

**Surabaya State University Faculty of
Social Sciences and Law
Undergraduate of Public Administration Sciences**

Document Code
e

Lesson Plan

COURSE		Code	Cluster	Credits	Semester	Compilation Date
Officer Compensation		4061112037	Management Principles	6	5	2021
AUTHORIZATION		Lesson Plan Developer	Coordinator		Head of Study Program	
		1. Dra. Meirinawati, M.AP.	Dra. Meirinawati, M.AP.		Eva Hany Fanida, S.AP., M.AP.	
		2. Indah Prabawati, S.Sos. M.Si.				
Learning Program Outcome (PLO)	PLO					
	PLO3	Able to master qualitative and quantitative analysis methods and techniques for administration				
	PLO5	Able to make decisions in solving problems based on the results of information and data analysis				
	PLO7	Able to formulate alternative solutions to administrative problems in public sector organizations				
	PLO11	Cooperate and have concern for society and environment				
	Course Learning Outcome (CLO)					
	CLO3	Able to master qualitative and quantitative analysis methods and techniques for administration regarding employee compensation.				
	CLO5	Able to make decisions in solving problems based on the results of information and data analysis so as to calculate the amount of employee compensation.				
	CLO7	Able to formulate alternative solutions to administrative problems related to employee compensation in public sector organizations.				
	CLO11	Cooperate and have concern for the community and the environment by explaining the forms of compensation and factors that can affect employee compensation.				
Course Description	This course discusses the types of sensors in the public and private sectors and calculates their size.					

Learning Materials/ Topics	1. Definition of employee compensation 2. Compensation materials 3. Scope of compensation 4. Purpose of compensation 5. Forms of compensation 6. Factors influencing the formulation of compensation determination 7. Considerations in determining compensation 8. The principles of determining compensation 9. The main issue of compensation 10. Challenges affecting compensation policies 11. Salaries and wages 12. Unemployment benefits 13. Holiday allowance 14. Sickness allowance 15. Severance pay 16. Maternity allowance 17. Additional unemployment benefits 18. Personal service allowance 19. Employment service allowance 20. Executive facilities 21. Death insurance 22. Insurance treatment, care and rehabilitation 23. Definition of disability benefits 24. Category of disability according to the gradation of body damage 25. Compensation received by employees based on the gradation of body damage 26. Large disability benefits 27. Types of old age benefits 28. Amount of employee pension 29. Calculation of widow/widower pension 30. Calculation of child pension 31. Calculation of TMT pension 32. Calculation of old age savings 33. Procedure for submitting old age savings
---------------------------------------	--

	34. Pension TMT calculation formula 35. The formula for calculating pensions due to the retirement age limit 36. Widow/widower retirement calculation formula 37. Child pension calculation formula 38. The formula for calculating death insurance 39. Pension calculation formula 40. Insurance calculation formula 41. Formula for calculating old age savings	
References	Primary	1. Kadarisman, M. 2012. <i>Manajemen Kompensasi</i> . Jakarta: Rajagrafindo Persada
	Supplementary	1. Handoko, T. Hani. 2012. <i>Manajemen Personalia dan Sumber Daya Manusia</i> . BPFE. 2. Flynn, Norman. 2012. <i>Public Sector Management</i> . Sage Publica Lions (Asia Pacific)
Lecturer(s)	1. Dra. Meirinawati, M.AP. 2. Indah Prabawati, S.Sos. M.Si.	
Prerequisite		

Week	Learning Objectives	Assessment		Learning Activities and Time Allocation		Learning Sources	Scoring
		Indicators	Criteria/Form/Type	Offline	On line		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Able to understand employee compensation as a science.	- Explain employee compensation ontology - Explain epistemologically employee compensation - Explain axiologically employee compensation	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,2,3	

2	Able to understand the employee compensation framework	- Explain the forms of compensation - Explain the factors that influence the formulation of compensation determination - Explain the considerations in determining compensation - Explain the principles of determining compensation	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,3,5	
3	Able to identify problems in providing employee compensation	- Identify the main compensation issues - Identify challenges affecting compensation policy	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,3,5	
4	Able to understand the salary and benefits of supplementary payments	- Describe salaries and wages - Explain unemployment benefits - Explain holiday allowance - Explain sick benefits - Explain severance pay - Explain maternity benefits - Describe additional unemployment benefits	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,3,4,5	
5	Understand employee service allowances	- Describe personal service allowances - Describe job service allowances - Describe executive facilities		Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,3,4,5	

6	Able to understand insurance benefits	- Understanding death insurance - Understand medical insurance, care and rehabilitation	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer, Presentation TM :1mg x (3 credits x 50")		1,3,4,5	
7	Able to understand about disability benefits	- Explain the meaning of disability benefits - Explain the category of disability according to the gradation of body damage - Explain the compensation received by employees based on the gradation of body damage - Explain the amount of disability benefits		Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,3,4,5	
8	Mid-Semester Evaluation / Mid-Semester Exam						
9,10 and 11	Able to understand old age benefits	- Identify the types of old age benefits - Explain the calculation of the pension amount - Explain the calculation of pensions for widows/widowers and children - Identify TMT pension - Explain the procedure for applying for old age savings - Explain the calculation of old age savings	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer TM :1mg x (3 credits x 50")		1,2,3	
12, 13 and 14	Able to calculate old age benefits	- Calculates when to retire - Calculating how much civil servant pension received - Calculating how much the widow/widower's pension is - Calculating how much the child's pension is - Calculate death insurance if civil servants, wives/husbands of civil servants, and children of civil servants die	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Group Discussion - Student Assignments: Question and Answer, Presentation TM :1mg x (3 credits x 50")		1,2,3	

15-16	Able to calculate old age benefits	- Calculating how much civil servant pension received - Calculating how much the widow/widower's pension is - Calculating how much the child's pension is - Calculate death insurance if civil servants, wives/husbands of civil servants, and children of civil servants die - Calculating old age savings for civil servants	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face-to-face Lecture - Methods: Demonstration - Student Assignments: Presentation TM :1mg x (3 credits x 50")		1,2,3	
17	End of Semester Evaluation / End of Semester Exam						

