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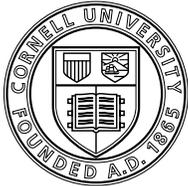
Federal, state, and local government employees now have access, via NTIS, to the best of Cornell University's professional online education programs. Through this partnership with NTIS, eCornell offers government agencies and employees substantial savings on the cost of certificate programs and courses.

Visit the NTIS - eCornell website to register <http://www.ntis.gov/ecornell/ecornell.asp>

## Certificate Program

# Human Resources: Benefits and Compensation

*A six-course certificate series from Cornell University*



ILRHR501 **Issues and Concepts in Equal Employment Opportunities Law**

ILRHR502 **Employment Laws for the HR Professional**

ILRHR503 **Fundamentals of Retirement Benefits**

ILRHR504 **Fundamentals of Welfare and Flexible Benefits**

ILRHR507 **Applying a Compensation Model: Internal and Legal Considerations**

ILRHR508 **Expanding the Compensation Model: External and Structural Considerations**

Interactive, rigorous, and relevant professional education from Cornell University

Visit the NTIS - eCornell website to register <http://www.ntis.gov/ecornell/ecornell.asp>

## Welcome to eCornell

Your online link to the best of Cornell University's professional education programs.

The logo for eCornell, featuring the text "eCORNELL" in white on a red background.

### Welcome to eCornell

Established and wholly-owned by Cornell University, eCornell has the most comprehensive online, professional and executive development curriculum offered by any top-20 university in the United States.

eCornell provides exceptional online learning experiences tailored for professional and executive development in the areas of strategy, leadership and management development, human resources, financial management, and hospitality management. Collaboration between Cornell faculty experts and learning and user-experience designers provide for engaging, rigorous, and interactive learning.

### Course Experience - How it Works

eCornell offers a proven model for successful management development and incorporates the best aspects of online and traditional classroom learning, including:

- Engaging and rigorous course design that centers on authentic business scenarios and provides the resources and tools learners need to resolve the issues they pose
- Learning experiences that target individual competencies and skills
- Asynchronous collaboration activities that contribute to knowledge and experience sharing among the course participants and the course instructor
- Course projects, discussion forums, and job aids that help participants apply their new skills to real organizational situations
- New skill development through interactive assessments and simulations

### Program Quality Drives Motivation and Success

eCornell is not your typical e-learning experience. Our Structured Flexibility™ and active instructor facilitation provide course milestones that build motivation and result in industry-leading completion rates.

- Ninety two percent (92%) of students complete their course, two to four times the e-learning norm, and even more, 93%, rate their overall experience as good to excellent.
- Ninety five percent (95%) of students say the material is applicable to their job responsibilities, and 93% say that what they have learned will directly impact their performance.
- In the end, 95% of students would recommend to their peers that they take an eCornell course.



## Connected

Learning happens through interaction and collaboration—a dynamic, creative process that involves the exchange of ideas, not simply the accumulation of facts. In eCornell courses you interact with an expert instructor and a cohort of your peers to collectively develop knowledge, and to effectively apply that knowledge in your organization.

You are also connected to the knowledge and resources of Cornell University, a leading global research university. eCornell courses offer embedded “Ask the Expert” interviews with Cornell faculty, online access to library reference guides, and additional professional and executive education opportunities at Cornell University.



In 1865 Ezra Cornell had a vision.

*“I would found an institution where any person can find instruction in any study.”*

*Established as the land-grant university of the State of New York, Cornell University has an extension and outreach mission unique to the Ivy League.*

*eCornell is the next step in achieving the vision.*

## Powerful

eCornell courses are authored and designed with one or more Cornell University faculty member, using the most current and relevant case studies, research, and content. Our approach to problem-based learning means that you are building knowledge and skills using online case studies, interactive exercises, and simulations based on authentic, relevant, and “real-world,” situations. Certificates from Cornell University ensure that eCornell professional and executive education courses will enhance your career.

## Convenient

eCornell courses provide the convenience of structure and flexibility with new course sections starting every month, round-the-clock/round-the-world access to course materials, online and telephone customer support, and dedicated online instructors.

## Accreditation



Most of our courses have been approved for six (6) recertification credit hours toward PHR, SPHR, and GPHR recertification through the Human Resource Certification Institute. Please contact the Human Resource Certificate Institute (HRCI) for further information about certification or recertification.



