Objectives: *Be able to do the following.*
- Create a pay system for your organization
- Develop a policy to administer the pay & benefits for your organization

Criteria: *Understand and develop your firm’s Compensation & Benefits plans.*
- Paying employees means: *deciding how much their time and effort is worth.* Choose a pay structure system and develop a pay structure for the job evaluations made in your organization (Chapter 11)
- Benefits are also important issues for employees. What is your organization’s policy towards benefits – Is everyone entitled to benefits or only the full-time employees? Do you offer minimum benefits or additional prerequisites?

Deliverables:
- Develop a pay structure that is consistent with your organization’s mission and type of employees hired.
  - Choose different jobs from your organization. *Do not create* a pay structure for every job in your organization - just the jobs you performed the job analysis on.
  - Identify the minimum, mid-point, & maximum salaries
- Evaluate your pay structure using the following criteria:
  - Internal equity
  - External equity
  - Internal equity pay comparisons (e.g. why do employees in job X get more or less than job Y)
- Develop a benefits policy. What specifically are you going to offer in your benefits package to your employees?
- Explain why you are offering the benefits “suite” and just as important, why are you not offering certain benefits?
- Do you have a Pay-for-Performance Plan? What is it? Describe what you are doing? Why you are doing it? How much will it cost your organization?

**Due Date:**
- MAN3301 MW CLASS: class period on **Monday, 31 October 2011**
- MAN3301 TR CLASS: class period on **Thursday, 3 Nov. 2011**