

Policy 47 - Budgeting Tool Instructions

This tool has been designed to support researchers in budgeting compensation costs (including statutory and non-statutory benefits) for contractual research staff for use in upcoming grant applications. It will be updated as changes develop.

The tool identifies a standard total compensation package for the employee categories identified in [Policy 47](#) (short-term, medium-term and long-term). It should be used only for the budgeting of research staff when a new position is created or when a position is without incumbent.

1. **Short-Term Employees (less than 1 year)**: This group consists of contractual employees with a total workload of at least 15 hours per week and who will have accrued less than one year of continuous service at the University upon completion of their employment contract. Percentage of salary for individuals who are not eligible for pension, benefits or vacation accrual (paid 4% on each pay).
2. **Medium-Term Employees (1 year to 2 years)**: This group consists of contractual employees with a total workload of at least 15 hours per week who will have accrued at least one year and less than two years of continuous service at the University upon completion of their employment contract. Percentage of salary for individuals who are not eligible for pension or benefits but accrue leave/vacation entitlements.
3. **Long-Term Employees (more than 2 years)**: This group consists of contractual employees with a total workload of at least 15 hours per week who will have accrued at least two years of continuous service with the University upon completion of their employment contract. Percentage of salary for those individuals who participate in pension and the group benefit program (family level coverage).

To calculate the standard total compensation package, choose the position level for the [generic job description](#) that meets your needs (NR1, NR2, etc.). Use the associated standard salary and apply the percentage that corresponds to the appropriate employee category (duration of employment).

Note: When hiring an internal employee, combined and total duration of employment with the University determines their status (ie: whether they are a short/medium or long-term employee).

If the position is with incumbent, researchers need to budget using the employees' actual compensation, taking into account the yearly increases and changes in benefits after two years of continuous service.

For calculation purposes:

***Yearly increase existing employees is estimated as follows:**

Cost of Living Adjustment: (2%)

Progress through the rank: (2% of standard)

1. No rate increases have been included for CPP, WSIB, and EHT based upon government estimates. The respective rate ceilings have been adjusted for an estimated 2.5% annual increase.
2. The EI rate is set as per proposed budget for 2017 (rate decrease). The respective rate ceiling has been adjusted for an estimated 2.5% annual increase.
3. A rate decrease has been included for University of Ottawa pension. Rate for 2016 is 12.50% Reconfirmation to occur in 2017 for future rates.

4. Rates for benefits have been estimated based upon input from Mercer Consultants at the rate of 5.0% each year for medical and dental. No change for life insurance.

Cautionary Note: The Government of Canada has announced changes in both EI and CPP Programs. It is expected that these changes will have an upward pressure upon rates. The above calculations should be considered as estimates subject to potential change starting in 2017.

More information can be found on the RMS website at the following link: [Human Resources Management in Research](#), by contacting the HR Generalist within your Faculty or by contacting [Melanie Miles](#), HR Generalist, Research at extension 2359.

More information on Benefits and Pension is available at:

Benefits: <http://www.hr.uottawa.ca/my-info/gft/#/benefits>

Pension : <http://www.hr.uottawa.ca/my-info/gft/#/pension>

NR1	Junior Technician			
	Yearly Increase	Employer Paid Benefits		
Years	Employee Standard Salary	Up to 1 year (4 % paid)	1-2 years (vacation accumulation)	2+ years with benefits -Family
2016-2017	\$43,384	13.49%	9.49%	30.71%
2017-2018*	\$45,119	12.95%	8.95%	30.26%
2018-2019*	\$46,924	12.97%	8.97%	30.35%
2019-2020*	\$48,801	12.98%	8.98%	30.45%
2020-2021*	\$50,753	13.00%	9.00%	30.72%
2021-2022*	\$52,783	13.00%	9.00%	30.72%
2022-2023*	\$54,895	13.00%	9.00%	30.72%

NR2	Technician (1)			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Up to 1 year (4 % paid)	1-2 years (vacation accumulation)	2+ years with benefits -Family
2016-2017	\$47,100	13.52%	9.52%	30.07%
2017-2018*	\$48,984	12.98%	8.98%	29.61%
2018-2019*	\$50,943	13.00%	9.00%	29.70%
2019-2020*	\$52,981	13.01%	9.10%	29.87%
2020-2021*	\$55,100	13.02%	9.02%	30.04%
2021-2022*	\$57,304	13.02%	9.02%	30.04%
2022-2023*	\$59,597	13.02%	9.02%	30.04%