Many eCornell Certificate Programs have been recommended for college credit by the American Council on Education’s College Credit Recommendation Service (CREDIT). The American Council on Education (ACE) is the major coordinating body for all the nation’s higher education institutions. For 31 years, colleges and universities have trusted ACE to provide reliable course equivalency information to facilitate credit award decisions. The American Council on Education’s College Credit Recommendation Service (CREDIT), offered through ACE’s Center for Lifelong Learning (CLLL), helps adults obtain college credit for formal courses and examinations taken outside college and university degree programs.

# HUMAN RESOURCES: BENEFITS AND COMPENSATION

*A six-course certificate series from Cornell University's  
School of Industrial and Labor Relations*

## Certificate Overview

Successful organizations understand that it's much more cost-effective to retain current employees than to recruit and train new ones. And they recognize that benefits and compensation packages that are both attractive to employees and cost-effective to the organization are important components of effective retention strategies. eCornell has partnered with the Cornell University's School of Industrial and Labor Relations (ILR) to create the Human Resources: Benefits and Compensation certificate. Even the most seasoned HR professionals can learn something new from this six-course certificate series addressing legal and organizational factors related to retirement plans, health plans, and other benefit packages.

## Who Should Take This Certificate?

The Human Resources: Benefits and Compensation Certificate is appropriate for Human Resource employees and managers seeking a richer, deeper understanding of policies and practices related to benefits and compensation from a leading Ivy League institution.

## Certificate Information

To earn the Human Resources: Benefits and Compensation Certificate, students must complete the following six courses totaling approximately 36 hours of learning:

- ILRHR501 Issues and Concepts in Equal Employment Opportunities Law
- ILRHR502 Employment Laws for the HR Professional
- ILRHR503 Fundamentals of Retirement Benefits
- ILRHR504 Fundamentals of Welfare and Flexible Benefits
- ILRHR507 Applying a Compensation Model: Internal and Legal Considerations
- ILRHR508 Expanding the Compensation Model: External and Structural Considerations

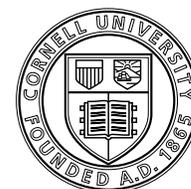
## Accreditation

Participants who successfully complete all six courses in this series receive a Human Resources: Benefits and Compensation Certificate from Cornell University's School of Industrial and Labor Relations.

Cornell's School of Industrial and Labor Relations (ILR) will give .6 Continuing Education Units (CEUs) to each student who successfully completes each course. Students can apply to the ILR school for the CEU units after they have successfully completed the courses.

## HRCI Recertification

The courses in this certificate series have each been approved for six (6) recertification credit hours toward PHR, SPHR, and GPHR recertification through the Human Resource Certification Institute. Please contact the Human Resource Certificate Institute (HRCI) for further information about certification or recertification.



*Participants who  
successfully complete  
all six courses in this  
series receive a **Human  
Resources: Benefits  
and Compensation  
Certificate** from Cornell  
University's School of  
Industrial and Labor  
Relations.*

In today's litigious workplace environment, being on top of legal issues that directly affect individual employees and your organization is critical to your success as an HR professional. This course will introduce you to the relationship between Equal Employment Opportunities (EEO) laws, Affirmative Action (AA) laws, and the concept of Diversity. With our case study approach, you will not only learn about relevant federal, state, and local laws, but also be able to apply them to daily operations and special situations.

### Who Should Take This Course?

HR generalists looking for stronger skills at preventing and managing internal legal issues and an understanding of the laws affecting employer-employee relations. Line managers and supervisors who would benefit from a working knowledge of laws affecting the workplace.

### Course Format

This course contains the following modules:

#### Putting Employment Laws into Context

- An examination into the layers of employee rights
- What employment laws cover, and how various laws, court rulings, and agreements all influence employer-employee relations

#### EEO, Affirmative Action, and Diversity

- The relationship between Equal Employment Opportunities (EEO) laws, Affirmative Action (AA) laws and the concept of Diversity
- The separate EEO and AA laws, specifically Title VII of the Civil Rights Act of 1964 (Title VII), Age Discrimination in Employment Act (ADEA), Americans With Disabilities Act (ADA), and AA laws

### Benefits to Learner

Participants who complete this course will be able to:

