

Office of Academic Affairs  
Tarleton State University  
Date Prepared: 12/1/08  
Dates Revised:

### Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems  
Course Prefix/Number: HRM 515  
Course Title: Employee Benefits & Services  
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Examines legal, social and technical issues and research surrounding current trends in employee benefit programs. Group health, disability and life insurance, retirement planning, time-off (leave) and wellness programs are address. Emphasis is placed on program administration, implementation and evaluation.
- II. Prerequisites: HRM 5013 or the approval of the instructor.
- III. Expanded Course Description: This course presents an examination of legal, social and technical issues and research surrounding current trends in employee benefit programs. This course will provide an opportunity for insight to be gained into the process typically utilized by human resource management professionals in developing a comprehensive employee benefits program for contemporary organizations. The course will cover important issues to be considered when deciding among typical benefits commonly found in existing employee benefit programs. The course is intended for graduate level students. This course will serve as an elective for M.S. in Human Resource Management majors.
- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).

At the conclusion of the course the student will be able to:

- Describe employee benefits practices.
- Distinguish between the various legally required benefits from the discretionary benefits.
- Identify the benefits and approaches to strategically planning benefits programs.
- Identify the types of information used to develop strategic benefits plans.
- Discuss the difference between the traditional and flexible approaches to benefits designs.
- Describe major provisions of the National Labor Relations Act of 1935, federal equal opportunity employment laws, Employee

Retirement Income Security Act of 1974 (ERISA) and IRS code impact on benefits plans.

- Describe the basic Social Security programs ( OASDI, Medicare, and unemployment insurance)
- Discuss health insurance concepts and origins of health insurance programs.
- Describe the basic Federal laws influencing workers' compensation and private disability insurance programs.
- Evaluate the difference between qualified and nonqualified retirement plans.
- Assess the components of company-sponsored benefits for executives.
- Classify rules for funding various funding mechanisms for retirement plans and tax obligations.
- Define various aspects of stock option plans.
- Discuss the various types of paid time-off practices.
- Identify the Federal and state regulations concerning time-off practices.
- Classify the basic rules for leave under the Family and Medical Leave Act of 1993.
- Define the five categories of accommodation and enhancement benefits and corresponding objectives.
- Identify the basic legal issues pertaining to selected accommodation and enhancement benefits.

V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:

- a) Course Requirements
- b) Required Text(s)
- c) Bibliography

VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. Students With Disabilities Policy: It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students

with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

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Signature

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Date