

# Hire Above Minimum Guidelines

An individual who is exceptionally qualified (has training and/or experience which significantly exceeds the minimum training and experience established for the position) may be hired above the minimum of the pay band.

Prior to making a salary offer, submit a Higher Above Minimum request via PeopleAdmin to Salary Administration, which will determine the appropriateness of the salary being requested based on the following:

1. The applicant's education, training or experience that exceeds the minimum requirements for the position.
2. The employment characteristics of the position to include:
  - a. Recruiting difficulties associated with filling the position.
  - b. Specialized/technical or unique nature of the position.
  - c. Identified differences in market or occupational rates of pay.
3. The salaries of current employees in similar positions for equity considerations.

## HAM Guide

Question	Answer
Does the applicant exceed minimum advertised requirements?	
Will the requested salary create equity problems with others in the same classification within your department? If yes, STOP. Equity problems must be addressed before continuing.	
Was this position difficult to fill?	
How long was it advertised?	
How many people were interviewed?	
Is this position located in a specific geographic location? (e.g. admissions counselor in California)	
Is this position in a highly specialized field?	
Does the applicant possess education, training, experience, skills, certifications that are unique to the position? (e.g Banner training, Peoplesoft experience)	
Is the applicant currently making above the minimum posted salary?	

After answering the questions above, do you still believe it is necessary to hire the candidate above the minimum starting salary? If so:

1. Complete the Request for Salary Approval
2. Attach a Justification memo
3. Attach a separate memo and answer the following questions:
  - a. Why is a hire above necessary?
  - b. Does this cause inequity in the department?
  - c. What are the comparable positions in the department?
  - d. What experiences does the candidate have to justify hiring above current employees? e.g. more years of experience, additional education or certifications
  - e. Include a comparable chart

USC Class Code	Base Salary	Total Salary	Pay Basis Desc	Years in position
AA75	\$27,445.00	\$27,445.00	12 MNTHS	2
AA75	\$26,139.00	\$26,139.00	12 MNTHS	2
AA75	\$31,553.00	\$31,553.00	12 MNTHS	7.7
AA75	\$26,139.00	\$26,139.00	12 MNTHS	0.75
AA75	\$27,968.00	\$27,968.00	12 MNTHS	3.11

## Calculating rates

Category	Example	Input
Starting Salary	<i>e.g. \$31,805</i>	
Requested Salary	<i>e.g. \$36,575,</i>	
Minimum qualifications	<i>E.g. Master's degree in Student Personnel Services or related field, or bachelor's degree and 2 years related experience.</i>	
Years of education above minimum	<i>e.g. 2 years</i>	
Years of directly related experience above the minimum	<i>e.g. 1 year</i>	
Years of indirectly related experience	<i>e.g. 6 years</i>	
Percentage over minimum offering	<i>15%</i>	

Education and experience: Up to 5% for directly related education, experience, certifications and specific job related licenses. Roughly 2 to 3% if not directly related.

Percentages over 20% go to the SC Department of Administration- State Fiscal Accountability Authority (formerly the Budget and Control Board)

Check PeopleSoft for departmental comparable salaries in the class code. If you do not have a comparable send an email to Alicia Bervine at [Bervine@mailbox.sc.edu](mailto:Bervine@mailbox.sc.edu) for a division comparable.