



OTTAWA **ELECTRICAL** CONTRACTORS' ASSOCIATION



OTTAWA ECA

**CHANGE  
ORDER  
GUIDE**

**2025**

**ELECTRICAL LABOUR RATES**

# CHANGE ORDER COST GUIDELINES



ELECTRICAL CONTRACTORS ASSOCIATION OF OTTAWA

This Change Order Guide is designed to consider the cost of a manhour of electrical labour and allows for the pricing of Change Orders or Additional Work Orders on fixed price contracts.

Effective May 1, 2025 through to April 30, 2026 ECA Ottawa's recommended rate is **\$ 148.37**

## SUMMARY

### Item:

1. Base Rate.....	\$ 52.87
2. Vacation Pay.....	\$ 6.34
3. Union Benefits.....	\$ 20.34
4. Legislated Payroll Burdens.....	\$ 6.97
5. Rest Periods.....	\$ 8.83
6. Additional Burdens.....	\$ 34.88
7. Mandated Training.....	\$ 14.48
8. Parking.....	\$ 2.78
9. Clean Up .....	\$ 0.88

**TOTAL .....** **\$ 148.37**

The following are **not** included in the above calculations:

### Site Foreman

Foremen rates are 15%, General foremen are 25% above the electrical journeyperson rate as per the collective agreement. These percentages do not include additional foreman truck/fuel expenses when applicable. Project and manpower requirements may warrant additional fees being applied.

### Job Expenses (Not covered by Overhead & Profit)

Estimating, project management, equipment, cartage and freight, permits, drafting, AutoCAD, BIM/Revit, as build, commissioning, warranty, temporary services, clerk, bonding, project manager, disposal, inspection, travel, security.

### Overhead and Profit\*

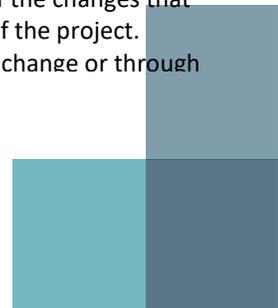
10% for work of own force - Overhead  
10% for work of own force – Mark Up  
10% for work of subcontractor - Overhead  
5% for work of subcontractor – Mark Up  
\* As per CCA 16 – Guidelines for Determining the Cost Associated for Performing Changes in the Work.  
Overhead includes: Labor not involved in the project, rent, insurance, office supplies, and maintenance.

### Impact/Productivity Costs

Impact Costs are those generated by changes in the work order over and above costs of the changes that affect the productivity of the rest of the project. Impact costs may arise out of each change or through

## **OTTAWA ELECTRICAL CONTRACTORS' ASSOCIATION**

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**ITEM #1 – BASE RATE**

1.1 As per the collective agreement ..... \$52.87 ..... **\$52.87**

**ITEM #2 – VACATION & STATUTORY HOLIDAY PAY**

2.1 As per collective agreement ..... \$ 6.34 ..... **\$ 6.34**

**ITEM #3 – UNION BENEFITS**

As per collective agreement

3.1 Health & Benefits..... \$ 6.51  
 3.2 Pension..... \$11.33  
 3.3 Stabilization Fund..... \$ 2.50 ..... **\$20.34**

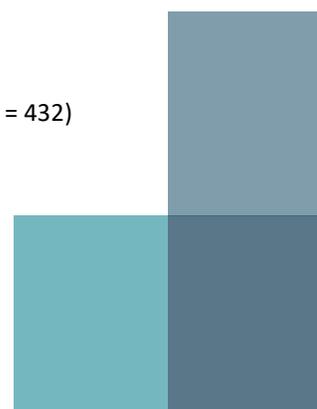
**ITEM #4 – LEGISLATED PAYROLL BURDEN**

4.1 Employer Health Tax ..... \$ 1.16  
 4.2 Employment Insurance..... \$ 1.36  
 4.3 WSIB ..... \$ 0.93  
 4.4 CPP ..... \$ 3.52 ..... **\$ 6.97**

