

COURSE OVERVIEW

COURSE NAME

Classification/Compensation Practices & Benefits Basics

FACILITATION

Discussion guided by representatives from Total Compensation and Wellness (TCW) with meeting facilitator, Dawn Aziz, Organization and Employee Development

COURSE LENGTH: 1.5 HOURS

COURSE DESCRIPTION

This course will provide **HR Directors, Senior Consultants, Consultants and Talent Management Coordinators** with an overview of WSUs classification/compensation practices and benefits program.

With the guidance of a WSU Total Compensation & Wellness (TCW) representative, this session will share the job audit process, WSUs compensation philosophy and TCW resources and support.

Participants will also receive the latest message given to new employees on WSU benefits as part of the Faculty & Staff orientation. This may help HR members stay up to date on our offerings as we consider how best to sell them to prospective employees and answer/redirect existing employee questions.

LEARNING OBJECTIVES

As a result of this module, participants will be able to:

- Describe the new hire process as it pertains to classification/compensation
- Establish a new non-represented position
- Understand the job audit process for Staff Association and P&A employees as well as non-represented employees
- Describe who is covered under WSUs Compensation Guidelines and reference it for WSUs philosophy, general salary transactions and special salary amounts
- Answer questions about benefit basics during open enrollment and mid-year enrollment
- Sell WSU with an understanding of the competitive benefits structure and highlight the value of flexible spending accounts and voluntary benefits such as life and long-term care insurance, the 403(b) retirement savings plan and Wellness Warriors
- Know how to access key benefits forms for onboarding new employees

PREREQUISITES

Prior to this module, it is recommended participants reference:

- The [Total Compensation & Wellness \(TCW\) website](#) for a quick scan on available resources for benefits, classification & compensation and wellness

ADDITIONAL RESOURCES

There are several TCW resources that may be helpful to reference as needed:

- [Salary Schedules](#)
- [Compensation Guidelines for the Non-Represented A/P Merit Program](#)