

**College of Marine Science, USF**  
**OPS Salary Model for Non-ranked Faculty, A&P, and USPS**  
**(Effective August, 2003)**

Prior to an offer of employment to an individual, the prospective supervisor (hiring authority) must provide a written request to the Coordinator of Administrative Services for the College of Marine Science. The written request must include a detailed position description, the desired level of experience and education, and the appropriate salary range for the appointment. An employee is not permitted to work until approval of this request has been granted.

The salary to be offered to an individual will be determined by obtaining the closest comparison possible between the job description for the OPS position and the applicant's credentials and equivalent information contained within the University's acceptable data sources determined in the following order:

1. University Class and Pay Plan Specifications for Non-ranked Faculty, A&P and USPS plus current salary ranges of USF employees in the comparison classification in similar units within the University; or in cases of non-comparability:
2. College University Professional Association for Human Resources (CUPA); or in cases of non-comparability within 1 or 2:
3. Salary.Com

For these OPS appointments, salaries will include a factoring for benefits by using the standard University's current factor rate of 23%. This rate will be adjusted when necessary to match the University's current standard rate. For salary data beyond six-months old, the OPS salary will include a factoring percentage based on the most recent increase supplied to University personnel in the comparison classification.

Annual salary increases should not exceed the overall percentage increase supplied to salaried personnel in the comparison classification.

Special increases would be based on additional duties or special achievements and would not normally exceed 10 percent in any 12-month period other than in documented exceptional circumstances.

The Coordinator of Administrative Services will document and maintain files that reference the criteria and data source used for the justification of each OPS appointment and salary.

Accordingly, all OPS (Non-ranked faculty, A&P, and USPS) appointments, new as well as current OPS personnel who are being reappointed, in the College of Marine Science will adhere to these guidelines. Exceptions to appointment decisions by the Coordinator of Administrative Services are possible but can only occur if the case is first presented by the Coordinator to the Dean or Dean's designee and that person then provides written approval of the exception.