

# Base Pay Administration and Pay for Performance

## Design a Fair and Competitive Plan

This intermediate-level course provides an in-depth discussion of the principles, design, implementation and evaluation of an employee base pay program. Exercises will show how to design a pay program that is fair, competitive and supportive of an organization's compensation strategy.

- Identify the relationship between an employee total rewards program and an organization's business strategy
- Discuss the design of base pay programs and necessary considerations
- Discover what it takes to implement and deliver base pay
- Study the key elements in costing base pay and other compensation programs
- Gain an overview of merit pay systems, including development and utilization
- Address the effectiveness and efficiency of pay programs with monitoring and evaluation

### Who Should Attend

This course is intended for emerging compensation practitioners with limited experience in developing pay structures. Knowledge of basic mathematical concepts such as mean, median, weighted average, compa-ratio, percentiles and calculating percents is recommended, as well as an understanding of the concept of regression analysis.

### What You Will Learn

#### Role of Base Pay in Total Rewards

- The total rewards model
- The total rewards design process
- Compensation philosophy and strategy
- Introduction to base pay
- Job evaluation methods
- Job worth hierarchy

#### Designing Base Pay Structures

- Base pay structure
- Building a base pay structure
- Pay structure design considerations
- Pay structure design
- Broadbands

#### Practical Applications of Base Pay Structure Design

- Exercise 1—Market pricing approach
- Discussion exercise 2—Point factor approach
- Discussion exercise 3—Integrating market data into point factor

#### Base Pay Implementation and Delivery

- Pay approaches
- Differentials
- Pay actions
- Communicating pay actions
- Setting new hire pay rates

#### Pay for Performance and Salary Budgeting

- Principles of a sound pay for performance system
- Principles of merit pay programs
- The base pay investment
- Merit increase guidelines
- Creating a salary budget recommendation

#### Administering and Evaluating Base Pay Programs

- HR's role in administering and evaluating a base pay program
- Monitoring pay levels
- Compression
- Maintaining pay structures
- Base pay program review and audit

#### Mergers, Acquisitions and Base Compensation

- HR involvement
- Key priorities
- Compensation plan
- Integrating compensation plans

### Credits

- CCP: Required
- Certificate in Salary Administration: Required
- Recertification: 2 course, .5 exam
- CEUs: 1.5 course, .3 exam
- CPEs: 16
- GRP Equivalency: GR4
- CPT: 12 points
- CPIM/CFPIM/CSCP: 14 points
- PHR/SPHR/GPHR recertification hours: 16

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

How to register: \_\_\_\_\_

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