

TRDE 3346

Wage and Salary Administration

Fall 2001

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Textbook: Compensation Management – 8th Edit. (Henderson) ISBN 3-13-577339-3

Exercise Book: Compensation Management – 8th Edit. (Henderson)

Goals and Objectives

This course is focused on the general concepts and practices of wage and salary administration with specific emphasis on the design, construction, and administration of a competitive compensation system. We will examine various job analysis and job evaluation processes; determine how competitive wage and salary structures are established; and, conclude with a review of how such systems are effectively administered.

This course will provide an understanding of the basic logic and design characteristics of a competitively sound compensation program. We will focus on both salaried and hourly employees who will be working in a variety of organizational structures and engaged in a wide array of job activities.

Projects and Exams

The assigned Exercise Book will be used as a supplement to the text. It contains a number of exercises that have been designed to enhance and extend the students understanding of relevant text material. Specific exercise assignments and submission date(s) have been identified on the attached Exercise Assignment Sheet.

There will be three exams including the final. The first exam will cover chapters 1 – 5 and is scheduled for September 26th. The second exam will cover chapters 6 - 10 and is scheduled for October 31st. The final exam will cover the remaining chapters 11 thru 17 (as time permits), and it is scheduled for December 7th from 5 to 8pm. Each exam and the class project will be worth 25% of the final grade.

There will be no makeup exams.

The course lecture notes and the syllabus are available at the Instructor's web site:

www.uh.edu/~wagon

Exercise Book Assignments

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Compensation Management – Exercise Book

The Introduction to this exercise book contains a general description of the structure and focus of its contents. Additionally, you are given a thumbnail sketch of the hypothetical organization (Olympia) that serves as a model for the examples and exercise modules contained in both the text and the workbook.

Each student will be responsible for completing the following exercises and compiling them for submission no later than November 27th.

Exercise One	Determining Exemption Status and Pay
Exercise Two	Identifying Job Analysis Methods
Exercise Four	Analyzing Nancy Horn's Job
Exercise Five	Determining Nancy Horn's Exemption Status and Writing a Job Description.
Exercise Six	Job Evaluation Using FES
Exercise Seven	Job Evaluation Using the Hay Plan
Exercise Fourteen	Performance Appraisal and Merit Pay at Olympia Data Design
Exercise Seventeen	Establishing a Short and Long-Term Compensation Package for Employees at Olympia Data Design.