



## **HMD 356: Employee Compensation, Leave, and Benefits in the Hospitality Industry**

### **Spring 2022 Sample Syllabus**

Instructor Name:

Phone:

E-Mail:

Office Hours:

Office Location:

Course Meeting Time:

#### **COURSE DESCRIPTION**

This course provides an understanding of the various legal implications and how the human resource function provides the necessary resources to assist the hospitality employer to succeed and thrive. The course examines the methods and techniques of managing employees within applicable legal standards and using cutting edge human resource strategies. With that understanding, the students will be able to effectively recognize, prevent, and resolve potential human resource and employment law liabilities and to effectively manage employees to ensure success while complying with applicable laws.

#### **COURSE PREREQUISITES**

Minimum grade of C in HMD 205, HMD 310 or HMD 402, or MGT 367

#### **COURSE OBJECTIVES**

1. Analyze, understand, and solve human resource and employment law problems and challenges associated with compensation and benefits.
2. Understand the importance of effective compensation and benefit plans in the hospitality industry.
3. Understand the role of compensation and benefit laws in the daily management of a hospitality industry workforce.
4. Minimize risk associated with federal, state, and local wage and hour violations and appreciate the potential liabilities for their violation.

5. Identify and study effective methods of employee management within the parameters of compensation and benefit plan laws.
6. Minimize risk associated with federal, state, and local benefit plan violations including voluntary and mandatory benefit plans and appreciate the potential liabilities for their violation.
7. Understand the purposes, applicability, and requirements of compensation and benefit plan laws including the Fair Labor Standards Act, Family Medical Leave Act, workers' compensation, and unemployment compensation.
8. Navigate through workplace disputes associated with these laws and effectively prevent, manage, and resolve those disputes.
9. Identify the potential risks and benefits (both legal and human resources management) associated with common decisions regarding compensation and benefits as well as evaluating methods to minimize and control those risks.
10. Effectively communicate in written, spoken, visual and digital modes to different audiences (e.g., industry leaders, employees, employers, faculty and peers); and
11. Manage all forms of capital (e.g., human, financial) in an ethical and sustainable way.

### **REQUIRED TEXT, READING, AND INSTRUCTIONAL RESOURCES**

- Employee Benefits: A Primer for Human Resource Professionals by Joseph Martocchio | 6th Edition (2017)
- Strategic Compensation: A Human Resource Management Approach by Joseph Martocchio | Approach 10th Edition (2019)

### **COURSE GRADING AND EVALUATION**

#### **Exams**

No exams will be given during the semester (please read below for more information regarding the final exam). If it appears participation and/or contributions during class time are limited, it's difficult if not impossible to assess comprehension of the reading materials. Accordingly, if class participation is limited, exams may be added into the course. If exams are added into the course, additional information will be provided at that time regarding exam policies.

The University requires final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule, https://www.unlv.edu/registrar/calendars](https://www.unlv.edu/registrar/calendars).

Our final exam date is currently stated on the assignment grid.

#### **Quizzes**

There may be quizzes throughout the semester covering the day's reading assignment. If a quiz is given during class time, make-up quizzes will not be given (other than for an observation of a religious holiday or any reason previously discussed). Miscellaneous assignments will be assigned throughout the semester and **may or may not be** stated on the assignment grid. It is the **student's responsibility** to check the Assignment Grid as well as Canvas for any announcements regarding assignments. Assignments may be **discussed on our course's homepage**—which you should READ each week.

## **Class Assignments**

Students are expected to read class materials outside of class time (i.e. do not come to class and try to read the assigned reading during class). As a general rule of thumb, students will need to devote 2 – 3 hours of study time outside of class for each hour spent in class. Law is a very difficult topic and will require a significant effort on the part of the student in order to comprehend the material. Please feel free to contact me for additional help or answers to questions regarding concepts discussed in class. I will make every effort to accommodate your schedule. Please keep in mind it is your responsibility to contact me to discuss any concerns you have about the class.

A large portion of the class will be devoted to lecture and discussion but will not necessarily cover all of the text. The reading materials illustrate, explain, and supplement the concepts discussed during class. There may be additional case studies to read in addition to the text. (see Canvas and additional handouts). Reading assignments are listed on the assignment grid posted separately on the course content page of the Canvas. Additional reading assignments may be posted in a Canvas announcement. It's a good idea to check Canvas regularly—at least one time per day is recommended. Exams will cover all text, lectures, materials on Canvas and handout materials.

## **Point Allocation**

Current Events: 100 points

Assignments/Discussions: 300 points

Projects: 450 points

Attendance/Participation: 150 points

## **Course Grading Scale:**

|     |               |
|-----|---------------|
| A   | 93 – 100%     |
| A - | 90 – 92.9%    |
| B+  | 87 – 89.9%    |
| B   | 83 – 86.9%    |
| B-  | 80 – 82.9%    |
| C+  | 77 – 79.9%    |
| C   | 73 – 76.9%    |
| C-  | 70 – 72.9%    |
| D+  | 67 – 69.9%    |
| D   | 63 – 66.9%    |
| D - | 60 – 62.9%    |
| F   | 59% and below |

## **GRADING POLICIES**

### **Incomplete Grades**

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester but cannot complete the last part of the course for reason(s) beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the

following regular semester. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course but make individual arrangements with the instructor who assigned the “I” grade.

