

December Severance Disclosure

Step-by-Step Guide

In accordance with the [Public Sector Compensation Transparency General Regulation](#) (regulation), public sector bodies are required to disclose severance amounts and contracts (if applicable) that have been issued during the first half of the calendar year (i.e. January 1 – June 30). Please follow the step-by-step guide to assist you in the disclosure process for December.

Understand the December Disclosure Requirements

1. Refer to the December Technical Guide (tech guide) to understand the requirements of the severance and severance contract disclosure. The tech guide as well as the threshold amount can be found on the [Public Sector Body Disclosure Website](#).

Where Disclosure is Not Required

During the first half of the calendar year (i.e. January 1 – June 30), if a public sector body has no employees that were paid severance exceeding the threshold and/or no members who received severance, then the public sector body is not required to disclose. As such, Nil reports are not required and there is no further action required.

Obtain & Verify the Severance Data

2. If a public sector body has members that are paid through the Government of Alberta’s (GoA) payroll system, the Public Agency Secretariat (PAS) will provide the GoA departments the severance data that is pulled from IMAGIS. The GoA departments can then forward the data to other departments and/or public agencies for their use.
3. As data pulled from the IMAGIS system does not cover all public sector bodies, agencies should work with their relevant GoA departments and/or internal teams to ensure severance data is verified and the appropriate information is being disclosed.

Compile Severance Data

4. As previous disclosures will need to be combined into a single file, build off of the last disclosure’s CSV (Comma Separated Value) file by adding new rows with the disclosure year where applicable and add the severance amounts in the “Severance” column. The fields on the CSV file must correspond to the image below. Please note there are no spaces between words in each column.

	A	B	C	D	E	F	G	H	I
1	PublicSectorBody	Position	Name	Year	Compensation	Other	Severance	ContractAttachment	TerminationAttachment
2									
3									

Note: Columns A, B, C and D must not be left blank. There should only be 1 line (1 record) per individual, per year. Refer to section C in the Appendix of the tech guide for the requirements on the downloadable CSV file.

5. Remove information of employees and members who have applied for and been granted an individual safety exemption (refer to tech guide for more information).
6. Remove the information of employees and members that have a recognized right of confidentiality (refer to tech guide for more information).
7. Ensure the name of the public sector body (under the “PublicSectorBody” column) corresponds to what is displayed in the [GoA compensation database](#). Please contact PASInfo@gov.ab.ca if there are any changes to the name.

Redact and Post Online Severance Contracts

Posting of severance contracts only applies to designated positions in public agencies that are:

- Identified in Column 1, Schedule 1 of the [Reform of Agencies, Boards and Commissions Compensation Regulation](#)
- Chief Executive Officer of Alberta Health Services
- Chief Executive Officer of Alberta Electric System Operator

If there are no severance contracts to disclose, please move on to “Validate Severance Data” section below.

8. Ensure severance contracts are properly redacted. As per the [regulation](#), severance contracts posted should not include home address, any person’s signature or any other personal information that, in the opinion of the Minister, constitutes an unreasonable invasion of the employee’s personal privacy.

Note: It is encouraged that the public sector body seeks legal counsel for advice on the areas needing to be redacted in the severance contract.

9. Once severance contracts have been redacted, create PDF URL (web address) to the severance contacts and include these links in the “TerminationAttachment” column on the CSV file.

	A	B	C	D	E	F	G	H	I
1	PublicSectorBody	Position	Name	Year	Compensation	Other	Severance	ContractAttachment	TerminationAttachment
2									
3									

Validate Severance Data

Before creating a CSV URL (web address) and posting it on the public sector body/department website, please ensure your CSV file meets the requirements for posting online. Refer to Appendix Section C: Downloadable File Requirements in the tech guide for more information.

10. Check to see if the CSV file has any errors by uploading the file to the [validation website](#). This is done by selecting the first button on the website as per below.

Select the appropriate step to begin CSV validation

- Step 1 – Pre-validation Check: I want to upload my CSV file to check for errors and ensure it meets requirements
- Step 2 – Submit URL to CSV File: I have completed the pre-validation check and have a direct URL where my CSV file is located online.

11. The system will notify you of any errors to the to the CSV file. Correct the errors (if applicable). You may upload your CSV file as many times to the validation website to check for errors.

Note: This step is to ensure that the file meets the requirements for posting online and does not mean you have completed the disclosure process. If you have errors on your file and are unable to correct them, please contact PASInfo@gov.ab.ca for assistance.

Submit Severance Data

12. Once there are no errors on the CSV file, upload the file to your disclosure website, replacing the previous file by using the same name. A new filename can be used but you must notify PASInfo@gov.ab.ca before moving onto the next step. PAS will need to update the system with the new link.
13. Go to the [validation website](#) to submit the URL (web address) to where the CSV file is posted. This is done by selecting the second button on the website as per below.

Select the appropriate step to begin CSV validation

- Step 1 – Pre-validation Check: I want to upload my CSV file to check for errors and ensure it meets requirements
- Step 2 – Submit URL to CSV File: I have completed the pre-validation check and have a direct URL where my CSV file is located online.

Note: Contact PASInfo@gov.ab.ca if there is a new web link to the public sector body/department disclosure information.

Once submitted, the website will confirm success. **This step completes the disclosure process.** For further information on the validation tool, refer to Appendix Section D of the tech guide.

Reminder

- All data from current and past disclosures are to be combined into one CSV file.
- Compensation and severance disclosures are to be publicly available five years from the date it was initially required to be disclosed.
- Publicly post the name and title of the contact person who can assist with disclosure inquiries. The information must also be provided to the government official assigned to the public sector body.
- Refer to tech guide if there are any corrections to the disclosure data.
- Public sector bodies are only required to post a CSV file to their websites whereby posting an interactive grid is optional.

Resources

Public Sector Body Compensation Disclosure Website

<https://www.alberta.ca/public-sector-body-compensation-disclosure.aspx>

Public Sector Body Disclosure Database

<https://www.alberta.ca/public-sector-body-compensation-disclosure-table.cfm>

Public Sector Compensation Transparency Act

<http://www.qp.alberta.ca/documents/Acts/p40p5.pdf>

Public Sector Compensation Transparency General Regulation

http://www.qp.alberta.ca/documents/Regs/2016_052.pdf

Reform of Agencies, Boards and Commissions Compensation Regulation (regulation)

http://www.qp.alberta.ca/documents/orders/Orders_in_Council/2017/217/2017_068.pdf

Validation Website

<http://pscta.alberta.ca/validator>