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**HIRING ABOVE THE MINIMUM (HAM)  
TEMPORARY APPOINTMENT MAXIMUM (TAM)  
REQUEST AND AUTHORIZATION FORM**

**Submitting Agency Information:**

Date Submitted _____ Agency _____
Assigned Agency HR Analyst _____
Telephone Number _____ E-mail Address _____

**HAM/TAM Classification Information:**

Class Title _____ Schedule/Pay Range _____
Working Title _____ Bargaining Unit # _____
% Of the Minimum Requested _____ Maximum Hourly Rate Requested \$ _____
Date plan to post position vacancy _____ (This request must be submitted to OSER 10 working days before the deadline date.)

**Office of State Employment Relations Approval(s):**

Compensation Analyst _____ Date _____
Labor Relations Specialist _____ Date _____ (HAM requests for represented positions only)

**HAM/TAM Request Completion Instructions:**

**An agency HAM/TAM request will not be considered complete unless all information required under 1. through 6. below, is provided.** Please attach any additional information you believe is necessary to fully document your request in accordance with the WRRH HAM Chapter 508. Attach a position description.

Send via inter-departmental mail to OSER/DCLR, Bureau of Compensation HAM/TAM, 101 E. Wilson Street, 4<sup>th</sup> floor, or e-mail to [OSERHAMTAMRequests@Wisconsin.gov](mailto:OSERHAMTAMRequests@Wisconsin.gov), or FAX to (608) 267-1020.

1. Identify the **minimum** requirements for this classification and level.
2. Describe the duties of this position that differ significantly from other positions within this classification. Specifically describe the necessary job qualifications, including why and how they differ from those normally required. Compare the qualifications desired to those possessed by current employees within that classification.
3. Provide a list of specific qualifications accompanied by HAM rate percentages or flat dollar amounts that reflect the total that may be paid for that qualification. These qualifications should be as objective and specific as possible, considering both the qualifications and classification levels of current agency employees. Criteria should not promote or exacerbate significant pay disparities between newly hired and current employees with the same basic qualifications.

Example:

Criteria Category	Maximum %	Flat Dollar Amount
MS degree in early childhood education	5% of minimum	\$0.25 per hour
Advanced Level Experience in policy analysis	10% of minimum	\$0.50 per hour
Wisconsin legislative work experience	2% per year of experience (Not to Exceed 10%)	\$0.25 per hour per year of experience (Not to Exceed \$3.00)

4. Describe the qualifications needed by the position incumbent and document the performance required at this level. This documentation may be explained by program requirements, specific and expected work assignments, or by comparing the performance/productivity of current employees with the desired qualifications to the performance/productivity of those without the qualifications. Also, supporting justification for a higher starting rate should be submitted in the form of documentation of wage rates of individuals possessing the desired qualifications.
5. Labor Market Information. Provide any labor market data collected from employers with similar positions, including a list of employers contacted and summarized data analysis. Information regarding previous recruitment problems (e.g., failed recruitments) for the identified classification should also be included.
6. When hiring entry level positions either in conjunction with semiautomatic pay progression positions or the Entry Professional Program (EPP), HAM is limited to a pay point within a semiautomatic pay progression or to two-within-range pay steps (WRPS), respectively. (A blanket HAM request may be submitted for either the EPP or semiautomatic pay progression, which could then be used for all hires within a specific time period, e.g. one year.) The information provided should be specific as to how work experience and education would be applied toward placing applicants at each specific pay point, along with the rationale for requesting HAM.

Example:

0 years of experience	Entry Level
1 year of experience	Pay Point A
1.5 years of experience	Pay Point B
2 years of experience	Pay Point C
2.5 years of experience	Pay Point D