

## Base Compensation

**Available as:** One-day program  
On-site

**Recertification Hours:** 7

### Program Overview:

This program is a unique opportunity to learn the fundamentals of base compensation with an emphasis on pay for performance, compensation philosophy, merit pay and examples of other practical compensation practices such as job descriptions, gathering external market data, establishing and administering pay plans and structure. This course will provide helpful tips on how to do an accurate market survey and make the best salary survey choices for your organization. In addition, you will gain insight on how to pay your executives — both to motivate this important group — but keep out of trouble with your shareholders and Board.

### Topical Outline:

- Trends and survey of your issues
- Developing a pay system
  - Job Descriptions
  - Job Analysis Outcomes
  - Market Studies and working with Salary Surveys
  - Creating a Market Average
  - Creating Salary Ranges
  - Using Compa-Ratios
- Developing a Salary Structure
  - Reasons for increasing pay
  - Geographical considerations
  - Merit pay
  - Salary Compression
- Pay Administration
  - Compliance with the Fair Labor Standards Act
  - Exempt or Non-exempt under FLSA
- Executive Compensation
  - Total Cash
  - Trends

- Program Audits
  - Annual Reviews
  - Communications
  - Develop a 3-year Strategic Plan