



This program has been approved for 6.0 re-certification hours toward PHR and SPHR re-certification through the Human Resource Certification Institute (HRCI). For more information about certification or re-certification please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org)

# Fundamentals of Compensation

**Prerequisites:** None  
**Schedule:** One-Day session

## Course Objectives

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|--|---|
| Review the Concept of Total Compensation   | Review and Understand the Various Methods of Job Evaluation                     |
| Review the Elements of a Compensation Program  | Be Familiar With the Strategic Objectives of a Compensation Program             |
| Understand the Legislative Environment Within Which a Compensation Program Must Function | Learn the Steps Involved in Compensation Program Development and Administration |
| Learn the Various Methods of Job Analysis; and How to Prepare Job Descriptions           |   |

## This course consists of eight modules:

### Module I - The Concept of Total Compensation

- Total rewards/compensation system
- Direct vs. Indirect compensation

### Module II - Strategic Objectives of Compensation

- Policy objectives
- Strategic issues
- Compensation program decisions
- Applicable theories of motivation

### Module III - Elements of a Compensation Program

- Internal Equity vs. External Equity
- Guidelines vs. Budget
- Performance Appraisal
- Wage/Salary administration policy

### Module IV - The Legislative Environment

- Davis-Bacon Act
- Copeland Act
- Walsh-Healey Act
- Fair Labor Standards Act
  - "Exempt" vs. "Non-Exempt"
  - Overtime pay provisions
  - Minimum wage standards
  - Child labor restrictions
  - Equal Pay Act
- Civil Rights Act
  - Age Discrimination in Employment Act

### Module V - Job Analysis

- Job Analysis methods
- Uses of Job Analysis

### Module VI - Job Descriptions

- Tips for Writing a Job Description
- "Essential Functions"

### Module VII - Job Evaluation

- Job-content evaluation methods
  - Non-quantitative
  - Quantitative
- Market pricing

### Module VIII - Compensation Program Management

- Developing wage/salary grades
- Developing wage rates/salary ranges
- Administrative controls
- Wage/Salary administration policy

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