**TOTAL LABOUR COSTS** ..... **\$ 86.52**

**Daily Productivity Minutes Per Worker**

- a. Minutes per day = 432 (i.e., 36hrs/week/5 days = 7.2 hours per day. 60 minutes x 7.2 hours per day = 432)
- b. Non-productive minutes per day = 138 (i.e., sum of items 5.1, 6.3, 6.6, 6.7, 6.8, 7.2, 7.3, 7.4, 7.6)
- c. Total daily productivity minutes = 294 (i.e. 432-138 = 294)

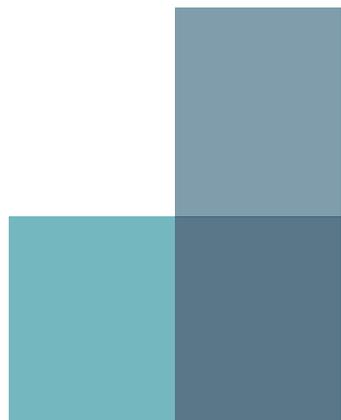


**ITEM #5– REST PERIODS**

5.1 15 minutes every 4 hours over and above minimum break at work station		
<u>15 x 2 x \$86.52</u> .....	\$ 8.83 .....	<b>\$ 8.83</b>
294		

**ITEM #6 – ADDITIONAL BURDENS**

6.1 Expendable Small Tools (Based on a survey of ECA Members)		
10% of \$86.52.....	\$ 8.65	
6.2 Insurance (Based on a survey of ECA Members)		
2.5% of \$86.52.....	\$ 2.16	
6.3 Electrical Cleanup (15 minutes per day)		
<u>15 x \$86.52</u> .....	\$ 4.41	
294		
6.4 Finance (Interest charges over and above traditional rates)		
1% of \$86.52.....	\$ 0.87	
6.5 Site Facilities (Trailer/ Lunchroom/Communication Equipment)		
<u>\$3000 x 12</u> .....	\$ 2.30	
18,000		
6.6 On Site Time Keeping/Scheduling (Based on a survey of ECA Members)		
<u>13 Minutes x \$86.52</u> .....	\$ 3.83	
294		
6.7 Excessive Material Handling (Based on a survey of ECA Members)		
<u>23 Minutes x \$86.52</u> .....	\$ 6.77	
294		
6.8 Personal Hygiene 1/3 Hour Per Day		
<u>20 Minutes x \$86.52</u> .....	\$ 5.89 .....	<b>\$34.88</b>
294		



**ITEM #7 – MANDATED TRAINING**

7.1	5 Hours = <u>\$1200.00</u> 1800 (50 Weeks @ 36 Hours = 1800 Hours) .....	\$ 0.67	
7.2	Job Site Mandated Training Talks (1 Hour Per Week) <u>12 Minutes x \$86.52</u> ..... 294	\$ 3.53	
7.3	WHIMIS Information (1/4 Hour Per Week) <u>03 Minutes x \$86.52</u> ..... 294	\$ 0.88	
7.4	Health & Safety Committee (One worker in 5 to be appointed to committee) (3 hours/week) <u>07 Minutes x \$86.52</u> ..... 294	\$ 2.06	
7.5	Personal Protective Equipment (PPE) (Glasses, vests, fall protection, hearing, masks, gloves, sanitizing equipment, etc.) <u>\$440 per month x 12</u> ..... 1800	\$ 2.93	
7.6	Escalating Site Safety Procedures (Includes Workplace Hazardous Assessment) <u>15 Minutes x \$86.52</u> ..... 294	\$ 4.41.....	<b>\$14.48</b>

**ITEM #8 – PARKING**

8.1	As per the collective agreement (\$20.00/day) .....	\$ 2.78 .....	<b>\$ 2.78</b>
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**ITEM #9 – CLEAN UP**

9.1	In accordance with the OCA recommended practice.....	\$ 0.88 .....	<b>\$ 0.88</b>
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