

## Policy 47 - Budgeting Tool Instructions

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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 \$2,898.00/year.
2. The EI rate is set at 2.394% with a maximum of \$1,297.55/year.
3. The WSIB rate is set at 0.25% with a maximum of \$238.00/year.
4. The Tax-EHT rate is set at 1.95%.
5. The pension rate is set at 8.70% up to \$48,028/year and then 13.50% for additional salary over \$48,028.
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	<a href="#">Junior Technician</a>			
	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
2020-2021	\$46,717	13.45%	9.45%	26.87%
2021-2022*	\$48,586	13.47%	9.47%	26.61%
2022-2023*	\$50,529	13.48%	9.48%	26.48%
2023-2024*	\$52,550	13.49%	9.49%	26.36%
2024-2025*	\$54,652	13.49%	9.49%	26.36%
2025-2026*	\$56,838	13.49%	9.49%	26.36%
2026-2027*	\$59,112	13.49%	9.49%	26.36%

NR2	<a href="#">Technician (1)</a>			
	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
2020-2021	\$50,717	13.48%	9.48%	26.47%
2021-2022*	\$52,746	13.50%	9.50%	26.35%
2022-2023*	\$54,856	13.48%	9.48%	26.21%
2023-2024*	\$57,050	13.55%	9.55%	26.15%
2024-2025*	\$59,332	13.55%	9.55%	26.15%
2025-2026*	\$61,705	13.55%	9.55%	26.15%
2026-2027*	\$64,173	13.55%	9.55%	26.15%

NR3	<a href="#">Technician (2)</a> <a href="#">Research Administrative Assistant</a>			
	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
2020-2021	\$55,086	13.47%	9.47%	26.18%
2021-2022*	\$56,876	13.21%	9.21%	26.19%
2022-2023*	\$58,725	13.58%	9.58%	25.86%
2023-2024*	\$60,633	13.12%	9.12%	25.54%
2024-2025*	\$62,604	13.12%	9.12%	25.54%
2025-2026*	\$64,639	13.12%	9.12%	25.54%
2026-2027*	\$66,739	13.12%	9.12%	25.54%

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

Cost of Living Adjustment: (1.25%)

Progress through the rank: (2% of standard)

NR4	<a href="#">Technician (3)</a> <a href="#">Clinical Research Coordinator</a> <a href="#">Social Sciences and Humanities Research Coordinator</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$59,533	13.25%	9.25%	25.72%
2021-2022*	\$61,468	13.03%	9.03%	25.40%
2022-2023*	\$63,466	12.81%	8.81%	25.10%
2023-2024*	\$65,528	12.60%	8.60%	24.80%
2024-2025*	\$67,658	12.60%	8.60%	24.80%
2025-2026*	\$69,857	12.60%	8.60%	24.80%
2026-2027*	\$72,127	12.60%	8.60%	24.80%

NR5	<a href="#">Research Associate - Scientist / Medicine / Engineer (1)</a> <a href="#">Laboratory Coordinator</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$65,412	12.61%	8.61%	24.82%
2021-2022*	\$67,538	12.41%	8.41%	24.54%
2022-2023*	\$69,733	12.22%	8.22%	24.25%
2023-2024*	\$71,999	12.03%	8.03%	23.98%
2024-2025*	\$74,339	12.03%	8.03%	23.98%
2025-2026*	\$76,755	12.03%	8.03%	23.98%
2026-2027*	\$79,250	12.03%	8.03%	23.98%

NR6	<a href="#">Senior Technician</a> <a href="#">Research Associate - Scientist / Medicine / Engineer (2)</a> <a href="#">Social Sciences and Humanities Research Associate</a> <a href="#">Clinical Research Associate</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$72,472	11.99%	7.99%	23.93%
2021-2022*	\$74,827	11.81%	7.81%	23.67%
2022-2023*	\$77,259	11.63%	7.63%	23.42%
2023-2024*	\$79,770	11.46%	7.46%	23.18%
2024-2025*	\$82,363	11.46%	7.46%	23.18%
2025-2026*	\$85,039	11.46%	7.46%	23.18%
2026-2027*	\$87,803	11.46%	7.46%	23.18%

NR7	<a href="#">Research Associate - Scientist / Medicine / Engineer (3)</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$80,982	11.38%	7.38%	23.06%
2021-2022*	\$83,614	11.22%	7.22%	22.83%
2022-2023*	\$86,331	11.06%	7.06%	22.61%
2023-2024*	\$89,137	10.91%	6.91%	22.39%
2024-2025*	\$92,034	10.91%	6.91%	22.39%
2025-2026*	\$95,025	10.91%	6.91%	22.39%
2026-2027*	\$98,114	10.91%	6.91%	22.39%

NR8	<a href="#">Senior Research Associate - Scientist / Medicine / Engineer</a> <a href="#">Senior Social Sciences and Humanities Research Associate</a> <a href="#">Senior Clinical Research Associate</a> <a href="#">Laboratory Manager</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$91,030	10.81%	6.81%	22.25%
2021-2022*	\$93,988	10.66%	6.66%	22.05%
2022-2023*	\$97,043	10.52%	6.52%	21.84%
2023-2024*	\$100,197	10.38%	6.38%	21.64%
2024-2025*	\$103,453	10.38%	6.38%	21.64%
2025-2026*	\$106,816	10.38%	6.38%	21.64%
2026-2027*	\$110,287	10.38%	6.38%	21.64%

NMR1	<a href="#">Senior Laboratory Manager</a>			
	Yearly Increase	Employer Paid Benefits		
Years	New Employee Standard Salary	Short-term (4 % paid)	Medium-term (vacation accumulation)	Long-term (benefits - Family)
2020-2021	\$101,336	10.33%	6.33%	21.57%
2021-2022*	\$104,629	10.19%	6.19%	21.38%
2022-2023*	\$108,030	10.05%	6.05%	21.19%
2023-2024*	\$111,541	9.93%	5.93%	21.01%
2024-2025*	\$115,166	9.93%	5.93%	21.01%
2025-2026*	\$118,909	9.93%	5.93%	21.01%
2026-2027*	\$122,773	9.93%	5.93%	21.01%