NR3	Technician (2) Research Administrative Assistant			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Up to 1 year (4 % paid)	1-2 years (vacation accumulation)	2+ years with benefits -Family
2016-2017	\$51,158	13.55%	9.55%	29.48%
2017-2018*	\$53,204	12.98%	8.98%	28.98%
2018-2019*	\$55,332	12.97%	8.97%	29.03%
2019-2020*	\$57,546	13.13%	9.13%	29.26%
2020-2021*	\$59,848	12.87%	8.87%	29.22%
2021-2022*	\$62,242	12.87%	8.87%	29.22%
2022-2023*	\$64,731	12.87%	8.87%	29.22%

***Yearly increase existing employees is estimated as follows:**

Cost of Living Adjustment: (2%)

Progress through the rank: (2% of standard)

NR4	Technician (3) Clinical Research Coordinator Social Sciences and Humanities Research Coordinator			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$55,228	13.39%	9.39%	28.77%
2017-2018*	\$57,437	12.79%	8.79%	28.24%
2018-2019*	\$59,735	12.71%	8.71%	28.22%
2019-2020*	\$62,124	12.62%	8.62%	28.20%
2020-2021*	\$64,609	12.38%	8.38%	28.16%
2021-2022*	\$67,193	12.38%	8.38%	28.16%
2022-2023*	\$69,881	12.38%	8.38%	28.16%

NR5	Research Associate - Scientist / Medicine / Engineer (1) Laboratory Coordinator			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$60,746	12.75%	8.75%	27.53%
2017-2018*	\$63,176	12.21%	8.21%	27.05%
2018-2019*	\$65,703	12.13%	8.13%	27.03%
2019-2020*	\$68,331	12.05%	8.05%	27.01%
2020-2021*	\$71,064	11.83%	7.83%	26.97%
2021-2022*	\$73,907	11.83%	7.83%	26.97%
2022-2023*	\$76,863	11.83%	7.83%	26.97%

NR6	Senior Technician Research Associate - Scientist / Medicine / Engineer (2) Social Sciences and Humanities Research Associate Clinical Research Associate			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$67,303	12.12%	8.12%	26.31%
2017-2018*	\$69,995	11.63%	7.63%	25.87%
2018-2019*	\$72,795	11.56%	7.56%	25.86%
2019-2020*	\$75,707	11.49%	7.49%	25.84%
2020-2021*	\$78,735	11.29%	7.29%	25.81%
2021-2022*	\$81,884	11.29%	7.29%	25.81%
2022-2023*	\$85,160	11.29%	7.29%	25.81%

NR7	Research Associate - Scientist / Medicine / Engineer (3)			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$75,207	11.51%	7.51%	25.12%
2017-2018*	\$78,215	11.07%	7.07%	24.73%
2018-2019*	\$81,344	11.01%	7.01%	24.72%
2019-2020*	\$84,598	10.95%	6.95%	24.70%
2020-2021*	\$87,982	10.77%	6.77%	24.67%
2021-2022*	\$91,501	10.77%	6.77%	24.67%
2022-2023*	\$95,161	10.77%	6.77%	24.67%

NR8	Senior Research Associate - Scientist / Medicine / Engineer Senior Social Sciences and Humanities Research Associate Senior Clinical Research Associate Laboratory Manager			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$84,539	10.94%	6.94%	24.00%
2017-2018*	\$87,921	10.56%	6.36%	23.67%
2018-2019*	\$91,437	10.50%	6.50%	23.65%
2019-2020*	\$95,095	10.44%	6.44%	23.63%
2020-2021*	\$98,899	10.26%	6.26%	23.59%
2021-2022*	\$102,855	10.26%	6.26%	23.59%
2022-2023*	\$106,969	10.26%	6.26%	23.59%

NMR1	Senior Laboratory Manager			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits -Family)
2016-2017	\$94,110	10.45%	6.45%	23.07%
2017-2018*	\$97,874	10.09%	6.09%	22.75%
2018-2019*	\$101,789	10.30%	6.03%	22.75%
2019-2020*	\$105,861	9.98%	5.98%	22.71%
2020-2021*	\$110,095	9.82%	5.82%	22.68%
2021-2022*	\$114,499	9.82%	5.82%	22.68%
2022-2023*	\$119,079	9.82%	5.82%	22.68%