**Missed Work While Representing UNLV in an Official Extracurricular Activity:**

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply if completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

**COURSE SCHEDULE**

| Date | Day | Topic  | Assignment |
|------|-----|--|------------|
| 1/17 | M   | MARTIN LUTHER KING, JR. DAY  | NO CLASS   |
| 1/19 | W   | Employee Benefits – A Primer for Human Resource Professionals Introduction |            |
| 1/24 | M   | Ch 1 Introducing Employee Benefits   |            |
| 1/26 | W   | Ch 1 Introducing Employee Benefits   |            |
| 1/31 | M   | Ch 2 The Psychology and Economics of Employee Benefits                     |            |
| 2/02 | W   | Ch 2 The Psychology and Economics of Employee Benefits                     |            |
| 2/07 | M   | Ch 3 Regulating Employee Benefits  |            |
| 2/09 | W   | Ch 3 Regulating Employee Benefits  |            |
| 2/14 | M   | Ch 4 Employer-Sponsored Retirement Plans                                   |            |
| 2/16 | W   | Ch 4 Employer-Sponsored Retirement Plans                                   |            |
| 2/21 | M   | PRESIDENTS’ DAY  | NO CLASS   |
| 2/23 | W   | Ch 5 Employer-Sponsored Health-Care Plans                                  |            |
| 2/28 | M   | Ch 5 Employer-Sponsored Health-Care Plans                                  |            |

| Date | Day          | Topic   | Assignment |
|------|--------------|---|------------|
| 3/02 | W            | Ch 6 Employer-Sponsored Disability Insurance, Life Insurance, and Workers' Compensation   |            |
| 3/07 | M            | Ch 6 Employer-Sponsored Disability Insurance, Life Insurance, and Workers' Compensation   |            |
| 3/09 | W            | T.B.A.  | T.B.A.     |
| 3/14 | M            | SPRING BREAK  |            |
| 3/16 | W            | SPRING BREAK  |            |
| 3/21 | M            | Strategic Compensation – A Human Resource Management Approach Introduction  |            |
| 3/23 | W            | Ch 1 Strategic Compensation: A Component of Human Resource Systems  |            |
| 3/28 | M            | Ch 2 Contextual Influences on Compensation Practice   |            |
| 3/30 | W            | Ch 2 Contextual Influences on Compensation Practice   |            |
| 4/04 | M            | Ch 3 Traditional Bases for Pay: Seniority and Merit   |            |
| 4/06 | W            | Ch 3 Traditional Bases for Pay: Seniority and Merit AND Chapter 4 Incentive Pay   |            |
| 4/11 | M            | Ch 4 Incentive Pay AND Chapter 5 Person-Focused Pay   |            |
| 4/13 | W            | Ch 6 Building Internally Consistent Compensation Systems  |            |
| 4/18 | M            | Ch 6 Building Internally Consistent Compensation Systems AND Ch 7 Building Market-Competitive Compensation Systems                |            |
| 4/20 | W            | Ch 7 Building Market-Competitive Compensation Systems AND Chapter 8 Building Pay Structures that Recognize Employee Contributions |            |
| 4/25 | M            | Ch 12 Compensation Book and Ch 14 Benefits Book Global  |            |
| 4/27 | W            | Ch 12 Compensation Book and Ch 14 Benefits Book Global  |            |
| 5/02 | M            | T.B.A.  | T.B.A.     |
| 5/04 | W            | T.B.A.  | T.B.A.     |
| 5/09 | M<br>or<br>W | Final Exam  | Final Exam |

## University Policies

### **Public Health Directives**

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are

found at [Health Requirements for Returning to Campus](https://www.unlv.edu/coronavirus/health-requirements), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](#),

[https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### **Academic Misconduct**

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](#), <https://www.unlv.edu/studentconduct/student-conduct>.

### **Auditing a Course**

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### **Classroom Conduct**

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be deleted. Class recordings are protected from disclosure, as they are deemed part of an

educational record under the Family Educational Rights and Privacy Act (FERPA).

### **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

### **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester and make an appointment to discuss their accommodations with their instructors.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy>, which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy>, which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of "I" (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student's control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of "F" will be recorded, and the student's GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the "I" grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries' Research Consultation](https://guides.library.unlv.edu/appointments/librarian) website, <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>.

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Senate Academic Standards Committee.

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### **Rebelmail**

Rebelmail is UNLV's official email system for students and by university policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

### **Tutoring and Coaching**

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/>, located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

### **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.