

New PSEC Secretariat Compensation Reporting System and Updates to Annual Executive Disclosure Reporting

Background

The *Public Sector Employers Act* requires reporting of compensation for executive and exempt employees, which includes reporting for:

- Senior employees — ongoing reporting for all exempt employees whose annual base salary is set at \$125,000 or more
- Executive employees — annual executive compensation disclosure for the CEO and next four top decision-makers with a base salary of \$125,000 or more.

Previously, these two reporting requirements were managed separately, via ongoing reporting through the Senior Employee Compensation (SEC) database managed by the Public Sector Employers' Council (PSEC) Secretariat, and annually via the paper-based Annual Executive Compensation Disclosure report and spreadsheet.

PSEC Secretariat Launches New Integrated Web-based Compensation Reporting System

The PSEC Secretariat has launched a new online reporting system for the collection of all senior employee compensation and annual executive compensation disclosure information.

Known as **LIGER** — the [Labour Information Gathering and Executive Reporting system](#) — the new system will streamline both the ongoing senior employee compensation reporting requirement and the annual executive compensation disclosure requirement into one integrated online reporting system.

LIGER will provide:

- additional built-in validation checks to flag potential errors prior to the submission and reduce the amount of follow-up communication between employer–staff, employers' associations, and the PSEC Secretariat
- the option to generate a draft version of a disclosure statement for internal review at the employer level prior to submitting a final version to the PSEC Secretariat
- improved efficiency and accuracy with one centralized data entry process that includes senior employee information and the executive compensation disclosure module using familiar terms and an intuitive web-based format
- greater accuracy/precision with a side-by-side view comparing data from the previous year's disclosure while new compensation information is entered.

Timelines For Action

1. By May 12, 2017: Provide PSEC Secretariat with Authorized District User(s)

Districts are requested to provide the PSEC Secretariat with the name, position title, and contact information (phone/e-mail) of authorized district LIGER system users no later than May 12, 2017.

Please [click here](mailto:LIGERHelp@gov.bc.ca) (LIGERHelp@gov.bc.ca) to generate your district's e-mail response. Please include "K-12 LIGER System User" in the subject line of the e-mail.

Authorized users will receive a system-generated email from LIGER on May 19 that includes an embedded link to create a password and gain access to the system; if you do not receive this e-mail by end of day May 19, please contact LIGERHelp@gov.bc.ca.

Please note that the Senior Employee Compensation (SEC) and annual Executive Compensation Disclosure (ECD) modules of [LIGER](#) are live.

2. May 31 OR June 7: Training on the LIGER System

To support transition to the LIGER system, training opportunities will be provided in May-June 2017 to ensure that users are well-informed and prepared to submit senior employee compensation and annual executive compensation disclosure information in a timely manner and in alignment with required timelines for annual executive disclosure reporting.

To assist in familiarizing users with the new [LIGER](#) system, the PSEC Secretariat is offering training webinars, a user guide, and supplemental instructional videos.

Users are encouraged to participate in a webinar as it will provide a valuable introduction to the new system.

Designated PSEC Secretariat staff will continue to offer support and advice on the parameters of reporting/disclosure and assistance with the LIGER system.

Webinar Schedule

The webinar schedule is as follows:

- **Wednesday, May 31, 2017**
10:00 am – 11:00 am OR
2:00 pm – 3:00 pm
- **Wednesday, June 7, 2017**
10:00 am – 11:00 am OR
2:00 pm – 3:00 pm

An e-mail with the webinar registration details will be sent to authorized LIGER system users by May 19.

Once you have registered, the PSEC Secretariat will send each registrant the webinar access details prior to your session.

3. By October 13, 2017: Annual Executive Compensation Disclosure Reporting

[LIGER](#) is intended to increase efficiency for employers in complying with the annual executive compensation disclosure requirements.

The PSEC Secretariat encourages districts to enter their data into the ECD module in LIGER as soon as possible to facilitate early review of the draft data. The draft data will be reviewed by BCPSEA/PSEC Secretariat staff and districts may receive questions of clarification and/or requests for amendments arising from that review prior to providing to the board chair for final approval/sign-off.

NOTE: The information for a senior employee must be entered into the SEC module in LIGER before that employee can be included in your annual executive compensation disclosure. The PSEC Secretariat has imported each district's data from the old SEC database into the SEC module in LIGER. Please review and correct/inform the PSEC Secretariat at LIGERHelp@gov.bc.ca if you note any incorrect or missing data.

Please refer to the updated [2017 Public Sector Executive Compensation Disclosure Guidelines](#) as published by the PSEC Secretariat for more information.

The updated 2017 guidelines include the following updates and clarifications:

- Clarification that the amounts of employer contributions reported for statutory and non-statutory health benefits are based on premiums and not individual employee benefit usage.
- Confirmation that employers should disclose unused benefits or “flex benefits” in total compensation if they are paid out in cash
- Clarification that employer-paid professional association dues and/or member fees should be reported as a taxable benefit if not required by the position
- Removal of the requirement to explain increases of five per cent or more in total compensation in the fiscal year in light of the overall transition out of the management compensation freeze
- A definition of working notice and how to disclose
- Emphasis and clarification that details are required when reporting non-reimbursable relocation allowances
- A reminder to employers with a bi-weekly payroll cycle that the 2016-17 disclosure year will include 27 pay periods rather than the usual 26 pay periods, which may cause compensation to appear slightly inflated.

4. Ongoing

- **Senior Employee compensation reporting:** There is an ongoing requirement to update and maintain the information for Senior Employees in the [LIGER](#) system.
- **Employment contracts are public documents:** There is also an ongoing requirement under s. 14.8(2) and 14.8(3) of the *Public Sector Employers Act* to ensure that the employment contracts of positions that fall under the definition of senior employee are made available for public inspection at the school district office (with personal information deleted).

BCPSEA will continue to work with and assist school districts and PSEC Secretariat staff in meeting these statutory reporting requirements.

Questions

Please direct any questions on use of the LIGER system to LIGERHelp@gov.bc.ca.

Please direct any questions on the general reporting requirements to Deborah Stewart, Director, Employee Relations, at 604 730 4506 or deborahs@bcpsea.bc.ca.