensation System
13	Dec 5	Chapter 13	<ul style="list-style-type: none"> - Finish off remaining portion of Chapter 13 - Class Review - FINAL EXAM REVIEW

Final Exam – total course content worth 40% of final grade will be held during the University's Final Exam Period. Requests for early sittings and special consideration to accommodate travel plans are typically not granted. You are strongly advised not to make travel plans until the University has posted the final exam schedule.

* Group Exercises will take place if time permits. Time is allocated for each class to participate in group and class discussions regarding the material being reviewed – this is an important aspect of HRM 303.