

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:

1. The CPP rate is set at 5.25% with a maximum of \$3,166.45/year.
2. The EI rate is set at 2.212% with a maximum of \$1,245.36/year.
3. The WSIB rate is set at 0.25% with a maximum of \$257.00/year.
4. The Tax-EHT rate is set at 1.95%.
5. The pension rate is set at 7.95% up to \$41,299.01/year and then 12.15% for additional salary over \$41,299.01.
6. The benefits rate for family coverage is set at \$4,073.72/year.

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>

*Yearly increase existing employees is estimated as follows :

Cost of Living Adjustment: (1.25%)

Progress through the rank: (2% of standard)

NR1	Junior Technician			
	Yearly Increase	Employer Paid Benefits		
Years	Employee Standard Salary (35hrs)	Up to 1 year (4 % paid)	1-2 years (vacation accumulation)	2+ years with benefits - Family
2021-2022	\$47,184	13.46%	9.46%	26.57%
2022-2023*	\$49,071	13.47%	9.47%	26.39%
2023-2024*	\$51,034	13.49%	9.49%	26.22%
2024-2025*	\$53,076	13.50%	9.50%	26.06%
2025-2026*	\$55,199	13.50%	9.50%	26.06%
2026-2027*	\$57,407	13.50%	9.50%	26.06%
2027-2028*	\$59,703	13.50%	9.50%	26.06%

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
2021-2022	\$51,224	13.49%	9.49%	26.21%
2022-2023*	\$53,273	13.50%	9.50%	26.04%
2023-2024*	\$55,404	13.52%	9.52%	25.89%
2024-2025*	\$57,620	13.48%	9.48%	25.69%
2025-2026*	\$59,925	13.48%	9.48%	25.69%
2026-2027*	\$62,322	13.48%	9.48%	25.69%
2027-2028*	\$64,815	13.48%	9.48%	25.69%

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
2021-2022	\$55,637	13.52%	9.52%	25.87%
2022-2023*	\$57,445	13.49%	9.49%	25.71%
2023-2024*	\$59,312	13.64%	9.64%	25.73%
2024-2025*	\$61,240	13.40%	9.40%	25.37%
2025-2026*	\$63,230	13.40%	9.40%	25.37%
2026-2027*	\$65,285	13.40%	9.40%	25.37%
2027-2028*	\$67,407	13.40%	9.40%	25.37%

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

Cost of Living Adjustment: (1.25%)

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)
2021-2022	\$60,128	13.54%	9.54%	25.58%
2022-2023*	\$62,082	13.31%	9.31%	25.22%
2023-2024*	\$64,100	13.08%	9.08%	24.88%
2024-2025*	\$66,183	12.87%	8.87%	24.55%
2025-2026*	\$68,334	12.87%	8.87%	24.55%
2026-2027*	\$70,555	12.87%	8.87%	24.55%
2027-2028*	\$72,848	12.87%	8.87%	24.55%

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)
2021-2022	\$66,066	12.88%	8.88%	24.57%
2022-2023*	\$68,213	12.67%	8.67%	24.25%
2023-2024*	\$70,430	12.46%	8.46%	23.94%
2024-2025*	\$72,719	12.27%	8.27%	23.63%
2025-2026*	\$75,082	12.27%	8.27%	23.63%
2026-2027*	\$77,523	12.27%	8.27%	23.63%
2027-2028*	\$80,042	12.27%	8.27%	23.63%

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)
2021-2022	\$73,197	12.23%	8.23%	23.57%
2022-2023*	\$75,576	12.04%	8.04%	23.28%
2023-2024*	\$78,032	11.85%	7.85%	23.00%
2024-2025*	\$80,568	11.68%	7.68%	22.73%
2025-2026*	\$83,187	11.68%	7.68%	22.73%
2026-2027*	\$85,890	11.68%	7.68%	22.73%
2027-2028*	\$88,682	11.68%	7.68%	22.73%

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)
2021-2022	\$81,792	11.59%	7.59%	22.60%
2022-2023*	\$84,450	11.42%	7.42%	22.34%
2023-2024*	\$87,195	11.26%	7.26%	22.09%
2024-2025*	\$90,029	11.10%	7.10%	21.85%
2025-2026*	\$92,955	11.10%	7.10%	21.85%
2026-2027*	\$95,976	11.10%	7.10%	21.85%
2027-2028*	\$99,095	11.10%	7.10%	21.85%

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)
2021-2022	\$91,940	11.00%	7.00%	21.69%
2022-2023*	\$94,928	10.85%	6.85%	21.46%
2023-2024*	\$98,013	10.70%	6.70%	21.24%
2024-2025*	\$101,199	10.56%	6.56%	21.02%
2025-2026*	\$104,488	10.56%	6.56%	21.02%
2026-2027*	\$107,883	10.56%	6.56%	21.02%
2027-2028*	\$111,390	10.56%	6.56%	21.02%

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)
2021-2022	\$102,349	10.51%	6.51%	20.95%
2022-2023*	\$105,675	10.37%	6.37%	20.73%
2023-2024*	\$109,110	10.23%	6.23%	20.52%
2024-2025*	\$112,656	10.09%	6.09%	20.32%
2025-2026*	\$116,317	10.09%	6.09%	20.32%
2026-2027*	\$120,097	10.09%	6.09%	20.32%
2027-2028*	\$124,001	10.09%	6.09%	20.32%