

HRM:38:533:614
EMPLOYEE BENEFITS
Fall 2018 – Monday's
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SMLR Learning Objectives: This course is designed to help students attain the following SMLR learning objectives

I) Written & Oral Communication – Communicate effectively at a level and in modes appropriate to an entry level professional.

- Communicate complex ideas effectively, in standard written English
- Analyze and synthesize information and ideas from multiple sources to generate new insights
- Produce quality research papers with proper convention of attribution/citation
- Produce high quality executive summaries
- Make an argument using contemporary and/or historical evidence
- Present ideas and arguments in a logical and effective way

II) Quantitative, Qualitative and Analytical Skills – Apply appropriate quantitative and qualitative methods for research workplace issues.

- Formulate, evaluate, and communicate conclusions and inferences from quantitative information
- Apply quantitative methods to analyze data for HR decision making including cost-benefit analyses, ROI, etc. (HRM)
- Apply qualitative methods appropriately, alone and in combination with quantitative methods

Course-Specific Learning Goals: Upon completion of this course students should understand:

1. The role of benefits from the employee and employer perspective.
2. How benefits actually work and are utilized within an organization.
3. How organizations use benefit programs to further their business strategies.
4. The impact of governments, societal needs, tax, law and regulation on benefit practices.
5. The different types of benefit programs and how employers utilize to attain their HR objectives.
6. The underlying costs and value of benefit programs.
7. The ways organizations select, deliver, administer and communicate benefits to employees.
8. The interaction and integration of public, government funded programs with employer provided private programs.
9. How organizations operate regarding funding, governance and grievance resolution of benefit programs.
10. The role of employee benefits in a total rewards program.

Texts: Assigned readings on class schedule. Other readings may be assigned from time to time. Students will be accountable for such materials on exams. The text book is on line, so no purchase is required.

Fundamentals of Employee Benefit Programs, 6th ed. (2009) Washington, DC: Employee Benefit Research Institute. (Assigned chapters on web at <http://www.ebri.org/publications/books/index.cfm?fa=fundamentals>)

Course Description:

Employee benefits have become an increasingly large portion of labor costs for most employers. Benefits are viewed by most employees as entitlements, and employer efforts to control or reduce costs to remain competitive in global markets have met with stiff resistance by employees, unions, civil employees, impacted industries (e.g., insurance, health care), and the government. Given that setting, it is critical that human resource professionals (who are frequently caught in the middle of the conflict) understand how individual benefits programs work, what strategies and options are available to organizations, and how benefits programs can be integrated into reward systems, human resource programs and, most importantly, the business strategy.

The perspective taken in this course is that of the employer (and HR professional), and the goal is an understanding of how an employer can design, implement and administer a benefits program that serves major employer, employee and societal needs. While much detailed information will be covered, the course goals do not include memorization of detailed statistics, sub clauses of legislation, or similar materials, but rather knowledge of program characteristics, the impact of work force strategy and understanding what programs might be useful/valuable for a specific organization as well as potential (e.g., legal, regulatory, tax) problems that would require further research before implementation.

Additionally, an understanding of the ways organizations integrate mandated programs (e.g., Social Security, Medicare and Worker's Compensation) with their own benefit programs is important. Similarly, an understanding of options in administration of programs is necessary, as is the nature of employee communication programs useful in enabling employees to help make sure their benefits choices and benefits-related behaviors (e.g., medical plan choices, savings elections) meet their needs. Recent trends in benefits management, including cost controls, cost shifting programs, and other strategies as well as the outsourcing of benefits administration will be covered.

Because of the wide variety of benefits available, a fairly standard classification of programs will be used to organize the course:

1. Retirement and other capital accumulation programs
2. Income protection benefits
3. Health care programs
4. Paid time off
5. Work/Life and miscellaneous benefits

Midterm and Final Examinations:

The **midterm** will consist of questions based on the materials covered to that point. Questions will be based on lecture material and reading assignments. Each question will take a few paragraphs to answer and must be written in a business format. The **final** will consist of

questions based on all class lectures and reading materials from the entire semester and must also be written, again, in a business format.

Project:

The purpose of the project is to make sure that you cover a benefits topic in depth. The project will require research and the deliverable will be a written report and a 10 minute Power Point presentation (to be given to your class mates). The report should be written as if you were the Benefits Lead in an organization and you have been asked to do a “white paper” on the selected benefit topic. It should be written for someone with no specific knowledge of the benefit program selected other than what appears in the popular press.

Grading Components:

Midterm Examination	30%
Final Examination	30%
Project	40%

Grading Scale

- A = 90 -100
- B+ = 88 -89
- B = 80- 87
- C+ = 78-79
- C = 70-77
- F = 60-69

HR 38:533:614:01/02
Employee Benefits
Fall 2018
Anticipated Schedule and Subject to Change

Date	Topics	Fundamentals of Employee Benefits Text Book Readings
9/10	Introduction, Benefit strategies	
9/17	The environment for benefits programs Demographics, Cost considerations Social and legislative issues	Chapter 1
9/24	Retirement and capital accumulation Individual savings, Social Security, Defined benefit pension programs Project Selection due	Chapters 2,5,14,16,19
10/1	Defined contribution pension programs, Profit sharing	Chapter 7
10/8	401(k) plans, ESOPS and cash balance plans	Chapters 8,9,10,15
10/15	Accounting, funding, taxation and discrimination, Comparison DB vs. DC	Chapter 6,13,18
10/22	Workers compensation, Disability Insurance, Life Insurance, Unemployment Insurance Mid Term Exam pass out	Chapters 3,30,32,33,34,35
10/29	Healthcare benefits, the system, funding and cost containment initiatives Mid Term Examination due	Chapters 4,20,24,25, 27,28,29,
11/5	Employer provided healthcare benefits (HMO's, PPO's etc.), dental, drug, vision, long term care insurance and retiree medical programs	Chapters 21,22,23,26
11/12	Paid time off and leave benefits	Chapter 31
11/19	Other Benefits including dependent care, adoption assistance, family leave programs, EAP's, tuition reimbursement, and miscellaneous programs Project Presentations	Chapters 36,37,38,39,40,

11/26	Outsourcing and Vendor Management, Project Presentations	
12/3	Employee Communications and measuring effectiveness Final Exam pass out Project Due	
12/10	Project Presentations Final Exam due	