- Describe the relationship between laws, court cases, agreements, and policies and procedures related to employment issues
- Describe EEO, AA, and Diversity, as well as some of the key legal aspects of each law or policy
- Recognize EEO, AA, and Diversity issues within your workplace
- Conduct investigations into EEO, AA, and Diversity issues by identifying questions and information you will need to gather
- Organize information needed by legal experts when seeking advice about EEO, AA, and Diversity matters
- Develop strategies for helping your organization comply proactively with EEO, AA, and Diversity laws and policies

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- HR: Selection and Staffing
- HR: Employee Relations
- HR: Performance Management
- Human Resources Studies

### Authoring Faculty

Susan Brecher, Esq , Director, Curriculum Training & Design

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

This course will introduce you to OSHA, FLSA, FMLA, NLRA, and state laws, what they cover, how they apply, and how to recognize and handle issues pertaining to these laws in the workplace.

### Who Should Take This Course?

HR generalists, line managers and supervisors who would benefit from a working knowledge of laws affecting the workplace.

### Course Format

This course contains the following modules:

#### Exploring Individual Laws

- Key employment laws and theories for FMLA, FLSA, OSHA, NLRA, and related state and local laws
- Identifying and organizing information needed in order to seek advice from a legal expert on issues surrounding these laws
- Strategies for helping an organization comply proactively with these laws

#### Exploring Multiple Laws

- Identifying the legal issues surrounding FMLA, FLSA, OSHA, NLRA, and related state and local laws that may apply to complex workplace situations
- Asking the right questions to determine which employment laws may apply to complex workplace situations
- Gathering the necessary information to help in the legal analysis of situations involving multiple laws

### Benefits to Learner

Participants who complete this course will be able to:

- Describe FMLA, FLSA, OSHA, NLRA, and state and local laws, as well as some of the key legal aspects of each law or policy
- Recognize workplace issues related to FMLA, FLSA, OSHA, NLRA, and state and local laws
- Conduct investigations into workplace issues involving one or more of these laws by identifying questions and information you will need to gather
- Organize information needed by legal experts when seeking advice about FMLA, FLSA, OSHA, NLRA, and state and local matters
- Develop strategies for helping your organization comply proactively with FMLA, FLSA, OSHA, NLRA, and state and local laws and policies

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- HR: Selection and Staffing
- HR: Employee Relations
- HR: Performance Management
- Systems and Processes in HR
- Human Resources Studies

### Authoring Faculty

Susan Brecher, Esq , Director, Curriculum Training & Design

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

### Prerequisites

If unfamiliar with this topic you may want to complete *Issues and Concepts in Equal Employment Opportunities Law* (ILRHR501) prior to ILRHR502.

As an HR professional, successfully negotiating, procuring, and administering an attractive benefits package enhances your value to your organization and employees.

This course explores the current environment of the benefits industry and goes in-depth into retirement plans.

### Who Should Take This Course?

HR generalists who require a comprehensive overview of the benefits function, and individuals who have recently acquired responsibility for benefits administration and/or planning.

### Course Format

This course contains the following modules:

#### The World of Benefits

- Vocabulary and tools of the trade used in the benefits world
- The different components of benefits programs
- The importance of communication to any benefits program

#### Retirement Plans

- Understanding the retirement planning goals of individuals
- Ways in which retirement plans can be structured
- The difference between defined benefit and defined contribution plans
- Communicating the features of retirement benefit plans to employees

### Benefits to Learner

Participants who complete this course will be able to:

- Define and describe retirement benefits terms and concepts
- Recognize the difference between defined benefit and defined contribution plans
- Identify retirement benefit initiatives for your organization to consider
- Communicate (or assist in communicating) the features of retirement benefit plans to management and employees
- Begin to develop the skills needed to establish an ongoing relationship with employees, benefit experts, and service providers in order to help people understand their retirement benefits and make the right decisions

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- Human Resources Studies

### Authoring Faculty

M. Michael Markowich, Ph.D., Extension Faculty  
Deborah Peters, Teaching Associate

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

The focus of this course is health, or welfare, benefits: what they are, how they are funded, what is mandated and what options exist.

The course also explores other types of benefits, including flexible benefits and flexible spending accounts.

### Who Should Take This Course?

HR generalists who require a comprehensive overview of the benefits function, and individuals who have recently acquired responsibility for benefits administration and/or planning.

