

# Steps for hiring a postdoctoral fellow to join your research team

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## 1. How to register postdoctoral fellow (PDF) at the University of Ottawa.

Once you have decided to hire a PDF to join your research program and have reached an agreement

- PDF must proceed with the registration process at the Office of the Vice-Provost, Graduate and Postdoctoral Studies (OVPGPS). This is necessary in order to obtain a contract from human resources.

All necessary forms are available on the OVPGPS website and mailed to [postdoc@uottawa.ca](mailto:postdoc@uottawa.ca) once completed:

<https://www.uottawa.ca/study/graduate-studies/becoming-postdoctoral-fellow>

[Registration and Renewal Form for Canadian and Permanent Resident Postdoctoral Fellows \(PDF\)](#)

[Registration and Renewal Form for International Postdoctoral Fellows \(PDF\)](#)

In addition to the registration form above, the following is also required:

- a proof of PhD degree
- a resume, including any details of previous postdoctoral appointments
- proof of remuneration if external funding

## 2. PDF acceptance and appointment at the University of Ottawa

- the OVPGPS sends a decision of acceptance within five business days by email
- if PDF will receive funding from the University of Ottawa, this includes an official contract from Human Resources with an offer of employment as per policy 123  
<https://www2.uottawa.ca/about-us/policies-regulations/policy-123-postdoctoral-fellows>

**PDF appointments:** there are three types of funding administered by the University of Ottawa for PDFs:

- i. Operational Funds: A fellowship paid from the University's operational funds.
  - ii. Research and Other Restricted Funds: A fellowship paid from the supervisor's grant or contract.
  - iii. Award Fellowship: A fellowship awarded directly to the PDF by a granting agency and administered by the University.
- the minimum length of a PDF appointment is 6 months; and should not exceed 5 years of post-PhD training.
  - the minimum fellowship/stipend is 37000\$ per year (+ **benefits**), for 1820 hours of work per year or 35 hours per week. This minimum can include teaching appointments at the University of Ottawa.

More information on Benefits is available at: <https://hrdochrh.uottawa.ca/info/en-ca/postdoc/policies.html>

**For calculation purposes:**

1. The CPP rate is set at 5.10% with a maximum of \$2,748.90/year.
2. The EI rate is set at 2.268% with a maximum of \$1,204.31/year.
3. The WSIB rate is set at 0.29% with a maximum of \$268.54/year.
4. The Tax-EHT rate is set at 1.95%.
5. The benefits rate for family coverage is set at \$4,470.30/year.

Yearly Salary \$	Cost of Benefits %	Cost of Benefits \$	Yearly Salary + Cost of Benefits \$
40,000	20.34	8,136	48,136
45,000	19.15	8,618	53,618
50,000	18.19	9,095	59,095
55,000	17.56	9,658	64,658
60,000	16.28	9,768	69,768

For more <https://telfer.uottawa.ca/assets/research/documents/docs/Budgeting-tool-for-postdoctoral-fellows.pdf>

\*\*\*Note: It is **highly recommended** that University of Ottawa PDFs have a minimum salary of \$37,000/year + benefits starting May 1, 2024; \$38,000/year + benefits starting May 1, 2025.

It will be **mandatory** for University of Ottawa PDFs to have a minimum salary of \$39,000 + benefits starting May 1, 2026; \$40,000 + benefits starting May 1, 2027; \$41,000 + benefits starting May 1, 2028.\*\*\*

A PDF affiliated with another institution, and not fully paid by the University of Ottawa, is not an employee of the University and will not have an employer/employee relationship. You must comply with the University of Ottawa policies on postdoctoral appointment. For more information: <https://www2.uottawa.ca/study/graduate-studies/policies-postdoctoral-fellows>

### **University of Ottawa policy on Postdoctoral Fellow appointments**

A new policy to address the status of Postdoctoral Fellows at the University of Ottawa came into effect on July 1, 2019. **Policy 123** describes the status, categories, and employment conditions of postdoctoral fellows at the University of Ottawa. <https://www2.uottawa.ca/about-us/policies-regulations/policy-123-postdoctoral-fellows>

All PDFs registered with the OVPGPS have a PDF status at the University of Ottawa with two **possible types of appointments:**

- i. **PDF employee appointment:** employer/employee relationship between the PDF and the University of Ottawa. The supervisor must establish the PDF employee's responsibilities and objectives and provide the PDF with **performance evaluations:** after a **6-month probationary period**, followed by yearly evaluations, and an end of employment evaluation.

A non-binding individual development plan (IDP) can help define the respective expectations for the PDF appointment. A template is available online <https://www2.uottawa.ca/study/graduate-studies/policies-postdoctoral-fellows>

- ii. PDF-affiliated appointment: not an employee of the University, and not paid by the University but by an external institution or agency, this PDF does not receive employee benefits from the University. Registration with OVPGPS only for academic reasons.

Note: PDFs who are funded by a Tri-Agency fellowship is not an employee unless their supervisor offers them a top-up in salary, paid through a bursary.