### Course Format

This course contains the following modules:

#### Group Welfare Plans

- Welfare benefits terms and concepts
- Effectively communicating the features of welfare benefits to employees
- Cost shifting options
- Flexible spending accounts

#### Flexible Benefits and Trends

- Flexible benefits: what they are and how they work
- Future trends in the world of benefits
- Additional types of benefits that can help you serve a diverse workforce
- Effectively communicating the features of flexible benefits to employees

### Benefits to Learner

Participants who complete this course will be able to:

- Identify general benefits terms related to health insurance
- Use a Benefits Manual, Summary Plan Description, or other internal and external resources to understand the benefit plans that an organization offers
- Describe and define welfare benefits terms and concepts
- Identify health benefit initiatives for your organization to consider
- Communicate (or assist in communicating) the features of health benefit plans to management and employees
- Begin to develop the skills needed to establish an ongoing relationship with employees, benefit experts, and service providers in order to help people understand their health benefits and make the right decisions

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- Human Resources Studies

### Authoring Faculty

M. Michael Markowich, Ph.D., Extension Faculty  
Deborah Peters, Teaching Associate

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

This course introduces the concept of Total Compensation and highlights the importance of aligning an organization's compensation plan to its strategic goals.

The process of conducting an internal compensation analysis is explained, as well as the components of direct and indirect compensation, the most common methods of job evaluation, and the elements of job analysis for compensation.

### Who Should Take This Course?

Compensation practitioners, as well as HR professionals seeking to broaden their skill sets to incorporate compensation.

Those new to compensation looking to maximize the day-to-day impact they can have on their organizations' compensation-related programs.

### Course Format

This course contains the following modules:

#### Compensation: An Element of the Human Resource System

- Fundamental concepts and components of total compensation
- Conducting an effective compensation analysis in an organization
- Tying a compensation model to an organization's mission and culture

#### Internally Consistent Compensation

- The role of communication relative to compensation programs
- Gathering internal information necessary to perform an internal compensation analysis at the structural level
- Legal considerations surrounding compensation (including issues related to FLSA, EEO, and ADEA)

### Benefits to Learner

Participants who complete this course will be able to:

- Define the fundamental concepts and components of total compensation
- Recognize the value of aligning compensation to an organization's mission and culture
- Gather internal information necessary to perform an internal compensation analysis at the structural level
- Identify pertinent legal considerations surrounding compensation issues

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- Human Resources Studies

### Authoring Faculty

Cathy Lee Gibson, Cornell/ILR Extension Faculty,  
Associate Director Management Programs  
Lisa L. Hunter, Adjunct Faculty  
Deborah Peters, Teaching Associate

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

This course covers the application for assessing and implementing a compensation model by considering external factors, analyzing market data, and developing recommendations and implementing changes to an organization's compensation administration policies.

### Who Should Take This Course?

Compensation practitioners, as well as HR professionals seeking to broaden their skill sets to incorporate compensation. Those new to compensation looking to maximize the day-to-day impact they can have on their organizations' compensation-related programs.

### Course Format

This course contains the following modules:

#### Conducting an External Assessment

- Identifying appropriate comparator groups at the industry and job levels for establishing competitive pay practices
- Market data adjustment methods, including aging and weighting
- Comparing external market data with corresponding internal information for compensation analysis

#### Recommending Actions

- Principles underlying merit and variable performance-based pay plans
- Assessing compensation administration policies at the structural, job, and employee level
- Aligning compensation to an organization's guiding principles and Human Resources structure
- Strategies for implementing compensation policies
- Applying an updated compensation program to decisions at the job and employee level

### Benefits to Learner

Participants who complete this course will be able to:

- Identify a model for conducting an effective compensation analysis in organizations
- Conduct a market comparison as part of the compensation analysis
- Recommend actions based on the results of the compensation analysis

### Certificate Information

This course can be applied to the following certificates:

- HR: Benefits and Compensation
- Human Resources Studies

### Authoring Faculty

Cathy Lee Gibson, Cornell/ILR Extension Faculty,  
Associate Director Management Programs  
Lisa L. Hunter, Adjunct Faculty  
Deborah Peters, Teaching Associate

### Sponsoring School

Cornell University's School of Industrial and Labor Relations

### Prerequisites

This course is part of a series of eCornell courses devoted to compensation. If you are unfamiliar with this topic or uncertain of your ability to accomplish this courses' objectives, you may want to complete *Applying a Compensation Model: Internal and Legal Considerations* (ILRHR507) prior to enrolling in ILRHR508.



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